



VACANCY ANNOUNCEMENT
WATER POLLUTION CONTROL
SUPERINTENDENT

Hours of work: Monday-Friday 40 HOURS PER WEEK

Salary Range - \$97,126-\$107,349

Open Until Filled

TOWN OF ENFIELD

JOB DESCRIPTION

PUBLIC WORKS DEPARTMENT - WATER POLLUTION CONTROL DIVISION

SUPERINTENDENT, W.P.C. DIVISION

GENERAL STATEMENT OF DUTIES: Involves administrative work involving the planning, organizing and directing of the safe and efficient operation and maintenance of storm disposal system and the sanitary waste disposal system and treatment facilities.

SUPERVISION RECEIVED: Works under the administrative direction of the Public Works Director.

SUPERVISION EXERCISED: Supervises personnel of the Water Pollution Control Division and those performing contractual services.

ESSENTIAL JOB FUNCTIONS: Directs operations, may make work assignments and participates in training and supervision of all personnel; reviews plans for sewer extensions in subdivisions and in public streets including pumping stations and treatment facilities; cooperates with federal and state agencies in carrying out federal, state and local laws and regulations; prepares annual operating budgets and control plans; prepares and presents regular and special reports; advises contractors and others on sewer system matters; maintains accurate records of operations and maintenance and supervises the performance of tests indicating the proper functioning of the treatment plant in accordance with federal and state laws and regulations; prepares maintenance schedules for equipment and specialized apparatus; reviews plans and specifications for commercial and industrial projects; establishes and implements operating policies and procedures for division; develops plans and new projects to achieve division's goals; works with other divisions and departments and outside consultants in planning and designing facility and system changes or additions; participates in resolution of labor grievances and contracts; reviews plans for storm water extensions; develop and implement maintenance and operational plans for storm and sanitary collection systems; regular and punctual attendance.

OTHER JOB FUNCTIONS: Performs other tasks as may be assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, feel or operate objects, tools, or controls. Hand-eye coordination is necessary to operate computers and other various office equipment.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is frequently exposed to fumes and occasionally to airborne particles, toxic or caustic chemicals.

Must be able to perform highly complex and varied tasks. Must be able to concentrate on fine detail with constant interruption, attend to task for 45 to 60 minutes at a time, remember multiple assignments given over long periods of time.

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of sewage treatment and collection, administration, organization and operation; considerable ability to plan, assign, supervise and evaluate work of subordinates and ability to develop and maintain comprehensive and accurate record keeping systems; initiative and judgment necessary to secure satisfactory plant and system results; knowledge of physics, chemistry and engineering as applied to sewage treatment and knowledge of operation

and maintenance of specialized equipment and apparatus used in sewage treatment and sewer system operation and maintenance; considerable ability to establish and maintain effective working relationships with associates and the public.

EXPERIENCE AND TRAINING: Bachelor's degree in the field of sanitary, mechanical, civil or chemical engineering and eight (8) years of progressively responsible experience three (3) of which must be in supervisory capacity. Must have the Connecticut Department of Environmental Protection plant assigned grade level certificate. Any equivalent combination of education and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised: 2/1/99

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F