



# TOWN OF NEW MILFORD, CONNECTICUT INVITES CANDIDATES TO APPLY FOR:

## Wastewater Treatment Plant Superintendent



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### COMMUNITY PROFILE

**All the benefits of a vintage New England lifestyle that few Connecticut towns can still offer.**

As the largest town in the state, (64 square miles), New Milford offers a broad range of housing options, recreational activities and business locations while retaining working farms and plentiful open space. Close to commercial centers such as Danbury, Stamford, Hartford, White Plains and New York City. New Milford has successfully retained the small-town charm that's missing from most modern suburbs. Within its quaint [Village Center](#), gourmet restaurants and interesting boutiques flourish and arts venues, for a relaxed atmosphere that can't be manufactured.

Pride is inherent in New England and New Milford is no exception. It's a special place with a special way of life – making it, not coincidentally, one of Connecticut's fastest growing communities in recent years. But it's the sort of

people we attract – and keep here – that help New Milford protect the special identity we enjoy.

Our population of nearly 30,000 represents a cross-section that's surprisingly diverse for this part of Connecticut: from cosmopolitan weekenders to multi-generational farmers; graphic designers to garage mechanics; longtime residents to relocated corporate executives. Living in this gateway to New England, our citizens reflect its famous "Yankee" work ethic, sense of economy and efficiency, and active community involvement. New Milford boasts a high literacy rate and commitment to quality education,

New Milford's diverse population makes not only for a rich labor pool... but it also presents a myriad of opportunities for the retail & service sector. Our business community is strong and vibrant with new shopping centers either in development or actively under construction. Our large employers include New

Milford Hospital as well as manufacturers such as Kimberly-Clark, Stratus Foods, Chemical Marketing Concepts, Neeltran, Inc. and Medical Instill Technologies.

Local government has been actively involved in projects to enhance the living experience for our citizens including: improvement to the Lynn Deming & Young's Field River Walk along the Housatonic River; expansion/renovations to the Community Center & Senior Center; and future plans for development along the River near the Train Station. Our schools have undergone restructuring and regular updates to help them meet the needs of our ever-changing student population. In addition to excellent public schools, New Milford is also home to Canterbury School, one of the nation's most prestigious private college preparatory schools

These are just a few reasons why the Greater New Milford area is more than a great place to work and do business it's a great place to live too.

## **WWTP SUPERINTENDENT—JOB RESPONSIBILITIES**

Reports to Sewer Commission and Mayor—Plans and supervises the operation and maintenance of a Grade IV Wastewater Treatment Plant including supervising all operators and office staff.

- Supervise plant operations, assure proper adjustment of plant processes, coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements, and ensure the proper conduct of laboratory testing performed by operations staff
- Ensure compliance with New Milford Water Pollution Control Sewer Use Regulations and establishes schedules & methods of facility operations, policies and procedures
- Evaluate operations and recommend improvement and modifications for efficiencies
- Prepare budget estimates for Sewer Commission approval –monitor & control expenditures
- Manage, select and train staff and recommend performance improvements or discipline
- Prepare and implement capital improvement programs to ensure long term and stable operations
- Prepare contract documents, requests for proposals related to procurement of supplies, equipment, services and administer contracts
- Prepare wide variety of reports for Town, State and Federal Government

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## **SEWER COMMISSION & WASTEWATER TREATMENT PLANT**

The Superintendent Supervises eight employees—O & M Supervisor, 4 Wastewater O&M Operators, Office Manager and two office staff. The Water Pollution Control Authority works closely with the private Aquarion Water Company to receive meter information to use for billings. The Commission holds monthly meetings to approve all regulations, management of plant and approval of all hookups and capital improvements, etc. Facts & Figures from 2016-2017 Annual Report:

- ◆ The office staff generated and processed sewer use, benefit assessment and connection fee bills as well as administered 4002 sewer units and 4305 septage permits.
- ◆ The Plant processed over 208 million gallons of raw waste water to a high standard of 99% removal of suspended solids and BOD, as well as achieving all nutrient limits as set by NPDES discharge permit
- ◆ The phosphorous average pounds per day were 2.0 lbs/day, well under the seasonal cap limit of 5.76 lbs/day allowable by the permit.
- ◆ The nitrogen removal was successful enough to merit a credit for the fourth year in a row.
- ◆ The Plant received 10.3 million gallons of septage and grease waste; more than 3110 wet tons of dewatered sludge was processed for disposal by incineration
- ◆ Forty-two miles of collection system piping and fourteen pump stations were maintained by staff and contractors.

The FY 2018-19 O&M budget has been approved at \$2,643,722 with sewer rates of Residential O&M unit charge \$185; \$6.50/1000 gallons; debt service \$25 & Commercial O&M unit charge \$285; & Septage \$75/1000 gallons for Greater New Milford; \$115/1000 Outside Greater New Milford. The Plant was upgraded in 2013 at a cost of \$29 million to increase the capacity in accordance with State regulations. Two capital projects of upgrades/maintenance are currently being designed and constructed for the Westside and Still River pump stations with the assistance of engineers and contractors.

## **Town Government**

The Town of New Milford has been established as a Mayor-Town Council form of government. The Town Council consists of nine council members exclusive of the Mayor. The Sewer Commission and Mayor shall appoint the Wastewater Treatment Plant Superintendent with the approval of the Town Council.



The New Milford Sewer Commission is an independent authority appointed by the Mayor with approval of the Town Council, to act as the Water Pollution Control Authority, in accordance with Sections 7-245 and 7-273a, inclusive, of the Connecticut General Statutes, as amended. In accordance with the requirements of the Connecticut General Statutes. The Sewer Commission shall have authority, in the name and on behalf of the Town, to acquire, construct and operate a sewerage system or systems. There are 6 members and 2 alternates on the Sewer Commission.

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## **Characteristics of the Ideal Candidate**

- ⇒ Strong management skills to inspire and motivate employees and encourage efficiencies
- ⇒ Solid team builder—pulls staff together to move them in the same direction for a high performance organization
- ⇒ Promote professional development for employees to acquire additional certifications
- ⇒ Ability to work with a volunteer Sewer Commission and to communicate technical information into layman terms
- ⇒ Thorough budgeting skills to develop and monitor operational and capital budgets
- ⇒ Excellent communication skills with Mayor, Council, Sewer Commission, staff, contractors, engineers, haulers, and especially with the citizens to explain the WWTP operations
- ⇒ Ability to balance the needs of the Plant with the needs of the community and elected officials related to regulations verses the need for revenues to support operations
- ⇒ Good presentation skills
- ⇒ Ability to analyze data about the plant and to offer solutions for technical problems as well as financial issues
- ⇒ Thorough knowledge about technical aspects of managing and operating a Class IV Wastewater Treatment Plant
- ⇒ Contract management skills including preparing RFP's and bids and monitoring contractors
- ⇒ Ability to prepare operational, maintenance and capital plans to anticipate future needs
- ⇒ Works well with State officials and Sewer Commission Attorney to ensure compliance with State and Local Regulations







## Qualifications:

Graduation from High School or GED certificate with additional specialized training in wastewater treatment operations or a directly related field including 4 years of increasingly responsible experience in wastewater treatment plant operations including 3 years of supervisory or lead responsibility. Must possess a valid CT Grade IV Wastewater Treatment Plant Operator Certificate or equivalent from another State. Valid Driver's License (obtain a Class IV Wastewater Collection System Operator's License within 3 years). Associates Degree or Bachelor's in appropriate field may substitute for experience and assist with certification. All out of state candidates must get initial approval from CT DEEP that they meet the requirements for a reciprocal Grade IV WWTP certification.

Contact consultant below for Connecticut Wastewater Operator Certification Guidelines which has a definition of the various requirements for Class IV WWTP Operator Certificate and definitions of Connecticut Class IV Wastewater Treatment Plant.



## Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience - (Salary Range-\$ 100,000 -\$120,000) plus excellent benefits:

- Health Insurance for employee and family—Premium share is 7.5%
- Town Pension Plan at no cost to employee
- Professional training and appropriate professional memberships

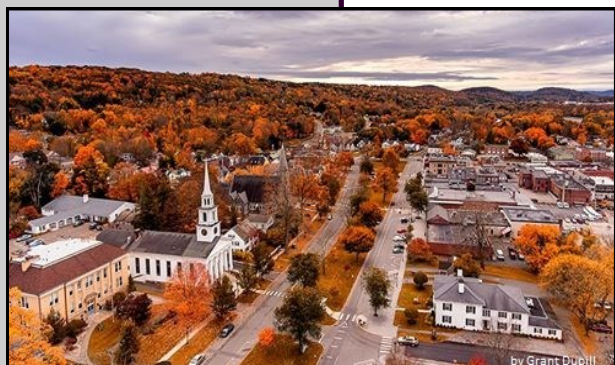
For more information see the Town web site: [www.newmilford.org](http://www.newmilford.org)

New Milford is an EEO/AA/Equal Opportunity Employer

Deadline for application is June 22, 2018

For those from out of state who are unsure if they meet the qualifications—Please contact consultant listed below for more details and for CT State regulations.

If you want to be considered for this challenging position of Wastewater Treatment Plant Superintendent for the Town of New Milford, please mail or email your resume and cover letter immediately to:



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