

## **SUPERINTENDENT - WASTEWATER TREATMENT**

### **Definition:**

The Superintendent of Wastewater Treatment performs skilled technical, administrative, and supervisory work directing the daily operation, repair and maintenance of the wastewater treatment facility and the sanitary sewer collection system; all other related work, as required.

### **Essential Duties and Responsibilities:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Responsible for continuous operations of the wastewater facility and the collection system; organizes and performs work assignments and conducts inspections and repairs; supervises, plans, directs and administers all aspects of the wastewater division; supervises staff, schedules and assigns jobs throughout the work day.
- Prepares monthly, semi-annual and annual reports; generates payroll and maintenance warrants; researches and procures equipment and materials for projects.
- Meets with the general, homeowners, and contractors to address problems and concerns.
- Ensures that the department complies with all environmental laws and regulations and maintains plant processing in accordance with the Environmental Protection discharge permit.
- Represents the department at a variety of meetings both within and outside of the town.
- Performs other similar or related work as required, or as situation dictates.

### **Supervision:**

Works under the administrative direction of the Superintendent of Public Works/Town Engineer; performs responsible work, requiring the exercise of considerable independent judgement in the planning, direction, and control of the operation of the wastewater treatment facility. Oral instruction are provided relating to the town's position on specific issues, departmental policy or suggested courses of action.

### **Supervisory Responsibilities:**

Supervises a department of six full-time employees.

### **Work Environment:**

- Work is generally performed under laboratory and plant conditions, with some exposure to outdoor weather conditions, loud noises, hazardous chemicals and toxic conditions, fumes or airborne particles, infectious diseases and electrical hazards. The workload is subject to seasonal and unexpected fluctuations. The employee is required to work outside of normal business hours, on occasion, and may respond to emergency situations, such as mechanical or power failures, or storm emergencies.

- The employee operates standard office equipment, hand power and pneumatic tools, light trucks, and light equipment.
- The employee has ongoing contact with town departments and private water companies, gas and electric utilities, state agencies and the general public. Contact is by telephone and in person.
- The employee has access to department-oriented confidential information, including bid documents.
- Errors in administrative decisions could result in delay or loss of service, monetary loss, and injury to employees, damage to buildings and equipment, and legal repercussions.

#### **Recommended Minimum Qualifications:**

##### ✓ **Education and Experience**

High school diploma and technical training; Associate's Degree preferred; five years of responsible experience in operation of a wastewater facility; supervisory experience; or an equivalent combination of education and experience.

##### ✓ **Additional Requirements**

Wastewater Operator License, Grade 5

Massachusetts Commercial Driver's license

##### ✓ **Knowledge, Ability and Skill**

Thorough knowledge of wastewater plant operations and sanitary sewer collection systems; knowledge of maintenance and repair methods, materials and techniques; knowledge of laboratory work.

Ability to plan, assign and supervise the work of employees engaged in a variety of tasks, projects and maintenance operations; ability to work with mechanical and electrical equipment; ability to communicate effectively orally and in writing; ability to maintain effective working relationships with town officials and departments, state agencies, the general public, and contractors; ability to prepare and administer budgets and prepare financial reports.

Mechanical and electrical skills.

#### **Physical Requirements:**

Minimal physical effort is generally required to perform duties. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, climb or balance, stoop, kneel or crouch, and reach with hands and arms. The employee is routinely required to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze documents, use a computer, and operate motor vehicles and other equipment.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*