

TOWN OF CANTON

TITLE: WPCF Superintendent
DEPARTMENT: Water Pollution Control Authority

CLASS: Exempt
DATE: May 24, 2010

POSITION DESCRIPTION

The Water Pollution Control Facility (WPCF) Superintendent plans, organizes and directs activities in the operation, maintenance, repair and upgrade of all WPCF and related infrastructure. The WPCF and related infrastructure consists of a 0.8 MGD advanced treatment facility, 25 miles of gravity sewers and 3 pump stations. The WPCF is staffed with 3 full time operators and an administrative assistant. The WPCF Superintendent advises the Water Pollution Control Authority (WPCA) on staffing, operation, upgrade and performance of the WPCF, pumping stations and collection system. The WPCF Superintendent works closely with other Town Departments with respect to infrastructure, personnel and financial matters.

This is a professional position that requires an individual to work with independence and limited supervision. This position requires a working superintendent and involves a combination of technical expertise with regard to utility operation and process equipment combined with practical mechanical ability and management skills.

SUPERVISION RECEIVED

The Superintendent works under the supervision of the Water Pollution Control Authority.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Plan, organize, manage and perform operation, maintenance, repairs and capital improvements for all WPCF infrastructure including process equipment, systems, buildings, mobile power equipment and grounds
- Manage WPCF staff and delegate duties to subordinates as appropriate
- Financial management including developing and monitoring budgets, managing accounts payable and receivable, issuing utility billing and managing WPCA investments.
- Operate all aspects of the WPCF and delegate operational duties to subordinate operators.
- Maintain buildings, process tanks, and equipment at the WPCF and delegate maintenance duties to subordinate operators.
- Maintain the sanitary sewer system and pump stations and delegate maintenance duties to subordinate operators.
- Conduct wastewater sampling and laboratory testing required for monitoring regulatory compliance and process control and delegate laboratory testing to subordinate operators.
- Prepare regular reports to convey operation, maintenance, performance, financial status and all related activities to the WPCA. Attend monthly and special WPCA meetings.
- Coordinate WPCA activities with other Town Departments as appropriate.
- Review development activities proposed within the sanitary sewer service area.
- Prepare and submit all required reports and information to regulatory agencies.
- Identify capital projects and manage implementation using WPCF staff, outside consultants and contractors.
- Engage outside consultants as necessary to assist with operational and upgrade evaluations, upgrade designs, construction assistance and other duties as appropriate.

- Inspect installation of new or repairs to sewer laterals or delegate to WPCF staff or outside consultants.
- Conduct training of WPCF staff on operation and maintenance procedures as appropriate.
- Respond to emergency calls, equipment breakdowns and sewer pipeline blockages or delegate to WPCF staff or outside contractors.
- Work with Plant Operators in develop and implement standard operational procedures.
- Identify equipment and operational problems, develop plans to troubleshoot and implement improvement programs.
- Maintain records of all aspects of infrastructure operations and management.
- Develop and implement policies, procedures, and processes to ensure efficient, and fiscally responsible purchasing practices.
- Provide oversight and management of all WPCA capital projects to ensure timely and cost effective product delivery.
- Perform additional tasks and duties as necessary and/or requested by the WPCA.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, procedures and practices of wastewater treatment, hydraulics and public infrastructure management.
- Thorough knowledge of building systems including but not limited to heating, ventilation and air conditioning, electrical, plumbing and electronic instrumentation.
- Thorough knowledge of wastewater process equipment including grinders, pumps, clarifier mechanisms, trickling filters, rotating biological contactors, sand filters, ultraviolet disinfection and anaerobic digesters.
- Considerable ability to read and interpret building plans, sewer plans and sewer profile drawings
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Knowledge of laws and regulations related to environmental and health and safety management, including but not limited to, water quality and life safety codes and Conn. OSHA regulations.
- Ability to deal effectively with, establish and maintain effective working relationship with town commissions and or agencies, general public, town officials, staff, private and community organizations, developers and others encountered in the course of work.
- Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Commitment to excellence in customer service.
- Ability to explain both WPCA policies and regulatory information to the public in a clear and concise manner.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/or other written materials.
- Ability to develop, implement and monitor an annual budget.
- Ability to exercise sound judgment within general policy guidelines.
- Ability to interpret and apply regulations, policies and procedures.

- Ability to draft and administer grants

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with at least ten (10) years of increasingly responsible experience in operation and management of public and/or private wastewater treatment and pumping infrastructure, with at least five (5) years of increasingly responsible supervisory experience. The WPCA Superintendent shall be certified by Connecticut DEP as a Class IV Wastewater Operator. The WPCF Superintendent shall hold the minimum of a high school diploma or its equivalent; prefer Applicants with an Associates Degree or higher in engineering, science or management preferred. An equivalent combination of education and experience may be substituted for the minimum qualifications contained herein.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, strength, manual and finger dexterity and eye and hand coordination necessary to maintain building systems and mechanical equipment..
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve problems; use math and mathematical reasoning.
- Ability to lift up to 35 pounds necessary to move office files or equipment or for presentation at public meetings.
- Skill and training in the electrical, plumbing and/or building and machine maintenance necessary in a water pollution control facility or pump station.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to work varied hours/ days/ night meetings to complete functions.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to walk on rough terrain to inspect sewer lateral installations on undeveloped properties and sites that are rough and uneven due to ongoing construction.
- Ability to observe and interpret situations read and interprets data, information and documents.
- Ability to talk and hear, both in person and by telephone.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. Business travel may be required. The employee may be required to provide his/ her own transportation.

LICENSE OR CERTIFICATE

High school diploma (Associates or Bachelors Degree preferred)

Connecticut driver's license

Connecticut DEP Class IV Wastewater Operator

NEWEA Voluntary Collection System Grade IV Certification (or ability to obtain within 1 year)

NEWEA Voluntary Laboratory Analyst I Certification (or ability to obtain within 1 year)

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the WPCA's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date