

## CHIEF PLANT OPERATOR/ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

### Definition

Supervisory and technical work in the operation and maintenance of the municipal wastewater treatment plant, associated facilities, and water management systems; administrative and supervisory work assisting the superintendent of public works in the planning and managing of the department of public works; all other related work as required.

### Supervision

Works under the general direction of the superintendent of public works.

Performs responsible functions requiring the use of independent judgment in operating and maintaining the wastewater treatment plant and collection system, and in assisting in the overall operation of the public works department.

### Job Environment

Some work is performed under typical office conditions; most work is performed under shop and field conditions with exposure to variable weather conditions and hazards associated with construction sites and chemicals.

Operates heavy equipment, trucks, and other department vehicles; operates all other equipment related to the operation of a wastewater treatment plant.

In a typical workday has contact with employees, vendors, contractors, local businesses, federal and state agencies, other town departments, and the general public.

Errors could result in personal injury, damage to equipment, danger to public health, environmental pollution, and have fiscal and legal repercussions; errors in administrative decisions could result in lower standards of services, substandard construction, and inadequate maintenance programs.

### Essential Functions

*(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.)*

Directs the operation of the treatment plants, pumping stations, and other related facilities. Responsible for the establishment, review and modification of procedures and policies for the operation and maintenance of all treatment plant and pumping station equipment and processes.

Supervises operational, maintenance and laboratory staff of the facilities including preparing work schedules and enforcing established working rules and safety practices; administers the training of

the plant personnel.

Supervises the preparation of annual plant reports and budgets; exercises control over expenditure of funds allocated for plant and associated facilities operation and maintenance.

Makes recommendations in personnel matters such as promotions, transfers, disciplinary action and grievances.

Establishes, implements and maintains health and safety programs and issues necessary orders relative thereto. Issues necessary directives to correct all unsafe and unhealthy conditions detected and to prevent recurrences of accidents. Makes inspections throughout the facilities to ensure compliance with safety practices and to detect existing or potential unsafe and unhealthy operating procedures, equipment or conditions.

Confers with local, state and federal officials and consultants retained by the town regarding technical and administrative matters.

Assists in the preparation of plans and specifications for plant maintenance and improvements.

Assists the superintendent of public works with administering public works projects related to streets, drains, sewers, solid waste, water mains, etc. Assists the superintendent with duties related to water management systems, and personnel matters including grievances, and other issues and/or projects.

Performs similar or related work as required or as situation dictates

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in science or engineering; and four years of experience in municipal wastewater operations; or any equivalent combination of education and experience.

#### **Special Requirements**

Massachusetts Certification as a Grade V Wastewater Treatment Plant Operator

Massachusetts Grade II Water License

Class B Massachusetts Commercial Driver's License

Class C Massachusetts Hoisting License

Continuation of training courses as required by the Department of Environmental Protection to maintain current certification.

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

*Knowledge:* Thorough knowledge of the principles and operating procedures of wastewater treatment and sanitary sewer systems. Working knowledge of the materials, methods and techniques of wastewater treatment, and state and federal pollution control regulations. Thorough knowledge of industrial wastes and their effects on treatment processes and equipment. Considerable knowledge of environmental engineering principles and practices, as applied to wastewater treatment plans. Knowledge of laboratory procedures, safety and physical, chemical and bacteriological testing. Knowledge of maintenance and preventive maintenance practices of mechanical equipment.

*Ability:* Ability to train, coordinate and supervise laboratory, operations, and maintenance personnel. Demonstrated ability to interpret input data from all processes and to issue instructions to modify unit processes as required to insure efficient daily operations. Ability to maintain and repair the machinery and equipment of wastewater treatment operations.

*Skill:* Skill in all of the above listed tools and equipment.

### **Physical Requirements**

Moderate physical effort generally required with occasional heavy exertion when providing maintenance or emergency repairs. Frequent heavy lifting in excess of 50 pounds required. Must be able to work within confined areas such as manholes for sample testing and repairs. Must be able to access all areas of multilevel facility. Ability to perform heavy physical labor under adverse conditions.

*(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.)*