

Application Procedure

Applications may be emailed to gbollaro@newmilford.org (Reference “Wastewater Treatment Plant Superintendent” in the subject line and submit attachments in Word or PDF format) or mailed to Mr. Greg Bollaro, Personnel Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. Please submit the following four (4) documents:

1. Cover Letter;
2. Town of New Milford Employment Application (available www.newmilford.org, Personnel Dept. page);
3. Resume; and
4. Copy of CT Licenses.

NEW MILFORD SEWER COMMISSION WATER POLLUTION CONTROL AUTHORITY

123 West Street
P.O. Box 178
New Milford, Ct 06776
Phone: (860) 355-1049
FAX: (860) 350-4089

JOB DESCRIPTION

WASTEWATER TREATMENT PLANT SUPERINTENDENT

POSITION DESCRIPTION

Under the general direction of Sewer Commission, plans and supervises the operation and maintenance of a Grade IV Wastewater Treatment Plant including supervision of all Operators and Office Staff.

EXAMPLES OF ESSENTIAL DUTIES: (These examples are intended only as illustrations of various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- 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 tests performed by operations staff.
- Ensure compliance with New Milford Water Pollution Control Authority Sewer Use Regulations.
- Establish schedules and methods for facilities operations, and implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities, recommend improvements and modifications, and prepare various reports on operations and activities.
- Participate in budget preparation and administration, prepare cost estimates for budget items, and monitor and control expenditures.
- Participate in the selection of staff, provide or coordinate staff training to ensure safe and efficient performance, work with employees to correct deficiencies, and implement discipline procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in treatment plant operations.
- Prepare and implement capital improvement programs to ensure the wastewater treatment plant will maintain long term and stable operations.

- Prepare contract documents, requests for proposals and other related procurement documents to obtain needed supplies, equipment and services and administer contracts.
- Recommend and assist in the implementation of wastewater treatment plants goals and objectives.
- Research and prepare a wide variety of reports, and maintain files and records on plant operations.
- Respond effectively to public inquiries.
- Respond to emergency situations at the plant.
- Work with the DEEP.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable Federal, State and local laws, codes and regulations.
- Budgeting procedures and techniques.
- Effects and problems of industrial waste in wastewater treatment processes.
- Operating principles of valves, pumps and motors.
- Principles and methods of bacteriological and chemical wastewater analyses.
- Principles and practices of wastewater treatment plant operations.
- Principles of supervision, training and performance evaluation.
- Safety principles and practices.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Diagnose operating problems and direct effective correction procedures.
- Direct the operations of wastewater treatment plant facilities.
- Ensure the proper chemical testing procedures performed by operations staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Establish and maintain effective sample procedures of plant operations and effluent.
- Prepare required reports and maintain complete record keeping procedures.
- Supervise, train and evaluate assigned staff.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater.

Education and Experience:

Graduation from high school or certification of having passed the General Educational Development (GED) certification examination with additional specialized training in wastewater treatment operations or a directly related field including four (4) years of increasingly responsible experience in wastewater treatment plant operations, including three (3) years of supervisory or lead responsibility.

Special Requirements:

- Must have or obtain a Class IV Wastewater Collection System Operator's License within three (3) years.
- Possession of a valid Driver's License.
- Possession of a valid Grade IV Wastewater Treatment Plant Operator Certificate.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception		X						
Standing		X			Color Distinction								X
Walking		X			Peripheral Vision								
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness		X						
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.