

The Town of New Milford is hiring!

The New Milford Sewer Commission is currently recruiting an experienced leader to fill a priority leadership position within the New Milford Sewer Commission. Ideal candidates will have experience evaluating and managing all operations and activities of the Sewer plant and be able to report to both the Commission and the Mayor. Qualified and interested candidates should send an updated resume and application to: New Milford Sewer Commission 123 West Street, P.O. Box 178 New Milford, CT. 06776. No hand delivered or faxed applications will be accepted.

NEW MILFORD SEWER COMMISSION
WATER POLLUTION CONTROL AUTHORITY
123 West Street
P.O. Box 178
New Milford, Connecticut 06776
(860) 355-1049
Fax (860) 350-4089

JOB DESCRIPTION

WASTEWATER TREATMENT PLANT SUPERINTENDENT

POSITION DESCRIPTION

Under general direction of Sewer Commission, plan and supervise the operation and maintenance of a grade IV wastewater treatment plant, including supervision of all Operators and Office Staff.

EXAMPLES OF 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.)

- * Recommend and assist in the implementation of wastewater treatment plants goals and objectives; establish schedules and methods for facilities operations; implement policies and procedures.
- * Plan, prioritize, assign, supervise and review the work of staff involved in treatment plant operations.
- * Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- * Participate in budget preparation and administration; prepare cost estimates for budget items; monitor and control expenditures.
- * 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.

- * Participate in the selection of staff; provide or coordinate staff training to ensure safe and efficient performance; work with employees to correct deficiencies; implement discipline procedures.
- * Supervise plant operations; assure proper adjustment of plant processes; coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements; ensure the proper conduct of laboratory tests performed by operations staff.
- * Research and prepare a wide variety of reports; maintain files and records on plant operations.
- * Work with the DEEP.
- * Respond effectively to public inquiries.
- * Responds to emergency situations at the plant.
- * Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Ability to:

- * Direct the operations of wastewater treatment plant facilities.
- * Diagnose operating problems and direct effective correction procedures.
- * Supervise, train and evaluate assigned staff.
- * Prepare required reports and maintain complete record keeping procedures.
- * Establish and maintain effective sample procedures of plant operations and effluent.
- * Ensure the proper chemical testing procedures performed by operations staff.
- * Communicate clearly and concisely, both orally and in writing.
- * Establish and maintain cooperative working relationships with those contacted in the course of work.
- * 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:

Education equivalent to completion of the twelfth grade, with additional specialized training in wastewater treatment operations or a related field. Four (4) years of increasingly responsible experience in wastewater treatment plant operations, including three years of supervisory or lead responsibility.

Necessary Special Requirements:

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

RESIDENCY REQUIREMENT

All Wastewater Treatment Plant employees shall be expected, within six months of hire, to establish residence within a 45-minute notification to respond zone.