



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Wastewater Receiving Technician
Department: Water Pollution Control Authority

Salary Group: Non-Union
\$22.00-\$24.00/hr

Job Summary: Under the direction of the Director of Operations and Chief of Staff, performs semi-skilled manual work assisting in the maintenance and operations at a complex class IV wastewater treatment plant and collections system. Assists and performs daily operation and maintenance in a wide variety of aspects of proper wastewater treatment.

Supervision Received: Works under the direction of the Director of Operations and Chief of Staff.

Supervision Exercised: There are no direct reports for this position.

Essential Job Functions: Primary Function for this supporting role will be to operate septage receiving stations (Lakeside and Raptor Units) assuring septage haulers properly discharge and receive receipts and permit tickets, while providing customer service to haulers.

- Operate filter presses and related polymer equipment, portable generators, and pumps.
- Will provide solids samples to the lab for dry weight analysis
- Will be required to empty wheel barrows of grit and garbage cans containing washed waste rags
- Must be able to use a frontend loader to move and unload grit.
- Cleaning, hosing, and preventative maintenance of equipment.
- Must be highly motivated and work well within a team environment
- Knowledge and ability of working safely and responsibly with use of proper personal protective equipment.
- Establish and maintain effective working relationships with peers, supervisors, septage haulers, contractors, and vendors.
- Understand and follow oral and written instructions.
- Manual labor, shoveling and plowing, mowing grass, housekeeping, and general building maintenance.
- Shipping and receiving.
- Performs related duties as required that are necessary and appropriate.

Education, Training and Experience:

- Graduation from high school or certification of having passed the General Educational Development (GED) certification examination.
- Possession of a valid driver's license

- Must possess and maintain a Class I Certification from the **CT DEEP Wastewater Treatment Operator Certification Program** within 24 months of hire date, allowing for the employee to be added to the on-call rotation.
- Veterans preferred.

Steps for salary adjustments:

- \$0.50 increase after successful completion of the 90-day probation period
- \$0.50 increase after Class I Operators Certification, **allows for advancement when an operator position becomes available**
- One time Incentive Bonus of 5% of base wage after receiving the Class I Operators Certification

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Updated July 6, 2026

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents 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
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
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.