

POSITION: WASTEWATER CHIEF OPERATOR

LOCATION: Wastewater Treatment, DPW Sewer Division

HOURS OF WORK: 7:00 A.M. - 3:30 P.M. Monday - Friday

SALARY RANGE: \$29.11 (Step 1) - \$35.41 (Step 6) – Grade 9

BARGINING UNIT: AFSCME Local #1703

The responsibilities and duties listed below are illustrations of the various types of work 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.

Position Purpose:

The purpose of this position is to perform supervisory oversight and perform various tasks in the operation and maintenance of the municipal wastewater treatment plant and collection system. The Chief Plant Operator is responsible for improving upon the efficiency and effectiveness of all areas under his/her direction and control and insuring compliance with all Federal and State regulations. Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment, injury to others and legal ramifications.

Supervision:

Supervision Scope: Performs a variety of skilled and semi-skilled tasks, which require the exercise of independent judgement and initiative while performing duties within established guidelines.

Supervision Received: Works under the general direction of the Superintendent in accordance with department policies and procedures.

Supervision Given: Supervises and directs all Wastewater staff.

Job Environment:

Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain and is subject to the hazards associated with working around chemicals, communicable diseases and heavy equipment. The employee may be required to work in confined spaces such as wet wells, manholes, etc. Work environment is often loud and at times is very loud.

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.)

- Provides daily operation and maintenance oversight of the wastewater treatment plant, pumping stations and collection system;
- Performs visual checks of equipment and inspection of motor control center and recording instrumentation to make sure all systems are operating normally;
- Responsible for process control adjustments to the plant process to insure compliance with MassDEP regulations and U.S. EPA NPDES permit;
- Prepares and submits reports to the MassDEP and US EPA
- Directs and/or performs regularly scheduled preventative maintenance procedures and emergency repairs on plant and pumping station machinery and equipment.
- Troubleshoots mechanical, instrumentation and electrical problems and takes required action to correct the problem.
- Oversees and/or completes sampling and lab work for the wastewater treatment plant on a daily, weekly and monthly basis for process control decisions and for state and federal reporting requirements.
- Obtains, records and interprets readings of instruments monitoring treatment process; maintains operational records.
- Maintains the plant and pumping station buildings and grounds in a clean and orderly condition.
- Oversees the inventory of spare parts, chemicals, compost bulking agent, fuel and supplies used at the wastewater treatment plant and pumping stations.
- Operates computers for record keeping and trending of utilities and process control data.
- Answers and responds to public inquiries regarding sewer blockages.
- Shares “On Call” duties with plant operators of the Sewer Department to provide continuous coverage and to respond to treatment plant and pumping station alarms.
- Regularly operates light trucks, heavy equipment, hand/power/pneumatic tools, specialized pumping and treatment equipment, laboratory equipment, two-way radios, computer, telephones, and standard office machines as needed.
- Interacts with other employees, vendors, regulators and the general public; Communication may be accomplished in person, by phone or by email and involves an information exchange dialogue.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

High School diploma with college level work in chemistry, biology or mechanical or civil engineering plus ten years' experience in municipal wastewater operations, four of which were in a supervisory capacity; or Bachelor of Science in a related discipline and plus five years' experience in municipal sanitary operations two of which were in a supervisory capacity; or any equivalent of education and experience.

Special Requirements:

- Possession of a Massachusetts Wastewater Treatment Plant Operators License Grade VI, Grade VII preferred.
- Possession of a valid Class B motor vehicle license.
- Possession of a Hydraulics license 2B or above.
- Possession of Massachusetts Grade II Wastewater Collections System License desirable.

Knowledge, Ability and Skill:

Extensive knowledge of wastewater treatment plant operations and maintenance [practices and protocols; General knowledge of the materials, occupational hazards and safety precautions of the trade; Excellent understanding of the Federal and State regulations. Familiar with NetDMR reporting forms and programs; Ability to perform laboratory tests in accordance with Standard Methods or other accepted procedures and interpret results of test in order to makes operational changes to process as needed; Ability to carry out oral and written instructions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required, which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds. Employee may be required to drive heavy equipment for long periods of time, during all types of weather conditions. **While performing the functions of this job, the employee may be required to stand, walk, talk, sit and hear for extended periods. Vision and hearing must be at, or correctable, to normal ranges.**

(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.)