

Middletown, CT Job Description

Classification Title	Superintendent of Water Pollution Control
Job Code	
Department	Water & Sewer
Union Group	Teamsters 671
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to ensure the operation and maintenance of the Water Pollution Control Facility (WPCF), ~~to oversee other employees, and to perform lab and plant operator duties. The work is performed under the direction of the Director or Designee.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises operations and maintenance at WPCF. Analyzes lab results. Ensures proper maintenance of equipment.
- Performs analysis of wastewater, ensures timely filing of all data to the Department of Environmental Protection (DEP) in compliance with operating permits.
- Plans, Assigns and reviews work ~~to of~~ employees. Trains subordinate staff. Ensures OSHA compliance.
- ~~Ensures Occupational Safety and Health Administration (OSHA) compliance, and trains subordinate staff on OSHA procedures.~~
- ~~Reviews work in progress.~~
- ~~Performs plant operator duties.~~
- ~~Manages outside consultants and workers as required.~~
- Prepares specifications for bidding as required.
- Maintains and calibrates lab equipment. Services designated tanks and large equipment.
- ~~Reviews all required invoices, and approves for payment.~~
- Maintains sludge production data, and coordinates with sludge transporter and recovery facility to ensure removal.

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- ~~• Continuously monitors, evaluates and analyzes plant operating data to determine and implement process control adjustments necessary to maintain compliance with National Pollution Discharge Elimination Systems (NPDES) permit.~~
- Implements and oversees Right to Know, Confined Space and Lockout Tag out programs.
- Prepares a variety of reports, documents and correspondence, which includes nitrogen analysis report, discharge monitoring report and operating report. ; ~~completes and state monthly reports documenting operating parameters at WPCF.~~
- Maintains files, logs and databases; ~~enters~~ enters events/incidents into daily diary.
- ~~• Reviews and verifies a variety of permits, documentation and reports; collects and inspects Confined Space Entry permits.~~
- ~~• Prepares and submits five year Capital Non-recurring budget. Reviews expenditures and balances for various accounts.~~
- Assesses weather conditions that may affect operations. Monitors level of Connecticut River and River Forecast Center reports to be prepared to implement flood protection plan.
- ~~• Purchases materials and supplies; maintains and tracks inventory of materials and supplies. Monitors and orders gasoline and heating oil products.~~
- ~~• Performs other related functions as assigned or required.~~
- Maintains availability to respond to emergency situations on a rotating on-call basis; ~~or as determined by the Director or designee.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in Environmental Science or Water/Sewer Operations and at least with five years of progressively responsible water/wastewater operations, maintenance and supervisory experience, ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

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Appropriate education substitutions can be made.

Other

- ~~Position requires a Class III State Wastewater License or the ability to obtain within one (1) year of appointment and the possession of a valid Connecticut driver's license. Class III Operator License.~~

PREFERRED QUALIFICATIONS

Two years of technical school in wastewater operations, one year of experience in sludge protection, laboratory secondary process and/or mechanical. Class V Nitrogen, Class III Sewers and/or Class II Lab Certifications.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as time cards, flow charts, forms, permits, reports, records, blueprints, manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments, regulatory agencies, vendors, elected officials, contractors, customers and the public. Knowledge of laboratory procedures and operations~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry. Must possess mechanical skills~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel

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- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- Ability to E establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles, lab equipment, mechanics tools, drafting instruments, meters, calculators, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating equipment.~~
- ~~Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

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Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	