

TOWN OF MILTON
Job Description

Title: Water/Wastewater Superintendent

Date: January 1, 2018

Department: Public Works

Reports to: Director of Public Works

OVERVIEW OF POSITION

Under the direction of the Town Engineer or Director of Public Works, is responsible for the planning, organization and direction of the operation of the Municipal Water Supply and Wastewater Treatment Systems including modification of the procedures and the development of facilities to meet changing standards; performs laboratory analysis of water and wastewater samples. Responsible to provide an adequate supply of safe potable water for the consumption and use by Town residents. Assures proper maintenance of all wastewater treatment and collection facilities of the Town including the mains, pump stations and collection lines. Acts as the Chief Operator of the Water & Wastewater Treatment Facility.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Supervises the daily activities of five – eight Water/Wastewater plant employees.

Monitors annual budget to ensure expenses remain within the authorized amounts. Assists Director of Public Works in preparation of annual budgets for approval by the Selectboard.

Operates pumps, control panels and other pumping station equipment; adjusts water pressure and flows; hydrant flushing, construction and other conditions within both the water distribution and wastewater collection systems.

Establishes maintenance schedules; revises preventative maintenance practices, directs operations during day to day and emergency conditions.

Analyzes plant and laboratory reports, directs the adjustment of processing methods to improve plan efficiency; prepares comprehensive reports on Plant operations for submission to administrative superiors and other governmental agencies.

Studies wastewater and water operations and cost; prepares annual budget request and administers expenditures.

Plans and recommends improvement of treatment facilities through the acquisition and installation of improved equipment and through the use of the improved equipment and through the use of improved techniques and processes.

Performs daily inspections of all equipment, machinery and control panels; periodically test valves; replacement of pumps motors, chlorinators, valves, meters, gauges and other equipment to ensure optimal operating efficiency and uninterrupted supply of water and wastewater treatment to town residences.

Monitors and reports biosolids accumulation to ensure solids are removed at appropriate intervals and disposed of in accordance with state and federal regulations.

Ensures plant disinfection is maintained at appropriate levels as specified by state and federal discharge permit(s).

Inspects new water and wastewater lines; checks for proper tapping of lines, placement of hydrants, use of acceptable materials and otherwise ensures the construction is in compliance with applicable codes.

Responsible for the repair of water main breaks and the maintenance of pump stations to ensure proper operation.

Administers the Water/Wastewater meter reading system. Assists in Water & Wastewater billing accounting system and performs service disconnects when required.

May develop and manage capital improvement projects, such as: catch basins, culverts, stormwater lines, or other general civil engineering type projects.

Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

EDUCATION AND EXPERIENCE

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of high school. Bachelor's degree in one of the following disciplines preferred: Civil Engineering (EIT or PE), Chemical Engineering, Chemistry, Biology, Ecology or related field.

Requires ten (10) years' experience in Municipal Water Supply and Wastewater collection and treatment; possession of the appropriate license(s) as mandated by the State of Vermont is required, including a Wastewater Grade 5 Certification.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, skills and abilities may be considered, at the discretion of the town.

Requires continuous possession of a valid Vermont Vehicle Operator's license in the appropriate classification required by law.

KNOWLEDGE, SKILLS AND ABILITIES

Requires extensive knowledge of the operation, adjustment, maintenance and repair of the equipment machinery utilized in public water supply and wastewater treatment.

Requires working knowledge of the chemical, biological and physical sciences essential to the practical mechanics of filtration, aeration and filtration and ion exchange systems as they relate to the provision of potable water and the collection and treatment of wastewater.

Requires the ability to supervise and delegate authority and to plan, assign and direct varied technical and maintenance programs.

Requires ability to skillfully operate, maintain and repair the pumps, control panels and other equipment used in Water and Wastewater Treatment Plant operations.

Requires ability to make accurate gauge recordings.

Requires ability to perform accurate chemical and biological/examination of water and wastewater samples.

Requires ability to make thorough inspections of equipment and machinery for the detection of malfunctions and/or other problems.

Requires ability to respond quickly and efficiently to emergencies in the Town's Water distribution and Wastewater collection systems.

Requires ability to communicate effectively and politely both verbally and in writing to other employees, contractors and the public.

Requires ability to establish and maintain effective working relationships with Town personnel and the general public.

Requires working knowledge of computers and computer applications to include but not limited to SCADA, Windows 7 to 10, word processing, spreadsheets & databases.

Requires the ability to work in confined spaces.

WORKING CONDITIONS

Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50 lbs; use of both feet for repetitive movements such as operating foot controls; and use of hands for repetitive movements such as grasping on hand controls, handles, tools etc.; exposure to moving equipment and machinery; marked changes in climate conditions; and exposure to dust, fumes and gases.

Occasionally requires squatting; crawling; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100 pounds.