



TOWN OF FARMINGTON WATER POLLUTION CONTROL SUPERINTENDENT

Title: Water Pollution Control Superintendent

Date: November 2024

Department: Public Works & Development Services

Division: Wastewater

EEO: Class 1

GENERAL DESCRIPTION:

This is highly responsible supervisory and administrative work involving the operation and maintenance of a wastewater collection and processing system using advanced technology. Work involves responsibility for planning and directing the operation and maintenance of a wastewater collection gravity, force mains/pump stations, and processing facility on a day-to-day basis. Duties include managing and directing the work of subordinate staff engaged in wastewater collection and treatment within town, state, and federal parameters; directing the maintenance of the plant, collection system including pump stations, and its equipment; responding to complaints from the public and others on odors and quality of end product; evaluating programs, processes, and equipment used; preparing and administering the department's budget. The work requires that the employee have considerable knowledge, skill, and ability in wastewater treatment plant and pipeline operations and maintenance.

SUPERVISION RECEIVED:

Works under the policy direction of the Water Pollution Control Authority and the administrative direction of the Director of Public Works/Town Engineer

SUPERVISION EXERCISED:

Supervises all Water Pollution Control plant personnel.

EXAMPLES OF DUTIES:

Plans, organizes and directs the Town's wastewater collection and processing system to conform with CT DEEP issued permit(s), state and federal standards and mandates. Provides for the collection and treatment of sewage waste operations, seven days a week on a 24-hour basis.. Provides short- and long-term planning assistance to the Authority in evaluating the changing wastewater collection and processing needs of the Town. Directs the sampling and testing of product at all phases of the processing operation and directs changes or adjustments to the

treatment process as required to meet or exceed required permit limits and to reduce or eliminate odors from the overall operation. Directs and assists in the installation, operation, maintenance, and repair of instrumentation, pumps, pipes, valves, motors, electrical systems, I&C controllers, pump stations, buildings and grounds of the processing facility and the collection system. Develop the annual operating and capital budgets in conjunction with the Director of Public Works/Town Engineer for submission to the Town Manager and subsequent submission and approval to the Authority. Attend regular monthly WPCA meetings and other meetings as required. Provide WPCA meeting agenda and backup information as required. Administers adopted budget within fund allocations. In consultation with the Director of Public Works/Town Engineer, makes recommendations to the Town Manager for the hiring, promotion, supervision, and salary rates for all subordinate staff. Administers the collective bargaining agreement(s) as it relates to departmental employees. Develops and implements training and safety training of subordinate personnel. Prepares specifications and cost estimates for equipment replacement and repair. Recommends or makes purchases of equipment or products used in the facility. Compiles data and prepares written reports for the Town, state, and federal agencies. Review reports and daily plant activities with the Director of Public Works/Town Engineer. Prepare yearly CT DEEP permit, monthly DMR's submitted to CT DEEP, and any other required documentation to successfully meet permit requirements. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of water pollution control processes, principles, and practices. Considerable knowledge of public administration principles and practices as they relate to wastewater collection and processing operations. Considerable ability to interpret an extensive variety of technical instructions in mathematical and diagrammatic form. Considerable ability to communicate orally and in writing and to lead others in the function of the department. Considerable ability to administer policies and procedures at the department level including operating budget, capital improvement budget, goals, objectives, planning, , decision making and report writing. Considerable ability to establish and maintain effective working relationships with subordinates, department heads, vendors, contractors and the general public. Ability to develop and implement training programs including training in safety for all personnel. Ability to supervise work groups directly and through subordinate supervisors. Ability to operate a wide variety of equipment and machines in a safe, effective manner.

QUALIFICATIONS:

A bachelor's degree in wastewater or water treatment technology, sanitary, chemical, civil or mechanical engineering or the environmental sciences and 7 years of increasingly responsible experience in wastewater treatment, including 5 years of supervisory experience; or an equivalent combination of qualifying education and experience on a year for year basis.

SPECIAL REQUIREMENTS:

Possession of a Class IV State Operators Certificate in Wastewater Treatment.

Possession of a valid Commercial Driver's License as issued by the State of Connecticut.

TOOLS AND EQUIPMENT USED:

WPCF equipment, testing/laboratory equipment, vac truck, heavy equipment, mowers, etc. This list is not exhaustive and includes all necessary equipment to effectively maintain the WPCF and pump stations.

PHYSICAL DEMANDS:

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. While performing the duties of this job the employee is regularly required to operate objects, tools, or controls. The employee is required to remain stationary and occasionally required to move, ascend/descend, position self to inspect or work on equipment. The employee must frequently move equipment up to 25 pounds. The employee must be able to observe and identify issues or details at a close and far distance.

WORK ENVIRONMENT:

The work environment characteristics 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

GENERAL GUIDELINES:

The duties listed above 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. The 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.