



Job Description

Title: Wastewater Treatment Plant Chief Operator

Department: Public Works

Nature of work:

Directs and administers activities and technical work at Wastewater Treatment Facilities. Serves as a principle assistant to the Highway/Utilities Superintendent. Supervises and participates in the technical work, maintenance, and operation of Wastewater Treatment facilities and pump stations.

Work Schedule: Monday – Friday; 40 hours per week. Public Works Department operations is 24/7/365, this position may also require a substantial amount of evening and weekend work, often without advance notice.

Supervision Received: The Chief Operator is directly responsible to the Director of Public Works or their designee for all actions performed.

Supervision Exercised: Exercises supervision over all WWTP employees.

Essential Responsibilities:

- Assigns, supervises, inspects, and participates in operation and maintenance of equipment and machinery in the surface and well Wastewater Treatment facilities and pump stations for purposes of screening, grinding, grit removal, filtration, sedimentation, disinfection, sludge processing, and pumping.
- Collects samples of sewage for laboratory analysis and performs basic laboratory analyses for permit compliance.
- Maintains charts and other records pertaining to the operation and maintenance of the sewage treatment facilities.
- Maintains regulatory records and reports pertaining to the operation of the treatment plant.
- Assists the Maintenance Mechanic in performing repairs on the equipment in the treatment plant and pumping stations, such as electric motors, pumps, chlorinators, flow recorders, etc.
- Assumes responsibility for the proper operation of the Wastewater Treatment Plant and pumping stations.
- Write and document formal performance evaluations of WWTP staff, participate in a variety of personnel actions including hiring selection, counseling, training, promotion, discipline, and termination processes.
- Stays abreast of new trends and innovations in wastewater treatment and distribution; directs the incorporation of new developments into program areas as appropriate.
- Works weekend rotation and overtime as required, including “on-call” time.

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Competencies Needed:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.

- Graduation from an accredited college with bachelor's degree in a related field, experience with machinery such as motors and pumps that are used in a pollution control plant or combination or schooling and experience., or any combination of schooling and equivalent in-service training and experience.
- State of Vermont Grade III WWTP certification required or equivalent certification from another state recognized by the State of Vermont if transfer of certification is available.
- Proficient or advanced skills in Microsoft Office.
- Ability to perform a variety of manual tasks required in the operation of the Wastewater Treatment Plant.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluations.
- Ability to communicate effectively, orally and in writing.
- Ability to obtain a working knowledge of department policies and procedures.
- Ability to make independent technical decisions to maintain proper treatment processes.
- Ability to develop and maintain effective employee and public relations.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

Work Environment: *The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.*

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb, or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work is performed indoors in climate-controlled buildings, but this position also occasionally requires work outdoors (including in inclement weather or other unfavorable conditions).

Union Status: Non-Exempt employee; Non-Union Status

The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.

Job Description Acknowledgement

I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remain at-will for both myself and my employer.

Signature of employee

Date