



Job Description

Date: March 10, 2025

Title: Wastewater Treatment Plant Chief Operator

Department: Public Works

Overall Job Objective:

Work Schedule: Monday – Friday; 40 hours per week. The Public Works Department operations are 24/7/365, this position may also require a substantial amount of evening and weekend work, often without advance notice. Will work weekend rotation and overtime as required, including “on-call” time.

Wage: FY’25 \$31.94 per hour / FY’26 \$32.89 per hour

A Town vehicle is provided; driving is essential to this position; and must operate Town and personal vehicles in a safe manner and maintaining a valid driver’s license is required. Or the option of an annual vehicle stipend of \$3,000 per year, paid in increments of \$1,500 two times per fiscal year.

Title of Immediate Supervisor: Assistant Director of Public Works or DPW Director for all actions performed.

Title(s) of Position(s) Direct Supervision Exercised: Exercises supervision over all WWTP employees (4 full-time Operators).

Essential Job Functions, Duties, Responsibilities and Tasks:

1) Provides strategic advice and technical guidance on all WWTP department procedural and policy matters, which include the following:

- a) Develop and implement internal controls and processes to ensure the accuracy and integrity of data.
- b) Development of major policies and procedures, encourage personnel to be accountable for their work and take ownership in what they do, while embracing change and demonstrating positive leadership.

- c) Encourage passionate, positive, and enthusiastic employees, fostering a participatory organizational climate that is open, positive, reinforcing, and supportive.
 - d) Help employees understand their part in meeting Town-wide strategic goals and vision.
 - e) Demonstrate collaboration and conflict resolution skills with other departments and employees.
 - f) Help employees see the value of developing their skills and assist them in eliminating barriers within their development; encourage employees to step outside of their comfort zone to develop their skills.
 - g) Provide meaningful, timely employee feedback and appraisals, and effectively address employee performance problems.
 - h) Provide leadership and guidance to the team, ensuring they have the necessary resources and support to perform their duties effectively.
 - i) Ensure charts and other records pertaining to the operation and maintenance of the sewage treatment procedures are met.
 - j) Suggest, develop, implement, and monitor internal controls and technology solutions to uphold integrity and trust in the Town government.
- 2) Works in a collaborative manner to oversee and manage programs, team efforts, and the department, which includes the following:
- a) Supervises, assigns, inspects and participates in the operation and maintenance of equipment and machinery in the surface and well and pump stations for the purpose of screening, grinding, grit removal, filtration, sedimentation, disinfection, sludge processing, pumping, and the maintenance of the necessary records.
 - b) Attend meetings or training to keep abreast of the latest development of new trends and innovations in wastewater treatment and distribution; directs the incorporation of new developments into program areas as appropriate.
 - c) Maintain regular and punctual attendance.
 - d) Directs related administrative activities including budget preparation and execution, purchasing, personnel selection, reports, employee training, and correspondence in administration of projects.
 - e) Maintains charts and other records pertaining to the operation and maintenance of the sewage treatment facilities.
 - f) Maintains regulatory records and reports pertaining to the operation of the treatment plant.
 - g) 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.
 - h) Assumes responsibility for the proper operation of the Wastewater Treatment Plant and pumping stations.
 - i) 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.
- 3) Serves as a collaborative member of the DPW management team, which includes the following:
- a) Making decisions in alignment with the direction of the organization.

- b) Communicate effectively with department staff, other Town employees, the public, and members of organizations or other agencies.
 - c) Analyze data and provide recommendations to Directors on strategies to improve performance.
 - d) Develop and implement strategies to support the organization's goals and objectives, working closely with Directors.
- 4) Other duties, including the following:
- a) Accountable for all duties of this job, and other projects and responsibilities may be added at the Town's discretion.

Non-Essential Duties and Tasks: *The responsibilities and duties listed 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.*

Key Competencies:

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

- Command Skills – skill at leading, encouraging tough debate but able to move on, taking on tough issues and challenges while working through them effectively.
- Administration and Management – knowledge of management principles involved in planning, resource allocation, personnel management, leadership technique, and coordination of people.
- Motivating Others – skill at creating a climate where people want to contribute their best; can motivate different kinds of people and teams; empowers others.
- Managing and Measuring Work – Skill at clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; designing feedback loops; and monitoring process, progress, and results.
- Confronting Direct Reports – skill at dealing with direct report problems firmly and in a timely manner; comfortable with regular performance reviews and holding direct reports accountable.
- Business Acumen – knows how professional work fits into the overall Town government; knowledgeable and current in business policies and practices; broad-thinking.
- Critical Thinking – skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Perspective – knows how to look toward the broadest possible view of an issue or challenge; can easily pose future scenarios and predict impacts; has broad-ranging interests.
- Communicating – skill in communicating with people inside and outside the organization and in representing the organization to customers, the public, and other external parties; communicates effectively verbally and in writing; and work effectively across diverse cultures and constituencies.
- Organizational Agility: can perform within all levels of the organization and obtain successful outcomes; interacts with internal and external customers in a manner that supports organizational values.
- Dealing with Ambiguity: is comfortable with change and uncertainty; is effective in novel situations and makes work-appropriate decisions based on available information.

- **Certifications/Education:**
 - 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.
 - Receiving the appropriate certificate within 18 months from the date of hire may be approved, or by an agreed upon appropriate timeline.

Physical Demand and Mental Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform their work duties.

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). Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Required Materials and Equipment:

General office equipment including computers, telephone, copy machine, and calculator.

Work Conditions:

The position requires communication with Town employees, the public, and outside agencies.

Pre-Employment Requirements:

Pre-employment physical, including a drug screening, driver's license record, and education verification.

Union Status: Non-Union Management. New employees or internal transfers are on probation for one year from the date of hire or transfer.

FLSA Status: Non-exempt Employee (hourly).

The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ 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 high performance in public service.