



Town of Middlebury

Wastewater Treatment Plant Superintendent

Job Description

This is a professional position responsible for the oversight, supervision and coordination of operation, process control, regulatory compliance, and strategic planning of the Town's wastewater system. The Wastewater Superintendent manages the operations and maintenance of the Town's wastewater treatment facility and sewer collection system. Work involves full responsibility for assuring the safe and efficient operation of a Sequencing Batch Reactor (SBR) municipal sewage treatment plant and its subsidiary collection system and sewage pumping stations, in full compliance with Local, State and Federal regulations. The Superintendent manages a team of treatment plant operators, technicians, vendors, contractors, and custodial help.

Work is performed in accordance with the best practices in operation and maintenance procedures for wastewater treatment and the Vermont Wastewater System and Potable Water Supply Rules. The incumbent must possess strong technical knowledge of sewage treatment processes and uses independent judgement in solving operating and transmission problems, with engineering and administrative support from the Town's Director of Operations, Director of Engineering and consulting engineers. Major budgetary or design decisions and considerations are subject to the Director of Operations and Director of Engineering for review and approval.

Minimum Qualifications:

- Grade IV DM operator's certificate issued by the Vermont Department of Water Resources and Environmental Engineering.
- Vermont Driver's license
- 5 years of increasing responsibility in wastewater treatment
- 3 years of demonstrable supervisory experience
- Effective oral and written communication skills
- Knowledge of administrative, managerial, and budgeting practices
- Knowledge of principles and operation of a Sequential Batch Reactor facility
- Maintenance repair skills for mechanical, hydraulic, and electrical systems
- Any combination of education and experience that demonstrates ability to meet above requirements

Salary and Benefits:

Base compensation of \$90,000 DOE, Medical, Dental, Vision, VMERS retirement

Complete job description and application may be obtained on-line at www.townofmiddlebury.org, at the Town Offices, 77 Main Street, Middlebury, VT, 05753, or via email at cgrant@townofmiddlebury.org.

**Town of Middlebury
Job Description**

Title: Wastewater Division Superintendent

Department: Public Works

Reports to : DPW Director of Operations

Date Prepared: January 2026

Approval:

David DiBiase
Director of Operations

1/5/2026
Date

Overview

This is a professional position responsible for the oversight, supervision and coordination of operation, process control, regulatory compliance, and strategic planning of the Town's wastewater system. The Wastewater Superintendent manages the operations and maintenance of the Town's wastewater treatment facility and sewer collection system. Work involves full responsibility for assuring the safe and efficient operation of a Sequencing Batch Reactor (SBR) municipal sewage treatment plant and its subsidiary collection system and sewage pumping stations, in full compliance with Local, State and Federal regulations. The Superintendent manages a team of treatment plant operators, technicians, vendors, contractors, and custodial help.

Work is performed in accordance with the best practices in operation and maintenance procedures for wastewater treatment and the Vermont Wastewater System and Potable Water Supply Rules. The incumbent must possess strong technical knowledge of sewage treatment processes and uses independent judgement in solving operating and transmission problems, with engineering and administrative support from the Town's Director of Operations and consulting engineers. Major budgetary or design decisions and considerations are subject to the Director of Operations and Director of Engineering review and approval.

Work is reviewed primarily in terms of budgetary consideration, efficiency of plant operations, compliance with State and Federal regulations and overall condition of plant and pump station facilities.

Duties and Responsibilities

- Directs and manages all daily operations related to the wastewater treatment plant and collection system.
- Oversees and/or performs all performance management, training, and development activities for plant employees.
- Plans and administers annual operating budget.
- Monitors expenses and revenues monthly to predict any shortfalls.
- Assists in planning and implementing short- and long-range capital improvement projects for the plant.
- Supervises implementation of plant's preventive maintenance program. Manages and oversees maintenance of sewer collection system. Plans, organizes, and directs the maintenance of the

plant's buildings and grounds.

- Coordinates and directs public relations with the community and regulating agencies.

- **Duties and Responsibilities (cont.)**

- Monitors operation of biological processes of plant to comply with parameters necessary to maintain Discharge Permit and meet other State and Federal regulatory requirements.
- Administers enforcement of Sewer Ordinance ensuring that Industrial Discharge Permits are issued and followed in a manner consistent with the Ordinance.
- Oversees all discharge monitoring and industrial discharge as necessary. Oversees and manages permit allotment in accordance with regulatory requirements
- Monitor and analyze wastewater quality. Implements quality control measures.
- Create and maintain accurate records of repairs, routine maintenance tasks, pump station callouts, and other significant work tasks.
- Prepares and submits reports as necessary to meet State and EPA or other federal regulatory requirements.
- Prepares monthly billing for Industrial Discharge Permit holders and monitors revenue to predict any shortfalls.
- Annually reviews industrial billing and septage rates. Works with Director of Engineering to determine the cost to treat.
- Manages personnel by providing daily supervision, coaching, feedback, goalsetting, discipline, training and scheduling.
- Performs annual employee evaluations.
- Ensures work is performed in accordance with established safety and operational procedures and techniques, requiring independent judgment in operating equipment.

Knowledge, Skills and Abilities Required

- Thorough knowledge of the principles and practices involved in the treatment of commercial and residential sewage. Knowledge of different industrial wastes and their effect on the wastewater treatment processes.
- Knowledge of the operation of a Sequencing Batch Reactor facility. Knowledge of the chemical and physical reactions involved in the sewage treatment process including knowledge of the proper operation, maintenance and repair of electric motors, pumps, generators, chemical feeders and other related wastewater treatment plant equipment, and considerable knowledge of preventive maintenance practices.
- Considerable knowledge of supervisory principles and practices, ability to organize, supervise and inspect work of plant personnel, and ability to establish and maintain effective communication and working relationships. Ability to develop operating work and maintenance schedules for safe and efficient operation of an automated plant on a seven day-a-week, 24-hour day schedule.
- Knowledge and understanding of managerial, administrative, and accounting practices and procedures involved in successful plant operation.
- Ability to communicate effectively orally and to transmit orders accurately and concisely in an oral and written manner. Ability to establish and maintain effective working relationships with citizens, Town officials and regulatory personnel.
- Ability to direct the performance of standard chemical analysis required in the operation of wastewater treatment plant facilities. Understanding of biological characteristics specific to wastewater treatment.
- Working knowledge of the principles and practices of civil engineering and land survey, particularly as applied to public infrastructure. Ability to read maps, technical drawings, and specifications.
- Demonstrated ability to prepare clear, concise reports and budget recommendations.
- Experience with computers in a Windows based environment required, including Outlook, Word, and Excel programs and computerized maintenance management systems and Supervisory Control and Data Acquisition (SCADA) systems.
- Familiarity with ArcGIS and other mapping or asset management systems is a plus.
- Manages personnel by providing supervision, direction, coaching, evaluation, discipline, training and scheduling. Experience with conflict resolution. Attempts to resolve personnel issues, refers unresolved problems to Director of Operations.

May participate in the on-call rotation program, requiring availability by telephone and pager during off hours. Education, Certificates and Licenses

- Minimum possession of a Grade IV DM operator's certificate issued by the Vermont Department of Water

Resources and Environmental Engineering. The treatment facility will be reclassified after or during future engineering upgrades and may require a higher-level certification.

- Five years of increasingly responsible experience in the operation of a wastewater treatment plant facility comparable in size and type to the Middlebury plant. Three years of demonstrable supervisory responsibility.
- Driver's license required. No CDL required but helpful.

Working Conditions

- Combination of office and fieldwork, approx. 40% indoors and 60% outdoors, including entry and work in enclosed/confined spaces.
- Exposure to chemicals, dust, fumes, and gases during treatment and testing of system.

Frequently requires:

- Bending and stooping; work on uneven ground
- Routine lifting and carrying objects up to 50 lbs. and occasionally lifting and carrying objects up to 70 lbs.

Occasionally requires:

- Squatting; crawling; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; and balancing.
- Use of both feet for repetitive movements such as operating foot controls.
- Use of both hands for repetitive movements such as grasping of hand controls, handles, tools, etc.
- Exposure to moving equipment and machinery.
- Working outdoors in all seasons with marked changes in climate conditions.

Equipment Used

Trucks, loaders, cranes, water, and wastewater testing equipment, meter reading equipment, GPS/GIS devices, telephone, personal computer, and software specific to operations, high pressure air compressor, various hand and power tools, and other equipment necessary to perform the functions of this job.

Disclaimer

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.