

TOWN OFFARMINGTON
Superintendent/Chief Operator-Wastewater Department

GENERAL PURPOSE

Performs a variety of skilled technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal wastewater collection and treatment systems. Also performs hands-on operational tasks as needed.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over treatment plant operators, maintenance workers, and laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and maintains the wastewater collection system, treatment plant, and pump stations to control flow and processing of wastewater, sludge, and effluent in order to meet state or Federal regulations.
- Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality wastewater collection and treatment service for the town; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Prepares appropriate reports to federal, state and local officials.
- Develops and submits annual operating budgets.
- Develops and upgrades capital improvement programs.
- Prepares and maintains plans and records of operations and improvements.
- Oversees personnel administration, scheduling and duty assignments of department employees.
- Supervises lab work, testing, sample analysis and reports of treatment plant staff.
- Coordinates and works with Federal and State agencies as applicable.
- Develops, rearranges and modifies programs to increase efficiency and service.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of wastewater collection and treatment facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

- Oversees inspections of main and side sewer installation for compliance with regulations and requirements.
- Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation, determines if liability lies with the town or the property owner; explains findings to property owners and notifies appropriate crew if necessary.
- Oversees the safety of assigned maintenance workers by instructing individuals in proper safety procedures and monitoring work in progress.
- Requisitions all supplies and materials needed for effective department operation.
- Assists in the design and installation of new wastewater collection or treatment lines, pumps, plants or related systems and facilities.
- Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system.
- Coordinates with other utilities for locations of utility systems.
- Performs related work as necessary.
- Serves on various employee or other committees as assigned.

DESIRED QUALIFICATIONS

Education and Experience:

- College or University training in wastewater technology, environmental science, public health, civil engineering, public administration or a closely related field; and
- Five (5) years of progressively responsible experience in the operation of similar wastewater treatment facilities; or Any equivalent combination of education and experience.
- Must possess a minimum of a State of Maine Grade III Biological Treatment Certification at time of hire.

Necessary knowledge, Skills and Abilities:

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of sewer pipe installation, connection and repair; Considerable knowledge of wastewater treatment plant operation and maintenance.
- Skill in operation of the listed tools and equipment.
- Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public. Extensive knowledge and experience with the practices and procedures of a wastewater treatment facility and collection system; Thorough knowledge of applicable Federal and State laws and knowledge of equipment, facilities and processes involved in wastewater treatment, including biological and chemical processes.

SPECIAL REQUIREMENTS

- A minimum of a Class III Wastewater Treatment Plant License.
- A valid State Driver's license, or the ability to obtain one.
- A Class B Truck Driver's license, or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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 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.

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.

SALARY RANGE

\$75,000 - \$83,000/year

Town of Farmington is an Equal Opportunity Employer

Effective August, 2002

Revised July, 2024