



**Water Pollution Control Authority
Town of Suffield
Job Posting**

Position: Superintendent

Posted: August 29, 2019

End Date: September 12, 2019

The Town of Suffield Water Pollution Control Authority seeks an individual for a licensed State of Connecticut DEEP Grade IV Wastewater Treatment Plant Operator. The Town of Suffield WPCF is a 2.02 MGD Advanced Wastewater Treatment Plant with 19 pump stations and more than 70 miles of sewers.

Supervision Received:

Reports to the Water Pollution Control Authority Commission.

Supervision Exercised:

Exercises direct and/or indirect supervision over the entire WPCA staff, sub-contractors, and consultants.

Essential Duties and Responsibilities:

- Extensive knowledge of processes and equipment involved in wastewater treatment, including basic chemical and biological processes
- Extensive knowledge of industrial waste and its effect on treatment processes and equipment
- Ability to prepare and supervise preparation of clear, concise reports and budget recommendations
- Ability to effectively communicate with staff, WPCA commission, town officials, and the public
- Ability to plan, direct and evaluate plant operations and maintenance functions
- Ability to detect problems, analyze situations, recommend and implement effective solutions
- Ability to deal with interruptions and manage time effectively
- Ability to direct and supervise the selection, training, assignment, scheduling, evaluation and discipline of department employees
- Ability to administer personnel rules and regulations and collective bargaining agreements for subordinate employees
- Ability to maintain positive working relationships with town commissions, boards and the general public regarding wastewater treatment; promptly and cordially respond to citizen inquiries, feedback and complaints pertaining to services and facilities.

Minimum Qualifications:

- Minimum associates Degree (2 years) in Environmental Science, or equivalent, from an accredited college. Four year degree is preferred.
- At least 10 years progressively responsible experience in sewage treatment plant operation with at least 3 years as a Supervisor.
- A Class IV Operator certificate, CT Certificate of Wastewater Treatment Facility Operators.
- Must have at least a Grade 2 NEWEA Collection system and Grade 2 Laboratory certification at time of hire.
- Managerial experience and strong interpersonal skills
- Must maintain a professional image
- A valid driver's license is required at date of hire.

Special Requirements:

- Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.
- Must maintain a clean driving record

Tools and Equipment Used:

- Must have a working knowledge of computers and programmable logic controllers and their programs. Ability to use and understand PC's and PLC's and their programs without supervision.

Physical and Mental 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 will be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is required to stand, sit, talk and listen. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally lift and carry up to 75 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and write and correspond effectively. The position requires the ability to solve practical problems and deal with concrete problems involving several concrete variables.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While

performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to cold, heat, rain, snow, and wind. The employee frequently works near moving mechanical parts and is frequently exposed to noise and vibration. The employee occasionally works in high, precarious places. The employee is exposed to fumes, airborne particles, toxic or caustic chemicals, and risk of electric shock.

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.

Compensation and Benefits:

Competitive salary and benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental and Vision Insurance • Defined Contribution Plan with Town Match • Short-Term Disability, Long-Term Disability and Life Insurance

How to Apply:

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Submit application along with resume by closing date of posting. Mail or email application and resume to: Town of Suffield, Attention Karin Ziembra, Human Resources Director, 83 Mountain Road Suffield, CT 06078
kziembra@suffieldct.gov

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process