

TITLE: WPC PROCESS CONTROL SUPERVISOR

GENERAL DESCRIPTION:

This is responsible technical and supervisory work involving the operation and maintenance of a Water Pollution Control Facility and its associated equipment, including technical services to the WPC laboratory and other town departments.

Work involves responsibility for assisting the WPC Superintendent in overseeing the day-to-day operations of the water pollution control plant, including making decisions on routine adjustments in operating specifications and schedules. This position is also vested with making technical decisions regarding industrial discharges and sewer user charges, and for administering a quality control program to insure conformance of laboratory work to Federal and State requirements. The work requires that the employee have considerable knowledge in all phases of water pollution control plant operations and skill and ability in analytical laboratory principles and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the WPC Superintendent.

EXAMPLES OF DUTIES:

Assists in planning, organizing and directing the Town's WPC program by providing assistance in the day to day supervision to crew leaders and other operation and maintenance personnel and implementing WPC policies and procedures.

Reviews operating records daily to verify proper plant operation and assure that prescribed operating procedures and schedules are adhered to.

Establishes routine laboratory testing procedures and sets priorities and work schedules.

Reviews industrial discharge applications and coordinates adjustments to the industrial user bills with the Finance Department.

Assists in the preparation and administration of the WPC annual budget.

Assists in recommendations for personnel actions such as hiring, termination, assignment and evaluation.

Assures that safe work practices and procedures are adhered to by WPC staff.

Acts for the Superintendent in his absence or at his direction.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles, technology and practices of operating and maintaining a Class IV WPC plant and its pumping stations.

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Considerable knowledge of the chemical and biological principles necessary to conduct standard tests of water and wastewater and analyze and interpret test results.

Considerable knowledge of Local, State and Federal requirements regarding the operation of a WPC facility.

Good ability to direct and supervise a large number of employees engaged in WPC operations and plant maintenance.

Some knowledge of public administration principles as applied to a WPC facility.

Considerable ability in written and oral communications.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials or other agencies and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in chemistry and four years in the operation of a Class IV WPC facility; or substituting two years as chief or shift operator in a Class III facility for the general experience in a Class IV facility; or an equivalent combination of education and experience substitution on the basis of one year experience for each year of education.

SPECIAL REQUIREMENTS:

Must possess a Class III Certificate in Waste Water Treatment Plant Operation, with a Class IV certificate highly desirable.

May be required to travel short distances on business.

The position is a part of a union within the Town and the current salary range is \$65,117.84 - \$88,037.24, subject to change based on future union contracts.

To download the Towns application, go to www.townofstratford.com and got o job openings. Applications, cover letters and resumes should be submitted to: The Town of Stratford, 2725 Main Street, Stratford, CT 06615, Attn: HR Dept. or e-mail to mpancak@townofstratford.com. Will remain open until filled.