

DRAFT

March 24, 2006

CHIEF OPERATOR

NATURE OF WORK

This supervisory position is responsible for the daily operations of the wastewater treatment plant. Responsibilities include operation and maintenance of the treatment plant, pump stations, sludge disposal as well as pretreatment coordination when required.

This employee is responsible for organizing, directing and coordinating the overall activities of the wastewater treatment plant under the direction of the Essential Services Administrator. Work involves insuring the safe and efficient operation of the plant. Daily supervisor includes training and personnel as well insuring compliance with all Federal and State requirements.

SUPERVISION RECIEVED

Reports directly to and receives direction from the Essential Services Administrator. Work is expected to be performed with considerable independence.

ESSTENIAL DUTIES AND RESPONSIBILITIES

Supervises and evaluates the Lab Tech, the Mechanic and Operators.

Plans organizes and supervises plant operations, maintenance, laboratory and process control.

Operates within the collective bargaining unit contract on day to day operations. Collaborates with the Essential Services Administrator on collective bargaining issues outside of daily operations.

Collaborates with the Essential Services Administrator on the development of the annual budget.

Collaborates with the Essential Services Administrator on personnel issues especially those that are outside of the daily operations.

Creates a work environment that promotes the efficient and effective delivery of wastewater services.

Insures treatment plant functions are performed following established procedures.

Collaborates with the Essential Services Administrator relating to activities associated with the Environmental Protection Agency and the Department of Environmental Protection.

Collaborates with the Essential Services Administrator the hiring process including the recruitment and selection of employees, employee evaluates and employee orientation.

Supervises time management, material, inventory , equipment and supplies.

Inspects work when necessary.

Coordinates safety training as well as required operational training.

Performs other related work as required.

May represent or collaborate with the Essential Services Administrator to represent the city to outside organizations, citizens, engineers and contractors

The ability to communicate effectively both writing and verbally.

DESIRED QUALIFICATIONS

Certification, Education and Experience:

High graduate at a minimum with additional schooling or experience in the wastewater field or related field.

Extensive wastewater experience in all aspects of operation and maintenance with particular emphasis on operations of a responsible nature.

State of Maine Grade IV Wastewater Certificate or the ability to acquire.

Significant wastewater experience desired.

Two years of supervisory experience or the equivalent combination of education and supervisory experience.

Necessary Knowledge, Skills and Abilities

Working knowledge of municipal management and regulatory requirements

The ability to manage multiple issues

The ability to establish and maintain effective working relationships with employees, the public and city officials

Ability to communicate effectively both in verbally and in writing

Ability to use or learn personnel computer with Micro- Soft XP as well as various office equipment

SPECIAL REQUIREMENTS

Valid drivers license or the ability to obtain one

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 frequently required to sit, talk hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms. This employee is required to walk.

The employee must be able to lift 30 pounds. Vision abilities are required including the ability to adjust and focus.

WORK ENVIRONMENT

This is an industrial environment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews and reference checks, job related tests maybe required.

The duties listed above are intended to be illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the work required for the position.

.

Approval _____
Essential Services Administrator

Effective Date: _____