

# TOWN OF BRATTLEBORO

## DEPARTMENT OF PUBLIC WORKS

### JOB DESCRIPTION

#### **Waste Water Treatment Plant Chief Operator**

Annual Salary Range - \$67,000 to \$72,000

#### **General Statement of Duties:**

- Under the direction of the Utilities Superintendent, directs and administers the activities and technical work within the Waste Water Treatment Plant.
- Supervises and participates in the technical work, maintenance, and operation of the Waste Water Treatment Plant and associated pumping stations. Performs related work as required.

#### **Supervision Received:**

- Receives general supervision directly from the Utilities Superintendent while exercising independent judgment in daily operations.

#### **Supervision Exercised:**

- Exercises supervision over all Plant personnel assigned by the Utilities Superintendent to the operation of the Waste Water Treatment Plant.

#### **Job Responsibilities:**

- Assigns, supervises, inspects, and participates in operation and maintenance of equipment and machinery in the Waste Water Treatment Plant and pumping stations used for such purposes as screening, grinding, grit removal, filtration, sedimentation, disinfection, sludge processing, and pumping.
- Electronically file the monthly and quarterly regulatory reports as required by the State of Vermont.
- Files and maintains regulatory records and reports pertaining to the operation of the Waste Water Treatment Plant.
- Collects samples of sewage for laboratory analysis and performs basic laboratory analyses required by the NPDES discharge permit for permit compliance.
- Maintains charts and other records pertaining to the operation and maintenance of the Waste Water Treatment Plant and facilities.
- Assists, as necessary, the Waste Water Treatment Plant operators in performing repairs on the equipment in the Waste Water Treatment Plant and pumping stations.
- Assumes responsibility for the proper operation of the Waste Water Treatment Plant and pumping stations.
- Works overtime as required for proper operation of the Waste Water Treatment Plant and pumping stations.
- Interact with the Town officials and the general public providing information regarding the operation and maintenance of the Waste Water Treatment Plant.

#### **Qualifications:**

- State of Vermont Pollution Abatement Facility Operator Domestic III License or greater required. Equivalent certification from another state recognized by the State of Vermont acceptable if certification can be transferred. Supervisory experience preferred.
- Knowledge of RBC plants and Anaerobic Digester operation desirable.
- High school diploma, experience with machinery such as motors and pumps that are used in a Waste Water Treatment Plant or any combination of schooling and equivalent in-service training and experience.

#### **Physical Requirements:**

- Ability to perform a variety of manual tasks required in the operation of the Waste Water Treatment Plant including but not limited to heavy lifting (100 lbs.), climbing ladders, entering confined spaces. Laboring duties for eight hours or more per day

**Submit applications to Town Manager's Office, ATTN: WWTP Operator, 230 Main Street #208, Brattleboro, VT 05301 or by email to: [tmsecretary@brattleboro.org](mailto:tmsecretary@brattleboro.org) by 5pm, Friday, December 28, 2018. Applications may be found on the Town website [www.brattleboro.org](http://www.brattleboro.org). The Town of Brattleboro is committed to diversity, equity, and inclusion, and we strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply, recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to our public service.**

Revised 11//20/2018