

TOWN OF SCITUATE
POSITION DESCRIPTION

Position Title: Sewer Division Supervisor

Statement of Duties

Responsible and technical duties involving the management, administration and maintenance of the Town's waste water treatment operations that ensure public health and environmental safety while meeting all of the regulatory requirements of the USEPA and the MADEP, the policy guidelines of the Board of Selectmen as Sewer Commissioners, and the limits of the Town Meeting authorized budget.

Performs administrative, supervisory and technical work in directing the operation of the municipal wastewater collection and treatment system. Must be self-motivated and able to anticipate and complete work with strong organizational skills and a high degree of reliability and dependability.

Supervision

Appointed by the Town Administrator, works under the general administrative direction of the Director of Public Works. Works in accordance with standard and established policies and procedures. Performs tasks and responsibilities independently requiring the exercise of judgment in supervising the operation of the departments. Refers problems to Director of Public Works when needed. Supervises seven employees.

Job Environment

Work performed under typical office conditions indoors but also requires extensive work in the field outdoors and in the treatment facility. Work may be performed in adverse weather and environmental conditions. May involve working with hazardous substances including chemicals, powders or fluids requiring adherence to safety and usage protocol. May involve mechanical testing and services requiring adherence to safety and usage protocol.

Work is performed in an environment with exposure to noise, at times loud, chemical and machinery with moving parts. The position requires the employee to evaluate each work process and determine the appropriate response in accordance with departmental rules and regulations. Regular interpretation of rules and regulations is required.

Position has regular contact with state and federal agencies, vendors and contractors as well as other town staff. Has access to departmental personnel records and information related to bid documents. Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the Town as well as confusion and delay. Errors in equipment operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury or danger to public health and safety.

Operates computer equipment, mobile devices and standard office equipment.

Essential Functions

The essential functions or duties listed below 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.

- Plans, supervises and directs the operation, maintenance and construction work of the sewer division to ensure safe, reliable service to residential and commercial customers.
- Directs the installation and repair of sewer mains and services and all related connections and fittings to ensure conformity to service requirements and regulatory standards.
- Supervises and assigns work crews maintaining the collection system, pump stations, and treatment plant.
- Assists Town Administrator and DPW Director in the hiring, training, discipline, and evaluation of employees.
- Assists DPW Director in the preparation of plans for sewer user expansion in the Town.
- Prepares and files complete and accurate DEP and EPA regulatory reports on a timely basis.
- Prepares annual goals and objectives, capital and departmental budget and presents to town officials.
- Tracks all revenues streams and prepares control reports for Director.
- Establishes staff goals; performs evaluations as needed or warranted.
- Oversees ongoing I&I program to reduce flow demand on the treatment system.
- Attends meetings of various town board and committees as needed.
- Performs related duties as required or necessitated as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Environmental Science, Chemistry, Civil Engineering or Business Management preferred.

Minimum five years of progressively responsible experience in waste water collection and treatment with at least three years in a supervisory capacity preferably in a municipal setting.

Working familiarity of the operational methods, materials, equipment required to perform the duties involved; and the ability to effectuate result for a wide variety of problems in the particular type of work.

Any equivalent combination of education and experience that demonstrates ability to successfully perform in position.

Special Requirements

- Massachusetts Class I Driver's License
- Valid Grade 6 Wastewater Operator License issued by the Commonwealth of Massachusetts Board of Certification of Operators of WWTF.

Knowledge

Working knowledge of the methods and techniques used in the installation and repair of wastewater collection and treatment systems.

Familiarity and knowledge of federal state, or local standards, law, codes or regulations that affect waste water treatment operations; knowledge of the principles and practices of recordkeeping and reporting.

Ability

Ability to inspect, analyze, evaluate, diagnose and correct equipment and process failures. Ability to insure that safety and professional work standards are set and maintained. Ability to communicate effectively orally and in writing. Must perform all aspect of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur. Knowledge of the policies and operating procedures of sewer systems. Working knowledge of the materials, methods and techniques of underground installation. Ability to deal with people appropriately and effectively. Ability to use Microsoft Word, and Excel.

Ability to develop and maintain effective working relationships with other departments, employees, and the general public. Ability to read and understand construction and equipment plans, drawings, sketches, specifications, meters, gauges, labels or instructions.

Skill

Skill in the use and care of the tools and equipment used in the installation, maintenance and repair of wastewater collection systems. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and joint to provide quality customer services. Strong organizational skills.

Physical Requirements

The employee works in a general office setting and is frequently required to stand, sit, talk, hear, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms including personal computer and standard office equipment. Employee must be able to hear normal sounds and distinguish sound and voice patterns, and communicate regularly with others. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks

require sound and visual perceptions and discrimination and may include use of protective devices. May be required to move heavy objects (50 pounds or more) long distance (more than 20 feet).

Work conditions may involve walking and climbing on flat ground or hills, and over pipes, drains, or pumping equipment. Crouching, reaching, twisting, repetitive motion; carrying and lifting requiring some physical strength and endurance.

PAV;6/14