

TITLE: ASSISTANT WATER POLLUTION CONTROL
SUPERINTENDENT

CODE: 37833

GENERAL DESCRIPTION:

This is very responsible water pollution control plant supervision involving primary, secondary treatment of sewage and the processing of sludge.

Work involves responsibility for assisting in supervising a three shift operation of over 60 personnel. Duties include assisting in the direction of administrative procedures, maintaining discipline, performance evaluation, labor contract administration and budget monitoring. This position also has the responsibility for making day-to-day operating decisions to assure conformance with State and Federal W.P.C. standards. This work requires that the employee have considerable knowledge, skill and ability in W.P.C. plant operations and supporting systems and the administrative, budgetary and personnel programs of the District.

SUPERVISION RECEIVED:

Works under the general supervision of the W.P.C. Plant Superintendent.

EXAMPLES OF DUTIES:

Assists in scheduling, coordinating and assigning the work of three shift operation; including the handling of emergencies, coordinating staffing and training, hiring and administration of labor contract provisions in a complex operation.

Assists in planning and directing work objectives and activities. Monitors unit or work group activities and recommends correction.

Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.

Assists in drafting activity budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.

Supplements employee training and counseling. Administers union contract language and warnings, and researches and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.

Performs related work as required.

TITLE: ASSISTANT WATER POLLUTION CONTROL
SUPERINTENDENT

CODE: 37833

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the water pollution control process including primary, secondary and sludge treatment technology.

Considerable knowledge of public administration principles and as applied to the operations of a major plant, including personnel and labor contract administration.

Good ability to communicate orally and in writing and to coordinate operational and administrative activities or to lead others in a work unit or group.

Good ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.

Good ability to monitor the work of work groups and to supervise a selected work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, and contractors.

QUALIFICATIONS:

An associate's degree or equivalent in waste water treatment plus eight years of progressively responsible water pollution control experience including at least four years at the level of Supervisor of higher or an equivalent combination of education and qualifying experience, substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a Connecticut Class IV State W.P.C. Plant Operator's Certificate.