



TOWN OF MILTON Job Description

Title: Chief Operator, Water/Wastewater Division
Updated: January, 2024
Department: Public Works
Reports to: Water/Wastewater Superintendent
Category: Full Time, Non-Exempt, AFSCME Union Track

OVERVIEW OF POSITION

The Chief W/WW Operator works under the general direction of the Water/Wastewater Superintendent. The Chief Operator is responsible for, but not limited to, operation of technical treatment processes, pumping stations, and State reporting. The Chief Operator oversees and participates in maintaining and operating the Town of Milton's Wastewater Treatment Facility. The position assists in evaluation of the wastewater collection and treatment systems, ensures work quality and adherence to established policies and procedures, and performs the more technical and complex tasks relative to the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS

- The position is required to be "on call" and perform permit required testing on weekends and holidays in a rotating schedule with other Wastewater Division employees.
- In the absence of the W/WW Superintendent, the Chief Operator will help the Director of Public Works with the daily operation of the W/WW Division, and will be the primary back up to "on call" operators in the event of an emergency.
- Responsible for the operation of pumps, controls and other pumping station equipment.
- Develop schedules for and implement regular maintenance, troubleshooting and cleaning duties on equipment and W/WW Division facilities.
- Proficiently uses a variety of hand tools, power tools and testing equipment in performing assigned duties in and outside plant buildings.
- Supervises the collection of and collects wastewater samples; performs chemical and biological examinations to include but not be limited to, alkalinity, nitrogen, phosphorous, ammonia, chlorine residual, BOD, COD, E-coli, pH, DO and TSS. Ensures the wastewater facilities are operating within permitted limits and reports findings to the W/WW Superintendent in a timely manner.
- Schedules and performs daily inspections of all facilities, lift stations, equipment, machinery and control panels; periodically tests valves, replaces pumps, motors, process equipment, meters, gauges and other equipment. Records and reports findings to the W/WW Superintendent.
- Troubleshoots and corrects problems by checking pipes, valves, timers and controls (mechanical, electrical and electronic) and otherwise ensures construction in compliance with applicable codes.

- Performs public relations duties including responding to calls for service and delivering service, disconnection or meter repair notices. Locates and marks water services, mains and wastewater collection lines as required. Works with contractors and/or developers on matters pertaining to the water or wastewater systems, in the absence of, or in cooperation with the W/WW Superintendent.
- Periodically reviews Federal and State Regulations to insure compliance in both divisions.
- Prepares required State and NPDES monitoring reports (including the E-DMR) to be reviewed by the W/WW Superintendent and approved by the Director, Department of Public Works. Submits the reports to the proper authorities. Maintains library of Safety Data Sheets for all chemicals used in the water and wastewater systems.
- Assists Water/Wastewater Superintendent with preparing annual reviews for staff this position supervises.
- Other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities

Requires thorough knowledge of the principles and practices of the operation and maintenance of Wastewater Treatment, Water Distribution and Wastewater Collection Systems, including, but not limited to: pumps, mechanical equipment, treatment, piping and small tools (both hand and power). Requires advanced knowledge of the principles of mathematics, chemistry, biology, hydraulics, electronics and electricity. Requires knowledge of the occupational hazards and safety connected with water distribution and wastewater system operations. Requires the ability to interact with contractors, vendors, municipal, state and federal employees in a professional manner.

Education and Formal Training

High School Diploma, or equivalency, a minimum. Bachelor of Science degree in engineering, chemistry, or biology preferred. Substitute direct water/wastewater work experience for college at three years-experience for one year of college work. Previous coursework in the water and/or wastewater field is required. Additionally, the following state certifications are required:

Applicant will be required to possess and maintain a Class D water license. The Chief operator may be asked to preform periodic hydrant flushing, valve exercising, meter reading, water meter repair and shut offs.

Water: Class D (distribution)

Wastewater: Domestic V

Experience

Five years of experience in activated sludge or secondary wastewater treatment operations; possession of Vermont Grade V domestic Pollution Abatement Facility Operator certification.

Requires the possession of a Vermont Class D Water Distribution System Operator Certification within one year of employment or promotion. Requires the continuous possession of a minimum Class 1 State of Vermont Motor Vehicle Operators License.

EQUIPMENT USED

An issued computer, programmable controls, computerized meter reading equipment, trucks, pumps, generators, centrifuges, confined space and atmospheric monitoring equipment, basic and mid-tier laboratory equipment, SCADA system, locating and tracing equipment, electrical and Hydraulic troubleshooting equipment and other equipment necessary to perform the functions of this job.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES

Job performed in the field, industrial and office settings, including enclosed and/or confined spaces. Exposure to chemicals, dust, fumes and gases during treatment and testing of systems. Frequently requires bending and stooping, work on uneven ground, lifting and carry of objects up to 80 pounds. Occasionally requires squatting, crawling, climbing stairs/ladders, reaching above shoulder level, crouching, kneeling, balancing, and carrying and lifting of objects up to 100 pounds. Requires prolonged periods of walking; standing or sitting while reading meters and performing normal and emergency operations. Requires exposure to harsh climates for prolonged periods while performing emergency repairs.