

Job Description- Wastewater Treatment Plant Chief Operator

Nature of the Work:

This is responsible technical and administrative work in directing and carrying out the operations of the Bucksport Wastewater Treatment Facility.

Employee of this class is responsible for directing the work and administration of a municipal wastewater treatment facility. Work involves responsibility for the technical aspects of plants operations, compliance with state and federal operating regulations, and responsibility for the maintenance of the plant, pump stations and underground sewer system. Work is performed with considerable independence under the direction of the Town Manager, subject to review through reports and results achieved.

Essential Duties and Responsibilities:

Performs all aspects of monitoring and testing done at the Treatment Plant and sludge site for licensing purposes.

Is responsible for preparing all required reports to local, state and federal officials, detailing plant operation and compliance with regulations.

Helps prepare and submit a proposed yearly operating and capital improvement budget, controls expenditures throughout the year, and makes recommendations to the Town Manager on revenues and expenditures.

Oversees and participates in the installation and inspection of new sewer lines and services.

Performs the installation, maintenance and repair of the physical plant and all equipment.

Reviews and approves the design and installation of sewer extensions and building sewers proposed by others.

Ensures that the plans for the treatment plant, sewers and building sewers are up to date.

Analyzes and evaluates operating and maintenance procedures through monitoring of day-to-day operations.

Act as the Department's representative to the public on a day-to-day basis and handles all non-routine customers or public concerns.

Coordinates appropriate activities with State DEP, U. S. EPA and other state and federal agencies.

Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.

On call to respond to emergencies and breakdowns at the plant and pump stations.

Conduct the necessary weekend checks of the treatment plant on a rotating basis.

Performs other job related duties as directed by the Town Manager

Requirement Work:

Ability to perform and document various tests required by State and federal agencies for the operation of a waste water treatment plant.

Working knowledge of the operation, methods and procedures of a waste water treatment plant.

Working knowledge of the machinery used in daily waste treatment and pump stations.

Thorough knowledge of mechanical equipment and the ability to diagnose and correct routine equipment malfunction; also, knowledge of basic machinery repair.

Through knowledge of State and federal requirements as such relates to sanitary waste treatment.

Ability to work with independence, making routine decisions on the operation of plant equipment.

Maintain a Maine Driver's Class C license.

Training and Experience Required:

High School graduation and adequate experience in a treatment plant; or any equivalent combination of experience and training that satisfies license requirements.

Necessary Special Requirements:

Must possess at minimum a Maine Wastewater Treatment Plant Operator's II license

Functional Requirement:

Have the ability to descend and climb a maximum of 30 rungs to access system pump stations.

Have the ability to lift 50 pounds.

Have adequate respiratory function to utilize a Self Contained Breathing Apparatus.

Have the ability to detect and differentiate colors.