



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### **Water Treatment Plant Superintendent Vacancy in Water and Sewer \$94,309.84 - \$112,478.47/Annually 40 hours/week – 8 hours/day**

**Open Until Filled**

**(First Review of Applications will be on December 6, 2024)**

**SUMMARY OF POSITION:** Under administrative direction of Water & Sewer Administrator, supervises and participates in operating and maintaining a system of surface and groundwater supplies and associated facilities. This includes but is not limited to overseeing the operation and maintenance of water treatment facilities, wells and pump stations. As well as monitoring, recommending, and adjusting unit treatment processes for compliance with regulations or to improve water quality. This role is also responsible for implementing/maintaining accuracy of all primary measuring devices, equipment, systems, pumps and System Control and Data Acquisition (SCADA). This position has on-call requirements.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of physical, chemical and biological aspects of potable water supply and treatment, knowledge of pump hydraulics, electrical and treatment principals.

Working knowledge of Safe Drinking Water Act, State Public Health Code, State statutes and OSHA regulations that apply to provision of public drinking water supply

**MINIMUM TRAINING AND EXPERIENCE:** High school or vocational school diploma and at least four (4) years' experience in water treatment, or associate's degree in related field and at least two (2) years' experience in water treatment. Must hold valid Class IV Water Treatment Operators License as issued by the State of Connecticut or must have sufficient education or operational experience to qualify and obtain the required license within eighteen (18) months of employment. Must hold valid Connecticut motor vehicle operator's license. May be required to obtain Commercial Driver's License (CDL) with appropriate endorsements. Bilingualism preferred.

Applications are available on the [Employee Portal](#) under *Promotional/Transfer Application* or in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191. Applications must be received in the Human Resources Department by 4:30pm on Friday, December 6, 2024, or must be postmarked by Friday, December 6, 2024.

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*

## TOWN OF MANCHESTER

### POSITION GUIDE

**Title:** Water Treatment Plant Superintendent

**Department:** Water and Sewer

**Reports To:** Water and Sewer Administrator

#### NATURE OF WORK

Under general supervision, organizes, supervises and participates in operating and maintaining a system of surface and groundwater supplies and associated facilities.

#### ESSENTIAL JOB FUNCTIONS

Plans, assigns, supervises and participates in the operation and maintenance of water treatment facilities, wells and pump stations. Operates in accordance with employee labor contracts.

Monitors, recommends and adjusts unit treatment processes for compliance with regulations or to improve water quality; responsible for implementing/maintaining accuracy of all primary measuring devices, equipment, systems, pumps and System Control and Data Acquisition (SCADA).

Performs jar tests to determine appropriate chemical dosages; makes mathematical calculations to establish appropriate level of treatment. Manages and adjusts all equipment utilized to treat drinking water and to control raw water supplies.

Troubleshoots malfunctions with all mechanical, electrical, hydraulic, pneumatic and electronic equipment used to treat drinking water; investigates water quality complaints or operational problems and makes appropriate adjustments.

Assists in evaluation and analysis of existing operations to determine effectiveness. Implements a preventive maintenance program for all facilities under assigned jurisdiction.

Maintains records and data to evaluate operational or maintenance functions; responsible for maintaining records of water quality required by State or Federal regulations.

Operates process control computer system and related hardware. Operates and maintains software required to monitor, control and maintain operations.

Evaluates and interprets water quality or process control data; makes corrections or initiates new approved treatment methodologies.

Trains personnel in proper operational, maintenance and safety procedures; assists in the establishment and maintenance of emergency plans and procedures.

Maintains inventory of water quality, chemicals, tools, equipment, repair parts, fuels, electrical usage, etc. for all facilities under assigned jurisdiction. Prepares technical specifications for contract services, equipment or materials.

**OTHER JOB FUNCTIONS**

Helps to prepare annual operating budget and to formulate or revise standard operating procedures for all areas under assigned jurisdiction.

Prepares reports as required. Required to be on call as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of physical, chemical and biological aspects of potable water supply and treatment.

Considerable knowledge of pump hydraulics, electrical and treatment principals.

Working knowledge of Safe Drinking Water Act, State Public Health Code, State statutes and OSHA regulations that apply to provision of public drinking water supply

Ability to understand principals of and utilize mainframe or personal computers and their software applications to monitor, control and maintain the water system.

Ability to read and interpret mechanical, electrical, structural and engineering plans and specifications.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Able to push/pull objects weighing less than 20 lbs. and lift objects weighing more than 50 lbs. Must be mobile and able to perform moderately difficult manipulative skills and sit and/or stand for prolonged periods of time. Must be able to perform gross body movements; tasks which require hand-eye coordination; tasks which require arm-hand steadiness. Must be able to see objects far away as in driving; see objects closely as in reading a report; and discriminate colors. Able to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Able to communicate through human speech using the English language.

Able to concentrate on moderate detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time, and to understand theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time.

Ability to work professionally with co-workers, supervisors, customers and the public at large.

Exposure to: high and low temperatures; conditions in outside weather; hazardous materials such as chemicals; bodily injuries; loud or unpleasant noises; high humidity or wetness; electrical hazards; electro-magnetic radiation as in computer terminals.

## **MINIMUM TRAINING AND EXPERIENCE**

High school or vocational school diploma and at least four (4) years' experience in water treatment, or Associates Degree in related field and at least two (2) years' experience in water treatment. Must hold valid Class IV Water Treatment Operators License as issued by the State of Connecticut or must have sufficient education or operational experience to qualify and obtain the required license within eighteen (18) months of employment. Must hold valid Connecticut motor vehicle operator's license. May be required to obtain Commercial Driver's License (CDL) with appropriate endorsements.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***

Approved, Board of Directors: June 3, 1997 Action #618

Rev. October 2014