



Job Title	Chief Wastewater Officer
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position performs complex technical maintenance and repair activities to pumping stations and equipment.

Supervision

Received	Assistant Superintendent
Exercised	Supervision of one full time or several part time employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Perform complex repairs involving special fabrication of parts and components for pumping equipment; supervise work team on a regular basis; ensure compliance with applicable safety and health rules and regulations.
- Make recommendations regarding future repairs and maintenance projects and the method and means of continuously improving Town services to taxpayers; assist in related bidding procedures; monitor and inspect work performed by contractors; contact suppliers, contractors, and utility companies as necessary; and confer with parts and supply vendors and order supplies.
- Monitor operation of water treatment facility and water pump stations; perform related maintenance such as checking of chemical feed pumps, checking of pump filters, back washing as required, and general building maintenance. Perform water quality testing, mix, and add chemicals to maintain water quality, collect and deliver samples to outside laboratories, assist in receiving and storing chemicals.
- Conduct regular inspections of sewer pumping stations and provide related routine maintenance, such as lubrication and changing of packings. Repair pumps as required, including replacement of parts and pump rebuilding. Provide general building and grounds maintenance, including grass cutting and trimming bushes around pumping stations.
- Assist as a crew member in other divisions as required; and maintain work area in clean, safe, and operable condition adhering to applicable safety and health rules and regulations.

- Provide on-call, emergency assistance; and may operate snow plowing, removal, sanding, and salting equipment.
- Prepare routine records, logs, and reports; respond to routine inquiries, requests and complaints from residents, contractors, and Town employees; assist other Town departments as required.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school, plus elementary technical training acquired on the job or through one year or less of technical or business school, and four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of industry/specialty.
Ability to	• Ability to effectively interact with the public. • Ability to prepare routine correspondence and reports. • Ability to motivate and lead people.
Skill in	• Supervisory skill. • Demonstrated skill in communication, both verbal and written.

Necessary Special Requirements

- Drinking Water Supply license
- Valid motor vehicle driver license
- Valid commercial driver license (CDL)
- Class C Hoist Engineer License may be required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties require frequent and extended periods of time performing outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing and frequent periods of time requiring sustained uncomfortable physical positions.

- Regular and sustained periods of time in strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- Operation of equipment which causes loud noise levels and high vibrations.
- May require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials.
- Utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer