

The Town of Northfield seeks a qualified individual to serve as Assistant Superintendent of the Town's Wastewater Treatment Plant. The Employee will work under the supervision of the Superintendent. Duties include administrative tasks, technical application of wastewater management principals, wastewater facility maintenance, providing oversight for daily operations in a manner pursuant to Federal and State guidelines which can include but are not limited to: testing and maintenance of the wastewater treatment equipment and collection systems, ensuring compliance with Federal and State regulations and all pertinent reporting processes; and all other related work, as required.

Minimum qualifications include Bachelor's degree in biology, environmental science or related field; 7 to 10 years of related experience or any equivalent combination of education, training, certification, and experience. Wastewater Treatment Operations and Maintenance at a Grade III M Wastewater Treatment Plant; Massachusetts Grade III Wastewater Treatment Plant Operator's license; valid Massachusetts motor vehicle operator's license. This is a full-time position with a salary range of \$31.42-\$38.38/hr and benefits. Download applications from www.northfieldma.gov. Send applications to Town Hall, 69 Main St. Northfield MA 01360. Position opened until filled. EOE.

**Town of Northfield, Massachusetts
Job Description**

Position Title:	Assistant Superintendent of Wastewater Treatment	Grade Level:	10
Department	Wastewater Department	Date:	11/21/2023
Reports to:	Superintendent of Wastewater Board of Sewer Commissioners	FLSA Status	Exempt Overtime Eligible

Statement of Duties: Position is responsible for providing professional management and supervisory functions for the Wastewater Treatment Facility and collection system. Responsibilities include reviewing operations to ensure compliance with permit regulations; supervising, training, and assigning staff; preparing and administering department budget; developing and implementing policies and procedures; allocating funds, staff, and equipment to provide for efficient operations; and performing a variety of supervisory and management functions for the department.

Supervision Required: Under administrative direction and from the Chief Operator, the employee works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

Supervisory Responsibility: The manager is accountable for the direction and success of programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

Confidentiality: Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

Accountability: The employee is responsible for the performance of a major department of the Town. Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, labor/material costs, legal repercussions, personal injury, and danger to public health/safety.

Judgment: Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

Town of Northfield, Massachusetts

Job Description

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.

Nature and Purpose of Public Contact: Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee which could result in loss of time from work. Examples of personal injury include but are not limited to burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy materials, department equipment, pressurized hoses or pumps and falls from heights in excess of three (3) feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages the overall operation of the town's wastewater treatment plant and collection system operations; ensures treatment operations are in compliance with permit regulations and requirements; supervises staff; prepares and administers budget; prepares reports, correspondence and documentation as required; ensures permit is up to date and fills out permit renewal application every five years; develops operational policies and procedures; and performs a variety of administrative and supervisory functions. Prepares discharge monthly reports (daily, monthly, annually), and year end reports in accordance with State and Federal regulations.
- Maintains/reviews shift log and records meter and gauge readings; records and monitors daily and weekly flow charts; records and monitors pH and percentage of solids. Information is required for reporting to state and federal agencies on monthly reports.
- Managing staff, work scheduling, contractors, and emergencies.
- Directs, coordinates, and participates in the efficient economical and continuous total operation and maintenance of the treatment plant; obtains background information about the characteristics of the wastewater to be treated; changes the operation of the plant units to meet changing flow and load conditions so the top efficiency of the entire plant process

Town of Northfield, Massachusetts
Job Description

is maintained at all times; performs required testing for efficient and economical treatment control and makes process changes.

- Reviews and inspects plant records and technical data, makes personal observations to analyze plant performance and initiates corrective measures when and where needed to ensure the plant effluent meets local, state, and federal requirements.
- Supervises, trains, and assigns staff; prepares and reviews employee evaluations and disciplinary actions; and responds to employee concerns.
- Prepares reports regarding facility data and submits information to regulatory agencies as required; prepares reports based on operating or maintenance records for employer and/or regulatory agency as required; prepares written documents including procedures and policies.
- Prepares and administers the department's operating and capital budgets; monitors expenditures; provides for the proper allocation of funds, staff, and equipment to ensure efficiency of operations.
- Responds to inquiries, requests, and complaints from customers regarding department operations.
- Manages back-ups.
- Completes paperwork and presents the information for abatements to the Board of Sewer Commissioners.
- Establishes and maintains a program for public relations and citizen education including plant tours.
- Prepares or assists in the preparation of capital improvement programs.
- Corresponds with the Board of Sewer Commissioners regarding facility operations in relation to design factors, physical condition, changes in wastewater being treated, and changes in receiving water requirements, need for additional or new equipment, or other concerns.
- Conducts and/or directs safety programs, instructions, and inspections.
- Represents the municipality at local, state, and regional water pollution control meetings and conferences.
- Performs specialized chemical and biological tests to determine the efficiency of plant processes and to ensure the plant meets local, state, and federal requirements.
- Keeps inventory control and orders laboratory chemicals, supplies and maintains a spare parts inventory program.
- Attends training sessions and seminars as required to keep abreast of updates or changes in occupational safety and wastewater treatment requirements in order to maintain required certifications and/or licenses.
- Performs other related job duties as required.
- Fill in for the Chief Operator when the Chief Operator is unavailable.

Recommended Minimum Qualifications

Education and Experience: Bachelor's degree in biology, environmental science or related field, and 7 to 10 years of related experience; or any equivalent combination of education, training, certification, and experience.

Special Requirements: Minimum of a Massachusetts Grade III M Wastewater Treatment Plant Operator's license. Valid Massachusetts motor vehicle operator's license. The employee may be

Town of Northfield, Massachusetts
Job Description

required to take a physical examination as a condition of employment.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the design, materials, principles and practices essential to the operation of wastewater treatment plant operations, collection systems, cross connections. Thorough knowledge of the materials and techniques required for the maintenance and repair of wastewater treatment machinery and equipment. Working knowledge of federal, state, and local water pollution control regulations. Knowledge of laboratory testing and sampling techniques and procedures. Knowledge of pump maintenance, confined space procedures, air quality tests, plumbing theories, electrical and mechanical troubleshooting. Working knowledge of Department of Environmental Protection regulations as they pertain to the operation of a wastewater treatment facility and distribution system. Working knowledge of technology including office software, the Internet and specialized software in support of department operations. Working knowledge of knowledge laboratory procedures and data analysis, maintenance requirements, preparing and administering a budget, applicable federal and state laws, town by-laws and department policies and procedures governing facility operations and the repair and alignment of pumps and motors.

Abilities: Ability to plan, prioritize, and manage department objectives and requirements; read, interpret, enforce, and explain complex codes and regulations; perform administrative duties such as: prepare reports, write equipment specifications, prepare and administer budgets, and execute contracts for services, perform complex mathematical calculations, review technical procedures for adherence to state and federal regulations, diagnose and resolve problems, repair components at a treatment facility and to develop and implement new ways to operate the wastewater treatment facility and collection system to save time and money . Ability to work in confined spaces; ability to read and understand blueprints, and ability to adhere to safety precautions and perform duties in a timely manner. Ability to be on-call and handle emergency calls.

Skills: Proficient mechanical skills in operating the tools and equipment required to perform position duties. Proficient written and oral communication skills. Proficient customer service skills.

Physical and Mental Requirements

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

Physical Skills

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Town of Northfield, Massachusetts
Job Description

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Visual demands require the employee to read documents for general understanding and analytical purposes. The employee is required on a regular basis to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.