

## **CHIEF OPERATOR**

### **NATURE OF WORK**

This supervisory position is responsible for the daily operations of the wastewater treatment plant. Responsibilities include operation and maintenance of the treatment plant, laboratory, pump stations, sludge disposal; as well as pretreatment coordination when required.

Work involves insuring the safe and efficient operation of the plant. Supervisory duties include training personnel. Daily tasks include testing and compliance reporting with all Federal and State requirements.

### **SUPERVISION RECEIVED**

Reports directly to and receives direction from the WasteWater Director. Work is expected to be performed with considerable independence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises and evaluates the Mechanic and Operators.
- Plans organizes and supervises plant operations, maintenance, laboratory and process control.
- Creates a work environment that promotes the efficient and effective delivery of wastewater services.
- Ensures treatment plant functions are performed following established procedures.
- Retains a full understanding of the Maine Pollution Discharge Elimination System Permit issued to Gardiner from the Maine Department of Environmental Protection.
- Plans, organizes, performs and supervises all laboratory functions.
- Tracks and trains other employees on required laboratory testing and requirements.
- Maintains all laboratory safety plans and laboratory procedures as required.
- Collaborates with the WasteWater Director relating to activities associated with the Environmental Protection Agency and the Department of Environmental Protection.
- Supervises time management, material, inventory, equipment and supplies.
- Inspects work when necessary.
- Coordinates safety training as well as required operational training.
- Performs other related work as required.

## **DESIRED QUALIFICATIONS**

### **Certification, Education and Experience:**

High school graduate at a minimum with additional schooling or experience in the wastewater field or related field.

Extensive wastewater experience in all aspects of operation and maintenance with particular emphasis on operations of a responsible nature.

State of Maine Grade II Wastewater Certificate with the expectation to obtain a grade IV within 2 years of hire.

Two years of supervisory experience or the equivalent combination of education and supervisory experience.

### **Necessary Knowledge, Skills and Abilities**

Working knowledge of municipal management and regulatory requirements.

The ability to manage multiple issues.

The ability to establish and maintain effective working relationships with employees, the public and city officials.

Ability to communicate effectively both verbally and in writing.

Proficient in computer use.

## **SPECIAL REQUIREMENTS**

Valid Class C drivers license.

Submit to random drug testing and pre-employment physical including drug testing. (Cannabis excluded with a valid State of Maine Cannabis Prescription).

## **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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms. This employee is required to walk.

The employee must be able to lift 50 pounds. Vision abilities are required including the ability to adjust and focus.

## **WORK ENVIRONMENT**

This is an industrial environment.