

TOWN OF STONINGTON
JOB DESCRIPTION
DIRECTOR OF WATER POLLUTION CONTROL AUTHORITY

NATURE OF WORK:

This is highly responsible administrative work managing the overall operation and financial affairs of the Town's wastewater treatment systems. Responsible for administering all contracts between the Stonington WPCA and its' various contractors and vendors.

SUPERVISION RECEIVED:

Receives operational guidance and strategic direction from the Water Pollution Control Authority (WPCA). Is an active member of the Management Team chaired by the First Selectman. Work is reviewed through meetings, conferences and reports of overall program effectiveness and efficiency.

SUPERVISION EXERCISED:

Supervises the contract operators; service providers and field representatives; billing clerk and shared administrative secretary. Acts as project manager for all wastewater treatment system capital and maintenance projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Plans, organizes and oversees the overall operation of the wastewater treatment and collection systems. Administers the contract that governs the "contract operator" that is responsible for the day to day operations and maintenance of the wastewater treatment and collection systems, as well as all other contracts between the WPCA and contractors, vendors, and service providers.

Contracts with engineers, contractors and others to perform studies, design facilities, and repair or replace facilities, with the advice and consent of WPCA if the amount exceeds \$5,000.

Provides technical and policy guidance to the WPCA and implements WPCA policy and direction; acts as the WPCA's representative in State and Federal forums and with developers, consultants, contractors and the Board of Selectmen. Prepares statistical and narrative reports for the WPCA and State and Federal agencies as required. Is familiar with state and federal regulations.

Plans, updates and administers the long range plan of the WPCA.

Oversees and participates in the preparation of the annual operating budget and capital improvement programs; oversees the administration of the WPCA operating budgets.

Prepares annual revenue estimates for WPCA and recommends changes to fee structures when necessary. Maintains a consistent system for reporting the status of WPCA budget at monthly meetings.

Researches grant opportunities to offset local costs.

Works with consulting engineers and “contract operator” to review and monitor plant problems and to design solutions. Reports findings to WPCA.

Receives and responds to requests for information from the public and Federal, State and local agencies concerned with wastewater treatment and environmental protection. Attempts to resolve complaints from system users and regulating agencies; reviews development proposals for compliance with WPCA rules and regulations; advises public, developers and contractors on WPCA sewer system maintenance, design, and construction requirements.

Works with WPCA, health officials, and food service establishment operators, in developing a consistent plan to comply with state FOG (fats, oils, grease) regulatory compliance.

OTHER JOB FUNCTIONS:

The duties listed above 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.

Performs related work as required.

REQUIREMENTS OF WORK:

Education, Experience and Training:

The education, experience and training required would generally be acquired with a Bachelors’ degree in Engineering, Environmental Science, or closely related field; six (6) to ten (10) years of increasingly responsible experience in wastewater systems, utility management, or related field; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities.

Knowledge, Skills & Abilities:

Thorough knowledge of current State and Federal laws governing the operation of wastewater treatment and collection facilities.

Considerable knowledge of the theory and application of wastewater collection and treatment processes. Considerable knowledge of the operational methods, equipment and processes used in modern wastewater treatment and collection facilities.

Knowledge of how to evaluate, monitor and design construction and contracted services.

Knowledge of budgeting and forecasting methods.

Knowledge of management theory and techniques.

Ability to plan, organize, direct, coordinate and evaluate work of contractors.

Ability to communicate effectively, orally and in writing, and to make effective presentations to various groups.

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc.

Ability to work harmoniously, cooperatively and courteously with others at all times. Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

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 and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by the job include close vision, distant vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and in precarious places; and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain a valid Motor Vehicle Operator's License.

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