



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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Vermont Relay: 7-1-1 or 800-253-0191

CHIEF OPERATOR – WASTEWATER PLANT (EAST) DEPARTMENT OF PUBLIC WORKS

POSTING DATE: September 8, 2015

RATE OF PAY: \$29.3531/hour

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: September 17, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 20

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the operation and maintenance of the wastewater plant(s) and pump stations assigned for the collection, maintenance, treatment and disposal of wastewater and solid waste. This position schedules the work of Plant Operators, directs, controls and evaluates the programs and staff.

ESSENTIAL JOB FUNCTIONS:

- Prepare a variety of written and numerical records and reports for the Assistant Director, State, and Federal officials on such subjects as treatment plant status, staff scheduling, budget items, maintenance and operations activities and special projects; maintain recordkeeping system on plant operation and maintenance.
- Develop and implement process control techniques; schedule staff shifts and activities; plan and lay out work activities and communicate to staff; evaluate operator lab functions and make improvements; develop and implement programs for gathering data and readings which support process control required by federal and state regulations, or for which cost comparisons can be calculated; develop and control preventative maintenance program, arrange sufficient supplies and materials to be on hand to assure proper operation and maintenance; provide schedules for dewatering process tanks for preventative and corrective action.
- Supervise the Plant Operators in the operation and maintenance of treatment plant processes, equipment, buildings and grounds; evaluate staff performance; provide training and development of staff; recommend disciplinary action and termination to the Assistant Director.
- Provide safety related information, training and procedures for staff and visitors.
- Analyze wastewater as required by federal and state agencies and ensure conformance with the NPDES discharge permit and effective plant operation as designed.
- Schedule maintenance work, supply parts and materials for correction, preventative or new construction of wastewater general improvements, buildings, grounds and equipment; order and maintain inventory of adequate supply of parts.
- Train staff in the areas of wastewater treatment, analysis for discharge permit parameters, process control analysis, corrective and preventative maintenance.
- Receive a variety of requests for information or assistance from the general public, other City departments, vendors, federal and state agencies and other treatment plants.
- Plan and schedule for vehicle maintenance as required.
- Complete WR43 (for assigned plant(s)) Plant Monthly Operations Report for the State of Vermont to ensure submission by the 15th of each month.
- Direct the sludge removal operation via tanker truck from the East wastewater treatment plant to the Main Plant for dewatering.
- Perform preventative and corrective maintenance on 25 pump stations.
- Maintain monthly preventative maintenance work order schedule for all East Plant and the pump stations through the computerized maintenance program.
- Assist in the corrective maintenance activities and repairs at all three plants as needed.
- Plan and lay out required maintenance activities for the pump stations, vehicles, sludge removal equipment and storage tank.
- Schedule and assign work of the Plant Operators assigned to work in maintenance and sludge hauling.
- Plan, schedule, perform and inspect pump station maintenance and ensure electrical, preventative maintenance and repairs.
- Coordinate delivery of septage from private haulers.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School diploma or equivalent, Grade 5 Vermont Wastewater Certificate and five years working in a WW treatment plant required.
- Previous supervisory experience preferred.
- Ability to obtain and maintain a valid Vermont driver's license.
- Ability to understand logic associated with programmable logic controllers.
- Knowledge and ability to navigate Supervisory Control and Data Acquisition (SCADA).
- Ability to comprehend and carry out written, oral, and diagrammatic instructions required.
- Ability to understand relevant physical, chemical, electrical, and microbiological principles required.
- Demonstrated knowledge of industry methods, materials, and tools.
- Demonstrated knowledge of the City wastewater collection, treatment, sludge production and distribution systems.
- Demonstrated knowledge of and technical skill to perform preventative, predictive and corrective maintenance on electromechanical pumps, motors, hydraulic and pneumatic systems and instrumentation.
- Ability to work independently.
- Planning and organizational skills including the ability to plan and execute a schedule.
- Ability to develop and maintain accurate maintenance records systems.
- Ability to supervise, train and instruct subordinates.
- Ability to read, interpret, and follow technical manuals, blueprints, and diagrammatic drawings.
- Ability to learn City budgeting requirements and to prepare budget estimates for area of assignment.
- Ability to formulate and follow written procedures and ensure conformance to City and department policies and procedures, state and federal regulations and contractual agreements.
- Ability to establish and maintain effective working relationships with staff, City officials and citizens.
- Ability to work in confined spaces.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.

- Ability to perform data collection processes and develop and generate the proper reports.
 - Experience with computers in a Windows based environment required.
 - Ability to enforce safety regulations and standards.
 - Exposure to toxic chemicals, bacteria and noxious odors.
 - Ability to work outdoors and in all weather conditions.
 - Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
 - Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
 - Regular attendance is necessary and is essential to meeting the expectations of the job functions.
 - Ability to understand and comply with City standards, safety rules and personnel policies.
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To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.