



# HUMAN RESOURCES DEPARTMENT

City of Burlington

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## CHIEF OPERATOR – WATER TREATMENT PLANT DEPARTMENT OF PUBLIC WORKS

**POSTING DATE:** August 13, 2015

**RATE OF PAY:** \$61,048/year

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** September 1, 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 determining the operation and maintenance activities and programs, scheduling the work of Plant Operators and Plant Mechanics and directing, controlling and evaluating the programs and staff for optimum plant operation and maintenance for the production of potable water serving Burlington and Colchester FD#2.

### ESSENTIAL JOB FUNCTIONS:

- In conjunction with the Senior Water Resources Engineer ensure that items within the Water Capital Plan are implemented as outlined and provide input to the on-going updates to this plan.
- Areas of focus for the Chief Operator are the Water Treatment Plant processes, two elevated storage tanks, the north & south reservoirs, the reservoir pump station, and the raw/finished water pump station.
- Ensure compliance with all conditions, sampling, and reporting requirements of the State of VT Water System Permit to Operate, the Federal Safe Drinking Water Act (40 CFR) and the State Water Supply Rule.
- Manage personnel by controlling employee hire, supervision, disciplinary actions, training and vacation scheduling.
- Perform quality control testing and evaluation to optimize the quality and quantity of water produced.
- Develop and implement policies and procedures for proper operation of the plant and distribution system.
- Train plant operators and evaluate their performance.
- Coordinate with maintenance personnel to correct deficiencies and minimize operational conflicts.
- Perform administrative duties in compliance with all City and departmental policies and procedures, state and federal water quality regulations such as completion of reports, planning documents, performance documentation, inventory control, and supply requisition.
- Oversee grounds maintenance activities for all water facilities.
- Perform special projects and related work as required.

### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor of Science degree in Engineering, Chemistry, Biology or related science and five years working in a water treatment plant required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Grade 4C Vermont Water Operator Certification.
- Previous supervisory experience required.
- Ability to obtain and maintain a valid Vermont State Driver's license required.
- Knowledge and ability to navigate Supervisory Control and Data Acquisition (SCADA).
- Ability to utilize and track data related to asset management in the technological system currently in place for Water Resources.
- 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 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.
- 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.

**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](http://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.