



## **Job Description**

Position: Director of Sewer Operations  
Primary Location: Sewer Plant  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Board of Sewer Commissioners  
Description Updated On: October 28, 2021

### **Summary/Objective**

The Director of Sewer Operations is responsible for the Town's wastewater treatment plant and sewer distribution system by ensuring that plant performance and the quality of wastewater meet federal and state regulations; supervises the plant operations and maintenance functions in accordance with regulatory requirements. The employee is required to perform all similar or related duties and is responsible for the supervision of full- time employees.

### **Essential Functions**

- Oversees the daily operations and maintenance of the wastewater treatment plant and sewer distribution system including the industrial pretreatment program; provides supervision to plant employees.
- Ensures compliance with state and federal regulations and requirements.
- Evaluates plant performance to ensure effective and efficient operations; submits required operational reports to state and federal authorities.
- Purchases facility supplies, materials, and services as required.
- Evaluates employee performance, makes recommendations and/or decisions regarding discipline and promotions, and communicates these to the Sewer Commission, as appropriate and necessary.
- Coordinates work activities with other utility operations through other public works divisions and town departments.
- Meets and interacts with members of the general public, contractors, engineer's attorneys, the media, and others as needed.
- Plans and prioritizes long-range work programs and projects for the facility.
- Provides appropriate and timely training to employees.
- In conjunction with the Assistant Chief Operator and Lab Technician, assists with the selection process for new employees.
- Maintains necessary and appropriate records as mandated by department and town policies and procedures as well as by state and federal regulations.
- Prepares and submits to Sewer Commissioners for approval the Department's annual operating and capital budget. Once approved, is responsible for the administration of the budget items.
- Oversees an in-house sump pump program, including visiting the homes and evaluating each for the best way to connect to the drain system.
- Schedules and manages all plant repairs to be done in-house.

- Oversees and continuously evaluates safety program for all employees, including enforcing OSHA regulations.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Environmental Engineering and a minimum of seven (7) years' experience at a wastewater treatment plant facility as a Chief Operator or Assistant Chief Operator or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must possess a Grade 7 Operator's License, Class B Commercial Driver's License and Hydraulic License.

### **Knowledge, Skills, & Abilities**

- Considerable knowledge of wastewater plant operations and maintenance; knowledge of state and federal wastewater rules, regulations and reporting requirements; basic knowledge of chemistry, biology, electronics, hydraulics, and mechanics; proficient at budget development and management; knowledge of automated computer spreadsheet and word processing software.
- Excellent organizational and data processing skills.
- Ability to supervise personnel and to interact with the public, co-workers, other Town officials, business representatives, and the media.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the workday.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Analyzing/examining/testing data
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office 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 generally contains one or more constant elements of stress such as being on call for 24 hours or being under prolonged pressure during

emergency situations. Mental stress is usually present in the form of being required to weigh competing and concurrent demands under deadline pressures.

**Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. Employee may be required to work beyond normal business hours to attend evening meetings.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_