

**ASSISTANT SUPERINTENDENT  
WEBSTER SEWER DEPARTMENT**

**Overview of Duties:**

Performs as designated by the Director of Public Works, which includes the Advanced Wastewater Treatment Facility (AWWTF), as well as the town of Webster Wastewater Collection System, for general responsibility in directing operations, maintenance, and laboratory functions at the AWWTF in Webster. Oversees the operations and maintenance of the Webster collection system and provides coordination for the Industrial Pretreatment Program (IPP) in Webster and Dudley. Plans and schedules major events for operation, maintenance, and laboratory activities at the AWWTF and the collection system. Daily reviews data from: plant operations, laboratory analyses, maintenance performance, and collection system activities and performs visual inspections to effect changes as necessary. Position requires availability 24 hours daily to respond to situations that may endanger the effective operations of the sewer department systems or cause safety concerns for the town and/or the general public.

Serves as the Training Administrator and Safety Officer for the Sewer Department and is responsible for enforcing safety practices and procedures. Schedules and conducts meetings with lead personnel from operations, maintenance, laboratory, and collection system sectors to coordinate: projects, operational modifications, safety/training sessions, personnel issues, and budget concerns. Prepares various programs and reports for submittal to the Director. Administers inventory control program and purchasing documents system to ensure continuous operation of all sewer operations. Serves as member of management team during negotiations and other issues concerning the collective bargaining unit.

**Supervised by:**

- Supervision is received from the Director of Public Works, and during periods of his/her absence directions from the Webster Town Administration.

**Supervises:**

- Provides supervision to all plant operations, laboratory, plant maintenance, and Webster collection system personnel.

**Examples of Responsibilities:**

- Directly responsible for process control of plant operations, directs changes in process as required to meet all NPDES and Massachusetts permit requirements.
- Analyzes and evaluates O&M functions, initiates or recommends new or improved practices.
- Diligently performs observations of processes, equipment, procedures, and overall functions to obtain maximum input for critical decisions.
- Develops plans and procedures to ensure efficient plant and collection system operations.
- Coordinates data and prepares or reviews operations and other reports.
- Administers training program for staff.
- Serves as Webster Sewer Department Safety Officer.
- Manages and schedules personnel overtime, vacation, Holiday/personal days, and work assignment schedules.
- Addresses personnel problems and issues including grievances. Enforces established work rules, policies, and practices.
- Maintains flow of pertinent information to the Director and staff personnel in regard to ensuring optimum operations, maintenance and public safety.
- Manages pilot and/or special projects as required.
- Provides hands-on assistance as required for normal and/or emergency conditions.

- Coordinates and prepares budgets for operations, maintenance, laboratory, and collection system functions.
- Presents operating data that impacts budgets to the Director.
- Manages inventory control system for Sewer Department. Coordinates input from operations, maintenance, laboratory, and collection system personnel. Controls purchasing and delivery schedules of parts, chemicals, supplies.
- Supervises and reviews daily logs, reports, bench sheets, and records for accuracy and comprehension. Submits daily critical/major issue reports to the Director.
- Directs and monitors daily as well as periodic events of sampling/analytical events and maintenance activities. Effects changes as necessary to improve and optimize functions.
- Manages "new" technology transfer program to maintain awareness to all personnel of wastewater treatment industry advancements and improvements.
- Provides the Director with updates of personnel with the ability and knowledge to assume more responsibility including promotion.

### **Qualifications and Requirements:**

- Minimum of Grade 7 Massachusetts certification as wastewater treatment operator.
- Experience in operations and maintenance of wastewater treatment facilities for at least five years with promotional history of expanded responsibilities.
- Possess certificate of high school or recognized vocational school graduate degree.
- Possession of strong management and supervisory qualifications with the ability to make sound decisions during adverse conditions.

### **Additional Skills - Qualifications - Abilities:**

- A broad knowledge of advanced wastewater treatment for domestic and industrial wastes including regulatory requirements and permit regulations.
- Knowledge and experience of operations and maintenance practices for wastewater collection systems and associated pumping stations.

- Ability to manage and comprehend laboratory functions ranging from sample origin to interpretation and application of results data for optimum performance of the facility.
- Ability to plan and direct multiple projects within the wastewater sectors providing coordination and supervision to personnel with various skill levels.
- Must possess the skill and ability to effect difficult decisions with composure under adverse situations.
- Must possess qualifications to provide safety oversight and general safety instructions for routine as well as infrequent tasks within all levels of the Sewer Department.
- Ability to work independently and as a team leader and/or member.
- Skilled at making independent decisions and at utilizing input from others concerning issues of simple or complex magnitude.
- Must be dependable, capable of demonstrating perseverance, and understanding of various personalities.
- Ability to perform in a professional manner at all times and is attentive to appearance and attitude.
- Must be willing to have a Town issued mobile device.
- Must possess valid drivers license.
- Must possess a broad understanding of the theoretical wastewater industry standards with the ability to effectively apply these guidelines to practical operations and maintenance conditions through personal experience and the use of the following technical publications:

Standard Methods for the Examination of Water and Wastewater (current edition)

- Balance as required to meet position responsibilities and maintain required certifications.

**Work Location:**

- The primary work location is the AWWTF and includes all remote locations associated with the wastewater collection system.