

## **GENERAL PURPOSE**

Performs a variety of skilled, technical, supervisory, financial, and administrative work in the City of Brewer Environmental Services Department.

## **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager

## **SUPERVISION EXERCISED**

Exercises close supervision over a 5.2 MGD Conventional Activated Sludge Water Pollution Control Facility, the City's Sewer and Stormwater Collections Systems and the City's Small Municipal Separate Storm Sewer Systems (MS4) Programs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage the wastewater treatment plant(s), and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.
- Manage the operation and maintenance of the Sewer and Stormwater Collections Systems
- Manage the requirements of the City's Small Municipal Separate Storm Sewer Systems (MS4) Programs and the Stormwater General Permit required Stormwater Management Plan (SWMP).
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.
- Responsible for collecting information and data required for completion of annual end of the year regulatory reports such as CSO Progress Report, Stormwater Program Report and Sludge Utilization Report.
- Stay current and up to date on all Federal and State Wastewater Regulations and assure the City stays in full compliance with all regulations.
- Keeps Sewer Use Ordinance current and up to date with changing State and Federal regulations.
- Advises supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.
- Analyzes annual operating costs and prepares annual department budget.
- Participates in short and long-term planning of capital improvement projects.
- Responsible for compliance with all State and Federal regulations related to CSO Abatement such as Best Management Practices and Nine Minimum Controls.

## **PERIPHERAL DUTIES**

- Administers labor contract for union employees and Personnel Manual for non-union employees
- Oversee the development, implementation and successful execution of the facility Employee Drug Testing, Sexual Harassment, and safety programs.

- May, at the discretion of the City Manager, represent the City of Brewer at local, State, and regional wastewater hearings, meetings, and conferences.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other city supervisors.

#### **DESIRED MINIMUM QUALIFICATIONS**

- Bachelor's degree in environmental science, civil engineering, public administration or a closely related field; and/or
- Five (5) years of supervisory experience relating to the operation and maintenance of wastewater collection and treatment systems,
- Progressively responsible professional and administrative experience in the operation and maintenance of a Grade 5 conventional activated sludge treatment facility; or
- Any equivalent combination of education and/or experience.

#### **NECESSARY KNOWLEDGE, SKILLS, ABILITIES**

- A thorough knowledge of supervisory, operational and maintenance practices and procedures as applied to the operation of a Grade V wastewater facility.
- Extensive knowledge of all financial aspects related to the wastewater field.
- Ability to guide, direct and motivate employees;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

#### **SPECIAL REQUIREMENTS**

- A valid State of Maine Grade V (five) Wastewater Operator license; and a valid Grade IV Collection System license from the New England Water Environment Association.

#### **TOOLS AND EQUIPMENT USED**

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine, other equipment specific to wastewater treatment.

#### **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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to flames or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

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

Approval: \_\_\_\_\_  
Director of Environmental Services

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: *March 2, 2021*

