** TOWN OF PLYMOUTH**

 WATER POLLUTION CONTROL AUTHORITY

P.O BOX 257

Pequabuck, CT 06781

Phone: (860) 582-4881

Fax: (860) 582-4071

**Assistant Plant Manager**

**Hourly Rate: $36.06 - $38.46**

**Qualifications:**

Must possess and maintain a minimum Class III operator certification through the State of Connecticut Department of Energy & Environmental Protection. Reciprocity from another qualifying state may be acceptable, provided the Class III certification can be successfully acquired within six months. The position would be considered probationary through the first six-month period.

Must be fully qualified to operate the water pollution control facility, 8 pumping stations and collection system and be able to lead the team of operators and administrative staff successfully.

Must possess strong leadership skills and encourage staff to progress in responsibility and knowledge of the facilities.

Must have a strong understanding of the activated sludge process with expertise in biological nutrient removal. Specific experience with the Bardenpho process is a plus.

Must have working knowledge of operating, maintaining, and repairing water pollution control facility and collection system equipment and instrumentation.

Must have strong troubleshooting skills associated with equipment and operations.

Must have strong computer skills such as word and excel and the capability to review engineering and As-Built drawings.

Must be capable of performing rigorous outdoor work to assist operators with repair efforts on an as-needed basis, including after-hour emergencies.

**Responsibilities:**

Leads a team of operators safely and encourages personal growth through training, education, and continuous improvement. Provides counseling and disciplinary action as needed and assists in hiring, termination, and performance appraisals of staff.

Assists in developing operating procedures and ensures compliance with OSHA, DOT, DEEP and other applicable regulatory programs and/or requirements.

Assists in developing and maintaining an annual operations and capital improvement budget for the facilities.

Assesses laboratory function and uses related laboratory data and facility observations to enhance the performance of the treatment process. Trouble shoots the process as needed to ensure optimal operating conditions and permit compliance.

Maintains a sound maintenance program for the water pollution control facility, collection system, the fleet of assigned vehicles and related support equipment.

Assists the plant staff in the performance of maintenance, repairs, and improvement projects both in and outdoors as needed to train staff and accomplish the required work.

Responds to complaints from the public, public officials, employees, and contractors.

Reviews, approves, and inspects building lateral connections.

Coordinates and works in concert with contractors, engineers and other town departments retained to repair, enhance, and expand the water pollution control facility and/or collection system.

Reviews, monitors, and approves payroll, vacations, sick leave use, and approves overtime when necessary.

Is responsible for the development and maintenance of a system for full-time coverage of the water pollution control facility and collection system and must be able to respond to after-hour emergencies within a reasonable time frame.

Performs duties of Plant Manager as necessary in his absence

**Reports to:** WPCA Plant Manager, Water Pollution Control Authority and Mayor

This job description is not intended to be a complete statement of duties, functions and responsibilities which comprise this position.

**Fringe Benefits:** Benefits includes Medical, Dental, Vision, Term Life insurance, 401a Retirement Plan, paid vacation, paid holidays and paid sick leave

Must pass a medical exam and drug screening

Applications are available on the Town of Plymouth web site (Click on Government then Town Employment). Completed applications and resumes can be mailed to:

Town of Plymouth WPCA

P.O BOX 257

Pequabuck, CT 06781

Or emailed to: jpatrick@plymouthct.us

Applications will be accepted until the position is filled. Additional information is available upon request.

Plymouth Water Pollution Control Authority / an Equal Opportunity Employer