



## **TOWN OF WINDSOR LOCKS**

### **Department of Human Resources**

**POSTING DATE 8/31/2020**

**POSTING CLOSES-9/11/2020**

**Position Title: DPW/WPCA Superintendent**

**Department: Public Works/WPCA**

**Position Type FULLTIME Exempt Employee/NON UNION BENEFITED POSITION**

**Reports to: Director of Public Works**

**Rate of pay: Commensurate with experience Monday-Friday 40 hr work week Hours-After hours may be required/on call**

**Responsibilities include but not limited too:**

Under the general direction of the Director of Public Works, organizes and manages the operations of the WPCA and Pump stations, ensuring that the facilities are operated in conformance with standard operating procedures and in compliance with the NPDES permit. Manages the workforce assigned to the WPCA Division of Public Works and other staff as assigned and acts of behalf of the Director of Public Works in his/her absence and assists with the operations of other Divisions and Public Works as directed or required.

#### **ESSENTIAL DUTIES and FUNCTIONS:**

- Acts as Chief Operator of the Water Pollution Control Facility
- Ensures that all State, Federal and local requirements and paperwork related to the operation of the facility
- Plans for and manages the daily operations and maintenance of the WPCF, pump stations and related infrastructure;
- Arranges all phases for contract services
- Manages staff activities, training, safety and discipline as required within the policies of the Town
- Takes an active role in the planning, recommendations and construction of the Town's conveyances and related infrastructures
- Manages operating and capital budgets, reviews invoices, allocates and approves as authorized
- Attends evening meetings as required

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises administrative and service and maintenance employees in the Public Works Department as assigned by the Public Works Director

#### **Preferred Skill Set/Education:**

Eight years employment in a class IV or equivalent water pollution control facility

Five years supervisory experience

Bachelor's degree in waste water technology, Sanitary Engineering, Biology or related field

State of Connecticut Class IV Wastewater Treatment Operators Certificate or ability to obtain within three months of employment

NEWEA Grade IV Collection System Certificate

Strong ability to navigate technology and computer software programs

Ability to apply common sense and understanding of verbal and written directions and proactively seek solutions to recurring and unexpected events

Understanding Safety Regulations and implementation thereof

***\* (This posting summary does not constitute full duties and functions of the position. A job description is available upon request).***

Application available on line at [www.townofwindsorlocks.org/](http://www.townofwindsorlocks.org/)

Mail application/resume to Director of Human Resources 50 Church Street, Windsor Locks, CT 06096

Email completed Town Application and Resume to [swalker@wlocks.com](mailto:swalker@wlocks.com)

You may also call directly at 860-627-1431 to have application sent via US Mail

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