If you are looking to start your career in a field with job security, competitive pay and benefits, where you play a key role as a supervisor and a member of a team with a great track record, this is the job for you. The wastewater facilities of Shelburne Falls and Charlemont whose mission is to protect public health and the environment, have partnered to create a full-time position for a reliable, capable candidate to work in both wastewater treatment facilities and collection systems. This job will require some weekend and holiday work.

**Position and Title:** Chief Operator/Collections Systems Staff (combined)

**Classification:** Full Time/Exempt

The Charlemont Sewer District (CSD) Wastewater Treatment Plant (WWTP) built in 1991 is located on Rt. 2 in Charlemont, and is designed for 48,000 gallons per day flow, with an average daily flow ≃16,000 gallons per day. The treatment plant has remarkably clear and clean effluent.

The plant is unique in that it uses a relatively simple Recirculating Gravel Filter with a distributed spray system inside each filter for secondary treatment, a small UltraViolet Light (UV) disinfection system and minimal sludge handling. The collection system is not subject to excessive inflow or infiltration, and does not subject the treatment plant to widely fluctuating flows that could cause operational problems.

The Shelburne Falls Wastewater Treatment Facility, built in 1974, is located in Buckland, Massachusetts and serves the village of Shelburne Falls which is located within the towns Shelburne and Buckland. The average daily flow is 200,000 gallons per day (0.2 millio ns gallons perday. The plant is unique in that remaining sludge is sent to reed beds where the water is removed aiming to create Class B biosolids. During the disinfection season between April 1 and October 31, the effluent is treated with UV light.

**General Summary:** Under the direction of CSD Sewer Commissioners, responsible for operating and maintaining the CSD Wastewater Facility and collection system in accordance with developed procedures found to be successful in the operation and maintenance of the Facility, and i the NPDES permit and related State and Federal laws and regulations.

Be an experienced leader, planner and have management, organizational, and supervisory skills for overseeing a crew, who perform the required Laboratory testing, daily pump station and plant inspection meter readings, and yard maintenance.

Under the direction of the Chief Operator at the Buckland Wastewater Facility, responsible for assisting the operation and maintenance of the collection system, treatment plant and pumping station, ensuring a licensed operator is available to run the plant in the absence of the Chief Operator and Assistant Operator.

**Essential Job Functions:**

Chief Operator Charlemont

* Manages and monitors all operation and control functions of the plant, and Ultraviolet (UV) disinfection system to ensure the Wastewater Facility's continued safe and efficient operation.
* Ensures required lab tests are performed in compliance including Effluent e-coli and Influent and Effluent pH, BOD, and TSS, are done in a timely and correct manner as per Standard Methods and CSD's Laboratory QA/QC program and reports to State and Federal agencies.
* Schedule and coordinate the twice per year removal of primary sludge.
* Responds to emergencies. Ability to communicate effectively both verbally and in writing; and to establish positive public relations for the Town.
* Prepares budget for submission and approval.
* Work with CSD treasurer and commissioners to remain up to date on CSD's quarterly sewer bills, revenue received, accounts receivable, liens imposed, and related financial matters.
* Attends 2 meetings per month with CSD Commissioners.
* Purchases needed supplies and services; obtains authorization when needed.

Collections Crew Member

* Works with field crew with inspection, maintenance, repair of town sewer infrastructure including wastewater mains and assisting in confined space entry of wet and dry wells.
* Conducts checks for wastewater main leaks and blockages for residents in response to their requests.
* Clearly and professionally communicates with homeowners in regard to inquiries and requests related to repair activities.
* Performs operation of specialized equipment including but not limited to, sewer jetting equipment, hand operating equipment and power tools.
* Performs laboratory testing for process control and is able to do calculations involved in lab work and process monitoring, enter the lab and process information into the computer.
* Reads and records data from meters, charts, gauges
* Performs snow removal and lawn mowing, sickle-bar and basic hedge trimming.
* Acts as substitute operator for vacation and sick time and responds to facility operation emergencies when scheduled to be on call.
* Performs other related duties as required included but not limited to
	+ Painting, errands and other general maintenance functions
	+ Cleaning tanks, clarifiers, reed beds and headworks

**Skills/Experience/Training Required:**

* Grade 3 WWTP operators license or Grade 2 with collections license
* Knowledge of wastewater treatment plant operations, laboratory testing, mechanical experience, and collections experience. 1-2 years of college and five years related experience and/or training, or equivalent combination of education and experience.
* Knowledge of the principles, practices of the methods and operations of wastewater treatment
* Knowledge of the functions and servicing requirements of mechanical equipment and machinery common to wastewater treatment. Ability to perform repairs and routine preventative maintenance on said equipment
* Ability to work independently
* Ability to lift up to 50lbs
* Have a valid driver’s license

Combined job description redline3.31.21