

**TOWN OF PITTSFIELD, MAINE  
JOB DESCRIPTION**

**DEPARTMENT:** Water/Sewer Department

**JOB CLASSIFICATION:** Superintendent

**REPORTS TO:** Town Manager

**SUPERVISES:** All Water/Sewer Employees

**NATURE OF WORK**

This is a responsible administrative and supervisory position in the operation and maintenance of the Town of Pittsfield's water works, pumping stations, and wastewater treatment plant. Work is performed under the general direction of the Town Manager with considerable independence of action.

**EXAMPLES OF WORK - (Illustrative Only)**

1. Plan, organize, and supervise the operations and maintenance of the Wastewater Treatment Plant and the Water Department, as well as the laboratories for both departments.
2. Coordinate all activities relating to the Department of Human Services, Department of Environmental Protection, and the U.S. Environmental Protection Agency.
3. Ensure the implementation of and/or compliance with federal and state regulations governing all wastewater treatment and drinking water treatment programs.
4. Perform routine laboratory tests including fluoride ppm, total chlorine, free chlorine, sampling of plant influent, partially treated wastewater, sludge influent, and byproducts to monitor process control and equipment operation.
5. Make quantitative and qualitative chemical, bacteriological, physical, and biological analyses of test results.
6. Represent treatment plant and water department to outside agencies, industry, professional organizations, citizens, engineers, contractors, and suppliers.
7. Supervise the maintenance of time, material, inventory, and equipment use records; requisition supplies and materials; prepare budget.
8. Maintain daily logs and records of treatment plant and water department activities; prepare reports as required.
9. Research funding sources, grant opportunities, loan opportunities and other avenues for Enhancement of the system.
10. Program capital improvements for enhancement of the water and sewer infrastructure.

11. Conduct hiring process, including recruitment and selection of employees.
12. Conduct employee orientation programs and employee performance evaluations.
13. Conduct training and/or safety inspections.
14. Performs other work as required.

### **REQUIREMENTS OF WORK**

1. Ability to work independently and to carry out assignments from general, oral and written instructions.
2. Ability to communicate effectively, verbally and in writing.
3. Ability to exercise judgment and initiative in analyzing and evaluating problems and developing or recommending modifications and improvements in existing procedures.
4. Proven project management skills, including the ability to productively organize and use time effectively. Ability to see a project through from its earliest assignment to its completion. Ability to multi-task.
5. Ability to plan capital improvements and projects from initiation to completion.
6. Knowledge of materials and practices essential to the operation and maintenance of the water department and wastewater treatment plant.
7. Knowledge of federal and state regulations governing the treatment of drinking water and wastewater.
8. Knowledge of the hazards and applicable safety precautions of the water department and treatment plant operations.
9. Knowledge of the standard methods and procedures utilized in conducting routine chemical, biological, physical, and bacteriological laboratory tests.
10. Ability to develop proper training and instructional procedures for employees.
11. Ability to establish and maintain effective working relationship with employees, municipal officials, federal and state agencies, and the general public.
12. Ability to maintain records and prepare reports.
13. Ability to communicate effectively both verbally and in writing, and to interpret engineering or other technical data.
14. Knowledge and skill in the use and care of laboratory instruments and equipment.
15. Ability to establish and maintain cooperative and courteous relationships with the general

public, employees and public officials and act firmly and courteously under adverse or strained conditions.

16. Ability to function effectively as part of a team.

### **TRAINING AND EXPERIENCE**

Graduation from a vocational program in wastewater treatment; considerable supervisory experience in wastewater treatment plant operation of a progressively responsible nature; five years' experience in water works; and attendance at and certification from seminars conducted by MRWA or programs of that nature dealing with the Safe Water Act is desirable.

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess Grade II Water Treatment and Distribution Licenses as required by the State of Maine.
2. Must possess a Grade II wastewater treatment plant operator's license as required by the State of Maine Department of Environmental Protection.
3. Must possess a valid Maine Class II operator's license.
4. The ability to become a CDL Driver is desirable.
4. Physical strength and agility sufficient for performing the duties of the position.

Updated: 06/26/2006; 05/17/2019

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other:

Last Name	First Name	Middle Name		
Address Number	Street	City	State	ZIP Code
Telephone Number(s)	<del>Social Security Number</del>			

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes  No

Have you ever filed an application with us before?

Yes  No

Have you ever been employed with us before?

If Yes, give date \_\_\_\_\_

Yes  No

Are you currently employed?

If Yes, give date \_\_\_\_\_

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Can you travel if a job requires it?

Yes  No

Have you been convicted of a felony within the last 7 years?

*Conviction will not necessarily disqualify an applicant from employment.*

Yes  No

If Yes, please explain: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Education**

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**Indicate any foreign language(s) you can speak, read and/or write.**

	FLUENT	GOOD	FAIR
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

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**Describe any job-related training, received in the United States Military.**

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## Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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## **Additional Information**

### **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **Specialized Skills**

### **Check Skills/Equipment Operated**

<input type="checkbox"/> CRT	<input type="checkbox"/> FAX	Production/Mobile Machinery (List):	Other (List)
<input type="checkbox"/> PC	<input type="checkbox"/> Excel	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

## References

1.	_____ (Name) _____ (Phone Number)
	_____ (Address)
2.	_____ (Name) _____ (Phone Number)
	_____ (Address)
3.	_____ (Name) _____ (Phone Number)
	_____ (Address)
4.	_____ (Name) _____ (Phone Number)
	_____ (Address)

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No                      Date of Employment \_\_\_\_\_ Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open  Yes  No

Position Applied For: \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

NOTES: