TOWN OF ASHFIELD, MASSACHUSETTS
JOB DESCRIPTION

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<th>Position Title:</th>
<th>Chief Operator</th>
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<td>Department</td>
<td>Wastewater</td>
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<td>Reports to:</td>
<td>Sewer Commissioners</td>
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<td>Date:</td>
<td>2/28/17</td>
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<td>FLSA Status:</td>
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<td>SB Chair Confirmation:</td>
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**Statement of Duties:**
The Chief Operator must be able to operate the plant to provide safe effluent in accordance with State Department of Environmental Protection (DEP) regulations.

**Supervision Required:**
The employee works under the general supervision of the Sewer Commission. The employee plans and carries out the regular work in accordance with standard practices, with responsibility for identifying, planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems or unusual situations by adapting methods or interpreting instructions or regulations to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Policies, large expenditures, and special projects are discussed with the Sewer Commissioners, but ordinarily the employee plans the work, lays it out and carries it through to completion independently.

**Supervisory Responsibility:**
Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinate employees and ensures that assigned work is completed in accordance with local, state and federal regulations. Supervisory functions typically consist of most of the following: trains new employees, plans work activities, schedules coverage. Assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary; assists employees in resolving new or unusual situations; is responsible to work whenever assistant operators are absent; recommends personnel actions & implements actions agreed to by the Sewer Commission; oversees attendance; advises employees of performance requirements; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints.

The employee is responsible for the direct supervision of two (2) part time employees who operate the plant alone on weekends, holidays and other days that the chief operator is absent.

**Confidentiality:**
Employee has access to confidential information in accordance with the State Public Records Law that is obtained during performance of regular position responsibilities such as employee personnel files.

**Judgment:**
Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:**
The work consists of the practical application of a variety of concepts, practices and specialized
techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:**

Employee performs work in a wastewater treatment facility with constant exposure to moving and pressurized equipment such as air compressors or pumps, machinery, light and heavy trucks and automobiles, loud noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, gases, dirt or grease, and airborne particles, infectious diseases and pathogenic bacteria and associated electrical hazards; some work is performed outside with exposure to variable weather conditions. Employee is required to work beyond normal business hours if necessary and maintain 24/7 phone contact and respond to man-made and natural emergencies.

**Nature and Purpose of Relationships:**

The employee will be working primarily alone with some regular overlap with the assistant operators. Relationships include other town department personnel and equipment and supply vendors. Ordinary courtesy and tact are required. Contact with the public occurs on an occasional basis.

**Accountability:**

Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, resulting in monetary loss, permit violations, fines, legal repercussions, increase costs, adverse public relations, personal injury and endangerment to public safety.

**Occupational Risk:**

Duties regularly present potential risk of personal injuries including loss of life from improper exposure to wastewater treatment chemicals, toxic fumes, work in confined spaces, severe muscular strains, falls from heights, and illness from exposure to toxic fumes and biohazards. Special safety precautions, training, and protective clothing maybe required.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Responsible to operate the plant within permit limits and to report permit failures to DEP, maintain required records, perform or contract required testing, prepare & submit monthly discharge monitoring reports to DEP, monitor soil disposal system & submit quarterly reports to DEP, prepare & submit Annual Report and annual Inflow and Infiltration Report. Prepare permit renewal application and any additional engineering reports which may be required by law or by the discharge permit. Participate in on site DEP inspections.

2. Responsible for daily operation of the plant and making process control decisions to maintain the discharge within permitted limits. This includes taking daily readings, routine sampling and laboratory testing, computer data entry, interpreting data to adjust chemical feeds, pump speeds and blower output, making chemical solutions, measuring the blanket, wasting sludge, backwashing the sand filters, skimming the clarifier, & hosing the stilling wells.

3. Responsible for maintenance of the pumping station and the collection system.
4. Responsible for daily, weekly and monthly laboratory testing and sampling. On site laboratory testing includes dissolved oxygen, pH, nitrate, ammonia, alkalinity, total solids, total suspended solids, COD, total phosphorus, orthophosphate, & specific conductance. Responsible for maintaining up to date written QAQC laboratory procedures. Responsible for keeping chemical inventory compliant with state regulations & maintaining inventory list.

5. Responsible for maintenance & repair. This includes:
   - Plant components including blowers, drives, grinder pumps, electronic control panels & components, actuator valves, flow meter, bar rack, clarifier, sand filters & uv disinfection.
   - Laboratory equipment including automatic samplers, meters, probes, scale & titrators.
   - Plant equipment including trash pumps, lawn mower, snow blower, & pickup truck.
   - Building maintenance including snow removal & lawn mowing at the plant & pumping station, housekeeping, repairs to the greenhouses including glass replacement, occasional painting.
   - Scheduling & supervising sludge removal and annual cleanings of tanks & marsh.

Responsible to maintain spare parts inventory & keep a maintenance log. Responsible to trouble shoot equipment failures & schedule repairs & maintenance that cannot be done in house.

6. Responsible for on call response to plant alarms. Shift operators are the primary on call person from midnight to midnight of the day worked, but all alarms go first to the chief operator except during periods of absence.

7. Responsible for preparing commit pages & warrant for quarterly sewer billing, reading well water meters for billing, preparing draft annual operating budget, draft annual report and drafts for special articles for town meeting. Responsible for attending sewer commissioners meeting, making recommendations regarding the continuing operation of the wastewater treatment facility and preparing minutes.

8. Responsible for purchasing, soliciting quotations for high expense items and contracts, preparing requests for proposal and scope of work documents as needed, dealing with vendors regarding errors in billing or payment postings.

9. Responsible for training & overseeing assistant operator(s). Responsible for daily staffing when assistants are absent and providing phone advise when assistants are working alone.

10. Responsible for maintaining collection system records & blueprints and providing information to the public when requested.

11. Responsible for maintaining required certifications and/or licenses.

**Recommended Minimum Qualifications:**

**Education and Experience:**
Position requires any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Special Requirements:**
Position requires a full Grade IV or higher certified MA Wastewater Treatment Operator’s License.
Position requires a valid drivers’ license.
Knowledge, Abilities, and Skill

Knowledge: Thorough knowledge of the principles and practices of wastewater treatment plant operation and collection system operation and pumping stations. Thorough knowledge of the materials and equipment required for the maintenance and repair of wastewater treatment machinery and equipment. Working knowledge of state water pollution control regulations. Knowledge of wastewater treatment laboratory testing and sampling techniques and procedures.

Abilities: Ability to perform and analyze laboratory tests and understand electronics, hydraulics, mathematics, microbiology, and chemistry. Mechanical ability to operate machinery and equipment in a safe and efficient manner. Ability to establish and maintain effective working relationships; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to operate a personal computer and office software including word processing and spread sheet applications; ability to perform laboratory tests and to operate treatment plant control panels; ability to maintain, manage and to organize records.

Abilities: Ability to work effectively with minimal supervision.

Skills: Fine motor skills for the operation of tools and equipment. Proficient computer skills. Proficient oral and written communication skills. Ability to read and comprehend manuals and instructions.

Physical and Mental Requirements

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 position’s essential functions.

Mental Attributes: Work requires certain mental attributes including concentration, ability to retain and retrieve information, ability to assess hazards and risks, understanding of consequences of decisions and the ability to think clearly under pressure.

Physical Skills: Work requires agility and physical strength. Employee may be required to stand or walk for most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using laboratory instruments, using power tools or climbing a ladder.

Visual Skills: Position requires the employee to constantly read documents, instruments, meters, measuring devices and plans for general understanding and analytical purposes.

This job description is intended to describe the general nature and level of work being performed by employees assigned to do this job. It does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job may change.

The Town of Ashfield is an Equal Opportunity/Affirmative Action Employer.