

TITLE: Assistant Chief Operator

GRADE: 2 DIVISION: WASTE WATER TREATMENT PLANT OTHER: SCHEDULE #

SUPERVISED BY: Commissioner of Public Works, Wastewater Treatment Plant Chief Operator, or Lab Director in the absence of the Chief Operator.

SUPERVISES: Other division employees

WORKS WITH: All DPW employees

BASIC FUNCTION: Supervises Wastewater Treatment Plant crews in operation maintenance, repair, and monitoring of the plant and lift stations.

MAJOR DUTIES:

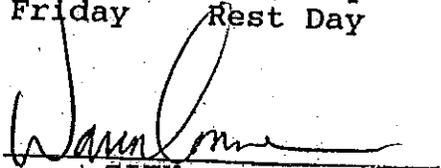
- Operates the plant network monitor system during assigned shift
- Oversees operator logging and reporting of pertinent facts
- Performs critical plant operational functions
- Assigns crews in all plant and lift station tasks
- Contacts Chief Operator for advice, assistance and direction prior to making plant process changes
- Accomplishes minor laboratory analyses as required
- Accomplishes or supervises accomplishment of sampling as directed by the laboratory director
- Ensures orderly transfer of plant supervisory responsibility to other shift supervisory
- Accomplishes other duties as assigned

QUALIFICATIONS:

- High School diploma or G.E.D. certification equivalent.
- Valid State of Vermont drivers license. Three years experience in a Wastewater Treatment Plant.
- Current valid State of Vermont Grade III Wastewater Treatment Operator certification.
- Strong supervisory skills
- Strong communications skills
- Ability to work with others

SCHEDULE:

	# 1	#2	#3
Saturday	7:30 a.m. - 11:30 p.m.	Rest Day	Rest Day
Sunday	Rest Day	Rest Day	7:30 a.m. - 11:30 p.m.
Monday	3:30 - 11:30 p.m.	7:30 - 3:30	Rest Day
Tuesday	3:30 - 11:30 p.m.	7:30 - 3:30	Rest Day
Wednesday	7:30 a.m. - 3:30 p.m.	7:30 - 3:30	3:30 - 11:30
Thursday	Rest Day	7:30 - 3:30	3:30 - 11:30
Friday	Rest Day	7:30 - 3:30	3:30 - 11:30


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UNION

DATE: 3/20/01