



FITCHBURG

Massachusetts

JOB POSTING

Position: Chief Treatment Plant Operator	Department: DPW/Division of Water Supply 1200 Rindge Road, Fitchburg, MA	Supervisor: Deputy Commissioner of Water Supply	
Salary Range: \$60,008 - \$108,368/Grade 12 (Hiring range \$72,248 - \$92,040) FLSA Salaried/Exempt	Hours: Monday – Friday 7:30AM – 3:30PM Overtime as required	Civil Service: No	Union Affiliation: FAMASS
Posted: December 18, 2021		Deadline: January 8, 2022	
Applications are accepted online ONLY. Please visit www.fitchburgma.gov to apply. Required application documents include a cover letter, (Attn: Susan Davis, Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

The responsibilities and duties listed below are illustrations of the various types of work 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.

RESPONSIBILITIES AND DUTIES:

The Chief Treatment Plant Operator is responsible for the supervision and monitoring of the daily operation and maintenance of the water treatment facilities, pump stations and water storage tanks to ensure proper treatment and storage of drinking water and compliance with state and federal Drinking Water Regulations.

- Direct/supervise the operation and maintenance of equipment/systems in accordance with each manufacturer's recommendations to ensure that failures/downtime are minimized;
- Inspect facilities and plants to evaluate efficiency of operations and cleanliness and maintenance requirements;
- Make process treatment adjustments as required by water quality, weather, and/or to improve efficiency/water quality; Determine remedial action in emergencies/plant upsets;
- Responsible for the development and implementation of maintenance programs, procedures and schedules;
- Direct, oversee and operate the SCADA system for the treatment facilities and all ancillary/connected facilities/equipment;
- Responsible for completing and timely submission of all MA DEP and US EPA reports related to treatment operations, lab/analytical results, chemical usage, etc.;
- May act as the City's representative to regulatory agencies (MA DEP and US EPA) on matters related to treatment, water quality testing, chemical usage, etc. and other questions/issues related to treatment/storage/pumping facilities;
- Evaluate and make recommendations relating to treatment plant modifications as required to meet new state/federal regulations and/or to improve the performance/efficiency of the treatment systems;
- Write bid specifications for equipment and materials; Obtain quotes from vendors for materials, repairs, equipment, etc. as needed; Oversee the construction and repair of facilities under his/her control as assigned;



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DPW/Water Division/Chief Treatment Plant Operator, Responsibilities and Duties, continued:

- Responsible for coordinating/overseeing the collection and analysis of all water quality samples, including that of any NPDES discharges, required to fulfill MA DEP/US EPA testing requirements.
- Responsible for oversight/operation of the Water Division's laboratory facilities, including related equipment/supplies; Obtain quotes for outside analytical services and oversees their performance/fulfillment of contracted work.
- Prepare budget estimate of annual operating needs for the treatment facilities, and provide the Deputy Commissioner with supporting data as needed for preparation of the Water Division's annual budget;
- Monitor and, as needed, prepare reports/projections on expenditures, chemical usage, etc.;
- Act as the City's/Water Division's representative to the Northeast Merrimack Valley Chemical Consortium (NEMVCC) and ensures that the City's interests are represented in regard to the chemicals/quantities required by the City for operation of its treatment facilities;
- Enforce applicable federal and state (e.g., OSHA) health and safety regulations and procedures; Stress safety, observe personnel at work to ensure safe working conditions and take action to correct potentially unsafe work procedures;
- Coordinate work and schedules of all water treatment personnel, including weekend/holiday shifts and on-call personnel;
- Review time cards and submit accurate records to generate payroll for employees under his/her supervision;
- Organize, assign, supervise and inspect the work of employees under his/her supervision for the operation of the City's water treatment and resource systems including reservoirs, wells, pumping stations, filtration plant, laboratory and other related appurtenances;
- Motivate, instruct and train his/her direct reports to ensure they are utilized effectively; Promote teamwork, proficiency and foster a high level of morale among team members;
- Will be subject to being on-call 24 hours/day as necessary and respond to emergencies as needed, such as process upsets, equipment failures, alarm events, etc.;
- Performs other related duties as may be required.

QUALIFICATIONS, SKILLS and ABILITIES:

- Bachelor's Degree with emphasis in Chemistry, Biology, Environmental Science/Engineering or a High School Graduate/GED with ten years' experience in water treatment plant operations, maintenance and construction; five years in a supervisory role;
- MA Grade 4T Drinking Water Operator Certification is required;
- Thorough knowledge and understanding of all federal and state Drinking Water Regulations;
- Proficient with MS Office applications, including Word and Excel; Familiarity with SCADA programs/applications;
- Thorough knowledge of principles, technology, and practices of operation and maintenance of water treatment plants and pumping/storage facilities;
- Knowledge of water chemistry and hydraulics as related to treatment and distribution of water;
- Ability to recognize and solve complex water treatment and pumping problems;
- Knowledge of state and federal Regulations regarding safe work practices (e.g., OSHA) and operation of water treatment facilities;
- Demonstrated ability to supervise personnel and work well in a team environment;
- Ability to establish and maintain effective working relationships with personnel, coworkers, state and city officials, customers, vendors and the general public;



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DPW/Water Division/Chief Treatment Plant Operator, Qualifications, continued:

- Excellent verbal and written communication skills;
- Must successfully complete pre-employment physical, drug screening and background check;
- Demonstrate the required skills and the ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Bilingual in English and Spanish a plus.

PHYSICAL COMPONENT RATED:

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 essential functions.

RATED: Moderate.

Required work involves working around/negotiating facilities and construction sites which may include difficult terrain, noise, dust and/or fumes. Lifting/moving of objects/materials typically weighing less than 100 lbs., such as small equipment/tools, records/files and office supplies, will be required at times. Working environment is highly variable from an office setting to outside in all types of weather and temperature extremes, during the day and at night. Position requires portions or all of some work days will require extended periods of sitting while working at a computer and/or desk.

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE).

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

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