



# TOWN OF WALLINGFORD

## Open Competitive Examination

Department of Human Resources  
Wallingford Town Hall  
Room 301  
45 South Main Street  
Wallingford, Connecticut 06492  
Telephone: (203) 294-2080  
Fax: (203) 294-2084

### **Assistant Superintendent - Sewer**

**\$80,555 - \$103,068** (If hired after 8/30/2002)

**\$84,794 - \$103,068** (If hired before 8/30/2002)

**(Annually)**

**General Statement of Duties:** This is responsible technical and supervisory work involving the operation and maintenance of a waste treatment plant, its pumping stations, and collection systems. Work involves responsibility for overseeing the day-to-day operations of the water pollution control plant, including the making of routine adjustments in operating specifications and schedules. Duties include the scheduling of personnel, monitoring of plant operating conditions and making changes in operations that respond to changing conditions. This position also has the responsibility for making standard administrative decisions and acting for the Superintendent in his absence. The work requires that the employee have considerable knowledge, skill and ability in all phases of water pollution control facility, pumping stations and collection system operations and maintenance.

**Supervision Received:** Works under the direction of the Superintendent - Sewer.

**EXAMPLES OF DUTIES:** Assists in planning, organizing and directing the town's water pollution control program by providing day-to-day supervision to crew leaders and other operating and maintenance employees, and implementing Sewer Division's policies and programs. Reviews operating records daily to verify proper operating of the plant. Assures that employees follow prescribed operating procedures and adhere to operating schedules. Analyzes operating data and recommends process changes. Remains on call 24 hours a day. Acts for the Superintendent in his absence or at his direction. Schedules maintenance and evaluates maintenance procedures to improve practices. Plans and directs special maintenance procedures. Prepares reports and correspondence. Maintains all maintenance and operations records. Performs lab analysis and inspects installation of main line sanitary sewers and laterals when required. Assists in the preparation and administration of the Sewer Division's annual budget. Assists in the review of all proposed new sanitary sewer installations. Assists in personnel actions such as hiring, termination, training assignment and evaluation. Prepares employee time sheets and maintains attendance records. Assures that safe work procedures and practices are adhered to by Sewer Division employees and that safe working conditions are maintained at all work sites. Performs related work as required.

**Required Knowledge, Skills, and Abilities:** Considerable knowledge of the principles, technology and practices of operating and maintaining a Water Pollution Control facility, its pumping stations and collection system. Considerable knowledge of local, state and federal requirements regarding the operation of water pollution control facility. Good knowledge of public administration principles and practices as applied to a water pollution control facility. Considerable ability to direct and supervise a large number of employees engaged in water pollution control facility operations and maintenance. Considerable ability in oral and written communication. Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.

**Qualifications:** A bachelor's degree from a recognized college or university in environmental science, chemical engineering or other engineering with courses in chemical qualitative analysis, biochemistry or microbiology, plus four (4) years of progressively responsible experience in water pollution control or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

**Special Requirements:** Must possess and maintain a State of Connecticut Class IV Waste Water Treatment Plant Operator's license or the ability to obtain the same within the probationary period. Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.

**Fringe Benefits:** Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

**Application Forms:** May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or may be downloaded from the Department of Human Resources Web Page and emailed to [wlfhdr@wallingfordct.gov](mailto:wlfhdr@wallingfordct.gov).

**Examination:** Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

**Closing Date:** The closing date will be October 24, 2023.

**THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER**