



TOWN OF UXBRIDGE
DEPARTMENT OF PUBLIC WORKS

147 HECLA STREET
UXBRIDGE, MASSACHUSETTS 01569-1326
508-278-8616 ♦ Fax 508-278-3179

Benn S. Sherman, P.E.
Director

JOB POSTING

POSTED: 04/22/2019

NOTICE: Full-Time, Monday-Friday 7:00 a.m. - 3:00 p.m.

CLASSIFICATION: Chief Operator

GRADE: N/A

DEPARTMENT: Public Works-Wastewater Division

REQUIREMENTS: Per Attached Job Description

WAGE: HOURLY PER UNION SCALE
\$32.26/hour (FY2019)
\$32.91/hour (FY2020)

AVAILABLE: 05/28/2019

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a Town of Uxbridge application, letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

This position must be posted for five (5) business days in-house per Article XI of the AFSCME Contract. However, applications will be received until position is filled.

The Town of Uxbridge is an Equal Opportunity Employer

TOWN OF UXBRIDGE

JOB DESCRIPTION

Job Title:	Chief Operator	FLSA Status:	Non-Exempt
Department:	Public Works-Wastewater Division	Bargaining Unit:	AFSCME
Reports To:	Wastewater Operations Supervisor	Date:	April 2016

GENERAL STATEMENT OF DUTIES

Under the general supervision of the Operations Manager, the Chief Operator plans, coordinates, and oversees the operations of the Town's wastewater treatment facility; directs the operation and maintenance of the Town's wastewater collection system and related pump stations; conducts inspections of treatment facilities and equipment; prepares a variety of maintenance records and reports; and supervises assigned personnel.

TYPICAL DUTIES *(The essential functions or duties listed below are intended only as illustrations of the various types 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.)*

- Provides oversight for the day-day operations, repair and maintenance of wastewater treatment systems, collection systems, pump stations, and laboratory testing
- Participates in developing, administering, and monitoring the budget for area of responsibility
- Participates in the Capital Planning process
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with department policies, procedures, regulatory requirements, and safety practices
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by staff
- Conducts inspections of treatment facilities and systems; evaluates plant conditions; identifies and determines maintenance requirements
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with applicable regulatory requirements
- Observes and assesses operational practices; recommends and implements changes necessary to improve operational effectiveness and/or efficiency
- Prepares, submits, and maintains a variety of wastewater treatment records, reports, and documentation
- Advises the Operations Manager regarding plant and collection system operations and related issues
- Requires operation of heavy equipment to repair and maintain related Town infrastructure
- Operation of mechanical and electrical controls, gauges, and hand tools to maintain utility systems
- Responds to requests, inquiries and complaints
- Represent the Department of Public Works at various meetings

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent; at least seven (7) years of experience at a level of responsibility comparable to operation of the facility, including two (2) years of experience working in a lead capacity; OR an equivalent combination of education and experience.

Required Licenses or Certifications

- Grade 6 Wastewater Treatment License issued by the Commonwealth of Massachusetts
- Valid Massachusetts Class B CDL License with air brake endorsement (tank endorsement preferred)
- Massachusetts Hoisting Class 2A license (preferred)

Knowledge, Skills and Abilities

- Regulations governing municipal wastewater treatment operations and collection systems

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Job Title:	Chief Operator	FLSA Status:	Non-Exempt
Department:	Wastewater Division	Bargaining Unit:	AFSCME
Reports To:	Wastewater Operations Supervisor	Date:	April 2016

- Municipal Wastewater Division operations, policies, and procedures
- Principles and practices of wastewater treatment, operation, maintenance and repair
- Municipal wastewater treatment facilities, systems, and equipment
- Occupational hazards and safety practices relative to wastewater treatment
- Wastewater treatment records, reports, and documentation
- Supervisory principles, practices, and methods
- Knowledge of budget preparation, monitoring and administration
- Skill in assigning, reviewing and evaluating work
- Skill in analyzing technical data and troubleshooting problems
- Skill in detecting mechanical and operational problems
- Ability to utilize effective written and verbal communication for presentations, training, and consensus building
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Knowledge of basic computer systems and software related to plant and collection systems operations

Special Requirements

- Ability to work overtime hours (nights, weekends and during storm situations) and on-call duty.
- Need to be able to response to afterhours call backs within one (1) hour
- Assist other DPW divisions as required (i.e. sanding/plowing etc.)
- Clean criminal history and clean driving record are required
- The Town of Uxbridge promotes a drug/alcohol free work environment through the use of mandatory pre-employment and random drug and alcohol testing.

Physical Demands/Work Environment

- Work is performed in and around wastewater treatment facilities and in the field
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, and lifting of objects up to 50 pounds
- Exposure to variable weather conditions, vehicle traffic, working at heights, confined spaces, noise from equipment operation, hazardous chemicals, and infectious diseases is involved.