

Purpose:

The Superintendent/Chief Operator serves one department within the Town of Richmond. The Superintendent/Chief Operator is responsible for the supervision and operation of all aspects of the Water and Wastewater Department. This position is supervised by the Town Manager in collaboration with the Richmond Water and Sewer Commission.

Essential Functions:

- * Supervises all Water and Wastewater Department employees, contractors, and any personnel involved with the operation or improvement of any water/wastewater facility
- * Conduct regular evaluations of employees in the Department with the assistance of the Town Manager
- * Record keeping including but not limited to collection system records, State-required operation documents, personnel files, daily logs, and lab work
- * Develop and manage the annual departmental budget.
- * Overview and process control in daily operation of all facilities
- * Overview and control of all repair work requiring detailed knowledge of the facilities
- * Manage septage receipt program
- * Public relations
- * Emergency response, coordination and repair of system failures
- * Training of personnel
- * Adheres to and ensures Departmental compliance with all Town policies, State rules and regulations, OSHA regulations, and labor laws
- * Work with and in cooperation with the Highway Foreman
- * Operation of all other aspects of the facilities
- * Emergency work with other Town Departments
- * Attend Water and Sewer Commission meetings

Job Standards/ Accountability:

The primary job function is to work with the Water and Sewer Commission in ensuring the efficient operation of the Water and Wastewater facility. Budgetary responsibilities require a focus on cost savings and efficiency. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager and the Water and Sewer Commission.

Working Conditions:

Physical requirements include the ability to operate heavy machinery and equipment such as pumps, blowers, and electrical controls, and operate technical equipment including computers, lab equipment, and field testing equipment. Must be able to work in all outdoor weather and effectively operate under stress in emergency situations and multi-task responsibilities.

Qualifications:

- * College degree preferred or an equivalent combination of work experience and education
- * Possess a Class III Water System Operator's license
- * Possess a Grade IV Facility Operator's Wastewater license
- * Possess other licenses as required by State Statute