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Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
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February 6, 2024

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY:	Water Treatment Supervisor Full Time – 40-hour work week
WAGES:	37G \$33.24 - \$49.51 (hired before 7/1/03) 37G \$33.24 - \$47.60 (hired after 7/1/03)
NATURE OF WORK:	Please Read Attached Job Description
QUALIFICATIONS:	Successful completion of at least one (1) year of college leading to an associate degree in engineering or chemistry plus four (4) years of satisfactory technical experience in the operation of a municipal water works. Each additional year of satisfactory water works experience may be substituted for four (4) credit hours of college study. Must have and maintain a valid State of Connecticut, Water Treatment Plant Operator Class IV and Distribution System Operator Class III certification (or the ability to obtain certification through reciprocity). Must, once qualified by the City, be in rotation for City standby and be available to work nights and weekends.
HOW TO APPLY:	Apply on line at https://tinyurl.com/meridencareers and you can email your application/transfer form to humanresources@meridenct.gov . Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.
LAST DATE TO APPLY:	February 12, 2024

Water Treatment Supervisor

NATURE OF WORK

Under the direct supervision of the Water Operation Superintendent, directs and supervises all phases of operation and maintenance of the reservoirs and watersheds, the treatment plants, and pump stations.

Maintains operational and maintenance records.

EXAMPLES OF WORK

Coordinates the work of all treatment plant and pump station personnel including the development of work schedules; establishes safety procedures and regulations; evaluates work performance and administers training programs.

Establishing written operating procedures at each treatment facility to include the correct adjustment of various controls essential to water treatment processes such as chemical feed rates and sand expansion tests. Directs and supervises, and personally performs as needed, laboratory chemical and bacteriological tests to facilitate control of treatment process. Evaluates and applies laboratory data to plant operations; performs random sample chemical and bacteriological tests to assure distribution system water is of the quality required by State and local laws and criteria.

Directs and supervises, and personally performs as needed, the maintenance of operational records at the treatment plant; compiles consolidate reports and evaluations to facilitate implementing improvements in procedures and as a basis for future planning.

Prepares requests and recommends needed expenditures for new or replacement equipment, or other improvements to keep pace with increasing loads on existing facilities.

Prepares monthly and annual reports on expenditures, improvements, new programs, watershed, sanitary surveys, rainfall, reservoir storage, and all other related work necessary to maintain an adequate and potable supply of water to the distribution system.

Investigates and evaluates complaints from the general public and others concerning inferior water quality such as undesirable tastes, odors, and color and initiates appropriate corrective action to maintain the wellbeing and safety of the public.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of chemistry, biology, and hydraulics as related to treatment of water. Broad general knowledge of engineering principles and practices; Ability to recognize and solve complex water treatment problems; Ability to establish and maintain good working relationships with public officials; Administrative ability.

REQUIRED EXPERIENCE AND TRAINING

Successful completion of at least one (1) year of college leading to an associate degree in engineering or chemistry plus four (4) years of satisfactory technical experience in the operation of a municipal water works. Each additional year of satisfactory water works experience may be substituted for four (4) credit hours of college study. Must have and maintain a valid State of Connecticut, Water Treatment Plant Operator Class IV and Distribution System Operator Class III certification (or the ability to obtain

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