

Town of Bethel

Wastewater Treatment Plant Supervisor/Chief Operator

The Town of Bethel is currently seeking to fill the exempt employee position of Wastewater Treatment Plant Supervisor/Chief Operator at our Bethel treatment facility. This position will receive supervision directly from the Town Manager while exercising individual initiative and independent action within a framework of rules, regulations, and policies from a base of professional knowledge gained through education and experience. (Please see job description for full details of the position.)

Qualifications:

High School diploma or equivalent; considerable experience with pumps and other equipment related to the plant; supervisory and public relations skills; completion of training courses related to the operation of a wastewater treatment plant; or any combination of schooling and equivalent experience. State of Maine Class III minimum certification is required. Must possess a valid Maine Driver's License and have availability to be on-call in a rotation for weekend duty.

Submit applications/resumes to Town of Bethel, Town Manager, PO Box 1660, Bethel Maine 04217 or email cover letter and resume to tm@bethelmaine.org

Interested candidates should also fill out an Application for Employment.

Application/resumes will be accepted until a suitable candidate is found.

The Town of Bethel is an Equal Opportunity Employer

Job Description

Wastewater Treatment Plant Supervisor/Chief Operator

Bethel

General Statement of Duties:

To plan, direct, and administer the activities and technical work within the Wastewater Treatment Plant. To supervise and participate in the technical work, maintenance, and operation of the Wastewater Treatment Plant and related pumping stations and sewer collection systems. Also to perform related work and reports as necessary.

Supervision Received:

Receives supervision directly from the Town Manager while exercising individual initiative and independent action within a framework of rules, regulations, and policies from a base of professional knowledge gained through education and experience.

Supervision Exercised:

Exercise's supervision over personnel that are assigned to the Wastewater Treatment Plant.

Illustrative Examples of Work:

Plans, organizes, directs, coordinates, and performs all phases of work connected with the operation and maintenance of the Wastewater Treatment Plant and related pumping stations and town connections. Plans, directs, and performs all phases of the collection system construction and maintenance in coordination with the Town Manager, Board of Selectmen, and appropriate engineering consultants. Assigns, supervises, inspects, and participates in the operation and maintenance of the equipment and machinery at the Wastewater Treatment Plant and pumping stations used for such purposes as screening, grit removal, aeration, sedimentation, disinfection, sludge processing and disposal, and pumping. Collect samples of sewage for laboratory analysis, undertakes appropriate testing, and completes required reports. Maintains charts, policies, safety procedures, and other records pertaining to the operation and maintenance of the Wastewater Treatment Plant and sewer collection system. Plans, directs, and performs tasks required for the general upkeep of all plant facilities, structures, and grounds, such as painting, snow removal, grass cutting, and general cleaning. Performs repairs on equipment at the plant and pumping stations, such as electric motors, pumps, chlorinators, aerators, flow records, etc. Assumes responsibility for the proper operation of the plant and collection system. Develops and submits to the Town Manager a proposed annual and capital improvement budget. Purchases equipment and supplies for the plant. Submits to the Town Manager monthly reports and proposed work schedules. Performs all phases of inspection work on sewer line extensions, hook-ups, and subdivision developments. Works closely with the engineer's, DEP, and any other professional development team as necessary.

Qualifications:

High school diploma or equivalent; considerable experience with pumps and other equipment related to the plant; supervisory and public relation skills; completion of training courses related to the operation of a wastewater treatment plant; or any combination of schooling and equivalent experience. State of Maine Class III minimum certification is required.

Date: _____

TOWN OF BETHEL

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

THE TOWN OF BETHEL will provide equal opportunity to all persons without regard to age, race, religion, ancestry, color, sex, sexual orientation (including gender identity and expression) national origin, physical or mental disability, and any other status protected by law, in hiring, placement, promotion, salary determination, or other conditions of employment.

PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____

Address _____ Apt. _____

City or Town _____ State _____ Zip _____

Phone No. (day) _____ (eve) _____ SS# _____

Are you under 18 years of age? Yes: _____ No: _____

Have you ever been employed with us? Yes: _____ No: _____ If yes, state year(s) of employment and positions held, and your name while employed, if different from your present name.

Year(s): _____ Position(s) _____ Name: _____

Year(s): _____ Position(s) _____ Name: _____

What position are you applying for? _____

Date available to start work. _____

Are you capable of performing the essential functions of the position for which you are applying with or without an accommodation? Yes: _____ No: _____ Identify any accommodation that would be required.

EMPLOYMENT HISTORY: Starting with PRESENT or MOST RECENT, list all previous employers. Please include self-employment, summer, and part-time jobs. In **addition** to completing the following information, a current résumé may be submitted with this application.

Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			

If currently employed, why do you desire to change your position? _____

May we contact your present employer? Yes: _____ No: _____

If yes, please provide name and phone number of contact. _____

SKILLS

SPECIAL SKILLS:

Check the types of skills in which you have had training or experience:

_____ Personal Computer

_____ Data Entry Machine

_____ Calculator

_____ Word Processor

_____ Stenographic Machine

_____ Fax Machine

_____ Copy Machine

_____ Foreign Language

_____ Typing

Which computer programs do you have training on or experience with?

_____ Microsoft Word, Version _____

_____ Windows, Version _____

_____ WordPerfect, Version _____

_____ Microsoft Exchange

_____ Microsoft Outlook

_____ Microsoft Power Point

_____ Microsoft Excel

Others: _____

Describe any other special skills, qualifications and training that may be helpful to us in considering your application:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever been convicted of a felony? Yes: _____ No: _____ (Conviction will not automatically disqualify you from employment, but will be considered in relation to specific job requirements.)

If yes, please explain: _____

EDUCATION

School name and location	High School				Undergraduate College/Univ./Vocational				Graduate or Professional			
	1	2	3	4	1	2	3	4	1	2	3	4
Years Completed (please circle)												
Diploma/Degree												
Describe course of study and list major												

What encouraged you to apply for a position with the Town of Bethel?

Company reputation _____

Newspaper ad _____

Friend/relative _____

Employment Agency _____

Other _____

Company employee _____

In order to conduct an investigation of your past education and employment activities as well personal history that is job related, should we be made aware of any other name that you previously used? Yes: _____ No: _____

If yes, identify name(s) and relevant dates. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I voluntarily give the Town of Bethel the right to make a thorough investigation of my past education and employment activities, criminal conviction records, and medical or personal history that is job related. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies and corporations supplying such information.

I consent to taking any physical examination, medical or drug tests which may be required by the Town of Bethel, upon receiving a conditional offer of employment or in the future, in order to determine my ability to perform job duties. I agree to wear or use protective clothing or devices as required by the Town of Bethel and to comply with all safety rules.

I understand that if I accept employment at the Town of Bethel I can terminate employment at any time and can be terminated at any time, with or without cause, and that there is no contract, expressed or implied, for continued employment.

I certify that the above information and any information provided on my résumé is true and accurate to the best of my knowledge. I understand that if I misrepresent or deliberately leave out a fact in my application or résumé, I may be refused employment or, if I am employed, I may be terminated immediately.

Signature

Date