



# TOWN OF KITTELY

## Human Resources

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1332 Fax: 207-439-6806

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– OPPORTUNITY –  
Chief Plant Operator

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The Town of Kittery has an immediate opening for a Wastewater Treatment Chief Plant Operator. Hours are Monday through Friday from 7:00 a.m. to 2:30 p.m. The pay rate for this non-exempt, union position is \$41.23 per hour. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is that of a responsible working foreman to oversee and participate in the operation and maintenance of the wastewater treatment facility, pumping stations, and collection system for the Town of Kittery. This position reports to the Superintendent. Duties include, but are not limited to: overseeing operations; maintaining supplies; reviewing reports; investigating complaints; performing inspections; and performing additional tasks as assigned by the Superintendent.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises assigned staff; directs work assignments;
- Assists the Superintendent with the following:
  - Planning work schedules and the assigning of duties;
  - Maintaining inventories of supplies and parts;
  - Scheduling deliveries;
  - Acquiring pricing, quotes and installation information;
  - Writing scope of work statements for contractors referencing labor, safety responsibilities and quote/bid specifications;
  - Scheduling vendors/contractors to coincide with sewer department schedule;
  - Overseeing contracts and work at the treatment plant and all pumping stations;
  - Assuring that all state and federal reports are properly discharged and processed;
- Reviews test results; adjusts process control parameters; observes temperature gauges to determine lubrication of equipment; reads charts, flow meters, and gauges to detect equipment malfunctions;
- Removes obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process; adjusts pipe valves to regulate flow velocity through settling tanks to separate sludge by sedimentation; turns air valves to aerate mixed liquor, and to control sludge digestion;
- Performs duties of the Superintendent in the Superintendent's absence;
- Investigates and responds to sewer user complaints;
- Answers questions from the general public;
- Reviews various reports, documents, and forms, including pump station flow charts, work records, daily lab data, time cards, billing statements, purchase orders, incidence reports, maintenance records, inspection reports, vehicle records, and assorted logs;
- Schedules chemical deliveries and monitors dosing and usage for process control and ordering.

**Additional Duties and Responsibilities.**

- Repairs and maintains equipment; repairs and maintains sewer lines; provides general housekeeping services, as needed;
- Must be on twenty-four (24) hour/day standby for emergencies on a rotating basis one week (seven consecutive days) at a time;
- Answers emergency alarm calls for problems at plant, pump stations, or sewer lines;
- Performs laboratory testing, as necessary;
- Performs other related duties as required.

**Essential Knowledge, Experience, Skills and Abilities**

- High school diploma or GED required, with a minimum of five years' experience in maintenance, wastewater treatment, plumbing, or related field; or a strong interest in wastewater treatment, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, an interest in public service, and a commitment to professional development;
- Supervisory experience preferred;
- Must possess a valid Maine State Grade 4 Wastewater Operator's License, or the ability to obtain one within 6 months of start date, and must attend continual education and training to maintain wastewater license certification;
- Excellent verbal and writing skills; ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information beyond giving and receiving instructions;
- Must be computer literate and familiar with Microsoft Word/Excel programs;
- Ability to exercise initiative and good judgement, to set priorities and complete efforts independently and as a member of a team;
- Ability to supervise the work of others and maintain effective working relationships with supervisors, subordinates and the general public;
- Ability to utilize and interpret mathematical formulas including percentages, computing discount; and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures, interpret maps and drawings;
- Ability to produce reports that are accurate and complete;
- Ability to recognize hazards and institute safety precautions to protect subordinates and the general public;
- Must possess appropriate driver's license.

**Physical Requirements**

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: jet-rodder, generators, dewatering unit, mechanic's tools, carpenter's tools, plow truck, loader, hand tools, drills, saws, plumbing tools, and electrical tools;
- Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, and carrying job-related objects up to 50 pounds;
- Must be able to communicate through speech and in writing;
- Physical demand requirements are at levels of those for active physical work.

Please complete the application located on our website at [www.kitteryme.gov](http://www.kitteryme.gov) under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery  
Attn: Human Resources  
200 Rogers Road, Kittery, ME 03904  
[jobs@kitteryme.org](mailto:jobs@kitteryme.org)

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.