

**NOTICE OF JOB POSTING  
Assistant Chief Operator – Wastewater Treatment Plant**

Fair Haven, VT is hiring the full-time position of Assistant Chief Operator at the Wastewater Treatment Plant (WWTP).

Reporting to the Chief Water Operator and the DPW Superintendent, the union-based position performs a variety of operational and maintenance tasks at the WWTP and associated pumping stations in accordance with Town ordinance and state permit to operate. This responsible position covers laboratory work, process control, O&M that frequently involves outdoor work throughout the year in varying, and at times, inclement weather. The position requires moderate physical effort. The position works on a rotating schedule, including weekends and holidays and includes emergency call-ins. A full Notice of Job Posting and related job description is available on the Town's webpage:

[www.fairhavenvt.org](http://www.fairhavenvt.org)

Must be a minimum eighteen (18) years old and possess a Vermont State driver's license and a good driving record. Possession of a Class B Commercial Driver's License (CDL), with a tanker endorsement, is preferred. A high school diploma/GED is required. Possession of a Vermont Grade 1DM Pollution Abatement Facility Operator Certification or the ability to obtain one within six (6) months from hiring start date is also required. Ability to deal with the mechanical aspects of an aging wastewater plant is highly desirable.

Pay is commensurate with experience and according to the Union Contract.

Applications must be received **no later than 4:00 p.m., Friday, September 23, 2016**. Applications shall include a cover letter, completed *Application for Employment*, resume, and a written answer to the following question, "Using examples of your experience and work history, why do you believe the Town should hire you for the position?" Copies of the Application for Employment form are available at: [www.fairhavenvt.org](http://www.fairhavenvt.org) or by calling the Town Office (802-265-3010 x1).

The Town reserves the right to deny any and all applications. Please reply to:

Herbert A. Durfee, III, Town Manager  
Attn: Assist. Chief Operator - Wastewater  
Town of Fair Haven  
3 North Park Place  
Fair Haven, VT 05743  
[fhmanager@comcast.net](mailto:fhmanager@comcast.net)

*Equal Opportunity Employer*

## NOTICE OF JOB POSTING

**Date of Posting:** Friday, August 19, 2016

**Job Title:** Assistant Chief Operator – Wastewater Treatment Plant

**Salary:** Grade 5 and according to the "Agreement between AFSCME Local 1201, Council 93, AFL-CIO and the Town of Fair Haven, VT," July 1, 2016 – June 30, 2019 ("Union Contract")

**Location:** Wastewater Treatment Plant – Off Montgiven Ave

**Assigned Hours of Work, Days Off:** 40 hours/week, rotating schedule including weekends and holidays, can expect some emergency call-ins and overtime, and according to the Union Contract

**Examples of Duties:** Refer to the attached job description

**Closing Date of Applications:** No later than 4:00 p.m., Friday, September 23, 2016

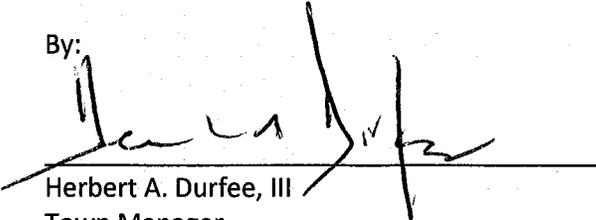
**Qualifications:** Refer to the attached job description

**Apply to:** Herbert A. Durfee, III, Town Manager  
Attn: Assistant Chief Operator – Wastewater  
Town of Fair Haven  
3 No. Park Pl.  
Fair Haven, VT 05743

**Applications to Include:** Cover Letter  
Completed "Application for Employment"  
Resume  
Written answer to the following question, "Using examples of your experience and work history, why do you believe the Town should hire you for the position?"

**Review Factors:** Experience in related work for the Town  
Work history  
Ability to do the job  
Education & training directly related to the duties and responsibilities of the job

By:



Herbert A. Durfee, III  
Town Manager

**Attachments:**

- Job Description (2 pages)
- Application for Employment (4 pages)
- FYE 2016 Pay Schedule (1 page)

**POSITION: Assistant Chief Operator – Wastewater Treatment Facility**

**DEPARTMENT: Wastewater Department**

**GRADE: 5**

**A. NATURE AND SCOPE OF POSITION**

1. This is a non-exempt, union position is responsible for performing a variety of operational and maintenance tasks at the Wastewater Treatment Facility and associated pumping stations in accordance with the Fair Haven Sewer Ordinance and the Town's Wastewater Operating Permit as issued by the Vermont Department of Environmental Conservation. This is a responsible position encompassing laboratory work, process control, operations and maintenance frequently involving outdoor work in varying and at times inclement weather and often requiring moderate physical effort. Position works a rotating schedule, including weekends and holidays and includes emergency call-ins.
2. Position works in the public eye and reports to the DPW Superintendent.

**B. DUTIES AND RESPONSIBILITIES**

1. Works in cooperation with the DPW Superintendent, Chief Operator, Wastewater Treatment Facility Operator, and occasionally with other staff persons such as the Town Mechanic.
2. Complies with NPDES Operating permit and applicable federal, state, and local regulations. Maintains maintenance logs and records, and when called upon, prepares maintenance and other reports for the DPW Superintendent.
3. Follows established facility policies and procedures.
4. Performs and documents routine daily operations and maintenance tasks at the Wastewater Treatment Facility, including but not limited to, sampling, daily testing for permit requirements and process control, grit and scum removal, mixing chemicals, and monitoring of plant and pump stations operations.
5. Coordinates, schedules, and performs routine and emergency repairs and maintenance of the Wastewater Treatment Facility and associated pump stations.
6. If requested by the DPW Superintendent, carries out minimal maintenance or repair work on Water Treatment Plant mechanical infrastructure.
7. Takes responsible action in the absence of the Chief Operator.
8. Performs other duties as assigned by the DPW Superintendent.

**POSITION: Assistant Chief Operator – Wastewater Treatment Facility**

**C. REQUIREMENTS OF THE JOB**

1. Enthusiasm for working in a team oriented environment.
2. Attention to detail.
3. Ability to work effectively with a minimum level of supervision.
4. Knowledge of applicable Vermont and EPA rules and regulations, local ordinances, policies, and procedures.
5. Working knowledge of basic computer applications (word processing, spreadsheet, data base).
6. Ability to multi-task.
7. Knowledge of basic analytical laboratory techniques.
8. Solid math skills.
9. Mechanical aptitude.
10. Ability to establish and maintain an effective working relationship with supervisors, co-workers, employees from other departments, and the general public.
11. Must be a minimum eighteen (18) years old and possess a Vermont State driver's license and a good driving record. Possession of a Class B Commercial Driver's License (CDL), with a tanker endorsement, is preferred.

**D. EDUCATION, TRAINING AND EXPERIENCE.**

1. High school graduate or equivalent.
2. Possession of a Vermont Grade 1DM Pollution Abatement Facility Operator Certification or the ability to obtain one within six (6) months from hiring date.

Date: October 14, 2014

# APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

PERSONAL

POSITION APPLIED FOR .....

NAME .....  
Last First Initial

ADDRESS .....  
Street City State

SOCIAL SECURITY NO. ....

TELEPHONE NO. ....

IN CASE OF EMERGENCY, NOTIFY .....  
Name Address Phone

SCHOOL

NAME OF SCHOOL	DATE ATTENDED		GRADE COMPLETED	COURSE OR MAJOR SUBJECT
	From	To		
Grade School				
High School				
Business or Trade School				
College or University				

NAME  
Last

MISCELLANEOUS TRAINING

**OFFICE MACHINES OPERATED**  
 (Fill out if applying for office work)

---



---



---

SHORTHAND SPEED .....W P M  
 TYPING SPEED .....W P M

**OTHER MACHINES OR EQUIPMENT OPERATED**

---



---



---

First

DESCRIBE ANY OTHER SPECIAL SKILLS WHICH ARE IN ANY WAY RELATED TO THE KIND OF WORK YOU WANT TO DO:

---



---



---

### WORK EXPERIENCE

Name of PRESENT or LAST employer				Business		Address	
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

Name of NEXT PREVIOUS Employer				Business		Address	
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

Name of NEXT PREVIOUS Employer				Business		Address	
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

MILITARY

Branch of Service..... From..... To.....

Type of Discharge..... Major Duties.....

.....

.....

Service Schools Attended.....

Present Military Obligation (Reserves).....

REFERENCES

Personal References (Not Former Employers or Relatives)

	Name and Occupation	Address	Phone
1			
2			
3			

(If any answer to the following questions is yes, please explain on separate sheet.)

Would you object to a physical examination by our doctor at our expense? Yes  No

Signature of Applicant.....

If you wish to give additional information, use space below:

.....

.....

.....

.....

.....

.....

.....

**DO NOT WRITE IN THIS SPACE  
FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

**FOR TEST ADMINISTRATOR'S USE**

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

**REFERENCE CHECK**

*Position Number	RESULTS OF REFERENCE CHECK
1	
2	
3	
4	

\*See Page 3



TO REORDER —

