

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Regulatory & Technical Affairs
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to manage a wide variety of water quality, operational, regulatory and technical issues for the Water and Sewer department. ~~administer and manage numerous regulatory programs to insure compliance with all State and Federal regulations governing the operations and maintenance of water and sewer utility. The position also provides coordination and management for the treatment plant; pump stations and storage tank related construction projects as they relate to the operation of the telemetry and Supervisory Control and Data Acquisition (SCADA) systems. Works under the direction of the Director or Deputy Director.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Develops water quality monitoring and sampling programs to meet existing and future regulatory requirements and makes adjustments accordingly.
- Analyses and evaluates laboratory test data to determine compliance with regulations and implements procedures. ~~to insure that the laboratory services comply with regulatory requirements~~
- Provides coordination and management for treatment plant, pump stations and storage tank related construction projects.
- Formulates and submits permit applications for treatment related regulated activities.
- Assists with financial budgeting and projections.
- Ensures data collection and timely reporting. Maintains data management system for MWD regulatory database.
- Acts as HAZMAT Technician and Incident Commander.
- ~~Develops programs and databases to track water quality data. Maintains such databases and programs to provide water quality reports as requested or required.~~

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- ~~• Formulates and maintains databases relating to water quality, water resources, diversions, source protection and cross-connections etc. Drafts reports for submittal to regulatory agencies on specified timeframes.~~
- ~~• Coordinates and collaborates with Treatment staff to advise of water quality changes or trends that may be of concern and advises of corrective actions.~~
- Develops technical specifications, bid documents or Professional Services Agreements for the procurement of laboratory services, treatment or SCADA equipment, ~~including studies or design services for the operation or maintenance of the treatment facilities, pump stations or tanks.~~
- ~~• Formulates State Water Quality or Monitoring Reports and submits to appropriate Regulatory agencies in conformance with regulatory requirements.~~
- ~~• Provides water quality data and formulates annual Consumer Confidence Report (CCR).~~
- ~~• Performs various sanitary field surveys to meet regulatory requirements.~~
- ~~• Prepares emergency plans for watershed and aquifer protection.~~
- ~~• Complies and prepares and maintains hydrologic data on reservoirs, wells and precipitation for submission in periodic reports.~~
- ~~• Participates and collaborates in various Occupational Safety and Health Administration (OSHA), Superfunds Amendments & Recovery Act (SARA) and hazardous material and response programs.~~
- Investigates water quality complaints, ~~d~~Drafts correspondence, ~~and~~ maintains records and submits reports.
- ~~• Coordinates and collaborates with other Department Superintendents/Managers to garner resources necessary to comply with regulatory requirements. Manages resources to complete assigned tasks.~~
- ~~• Establishes and maintains department dam inspector program to DEP requirements. Makes all regulatory filings as required.~~
- ~~In collaboration with the Information Technology Department, m~~Maintains and upgrades SCADA system, which includes including but not limited to, the hardware and software and all primary and analytical devices used in the Water and Sewer

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System. Develops new applications related to the SCADA System, maintains existing system and oversees the transfer and development of data to the existing network for Treatment related applications.

- ~~• Responsible for proper training of all personnel in operations and maintenance of SCADA equipment utilized within the section.~~
- ~~• Coordinates the bid process with the Purchasing Department, consultants and other staff. May review construction and/or equipment bid documents and analyzes and finalizes such documents.~~
- ~~• Coordinates ongoing projects with operations staff.~~
- ~~• Consults with contractors, suppliers, manufacturer's representatives, the public, State and local officials.~~
- ~~• Responsible to identifying need, formulation and submission of permit applications for treatment related regulated activities.~~
- ~~• Monitors the status and prepares reports on treatment related projects; Performs administrative and technical reviews.~~
- ~~• Performs administrative and technical reviews.~~
- ~~• Coordinates grant applications, monitors grants and prepares grant reimbursements.~~
- ~~• May assume the duties of the Superintendent of Water Treatment Water Treatment Plant Superintendent in his/her absence.~~
- ~~• Performs other duties as assigned.~~
- ~~• Maintains Wworking knowledge of Clean Water Act, Safe Drinking Water Act, OSHA regulations, State of Connecticut Public Health Code and State Statutes, Water Pollution Control Act and National Pollution Discharge Elimination Systems (NPDES) Permit System and related Environmental Protection Act (EPA) regulations.~~
- ~~• Ability to rReads and interprets mechanical, electrical, structural and civil engineering plans and specifications.~~
- ~~• Ability to cConducts research, compiles reports and make recommendations for consultant services, technical applications and capital projects.~~

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- ~~• Extensive knowledge including programming of SCADA control systems including all hardware and software.~~
- ~~• Knowledge of principles and practices of civil engineering construction methods and materials and equipment employed in both private construction and municipal public works programs.~~
- ~~• Ability to express ideas clearly and concisely, both orally and in writing.~~
- ~~• Ability to establish and maintain effective working relationships with fellow employees, contractors, Town officials and the general public.~~
- ~~• Ability to use personal computer with appropriate software. Maintains working knowledge of computer networking systems, data acquisition and transfer and software programming.~~
- ~~• Ability to schedules, supervises and trains subordinates in the technical operations of water and sewer treatment processes.~~
- ~~• Department and third party monitors laboratory testing procedures, equipment, techniques to meet State and Federal legal requirements.~~
- ~~• Responds to customers complaints concerning water quality; monitors internal and external water quality data and reporting; and provides technical support to the department.~~
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in chemical, biological or environmental sciences, civil engineering, computer science or related field and at least ten years of managerial experience in water and wastewater operations. ~~four (4) years of engineering, computer science or water and/or wastewater treatment experience, or related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

#### **Other**

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- Must have a Class IV Water Treatment license or P.E., ~~or ability to obtain within two years. State of Connecticut certification as a Backflow Preventer Device Tester and a Cross Connection Survey Inspector; or the ability to obtain within two (2) years of appointment.~~

### **PREFERRED QUALIFICATIONS**

Bachelor's degree and a MBA.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as work orders, reports, repair manuals, architectural drawings, plans, policies, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with erintendent and all division personnel, other City departments and utilities, contractors, engineers, vendors and the public.~~Knowledge of principles and practices of civil engineering construction methods
- Knowledge of materials and equipment employed in private construction and municipal public works programs
- Must possess wide scope of science, safety management and proprietary skills
- Knowledge of electrical engineering
- ~~calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, trucks and light and heavy equipment, drilling machines, pumps, test kits, hand and power tools, drafting instruments, monitoring equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

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*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature and noise extremes, strong odors, smoke, electrical currents or machinery may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/09/15
<b>Dates revised</b>	