

EXECUTIVE DIRECTOR – WPCA
(Water Pollution Control Authority)

GENERAL SUMMARY OF DUTIES

Under the general direction of the Water Pollution Control Authority Board and the administration direction of the Director of Operations, the Executive Director is responsible for the planning, maintenance, operation and management of the Water Pollution Control Authority and the maintenance of the sanitary sewage system, sanitary pumping stations and the Hurricane Barrier and its pumping stations. Supervises all WPCA professional, technical, laboratory, operations, maintenance and clerical staff.

EXAMPLES OF WORK (Illustrative Only)

Develops all policies and procedures for the WPCA with guidance from the WPCA Board and in compliance with all regulatory and environmental directives established by the Connecticut DEP and the Environmental Protection Agency.

Responsible for the efficient operation and maintenance of the wastewater treatment facility, sanitary pumping stations and Barrier pumping stations. Oversight includes process control, clarifiers, effluent quality, odor control, drying and pelletization.

Develops all process control protocols to ensure that all discharge requirements are met.

Prepares financial and technical reports for the WPCA Board of Directors and attend all Board meetings. Inform Board of all appropriate technological advances and operational enhancements.

Oversees and approves plans, specifications and bid documents for WPCA projects (i.e. sewers, sanitary pipes, plant improvements and repairs).

Works with municipal sourcing and engineering to draft RFPs and bid specifications for the procurement of services and supplies.

Adhere to all requirements under the National Pollutant Discharge Elimination System (NPDES) and CFR 40 Part 503 sludge disposal regulations.

Manages Nitrogen Credit program to maximize additional revenues for the WPCA.

Develops and manages discharge permits for residential, industrial and commercial applications; reviews and process applications for CT DEP industrial/commercial permits.

Prepares reports and test results for State and Federal agencies, including DMR and NMR as required by operating permit.

Attends meetings with municipal stakeholders, regulators and citizen groups to clearly communicate the policies, procedures, benefits and mission of the Stamford WPCA

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the processes and equipment involved in wastewater treatment.

Knowledge of the managerial and administrative practices involvement in the successful operation of a wastewater treatment plant.

Knowledge of industrial wastes and their effects on treatment processes and equipment.

Ability to prepare or supervise the preparation of clear, concise reports and budgets.

Ability to plan, direct and evaluate plant operation and maintenance functions.

Ability to work well with the general public, elected and appointed officials, consultants, Federal, State and Local boards, organizations and commissions, etc.

Ability to lead, supervise, train and develop others; effective planning and organizational abilities; demonstrated analytical ability and problem solving skills.

Excellent written and oral communication skills.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Biology, Environmental Engineering or a closely-related field and at least five (5) years of supervisory experience in the operation of wastewater treatment and disposal systems with a capacity of 10+ million gallons/day (MGD) with biological nitrogen removal (BNR). Theoretical/operational knowledge of activated sludge and advanced wastewater processes including collection and treatment. A Registered Professional Engineer. Holder of a Connecticut Class IV Wastewater Treatment Plant Operator's Certificate.

PREFERRED QUALIFICATIONS

- Master's Degree in Chemistry, Biology, Environmental Engineering or closely related field.
- Thorough knowledge of standard practices in the field of municipal government including personnel management in a union environment, budgets, accounting and IT.