



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Water Pollution Control Authority (WPCA) General Manager

Salary: \$109,846.00 – 135,000.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36.010, salary of selected candidate will be negotiable depending on qualifications & experience).

This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please mail, deliver or email a cover letter, resume, copies of all required licenses/credentials, and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is July 20, 2018 (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

Water Pollution Control Authority Commission

The Water Pollution Control Authority Commission consists of nine members. The Mayor appoints five (5) members for three (3) year terms with City Council approval. Four (4) commissioners are automatically appointed to the board: City Engineer, City Attorney, Director of Finance, and Director of Public Facilities.

General Statement of Duties:

The General Manager shall be responsible for the operation, maintenance and administration of the sewer system. He/she shall have the responsibility for creating an organization structure which fulfills the requirements of the Water Pollution Control Authority; prepare and update the Water Pollution Control plan in accordance with Chapter 103, Section 7-246(b) of the Connecticut General Statutes; direct operations of the Water Pollution Control Facilities in accordance with Connecticut Department of Environmental Protection (DEP) and Federal Environmental Protection Agency (EPA) guidelines.

Typical Tasks or Assignments:

Assumes day-to-day responsibility for the continuous, effective, safe operation of the facility and the overall treatment process. Ensures compliance with all applicable environmental and public health standards. Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff of the Water

Pollution Control Facility. Monitors plant processes and makes appropriate operational changes to ensure regulatory requirements, and City of Bridgeport's WPCA operational goals and objectives are met.

Works with engineers, assisting with new construction projects in water and wastewater systems. Interprets results of laboratory tests to make operational adjustments, pump settings, chemical feed settings and other necessary changes to maintain compliance with State and Federal regulations. Insures the proper disposal of all hazardous materials associated with maintenance work, including, but not limited to, waste oils and solvents. Insures compliance with the Public Health Codes of the State of Connecticut. Reports any violations to the State of Connecticut, Department of Environmental Protection (DEP) or Department of Public Health (DPH).

Coordinates, monitors, and reviews work performed by outside contractors as assigned for impact on facility operations. Implements an active safety training program that meets OSHA and other regulatory requirements, identifies and resolves safety issues. Supervises, coaches, instructs, evaluates and recommends discipline for operations' staff. Ensures that equipment, tools, materials and worksite are maintained in proper and safe condition.

Reviews and evaluates technical memorandums, drawings and specifications. Reviews and evaluates capital improvement and replacement needs, and makes recommendations for projects. Develops and updates standard operating procedures, and operation and maintenance manuals. Coordinates special assignments as needed. Responds to emergency situations, as needed.

Performs related work as necessary.

Education Requirements:

Graduation from an accredited four-year college or university with a degree in business, engineering or public administration or a closely related field or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the responsibilities of the position. In addition, applicant should have a minimum of five (5) years of progressively responsible supervisory work in a utility or WPCA department or a combination of education and experience to perform the job.

Necessary Knowledge, Skills and Abilities:

- Principles, practices, equipment, material, and tools used in the operation, cleaning and preventative maintenance of wastewater treatment and disposal facilities.
- Operations, control and calculations involved in treating waste by the primary treatment and biofiltration methods, various modifications of secondary treatment process, and anaerobic digestion process.
- Comprehensive knowledge of modern water and wastewater treatment practices, including secondary treatment (activated sludge) processes; also, thorough knowledge of modern principles and practices of sanitary engineering.
- Knowledge of budgeting, contract and financial management and demonstrated project management skills to assist with preparing draft budgets for presentation; ability to write effective reports, and operational procedures.
- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records, narrative and statistical reports; ability to carry out assigned projects to their completion.
- Ability to use standard office equipment, including computers, copiers, facsimile machines; ability to read, analyze and interpret professional journals, technical procedures, engineering plans and drawing and governmental regulations.

- Ability to effectively communicate orally and in writing to management, co-workers, customers and the public.
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

Special Requirements/Licenses/Certifications:

Possession of a Wastewater Treatment Plant Operator Certificate issued by the Connecticut Department of Environmental Protection is a requirement of the position. Possession of Class IV Collection System Operator, Cross Connection-Backflow Inspector/Tester Certified and Class III Water Distribution Operator certifications are preferred. Must possess a valid State of Connecticut motor vehicle operator's license.

Physical Demands:

The physical demands 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. While performing the duties of this job, the employee is frequently required to hear; speak; sit, stand and/or walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee frequently must visit off-site locations and to access buildings at all levels. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604