

BARTON VILLAGE, INC.

17 VILLAGE SQUARE, SUITE A

P.O. BOX 519

BARTON, VT 05822

(802) 525-4747

info@bartonvt.com#

JOB DESCRIPTION**Position Title:** Small Utility Operations Manager**Employee Classification:** FLSA Exempt and Confidential (Non-Collective Bargaining Unit Position). Full-time**Pay Range:** Based on qualifications**Reports To:** Board of Trustees**GENERAL SUMMARY:**

This position seeks a highly motivated individual looking oversee Public Works Operations for the Barton Village Water, Sewer and Highway Systems. Barton Village, Inc. provides drinking water and sewer services to approximately 380 customers and maintains approximately 4 miles of neighborhood streets and 4 miles of connector town highways and arterial state highways.

Essential Job Functions

- The individual will need to work closely with Board, Business Manager and other public works staff to schedule projects, maintain inventories, develop system reports, maintain and improve high tech components of the water, sewer and highway systems including SCADA operations.
- The individual will also be responsible for developing and maintaining budgets, including adequate customer rates, capital project planning, long-term maintenance forecasting and equipment replacement.
- Oversee staff that is certified to operate the technical components of operating public drinking water system for approximately 380 customers. Including daily testing for a surface water treatment facility with two 175 gallon per minute Microfloc Trident Filters, approximately 5 miles of cast iron, ductile iron and PVC water mains and fire protection systems.
- Oversee staff that is certified for daily operations and testing including the technical components of operating approximately 5 miles of wastewater collection system piping and manholes, sewage pump stations, including a main lift station and force main to the principal treatment facility which includes extended aeration lagoons and chemical filtering.
- Oversee staff that maintains the Village highway network including summer maintenance and winter maintenance.
- Oversee monthly reporting including electronic submissions of Discharge Monitoring Reports and Water Production Reports prepared by VT certified operators.
- Maintenance of Water, Sewer and Highway System Ordinances and necessary updates.
- Handling the regulatory issues confronting the utility such as, maintaining the Water System Permit to Operate, O&M Manual Updates, Source Protection Plan, Wastewater Discharge Permit requirements, highway annual reporting and OSHA safety requirements.
- The position will require the individual to be available during emergency situations and outages.
- The position will require coordination for annual training, equipment maintenance, all aspects of safety and ensure compliance with required testing, reporting and recordkeeping.
- The position will require coordination with other management and the Trustees to implement updates and changes for modernization of the operation and efficiency of the operation.
- Ensure that the public works foreman completes necessary annual reporting, maintenance schedules and project development.
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- Ensure that the Village maintains a staff of certified system operators including mentoring other staff to ensure that Barton Village grows leadership from within.
- Performs any other related duties as required.

Required Qualifications/Certifications:

- Knowledge of applicable codes, requirements and associated occupational hazards and safety requirements for public works utility industry are not required at the time of hiring but are expected to be developed as part of the position.
- Knowledge of office practices, procedures, and equipment, including the use of computers.
- A minimum of 2 years of past supervisory experience is necessary. #
- Ability to obtain VT Class 4A Surface Water Treatment License to operate a .252MGD filter system. Requiring a minimum of 2 years of relevant operating experience#
- Ability to obtain a VT Class 2 Wastewater treatment license for a 0.265MGD aerated lagoon treatment facility.#

Working Conditions and Physical Demands:

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- The successful applicant will be required to live within 30 minutes of the Village.#
- Working conditions, equipment failure and workloads may cause increased stress levels. #
- Pre-employment physical exam required and may be periodically required due to nature of employment.
- An initial background check will be required.

Term of Employment: Hired by the Trustees after interviews and reference checks. Terms of employment, compensation and benefits set by the Trustees. Six-month probationary period a condition of employment.

Compensation and Benefits: Salary is based on experience and benefit package to be negotiated with the Trustees annually and based on satisfactory job performance.