

# ***BARTON VILLAGE, INC.***

*17 VILLAGE SQUARE, SUITE A  
P.O. BOX 519  
BARTON, VT 05822  
(802) 525-4747  
villageinfo@bartonvt.com*

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## ***JOB DESCRIPTION***

**Position Title:** Small WWTF Chief Operator  
**Employee Classification:** Full-time, exempt  
**Pay Range:** \$28-\$32  
**Reports To:** Board of Trustees

### **GENERAL SUMMARY:**

Oversee the Village of Barton Wastewater Treatment Facility, assist with DPW functions and assisting operating water treatment facility.

### **Essential Job Functions**

- Successfully Manage and Operate the technical components of an aerated lagoon wastewater treatment system designed for 265,000 gallons per day for approximately 380 customers.
- Oversee the overall system, including 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.
- Coordinate operations including managing additional Village employees that will assist with the operations. This includes mentorship to assist other Village staff to acquire and hold a Vermont Class 2 Wastewater license to provide operations redundancy. This also includes coordination with VRWA for training.
- Initial responsibility will be to oversee the Villages interests during the transition period from our current Contract operators to operations overseen by this position and supported by other Village employees.
- Work closely with the Board and other public works staff to schedule projects, maintain inventories, develop system reports, maintain and improve high tech components of the WWTF 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.
- Handling the regulatory issues confronting the utility such as, maintaining the Wastewater Discharge Permit requirements and OSHA safety requirements.
- Coordinate all necessary contractor, vendor or engineering support to maintain the system and documents.
- 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 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 including assisting with DPW projects, Water Treatment Facility projects, joint meter reading and shared on-call as needed.
- Maintain a positive image with the public.
- Supervision and training of support staff is also required.

**Required Qualifications/Certifications:**

- VT Class 2 Wastewater treatment license for a 0.265MGD aerated lagoon treatment facility.
- 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.
- 2 Year college degree or equivalent technical education preferred.

**Working Conditions and Physical Demands:**

- The successful applicant will be required to live within 30 minutes of the Village.
- Ability to lift up to 75 lbs.
- Valid vehicle license.
- 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, 90 days' notice of departure due to the unique licensing and limited ability for the Village to find a WWTF operator.

**Compensation and Benefits:** Barton Village offers very competitive municipal employee benefit package including health care, dental municipal retirement and paid time off.