

INTERNAL POSTING

Posting Date: July 28, 2025
Posting Closes: August 26, 2025
Position Title: Shift Operator
Department: WPCA
Position Type : Full Time, Non Exempt Employee
Reports to: WPCA Superintendent or designee
Rate of pay: Per NAGE union contract

If you are an internal applicant interested in this position, please submit a resume , updated application, and three references via email to jlathrop@wlocks.org.

The Town of Windsor Locks is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Job Title: Shift Operator

Department: WPCA

Reports To: WPCA Superintendent or designee

Revised: March 2023

SUMMARY:

Under general supervision of the Superintendent or the Designee, issues instructions regarding work assignments and reviews work for effectiveness of solutions to problems and circumstances encountered and for conformance to departmental procedures. Also responsible for diversified work involving the application of the broad aspects of established standard practices and procedures to problems and circumstances not falling clearly or concisely within the limitations of accepted standards or procedures. Subject to the authority of the Chief Operator, plans work schedules and assigns personnel and equipment to various work projects involving the operation and maintenance of buildings and equipment, wastewater collection and treatment systems, and other duties as assigned.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Responsible for laboratory training, sample collection and analysis, contracted service coordination (for the lab)
- Submits reporting data to DEEP
- Laboratory record maintenance
- Assists with training of personnel
- Coordinates process control operations with Chief Operator for effectiveness
- Assists Chief Operator in determining work tasks and personnel assignments
- Inspects new and existing sewers and surface water drainage for conformance to Town specifications and needed maintenance
- Performs grease trap inspections
- All duties associated with lower labor grades
- A valid CDL, Class B, drivers license with air brake, and tanker endorsements or the ability to obtain during probation period

SUPERVISORY RESPONSIBILITIES:

As designated by the Chief Operator, the Shift Operator will supervise Operator 2s and 3s, seasonal and part time workers, and workfare or community service personnel assigned to the department. In the absence of the Chief Operator, will act as Chief Operator with all the duties of the Chief Operator position.

QUALIFICATION / REQUIREMENTS:

To perform this job successfully, an individual must have a Class III Connecticut Operators

Certification. Considerable knowledge of the methods and equipment involved in wastewater collection and treatment, **as well as** knowledge of the practices required to operate Windsor Locks' Class III treatment facility **is required**. In addition:

- Considerable ability to make decisions in working toward assigned objectives at times adapting or modifying work methods and standards to meet variations in controlling conditions.
- Ability to schedule and assign the work of the department to meet controlling conditions.
- Ability to keep records involving personnel and equipment and draft routine operational reports.
- Ability to deal with employees, the public, and associates in a courteous manner.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

A minimum of five (5) years employment in a water pollution facility. Graduation from a recognized college or university with an Associate Degree or equivalent CEU's in Wastewater Technology, Sanitary Engineering, Biology or other related field. Should a candidate not meet either of the above two requirements, an equivalent combination of education, training, and experience, may be considered.

In addition, at the time of application, the employee must possess a Connecticut DEP Class III Wastewater Operator's certificate.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Ability to adapt to changing circumstances. Ability to develop teamwork among associates and subordinates. Ability to effectively supervise and manage people. Must have emotional stability and initiative. Must be resourceful and self-motivated. Ability to perform duties with awareness of all requirements pertaining to safety, personnel, and standard operating procedures of the Water Pollution Control Authority.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Sufficient physical strength and stamina is required to perform the duties of this position. Specific vision abilities required by this job include close vision, such as reading type or handwritten material.

WORK ENVIRONMENT:

The position includes work in outdoor sewage processing, indoor sewage processing, lab environments, and office environments and potentially includes work in confined spaces within these environments. All of these environments deal with the safe treatment of sewage utilizing Personal Protective Equipment utilizing OSHA guidelines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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Approved (Manager)

Thomas Arnone Superintendent

Human Resources

Jason M. Lathrop Human Resources

WPCA Board

Scott Storms President