



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION No. 24- 19

PLANT SUPERVISOR - WPCA

Salary Range: \$110,212 - \$141,362

DUTIES: Under the general direction of the Water Pollution Control Authority Executive Director, is responsible for implementing process control policies, procedures and directives, supervises plant operation and maintenance staff and performs wastewater treatment process control duties to ensure proper treatment plant operation, maintenance and regulatory compliance; is responsible for the validity of reporting to the regulatory agencies, and ensures plants meet permitted levels and maintain necessary permits. Performs related work as directed

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in a scientific or engineering field and nine (9) years of experience in wastewater treatment operations, of which three (3) shall have been in a supervisory capacity OR an equivalent combination of education, training and experience as described above.

SPECIAL REQUIREMENT: At the time of application, possession of a Connecticut DEP Class IV Wastewater Operator's certificate OR a Connecticut DEP Class III Wastewater Operator's certificate AND a letter signed by an official of the State DEP verifying eligibility to obtain the Class IV certification within one year of appointment. **NOTE:** Applicants with wastewater operator certification from outside Connecticut must submit, at the time of application, a letter signed by an official of the State of Connecticut DEP verifying that such certification is equivalent to the Connecticut Class III or IV certificate AND that such applicant is eligible to obtain a Connecticut Class IV certificate within one year of appointment. **Within one (1) year of appointment, in order to retain employment, must obtain Connecticut DEP Class IV certification.**

At time of appointment, possession of a valid driver's license.

SCOPE OF EXAMINATION: There will not be an examination. Candidates will be evaluated based on education, knowledge, and experience.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-19" to hrrecruiting@stamfordct.gov or mail to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov. This position is Open Until Filled.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act and its Amendments (ADA/ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Re-Issued: 05/17/2024

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and Civil Service Information can be viewed at
www.stamfordct.gov

CHANGE OF ADDRESS:
It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Marc Teichman
Stuart Adelberg
Lynn Arnow
Elizabeth Main
Jaelyn Williams

PLANT SUPERVISOR - WPCA

GENERAL SUMMARY OF DUTIES

Under the general direction of the Water Pollution Control Authority Executive Director, is responsible for implementing process control policies, procedures and directives, supervises plant operation and maintenance staff and performs wastewater treatment process control duties to ensure proper treatment plant operation, maintenance and regulatory compliance; is responsible for the validity of reporting to the regulatory agencies, and ensures plants meet permitted levels and maintain necessary permits. Performs related work as directed.

EXAMPLES OF WORK (Illustrative Only)

Reviews and inspects plant operations both physically and through evaluation of records and technical data, to include Laboratory analysis, on a daily basis; recommends correction of any abnormalities in the treatment process to ensure compliance with all regulations.

Maintains and enforces work rules in accordance with established standard practices.

Assists in developing objectives and procedures for the plant; recommends changes in operating procedures.

Supervises, directs and coordinates the work of the operation and maintenance staff assigned to the Plant.

Supervises the maintenance of dryers, blowers, pumps, clarifiers, and other plant components.

Coordinates with the Lead Mechanic the duties of the Mechanics assigned to work at the Plant; ensures proper preventive maintenance and repairs.

Participates as management team member in the selection and hiring process for operating staff.

Directs the training of operating personnel; resolves personnel problems at the initial level.

Motivates, coaches, and ensures effective productivity of operating personnel; maintains efficiently run shifts.

Assists in the preparation of plans and specifications for plant improvement projects.

Monitors WPCF compliance with various Federal and State Permits relating to the treatment plant. Responsible for preparing, signing and submitting monthly Discharge Monitoring and Operating Reports (DMR and MOR) to CT DEEP.

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EXAMPLES OF WORK (Illustrative Only) cont'd

Monitors gauges, meters and control panels to assure wastewater processing is within normal limits; recommends adjustments when necessary.

Responsible for maintaining a clean and safe work environment; assures compliance with plant safety rules and regulations.

Responds effectively to public inquiries; responds to emergency situations at the plant.

Ensures on-site availability of all chemicals and equipment needed to operate the plant; orders chemicals and equipment when necessary.

Maintains computerized and manual records and prepares reports pertaining to the operation of the plant as needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the operation and process controls of a complex wastewater treatment facility, including the biological nitrogen removal process.

Thorough knowledge of SCADA software and computerized operations monitoring and control systems.

Thorough knowledge of the occupational hazards and safety precautions involved in wastewater treatment.

Ability to plan, organize, assign, supervise, and inspect the work of subordinates.

Ability to keep operational records and make detailed reports.

Ability to establish and maintain effective working relationships with associates, subordinates and the general public.

MINIMUM QUALIFICATION REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in a scientific or engineering field and nine (9) years of experience in wastewater treatment operations, of which three (3) shall have been in a supervisory capacity OR an equivalent combination of education, training and experience as described above.

PLAN SUPERVISOR - WPCA
A10

MINIMUM QUALIFICATION REQUIREMENTS (con'd)

SPECIAL REQUIREMENTS

At the time of application, possession of a Connecticut DEP Class IV Wastewater Operator's certificate OR a Connecticut DEP Class III Wastewater Operator's certificate AND a letter signed by an official of the State DEP verifying eligibility to obtain the Class IV certification within one year of appointment. NOTE: Applicants with wastewater operator certification from outside Connecticut must submit, at the time of application, a letter signed by an official of the State of Connecticut DEP verifying that such certification is equivalent to the Connecticut Class III or IV certificate AND that such applicant is eligible to obtain a Connecticut Class IV certificate within one year of appointment.

Within one (1) year of appointment, in order to retain employment, must obtain Connecticut DEP Class IV certification.

At time of appointment, possession of a valid driver's license.

ADA and ADA AAA Specifications

Physical Demands:

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move upwards of 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the functions of this job, the employee will be required to wear protective equipment.

Work Environment:

While performing the duties of this job, the employee may be exposed to all types of weather conditions.

The noise level in the work environment is moderate to loud.

This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification.

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

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Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

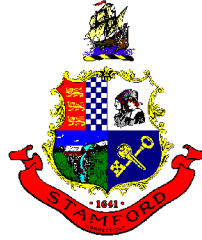
(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

**Mayor
Caroline Simmons**



**Director of Legal Affairs
&
Corporation Counsel
Thomas Cassone**

**Director of Human Resources
Dr. Paula Russell Nisbett**

**PLANT SUPERVISOR – WPCA
APPLICATION SUPPLEMENT # 24-19
EXPERIENCE AND TRAINING EXAMINATION**

NAME _____

SOCIAL SECURITY NUMBER 000 - -
(Last six digits only)

For this examination, you will be filling out specific information about your education, training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You **MUST** fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

On the pages that follow, you will be asked to supply information about your education and training and about the duties, responsibilities and accomplishments that are associated with jobs, which helped you, qualify for the position for which you are applying. Your education, training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Plant Supervisor – WPCA*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed “Application for Examination or Employment” must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered.

AN EOE/AA EMPLOYER

PRELIMINARY REVIEW OF QUALIFICATIONS

Note: Applicants who do not meet the minimum qualifications for *Plant Supervisor – WPCA* will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

I. EDUCATION

A. Do you possess a High School Diploma or GED? Yes_____ No_____

B. Do you possess any of the following degrees?

(If “yes”, specify the major field of study for which the degree was conferred.)

1. Associate’s Yes____ (Major) _____ No____

2. Bachelor’s Yes____ (Major) _____ No____

3. Master’s Yes____ (Major) _____ No____

II. CERTIFICATION: Check the **one** choice below that applies to you. Be sure to attach a copy of the referenced certification and/or verification letters

- I have a Class IV Wastewater Operators Certification from the State of Connecticut (CT) Department of Energy and Environmental Protection (DEEP).
- I have a Class III Wastewater Operators Certificate **AND** a letter signed by an official of the State DEEP verifying eligibility to obtain the Class IV certification within one year of appointment.
- I am currently certified in wastewater operations in a state other than Connecticut and have a recent letter from a CT DEEP official verifying that my certification is equivalent to the CT Class IV Certification, and that I am eligible to obtain a CT Class IV Certification within one year of employment at the Stamford WPCA.
- I am currently certified in wastewater operations in a state other than Connecticut and have a recent letter from a CT DEEP official verifying that my certification is equivalent to the CT Class III Certification, and that I am eligible to obtain a CT Class IV Certification within one year of employment at the Stamford WPCA.

*****Within one (1) year of appointment, in order to retain employment, **MUST** obtain a Connecticut DEEP Class IV Operator’s Certification.**

III. LICENSE:

A. Do you process a valid Driver’s License? Yes_____ No_____

List the State in which the license was issued. _____

IV. EXPERIENCE

A. Describe the duties you performed in each position held that requires(d) the use of competencies essential to the position of Plant Supervisor – WPCA. Please group below into two major functions – **Technical** and **Supervisory**.

B. In addition to addressing the supervisory competencies, please include the number and title(s) of employee(s) supervised. Attach additional sheets, if necessary.

DATES & NO. HRS. / WEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES

IV. EXPERIENCE (Cont'd)

DATES & NO. HRS. / WEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES

IV. EXPERIENCE (Cont'd)

DATES & NO. HRS. / WEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES