



Allenstown Sewer Commission

35 Canal Street
Allenstown, NH 03275
603-485-5600
Fax: 800-859-0081



Assistant Superintendent Full time 40 hours per week

Reports to: Superintendent

General description: Works in collaboration with Superintendent, Maintenance Manager, and Operations Foreman to implement and complete operations and maintenance projects. Plans and assigns projects to Operations Foreman and Maintenance Manager to complete, the day to day operations and maintenance of the wastewater treatment facility. In the absence of the Superintendent, assumes designated "Operator-In-Responsible-Charge" role. Performs a variety of skilled technical work, in the operation and maintenance of the wastewater treatment facility and collection system.

Responsibilities: **May include but is not limited to:**

- Planning, directing, supervising, and reviewing the work of personnel.
- Performs annual reviews of Operations and Maintenance staff.
- Oversees plant staffing schedule, and insures adequate staffing for shifts. Sets on call schedule, and is on call 24/7 for emergencies.
- Assists in the screening, interviewing, and hiring process for new employee applicants.
- Interprets daily and weekly laboratory analyses, and adjusts plant processes to meet NPDES permit limits.
- Insures all process and NPDES analyses are performed correctly and completed on time.
- Generates monthly DMR and state MOR reports, and submits to Superintendent on time.
- Keeps facility QAQC manual up to date to insure all testing is performed in accordance with state and federal regulations.
- Examines any questionable hauled waste streams and determines its acceptability for disposal at the treatment facility.
- Manages and analyzes data collected with the treatment facility databases.
- Manages plant work order system.
- Insures process automation is functioning correctly, and instrumentation is calibrated.

Qualifications:

- 5 years of wastewater operations experience, with some supervisory experience preferred.
- Graduation from high school or equivalency.
- Ability to use computer based work order systems, use of e-mail, internet, and all MS office applications with particular proficiency in MS Access.
- As a condition of employment, the successful candidate must pass a NH criminal record check, NH motor vehicle record check, and pre-employment physical, including drug screen.

Licenses/certifications required:

- Minimum NH Wastewater Operator Certification grade III-OIT
- Valid driver's license