



<b>Job Title</b>	Water & Wastewater Superintendent	<b>Position Type</b>	Full-Time Exempt
<b>Department</b>	Water & Wastewater District	<b>Supervisor</b>	Town Manager

### Job Summary

Responsible for technical, administrative and supervisory work in directing the operations of the Wilton Water and Wastewater Treatment facilities. Will be responsible for directing the work and administration of municipal wastewater treatment facility and water filtration facility. This position is responsible for the supervision of staff, implementation of operating budgets and capital improvement projects.

### Responsibilities

- Oversee departmental scheduling, personnel administration and duty assignment of staff.
- Oversee the operation of the plants to ensure proper procedures and standards are met and adhered to.
- Manage operations and maintenance of the water treatment plant, pumping stations, and storage tanks to ensure that water quality meets and exceeds the federal and state safe drinking water act regulations; establishes treatment goals and practices; develops plans for monitoring programs and preparing reports for local and state agencies.
- Is responsible for ensuring compliance with applicable DEP and Drinking Water Program regulations including the preparation, review, and submission of monthly operating reports with applicable agencies.
- Prepare and submit a proposed yearly operating budget including revenues and expenditures to the Town Manager
- Provides the Town Manager with monthly expenditure and revenue reports also as requested.
- Oversee the installation and inspection of new sewer and water lines and other construction projects.
- Performs other related duties as required to support water and wastewater utility operations.

### Job Requirements

- Current Grade III Wastewater Operator's License
- Valid Maine driver's license.
- Aptitude for organizing tasks, managing time and prioritizing projects.
- Physical strength and sufficient agility to perform the work of this class.



- Principles and practices of budgeting and personnel management, including supervision, training, and performance evaluation.
- Considerable experience and knowledge of the wastewater and water treatment field.
- Availability to respond to call-ins as needed.

---

Employee Printed Name

Employee Signature

Date

---

Department Head Signature & Date:



Town of Wilton

Water & Wastewater Superintendent

The Town of Wilton is hiring a full-time Water and Wastewater Superintendent. Reporting to the Town Manager and the Board of Trustees comprised of five members, this position manages the day-to-day operations and administration of the department's staff of five and an annual budget.

The successful candidate will possess a valid Grade 3 State of Maine Wastewater Operator's License or the ability to obtain one with a period not to exceed one year. A current valid State of Maine Class C driver's license with a clean driving record. The candidate will also have five years of progressive experience in management, administration, construction, installation, or operation of wastewater collection systems or other wastewater facilities in addition to four years of supervisory experience.

If you are interested or would like to find out more information, please email [mgreeley@wiltonmaine.org](mailto:mgreeley@wiltonmaine.org) or call at (207) 645-4961. Application and job description can be obtained at the Wilton Town Office, 158 Weld Road, Wilton, ME 04294 or at [www.wiltonmaine.org](http://www.wiltonmaine.org). Please submit a cover letter, resume, completed application, and job salary requirements to [mgreeley@wiltonmaine.org](mailto:mgreeley@wiltonmaine.org).

Applications will be accepted until a suitable candidate is found.

The Town of Wilton is an Equal Opportunity Employer