

TOWN OF TRUMBULL
ASSISTANT SEWER ADMINISTRATOR
ENGINEERING

WAGE GROUP: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Responsible for the operation of sanitary sewer system of the Town.
2. Assist in the review of plans and specifications for existing and proposed sewers, both residential and commercial, and the inspection of same for conformance with local and state codes, keeping permanent records of sewer construction progress including rock cuts, etc.
3. Receives and investigates complaints and problems regarding sewer construction, operations and billing.
4. Prepares sewer bonds for construction of sanitary sewers in subdivisions for use of Planning and Zoning Commission.
5. Acts as liaison officer among the public, the Sewer Commission and other Town departments, contractors and consulting engineers.
6. Prepares agenda and reports for and attends meetings of the Sewer Commission and attends Sewer Commission public hearings on assessments and at other commission meetings as necessary in connection with sewer problems and proposals.
7. Assists Sewer Administrator in preparing operations budget for Sewer Commission and Sewer Operations.
8. Manages the Fats, Oil, Grease program.
9. Performs related work as required.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Public Works and/or Sewer Administrator.

SUPERVISION EXERCISED:

Supervises inspectors of sanitary sewer systems and house connections, is directly responsible for employees of and operation of all pump stations and the maintenance of sanitary sewer lines.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Extensive construction knowledge of sewers and Public Works projects.
2. Skill in making engineering computations, estimates and designs for preparing plans and specifications.
3. Skill in making oral and written technical reports (with respect to sewer design, plans and specifications), must plan, assign and supervise the work of sewer inspectors and establish satisfactory working relations with fellow employees and the general public.

EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a degree in Engineering with 2 years' experience in Water Pollution Control Authority, OR IN LIEU THEREOF high school graduation with at least six (6) years' experience in Water Pollution Control Authority operating, construction or inspection with two (2) years of which must have been in a supervisory capacity.

9/2015