THE MATTABASSETT DISTRICT
JOB SPECIFICATION
Updated: 2026

Title: SHIFT SUPERVISOR (CONNECTICUT CLASS III WASTEWATER CERTIFICATION (Minimum Required)

Supervision Received: Works under the direction of the Operations Manager of the Mattabassett District.

Supervision Exercised: General supervision of operational employees on any specific shift.

General Statement of Duties: Works with and supervises others during an assigned shift in assuring safe and efficient operation and maintenance of the wide variety of equipment and apparatus pertinent to wastewater treatment and sludge disposal operations; operates all necessary equipment pertinent to wastewater treatment including centrifuges, incinerators and makes adjustments in operations as necessary; controls chemical feeding at all points; maintains and records distribution of sewage flow through the plant; regulates return sludge flow and waste sludge flow; takes readings of flow, temperatures, pressures, other operations; changes meter charts and records meter readings; keeps a daily log of shift activities; directs, supervises and trains subordinate employees in their assigned tasks; makes minor repairs and adjustments on equipment as necessary; does daily and shift lubrication, greasing, and oiling of all (such) equipment as required; does related work as required. Maintains schedule variation logs, ensures subordinates are working in an efficient manner, calls in extra staffing when required due to storms, snow removal, sickness or other reasons. Distributes workloads as appropriate to subordinates, maintains accurate reports and records as needed for state submissions and the District.

Minimum Skill and Ability: Thorough knowledge and skill of the operation and maintenance of all sewage plant equipment and facilities; ability to keep operating records and to make detailed reports; ability to make minor repairs and adjustments on equipment; ability to get along with fellow workers; ability to assign, supervise, train, inspect and evaluate the work of subordinates; ability to assign, supervise, train, inspect and evaluate the work of subordinates; ability to follow and employ standard safety practices; considerable knowledge of modern wastewater practices and methods.

Experience and Training: Graduation from high school or accredited technical school and four years of progressively responsible experience in the operation and maintenance of a sewage treatment plant and facilities or an equivalent combination of experience and training. Must possess and maintain Connecticut Class III Wastewater Certification. Must maintain a valid driver's license.

Salary: Class III Wastewater Certified starting at $43.74/hr
Class IV Wastewater Certified Supervisors receive an additional 5% of their base hourly rate

Shift differential (2nd shift $2.25/hr, 3rd shift $3.25/hr)

Benefits: MERS pension plan, 457b plan, medical/dental/vision insurance, vacation leave, sick leave, 13 paid holidays + floating holiday, short term disability

Please email resume to info@mattdist.org or visit our website at: www.mattabassettdistrict.org