



ANN #:19-72 I/O

CITY of NORTHAMPTON, MASSACHUSETTS

NOTICE OF POSITION VACANCY

ISSUED: 10/12/18

CLOSING DATE: UNTIL FILLED

LOCATION: Water Division, DPW

WATER SUPERINTENDENT

- **One Permanent Full-time Vacancy (40 Hr/week) (M-F)**
- **Grade 14: Anticipated Starting Salary Range: Negotiable**

DEFINITION: Administrative and supervisory work in managing the City of Northampton's public water supply, directing the operations and maintenance of the Water Division ; all other related work as required.

ESSENTIAL FUNCTIONS: Participates in the overall management, planning, organization and direction of activities relating to the operation, maintenance and improvement of the Water System including source water, pumping, treatment, storage, distribution, and all related infrastructure to maintain an adequate and safe supply of water for all purposes.

Administers and supervises all Water division employees working in the treatment, operation and maintenance of the municipal water system; maintains attendance and payroll records; Participates in human resource decisions including staff hiring, leave approval and disciplinary action decisions.

Monitors, documents and reports on system performance including water quality, process control and regulatory compliance parameters, including preparing required reports, completing forms and interaction with regulatory agencies.

Assists in the development of best management practices, regulations, policies and procedures which impact organizational performance and supervises the application of such practices to increase safety efficiency, good customer services and public relations.

Prepares bid documents and contracts for procurement of supplies and outside vendors in accordance with local and state procurement requirements. Orders supplies and materials from vendors and interacts with them concerning issues.

Provides support to the City engineering division on capital planning and capital improvement projects including working with private engineering firms. May assist reviewing the qualifications and selection of private engineering firms.

Assists in the preparation and monitoring of the Water Division budget.

Develops on the job training activities for division employees. Provides educational material and safety training for employees.

Investigates and resolves water system problems of a technical and customer service nature. Directs and oversees the Cross Connection and Backflow Prevention Program.

With direction from engineering, coordinates activities, including staff, within the watershed. .

With assistance from the Engineering Division, responsible for Drinking Water Dam Safety and Emergency Action Plans related activities.

Oversees meter reading program for billing for water usage; investigates customer complaints about service and billing.

Directs and supervises emergency repair of water breaks and leaks.

Coordinates public notification of water system activities as required by the applicable regulations.

Performs similar or related work as required or as situation dictates.

ELIGIBILITY REQUIREMENTS:

Education and Experience: Bachelor's degree in civil engineering, industrial management, or a field of study relational to water system management; seven years experience in water systems operation and maintenance, two years of which involve supervisory responsibilities; or any equivalent combination of education and experience.

Knowledge, Ability and Skill: Knowledge of public water systems including: surface water reservoirs, water supply wells, pumps, transmission mains, pressure reducing valves, distribution systems and water storage tanks. Knowledge of physical and chemical treatment processes including coagulation, upflow clarification, granular activated carbon filtration, corrosion control and disinfection processes. Knowledge of supervisory and control data acquisition (SCADA) systems.

Knowledge of sound management techniques, human resources and labor relations practices.

Competent level of computer literacy required including the usual Microsoft products. Ability to produce and manipulate data easily. Willingness to learn proprietary software directly related to position.

Extensive knowledge of the principles, procedures, methods, equipment, materials, and tools employed in the treatment, operations and maintenance of the municipal water system; extensive knowledge of the water distribution system; thorough knowledge of the hazards and safety precautions involved in water distribution construction and repair work.



Ability to plan, assign, supervise, coordinate, and review the work of the Water division; ability to read, interpret, and apply drawings and specifications for work supervised; ability to enforce regulations firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with subordinates, other personnel, and the general public; ability to write contract specifications for equipment and supplies; ability to communicate effectively orally and in writing.

Extensive knowledge and understanding of state and federal regulations and policies that apply to public water systems. Massachusetts Water System Grade IV Operator's certification (Distribution and Treatment) required; Massachusetts Class D Driver's license required.

Residency within 15 miles of the physical boundaries of the City of Northampton is desirable.

PHYSICAL REQUIREMENTS: Light to moderate physical effort generally required. Eyesight and hearing at or correctable to "normal range," with color vision required to read color-coded lines.

FRINGE BENEFITS: Fringe benefits and work schedule are as covered by the NAPEA Bargaining Unit Agreement.

TO APPLY:

Employees who wish to be considered for this position may do so by completing a Request For Transfer form and submitting it to the Human Resources Department, 240 Main St., Northampton, MA 01060 by the above closing date. Others please submit an application by the above closing date. Application submittal available at green "Employment" button at www.northamptonma.gov

EQUAL OPPORTUNITY EMPLOYER