Water & Sewer Superintendent Job Posting – May 2019

The Town of Groveland is seeking qualified applicants for the Water and Sewer Superintendent. This 40 hour/week exempt position plans, organizes, directs and controls the operations and activities of the water and sewer department and related distribution, collection, storage and treatment systems in conformance with applicable federal and state mandates and regulations.

Bachelor's Degree in business, public administration, environmental science, engineering or a related field, and eight (8) to ten (10) years' experience with water and or sewer systems, with at least four (4) years at the supervisory level or equivalent education and experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Must possess and maintain a Valid Massachusetts Driver's License. Must possess and maintain a Massachusetts Drinking Water Operator's Grade 2 Certification License for both Treatment and Distribution. Must possess and maintain a WS-10 Cross Connection Certification and a Cross Connection Control Surveyor Certification.

Salary range: $85,000 - $94,000/year DOQ; Benefit eligible. Position open until filled with preference granted to resumes received by May 20, 2019. Send letter of interest and resume to apply@grovelandma.com For the full job description please visit our web-site at: www.grovelandma.com. AA/EOE.

TOWN OF GROVELAND

Job Title: Water and Sewer Superintendent

Department: Water & Sewer Department Supervisor: Water & Sewer Commissioners

Hours Worked: Full Time – Exempt Position - 40 Hours/Week

Salary Range: $85,000 - $94,000/year Date: May 1, 2019

General Purpose:

Plans, organizes, directs and controls the operations and activities of the water and sewer department and related distribution, collection, storage and treatment systems in conformance with applicable federal and state mandates and regulations.

Supervision Received:

Work is performed under the administrative direction of the Water & Sewer Commissioners in accordance with municipal policies and objectives.

Supervision Exercised:

Provides departmental level supervision over the Water & Sewer Department, a department of three (3) full-time laborers, as well as various contractors doing business with the town.

Supervisory activities include establishing work procedures and performance standards, providing feedback, conducting formal reviews, orientation and training of employees, schedule work hours and granting time-off, assigning and reviewing work, and disciplining employees.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Duties:

Develops, recommends, implements and oversees plans and programs to provide for the construction, repair and maintenance of Town water and sewer systems and related facilities/structures.

Oversees operations and maintenance of well sites, booster stations, storage reservoirs and distribution system consisting of main and service lines.

Responsible for water treatment and quality control operations and for submitting required reports to regulators.

Directs operations and maintenance activities associated with the sewer collection system consisting of mains, service connections, ejector stations, pump stations to bring flows from residential and commercial establishments to the Haverhill wastewater treatment facilities.

Operations and maintenance of wells and pump stations, water treatment facilities and sewer pump stations controlled by SCADA.

Understand operations of SCADA system; perform hardware and software conversion and validation testing,

Conducts regular inspections of operations and construction projects to ensure timely completion and compliance with quality standards and budgetary specifications.

Counsels and disciplines staff and evaluates performance in accordance with applicable Town bylaws, union contracts and policies. Recommends other personnel actions and prepares related reports.

Responsible for ensuring a safe working environment for self and staff through review of work conditions, first aid, safety training, and distribution of safety equipment.

Assists in the preparation, submission, and management of operating and capital budgets; expends funds as authorized and monitors and controls expenses. Oversees inventory and storage of equipment and materials and related record keeping.

Responds to a variety of inquiries, requests and complaints from citizens, merchants and organizations/committees related to water quality, treatment, and billing matters.

Provides oversight of meter reading and related billing activities.

Reviews and approves a variety of reports and records related to division operations and activities. Submits periodic reports to MADEP and other regulators as required.

Assists with preparation of bid specifications, evaluates proposals and recommends major supply/equipment expenditures.

Review building plans and permits, as needed, and work with Department Heads and consultants for final approval.

Responds to complaints and questions from the general public, interacts with the media, and represents the department and the Town in meetings with local, state, and federal officials.

Responds to emergencies during the work-day and during evening, night, weekend, or other non-scheduled hours, including call backs to work during non-scheduled hours.

Attends all Water and Sewer Commissioner meetings and other evening meetings, as required.

Performs other duties as assigned.

Knowledge, Skills, Abilities, and Other Characteristics:

Knowledge: Thorough knowledge of the policies and operating procedures of water supply and distribution. Working knowledge of the materials, methods, and techniques of underground installations. Knowledge of state and federal laws pertaining to water quality. Familiarity with grant writing process. Knowledge of the State Procurement Law. Knowledge of municipal budgeting practices. Knowledge of technology such as GIS software, office software (word processing, spread sheet applications) web site, and the Internet.

Abilities: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of water and sewer maintenance operations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the public. Ability to establish and maintain effective working relationships and to deal with employees and the public tactfully, and effectively in emergency and adverse situations. Ability to prepare and administer budgets and to prepare financial reports utilizing applicable hardware and software technology.

Skill: Proficient written and oral communications skills. Proficient customer service and public relations skills.

Working Conditions & Physical Demands:

Frequently lifting and/or moving up to 50 pounds and occasionally lift and/or move more than 100 pounds. Regularly works near moving mechanical & non mechanical parts. The nature of duties requires the employee to frequently conduct work outdoors often under adverse weather conditions and involve the continuous presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours to attend evening meetings and in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

While performing the duties of this job, the employee is frequently required to stand, walk short to moderate distances, sometimes over uneven terrain, talk, listen, hear and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is also required to sit, climb, balance, stoop, kneel, crouch or crawl.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nature and Purpose of Public Contacts:

The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. As spokesperson for the Water & Sewer Department, the employee must possess a high degree of diplomacy and independent judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

Accountability:

Consequences of errors, missed deadlines or poor judgment could result in excessive costs, personal injury, and danger to public safety, delay of service delivery, or legal repercussions to the town.

Qualifications:

Bachelor's Degree in business, public administration, environmental science, engineering or a related field, and eight (8) to ten (10) years' experience with water and or sewer systems, with at least four (4) years at the supervisory level, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Must possess and maintain a Valid Massachusetts Driver's License. Must possess and maintain a Massachusetts Drinking Water Operator's Grade 2 Certification License for both Treatment and Distribution. Must possess and maintain a WS-10 Cross Connection Certification and a Cross Connection Control Surveyor Certification.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.