

#13-18

TOWN OF MEDWAY

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SUPERINTENDENT
Water & Sewer
Department of Public Services

The Town of Medway seeks a full time, forty (40) hour per week, Water and Sewer Superintendent for the Department of Public Services. Under the general supervision of the Director/Deputy Director of Public Services the candidate is responsible for the Administration of the Water and Sewer Division's staff and programs pertaining to the construction, maintenance, and operation of the Town's Water and Sewer systems. Candidate manages and is directly responsible for water-main maintenance, sewer inspection program, division vehicles, overseeing division payroll, and Meter Replacement Program. Responsibilities will also include the day to day operations, completion of projects timely and within budget, and regulatory reports.

Minimum Qualifications: 7-10 years paid supervisory/managerial experience in the water sewer profession, ability to construct or maintain water and sewer systems using engineered design drawings and specifications, licensed to operate motor vehicle as provided under MGL 90 Section 8, current MA Grade D2-T1, and must continue to maintain same, read and interpret engineering blueprints and specifications, related computer software experience.

Please send cover letter and resume to: Human Resources Coordinator at kbird@townofmedway.org

Salary: Grade 11 \$29.88 - \$39.32

Date of Posting: June 14, 2018

Closing Date: Open until filled

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

WATER/SEWER SUPERINTENDENT JOB DESCRIPTION

DEFINITION

The Water/Sewer Superintendent oversees the daily operations of the Water/Sewer Department; performs administrative, supervisory and technical work related to the provision of services to town residents; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manage and supervise the operations and maintenance of the water and sewer system; schedule work assignments; oversee projects and performance. Ensure the safe and efficient operation of the water and sewer infrastructure. Supervise utility installation and subdivision work; review plans and contracts; supervise contracts for water and sewer projects; maintain department records. Order and maintain supplies; ensure the adequacy of parts and supplies. Respond to complaints; ensure compliance; issue citations for violations. Prepare and submit reports to State and federal agencies. Attend meetings with town officials and departments; provide information and assistance; coordinate projects. Prepare the department budget; monitor expenditures and revenues; prepare bid specifications; prepare invoices; maintain financial records. Perform similar or related work as required, directed, or situation dictates.

SUPERVISION

Under the general supervision of the Director/Deputy Director of Public Services; duties require the exercise of considerable independent judgment in the planning, direction, and administration of the operation and maintenance of the water and sewer system.

SUPERVISORY RESPONSIBILITIES

Manages and is directly responsible for water-main maintenance, sewer inspection program, division vehicles, overseeing division payroll, and Meter Replacement Program.

WORK ENVIRONMENT

Administrative work is performed in office conditions; outdoor work involves exposure to variable weather conditions and hazards associated with traffic, construction sites, chemicals, and heavy mechanical equipment. The employee is required to attend frequent evening meetings and respond to emergencies. The employee operates standard office equipment, hand power and pneumatic tools. The employee has contact with the public, other town officials and departments engineers and contractors. The employee has access to personnel files, legal proceedings and bid documents. Errors could result in personal injury, injury to others, monetary loss, delay or loss of service, damage to property, and legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Associates Degree in engineering, or a related field; five years of technical or engineering experience; management experience preferred; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

7-10 years paid supervisory/managerial experience in the water sewer profession, ability to construct or maintain water and sewer systems using engineered design drawings and specifications, licensed to operate motor vehicle as provided under MGL 90 Section 8, current MA Grade D2-T1, and must continue to maintain same, read and interpret engineering blueprints and specifications, related computer software experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of water and sewer regulations, operations, construction and maintenance methods, materials, and techniques; knowledge of financing and administration of water and sewer service delivery systems.

Ability to plan, assign and supervise the work of groups of employees; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with town officials and departments, State agencies, the general public, and contractors; ability to interact with employees and the public tactfully and effectively and maintain positive public relations; ability to prepare and administer budgets and prepare financial reports. Computer skills; oral and written communication skills; public relations skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. The employee is required to lift and move objects weighing up to 60 pounds. Vision requirements include the ability to read and analyze documents, use a computer, and operate motor vehicles and equipment.

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 requirements of the job change.