



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

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Human Resources Director

**KAREN MEAGHER**  
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Human Resources Aide

## **EMPLOYMENT OPPORTUNITY** **DEPT. of PUBLIC SERVICES**

**TITLE:** Water Superintendent

**SALARY:** Range \$85,000 to \$95,000; starting rate depending on qualifications

**LOCATION:** 50 Farm Avenue

**Summary of Responsibility:** Professional, managerial, and administrative work in the management of a drinking water supply/treatment system. The superintendent has ultimate responsibility for the water supply/treatment throughout the system and must comply with the U.S. Environmental Protection Agency (EPA) Safe Drinking Water Act and Massachusetts Department of Environmental Protection (DEP) drinking water regulations (310 CMR 22.00)

**Supervision received:** Works under the administrative direction of the Director of Public Services.

**Supervision exercised:** The Superintendent is responsible for overall management of all aspects of the department including staff (approximately 15 full time personnel), budgets, operations, state and federal reporting, and serves as liaison for the department to the Director of Public Services and Department of Environmental Protection (DEP).

**Elements of Duties and Responsibilities:** (full description available through the Human Resources Dept.)

Essential duties require independent thinking and judgment to resolve complex issues related to drinking water supply/treatment and operations and to ensure public safety. Must be available to respond to emergencies at all times.

Oversees the management, finance, personnel and technical affairs of the department; manages department contracts.

Oversees the daily operations of the department, meets with supervisors, directs work activities and ensures that routine departmental tasks are performed in a timely manner.

Ensures that all required state reports are compiled and filed in order to maintain regulatory compliance; monitors water supply/water treatment plant performance for regulatory compliance; meets with regulatory agencies and engineers.

Prepares bids specifications and Request for Proposals.

With the Director of Public Services, develop water rates and fees; forecasting future revenues and authorizes all department expenditures.

Communicates frequently with the Water Operations Manager to troubleshoot problems and identify solutions.

Enforces compliance with water department rules and regulations.

Develops operational and maintenance Standard Operating Procedures (SOPs) as needed.

Manages and oversees workload requirements for department employees and all functions. Assures adequate training for department personnel.

Assures that all federal and state water quality monitoring, reporting, and record keeping is in accordance with regulatory requirements. Oversees the protection and conservation of source water for the city and works with other department heads to resolve local environmental issues that potentially affect water resources.

Develops and defends city capital requests and annual budget at City Council meetings related to water department.

Responsible for balancing water supply quantity and quality to treatment plants (i.e. Spring Pond, MWRA, wells, Ipswich River, Suntaug Lake, and Winona Pond.)

Responsible for water quality, general and bacteriological laboratory operations.

Responsible for development and public notification of water quality violations and required reports..

**MINIMUM QUALIFICATIONS:**

Education and Experience:

Bachelor of Science degree from an accredited college or university with major course work in chemistry and/or biology is highly desirable; must have 4 college credit hours in microbiology.

Five to seven years of experience as a water or utilities manager, or in a related field.

Three years of professional experience in laboratory analysis and operation and maintenance of a public water supply treatment plant.

An equivalent combination of education and experience will be considered.

Valid Grade 4C or 4T, Commonwealth of Massachusetts, Board of Certification of Drinking Water Supply Facility certification. Valid Massachusetts Driver's license.

Knowledge, Skills and Ability :

- A. Considerable knowledge of the construction and operation of public water facilities.
- B. Thorough knowledge of laboratory procedures and practices.
- C. Thorough knowledge of federal and state regulations governing drinking water systems.
- D. Knowledge of business management, municipal procurement, and public relations.
- E. Ability to develop multi-year plans for the construction and maintenance of facilities.
- F. Ability to program and schedule activities on a long term and short term basis.
- G. Ability to manage construction contracts.
- H. Ability to assess conditions at emergency situations and determine proper course of action.
- I. Ability to deal effectively and diplomatically with the general public and regulatory agencies.
- J. Ability to supervise, train, and evaluate staff.
- K. Ability to plan and communicate effectively, utilizing oral and written communication skills; computer skills; planning and business management skills.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger; handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand; talk and hear; sit, climb or balance; stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move greater weight.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics describe her are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employees occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high or low precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk or electrical shock, raw sewage, and a variety of OSHA regulated construction safety hazards.

**POSTING DATE:** May 1, 2013

Qualified candidates apply on or before **May 24, 2013** at the City of Peabody Human Resource Office, City Hall, room 204, 24 Lowell St.; e-mail [cathy.trombley@peabody-ma.gov](mailto:cathy.trombley@peabody-ma.gov); fax 978-538-5982. The City is an EOE