



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
KATJANA BALLANTYNE
MAYOR

ANNE GILL
DIRECTOR

ELLEN COLLINS
DEPUTY DIRECTOR

The **Superintendent of Water** is responsible for assisting in the supervision and the operation of the Water and Sewer Department.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

- Holds primary responsibility for the maintenance of all water mains, and respective assets.
- Manages operational steps for water quality and regulatory compliance.
- Plans and executes the departmental budget.
- Establishes job objectives for employees, delegates tasks, directs and disciplines division personnel.
- Oversees the daily operation of the department's Water and Sewer systems, including scheduling of daily, weekly, monthly, and yearly priorities for field staff.
- Develops and implements procedures with Director to streamline operations for the Water and Sewer Division.
- Responds to emergencies.
- Creates and oversees training program to ensure job safety and industry best-practices.
- Analyzes software and internal systems, including the 311 QAlert service request software and GIS, for improvement and implements changes.
- Serves as a Liaison to other DPW and City departments.
- Assists the Director with the development and implementation of policies, procedures and plans.
- Assists in recruitment, screening and orientation of new employees.
- Compiles data regarding water usage and wastewater treatment.
- Researches project cost and helps facilitate procurement of goods and services.
- Investigates water tampering and interference.
- Resolves issues relating to billing, meter reading, backflow prevention devices, water service lines or sewer laterals, and field services.
- Performs all other duties that may be assigned.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in an Engineering discipline and seven to ten (7-10) years' experience in water operations, of which at least five (5) years' experience is in a supervisory capacity; 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:

Valid, current MA driver's license

Valid Massachusetts Water D3 or D4 in full licensure preferred, or with ability to obtain.

Hours: Full-time

Salary: \$108,243.22 annualized + benefits

Union: Non-Union

Mandatory Requirements: This is a safety-sensitive position. Must pass a driving history check and pre-employment drug screening / physical prior to employment.

Date Posted: October 4, 2022

To apply, please visit:

<https://cityofsomerville.applytojob.com/apply/dFUxWmRRhy/Water-Superintendent>