



Primary Operator – Licensed Superintendent

Under the supervision of the Administrator, the Superintendent shall be responsible for the **Distribution and Operations** functions of the Water District, including the upkeep and operation of the distribution system, compliance with all regulatory requirements, and the timely submission of all required reports to the **Massachusetts Department of Environmental Protection (MassDEP)** and the **Prudential Committee**.

The Superintendent shall also be responsible for implementing and enforcing the District's **Rules and Regulations**.

Duties and Responsibilities

The duties listed below are representative but not all-inclusive.

Monthly

- Collect all required water samples and arrange for laboratory pickup or delivery when courier service is unavailable.
 - Submit required sampling reports to **MassDEP SERO**.
 - Read all commercial water meters.
 - Attend Prudential Committee meetings and present the Superintendent's Report.
 - Provide the Prudential Committee with a monthly worksheet detailing hours worked and a brief summary of completed tasks.
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Quarterly

- Collect Trihalomethane (TTHM), Haloacetic Acid (HAA5), and any other required water quality samples, and coordinate laboratory pickup or delivery.
 - Submit all required quarterly reports through **eDEP**.
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Semi-Annual

- Read residential water meters at the end of **March and September** to support **April and October** billing cycles.
- Read meters for final billing associated with property sales.
- Coordinate cross-connection testing (May and November).
- Flush hydrants within the District:

- Entire system in June
 - Dead-end mains in October
 - Install hydrant locators (October).
 - Remove hydrant locators (May).
 - Assist the Treasurer with the delivery of shut-off notices and the collection of past-due water payments.
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Annual

- Develop, coordinate, and distribute the **Annual Consumer Confidence Report (CCR)** and certification, including submission to:
 - Local Board of Health
 - Massachusetts Department of Public Health
 - MassDEP Boston Office (April)
 - Coordinate annual distribution system leak detection testing (April or May).
 - Coordinate Lead and Copper Rule sampling as required by MassDEP (every three years).
 - Prepare and submit a detailed, valued inventory of tools and supplies.
 - Review and update the Meter Testing Policy and testing schedule.
 - Winterize all hydrants.
 - Maintain and report annually on tool and supply inventory.
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As Required

- Plan, coordinate, and supervise repair or replacement of water mains and services in conjunction with the District's awarded annual contractor.
- Implement, maintain, and comply with the District's **Lead and Copper Rule Improvements (LCRI) Compliance Plan**, including required inventories, sampling coordination, recordkeeping, and reporting.
- Respond to all emergency water service issues and water main leaks.
- Respond to customer service requests, including leaks, defective meters, shut-offs, and turn-ons.
- Maintain all distribution system plans, tie-sheets, and service records.
- Continue and manage the District's Meter Replacement Program for meters over 15 years old.
- Order and maintain adequate on-hand inventory of supplies.
- Perform and coordinate preventive maintenance on District vehicles and tools.
- Maintain and update the District Emergency Response Plan.
- Serve as Safety Officer for District facilities.

- Maintain District facilities located at **340 Forest Street**.
- Respond to facility alarm calls.
- Develop, implement, and oversee a meter testing and verification program.
- Enforce all water use restrictions and bans when in effect.
- Maintain hydrant snow removal.
- Maintain regular communication with the Treasurer/Clerk as required.

All other reasonable duties as assigned by the Prudential Committee.

Rate of Pay/Benefits: TBD

The rate of pay shall be _____

Benefits: _____

Acknowledgement and Signatures

_____/_____/_____
 Superintendent – Print Date Superintendent – Signature

_____/_____/_____
 Chairman – Print Date Chairman – Signature

_____/_____/_____
 Board Member – Print Date Board Member – Signature

_____/_____/_____
 Board Member – Print Date Board Member – Signature

Interested Individuals should submit employment application and resume for consideration as positions become available. Applications are reviewed on an ongoing basis.

How to Apply:

Completed employment applications should be mailed or emailed to:

Kelly Roberts
Administrator
North Dighton Fire District
340 Forest St.
North Dighton, MA 02764

kroberts@ndfdwater.com

Subject: Primary operator