



Town of Duxbury, Massachusetts

Job Title: Assistant Water and Sewer Superintendent

Department: Department of Public Works – Water and Sewer Division

Contract/Grade: Personnel Policies (non-union), Grade 11

Compensation: Pay range \$75,765 - \$102,282. Actual salary dependent upon qualifications.

FLSA Status: Full Time – Exempt, benefit-eligible

Reports to: Water and Sewer Superintendent

Number of Openings: 1

Nature of Work: The Assistant Water & Sewer Superintendent will assist with all functions of the Water and Sewer system in order to provide a potable and reliable water supply for residential and commercial use. Provides for the transport and treatment of wastewater. Assists in the planning, organizing and operations and activities of the Water and Sewer Division and related distribution, collection, storage, and treatment systems in conformance with applicable federal and state mandates and regulations. Will serve as the primary operator for wastewater. Employee is required to perform all similar or related duties.

Recommended Minimum Qualifications: - Graduate of a four-year college with a Bachelor's degree in construction, business, engineering, public administration or some related field with seven to ten (7-10) years related work experience five (5) of which should have been in a supervisory position; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform and essential functions of the job. Valid Driver's License (Required).

Desired Licenses (or ability to obtain within 1 year): Grade 4-M Wastewater license, Drinking Water Supply Facilities Grade 2T Full Operator; Drinking Water Supply Facilities Grade 3D Full Operator; DEP Certified Cross Connection Tester/Surveyor; maintains license as Operator of Drinking Water Supply Facilities

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various types 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.

1. Assists the Superintendent in Development, recommendations, implements and plans and programs to provide for the construction, repair and maintenance of town water, sewer and treatment plant systems and related facilities/structures.
2. Oversees the operation of the Wastewater Treatment Facility and the Drinking Water Iron Removal Plan and all related water and sewer infrastructures; oversees major capital improvement projects in the absence of the Superintendent.
3. Serves as Primary or Secondary Operator for Water or Sewer Operations in the absence of a licensed operator.
4. In conjunction with the Water and Sewer Superintendent, assists with planning and divisions of seasonal and long-range work programs; estimating costs; materials, equipment and staff needed. Reviews all division installation, repair and maintenance projects to determine efficient use of equipment, materials and staff.
5. Responsible for the system's conformance with all Environmental Protection Agency and state drinking water regulations, both in existence and to be promulgated; ensures operational and staff compliance with applicable safety regulations and other requirements governing construction, repair and maintenance operations. Responds to water main breaks and other emergencies after hours as needed.
6. Prepares and maintains a variety of records and reports; ensures that records and reports are accurately completed in a timely manner such that they satisfy state and federal requirements and can be effectively utilized by department personnel. Attend public meetings as needed.
7. Responsible for the preparation and management of direct water and sewer construction improvements.
8. Coordinates water billing activities for optimum revenue enhancement. Receives questions/complaints from the public regarding bills and appropriately responds to inquiries.
9. Provides division response to inquiries from the public regarding water quality and division operations.
10. Prepares a variety of statistical information regarding usage, future demand and specifications for equipment.
11. Keeps up to date on current and developing technical information pertaining to municipal water and sewer service and operational issues.

Knowledge: DEP policies and guidelines, EPA policies and guidelines, Massachusetts General Laws associated with drinking water, OSHA regulations regarding safety, Massachusetts Labor Laws, AWWA standards and practices; knowledge of the materials, methods, and techniques relative to the construction and rehabilitation of water, sewer, and pump station infrastructures; and knowledge of field safety.

Posting begins February 19, 2026, and will remain open until filled.

Internal and External applicants, to view the job description and to apply, go to: <https://townofduxburyjobs.easvapply.co>.

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.