

## ***BYFIELD WATER DISTRICT***

*2 Fruit Street  
P.O. Box 64  
Byfield, MA 01922  
(978)462-3023*

### **Director**

The Byfield Water District is seeking applicants for the position of Director. This is currently a part time position. A full job description and contact information is listed below.

**Salary Range : \$40,000 - \$48,000**

#### **Summary:**

Byfield Water District is a small community water system located within the boundaries of Newbury. The district has approximately 850 service connections and serves a population of 2,400 people, in addition to 2 school districts. The distribution system has 20 miles of water main which are 80% AC pipe, and the remaining ductile iron and plastic. Byfield is a groundwater system comprising of 3 wells which are treated by chlorination and treatment of manganese through sequestering. The candidate will have extensive operational and managerial experience in public water systems. A full grade 2T and 2D Massachusetts drinking water certification, or higher, is required. This position serves at the desire of the Board of Water Commissioners.

#### **Essential Duties and Responsibilities:**

- Communicates with the water board to inform and understand the district's needs. Attends monthly water commission meeting where issues concerning the district are communicated. The Board is to be immediately informed of emergency or important issues as they arise.
- Communicates with customers in a professional and timely manner.
- Directly oversee and delegate the work performed by the primary operator.
- Identifies operational issues requiring attention.
- Meeting with staff daily to discuss and plan the needs of the district.

- Keep detailed and accurate records.
- Fills in for and completes work as necessary for the primary operator in his absents (sick, vacation or other times of his absents). This will include daily well checks and items that must be addressed in a timely manner.
- Ensures compliance with all of MA DEP programs to ensure they are completed on time and as required. This includes (but not limited to) Annual Statistical Report, Consumer Confidence Reports, water sampling plans, lead and copper, cross connection, emergency response, Water Management and all other programs required of MA DEP.
- Preparation of an annual district budget for approval by the Board.
- Monitor sick and vacation time of all employees.
- Provide recommendations to the Board for improved operations.
- Any other task required by the Board or to ensure full compliance with drinking water regulations.

Resume must be received by May 27<sup>th</sup>, 2022

**Send Resume to:**

Byfield Water District

PO Box 64

Byfield, MA 01922

**Contact:**

Douglas Janvrin Sr., Chairman [djanvrinsr@gmail.com](mailto:djanvrinsr@gmail.com)