



# FITCHBURG

Massachusetts

## JOB POSTING

<b>Position:</b> <b style="color: red;">Deputy Commissioner of Water Supply</b>	<b>Department:</b> Department of Public Works <b style="color: red;">Water Division</b> 1200 Rindge Road	<b>Supervisor:</b> Commissioner of Public Works and City Engineer	
<b>Hiring Range:</b> <b style="color: red;">\$81,484 - \$144,144/Grade 13</b> Commensurate with Experience and qualifications FLSA/Salaried/Exempt	<b>Hours:</b> Monday – Friday 8:30AM – 4:30PM Evening meetings as may be required	<b>Civil Service:</b> No	<b>Union Affiliation:</b> N/A
<b>Posted:</b> April 07, 2026		<b>Deadline:</b> <b style="color: red;">Until filled.</b>	
<b>Applications are accepted online ONLY. Please visit <a href="http://www.fitchburgma.gov">www.fitchburgma.gov</a> to apply.</b>			
Required application documents include a cover letter, (Attn: Brittney Fish, Interim Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

*The responsibilities and duties listed below are illustrations of the various types of work 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.*

### **JOB SUMMARY:**

The Deputy Commissioner of Water Supply is responsible for the day-to-day operations and management of the DPW Water Division and Water Enterprise Fund. The Division has 26 employees and an operating budget of \$10 million. The Division operates and maintains two water treatment facilities and over 180 miles of water distribution system infrastructure, serving the City of Fitchburg and adjacent sections of the Towns of Lunenburg and Westminster. The Division also operates and maintains 11 reservoirs along with associated dams, dikes, intakes and outlet works in two watersheds, and is actively acquiring and managing watershed land to protect its surface water supply.

### **RESPONSIBILITIES AND DUTIES:**

Duties include but are not limited to:

- Directs and coordinates the efficient, economical and continuous operation and maintenance of the water treatment plants, water distribution system and related facilities;
- Develops and executes Water Division policies and plans, consistent with the goals of the DPW;
- Develops and oversees Water Enterprise Fund budget. Responsible for ensuring that water rate structure and revenues are sufficient to support operating budget and loan obligations;
- Maintains compliance with all applicable state and federal environmental regulations, Safe Drinking Water Act rules and regulations, and Office of Dam Safety regulations;
- Responsible for procurement of tools, chemicals, materials, equipment, construction and other services required for operation, maintenance, construction and planning of the Water Division;
- Develops and works with outside consultants to develop and implement capital improvement and replacement projects;
- Analyzes population and industrial growth trends to determine adequacy of current facilities and make changes as necessary. Seek potential markets for surplus water;



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### **Deputy Commissioner of Water, Responsibilities and Duties, continued:**

- Works with public and private agencies to procure watershed land, implement existing conservation restrictions in the northern watershed and consider entering into conservation restrictions in the southern watershed. Maintains and protects watershed areas through forestry management, source water protection and public education;
- Works with local, state and federal officials. Attends meetings of Water/Wastewater Commission, City Council and other boards and commissions as required;
- Ensures compliance with intermunicipal agreements by both parties; negotiates with other municipalities as required;
- Prepares reports as required for regulatory agencies, City boards and commissions, and DPW;
- Responsible for Water Division personnel issues including hiring, evaluating and disciplining employees;
- Implements, directs and enforces Water Division safety programs;
- Oversees administrative functions including billing, payroll, warrant preparation, construction payments and SRF loan coordination;
- Actively participates in collective bargaining negotiations with several DPW Unions;
- Performs all other duties as assigned.

### **QUALIFICATIONS, SKILLS and ABILITIES:**

- Bachelor's Degree in environmental science, engineering, and/or management. One year of relevant work experience may be substituted for each year of required education;
- 10 years of experience in water treatment/distribution. Registration as professional engineer or other experience related to water treatment may be considered as a substitute for up to 4 years of experience;
- A minimum of three years of progressively responsible leadership experience overseeing complex operations in a management or supervisory capacity, preferably within water utility, public works, or municipal infrastructure environments;
- Must possess OSHA 10-hour safety training certificate within six months of appointment;
- Must possess and maintain a valid Massachusetts driver's license;
- 4D and 4T Massachusetts Drinking Water Operator licenses desirable but not required;
- Knowledge of the processes involved in the operation of water treatment plants;
- Knowledge of the occupational hazards in water treatment plants and distribution systems and safety measures to be implemented;
- Knowledge of the operation and maintenance of water distribution systems;
- Knowledge of the Massachusetts Cross-Connection program regulations;
- Working knowledge of Massachusetts municipal procurement procedures;
- Working knowledge of state and federal regulations related to operation of water treatment and distribution systems;
- Excellent computer skills and experience required: Microsoft Office Suite, GIS/CAD experience preferred;
- Excellent verbal and written communication skills, and strong organizational skills;
- Ability to work well with others in a professional, team-oriented environment;
- Ability to read and interpret engineering specifications and drawings pertaining to water treatment plants and distribution systems;
- Ability to establish and maintain effective working relationships with personnel, regulatory officials, city officials and the general public;
- General knowledge of accounting practices and principles.



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**Deputy Commissioner of Water, Responsibilities and Duties, continued:**

**PHYSICAL COMPONENT RATED:**

*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.*

**RATED: Light to Moderate.** Work involves both field and office environments. The employee is required to move about construction sites and treatment plants, as well as perform office duties for extended periods. Physical demands are generally light to moderate, including the ability to lift, push, or pull objects or office equipment weighing up to twenty-five (25) pounds. Duties require basic manual dexterity for activities such as moving objects and operating telephones, computers, and other standard office equipment. The employee must be able to read and analyze documents and reports and may need to distinguish color differences. Travel to other municipal offices and departments may be required.

**The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)**

*This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.*