

Job Description



1 FTE		Superintendent of Water		Department of Public Infrastructure	
Direct Report	Commissioner of DPI		Grade	M- 14 \$82,539 - \$103,181*	
Department	DPI		FLSA	Exempt	
Division	DPI		Bargaining Unit	Unit C	
Date	May 2022		Location	1105 Shawmut Ave	
Homeland Security Emergency Status: Essential Safety Classification –Non-Safety-Sensitive Position			* The City of New Bedford has a residency requirement. Non- residents are subject to a 10% reduction in salary if waiver is not granted.		

Summary

Responsible for all daily operations of the Department of Public Infrastructure’s Water Division including the Quittacas Water Treatment Facility, the City’s Water Shed, High Hill Reservoir, water distribution system and metering program.

Supervisory Responsibilities

Supervision Scope: Supervisors are responsible for signing performance reviews.

Supervision Received: This position receives general direction and supervision from the Commissioner and Deputy Commissioner of Public Infrastructure.

Supervision Given: This position has formal supervisory responsibilities over drinking water treatment facility and distribution system employees. Supervisors are responsible for signing performance reviews.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure quality and quantity of the City’s drinking water supply.
2. Ensure the proper operation and maintenance of the water treatment facility.
3. Maintain knowledge of Federal, State, and local laws/regulations regarding the treatment of drinking water.
4. Provide daily supervision to employees ensuring their safety and training. Ensure staff fulfills their obligations as City employees.
5. Ensure that all operations are conducted with fiscal responsibility. Assist with development of the annual budget.
6. Assist in the design, implementation, and oversight of water construction projects.
7. Assist in the review and oversight of water system maintenance contracts.
8. Represent the City of New Bedford with Federal, State, and local officials, residents, and businesses.
9. Perform related work as required and assigned.
10. Work with Commissioner and Deputy Commissioner of Public Infrastructure, to advise on possible ordinance and/or policy changes regarding water treatment and water distribution.

The duties listed above 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. The job description does not constitute an employment agreement between the City of New Bedford and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Job Description

Competencies

Leadership	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Public Speaking	Expert Reporting	Budget Management

Minimum Qualifications

Education and Experience

- Bachelor’s Degree in Engineering, Chemistry, Biology, or a related discipline.
- 5-7 years of experience managing a water treatment facility and or distribution system.
- Any equivalent combination of education and experience.

Licensing/Certification

- Grade 4 Drinking Water Distribution Operator license.
- Grade 4 Drinking Water Treatment Operator license.
- Valid Massachusetts driver’s license and good driving record.

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.
- 40 hour Health & Safety training for hazardous waste operations.

Required Skills and Abilities

- Sound knowledge of
- Expert knowledge
- Ability to establish and maintain an excellent and effective professional working relationship with staff, Mayor, other municipal government agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Expert computer skills and thorough knowledge of Microsoft Office including Word, Excel and Outlook and municipal financial software Munis.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the City’s mission and organizational values.

Work Environment

Job Description

The **Superintendent of Water** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Superintendent of Water** is expected to operate in an environment where errors can be costly with regard to efficiency of the operation as well as public health.

Physical Demands

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb, or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Work Hours

This is a full-time exempt position with typical 40 hours per week with possible availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The City of New Bedford has a residency requirement for employees. Preferential consideration will be given to qualified candidates currently residing within the City of New Bedford.

To apply for this position, please use the following URL:

<https://mss.newbedford-ma.gov/mss/EmploymentOpportunities/ApplicationEntry.aspx?form=CITY&req=295&sreq=1&desc=SUPT%20OF%20WATER>