

City of Everett
Assistant Water Superintendent
Secondary Water Operator

Essential Duties and Responsibilities:

Under the supervision and direction of the Superintendent, the Secondary Water Operator/Assistant Superintendent will perform the following duties. Other work of a similar or related type may be assigned as needed:

- Serve as Secondary Drinking Water Operator
- Ensure regulatory compliance of all rules and regulations by Mass DEP
- Assist with planning, directing, and managing all aspects of the Water Department including; utility maintenance, water systems operations, and wastewater operations.
- Assist with planning, directing and coordinating all valve, hydrant, service line, and water main maintenance. As well as, new installations, replacement, and repair of all aspects of the city's water infrastructure.
- Plan and coordinate the city's hydrant flushing and gate valve exercise programs
- Inspect and document all work being done on all water infrastructure throughout the city.
- Prioritize assignments, workload and establishes appropriate service and staffing levels.
- Plan and manage operational and capital improvements. As well as yearly operating budgets as needed
- Provide personnel with daily work assignments
- Select, train, and evaluate all water department personnel
- Coordinate water operations with those of other departments as well as outside agencies and organizations.
- Prepare and present reports to DPW Director, and any other city official.
- Respond to and resolve difficult employee and customer inquiries and complaints
- Assist with resolution of technical and complex issues pertaining to the water distribution system or wastewater collections system.
- Respond to water emergencies as needed
- Maintain records on mapping system and GIS
- Plan and manage all water/sewer asset management

Knowledge, Skills and Abilities:

- Federal, state and local laws, codes and regulations related to the operation of the water distribution system and Wastewater Collection System, specifically MA, DEP and EPA

- Pipeline, valve, hydrant, service line repair, replacement and installation practices
- Flow Testing, Cross connections, water sampling
- Line locating and leak detection
- Methods, materials, tools and equipment used in water distribution operation and maintenance
- Appropriate safety precautions, procedures, practices and regulations related to maintain safe working conditions, operating equipment, vehicles, confined space entry, traffic control, and trench safety.
- GIS Mapping
- Organize, prioritize, assign and coordinate work to meet deadlines
- Understand, interpret, explain and apply Federal, state, local rules, regulations, policies and procedures
- Read and interpret plans, sketches and specifications
- Use all department associated computer software; specifically, data management and GIS
- Update and maintain record drawings and GIS system.
- Schedule, plan and perform main line shutdowns for emergency repairs, preventative maintenance and new installations.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma
- 5-10 years' experience in the drinking water distribution systems
- 5-10 years' experience in the wastewater collections
- 5/10 years of leadership experience and managing staff
- OSHA 10 Certified
- Familiarity with city works, Beacon, MCM software preferred

Additional Requirements:

- Everett is a Class 3 water distribution system a MA Drinking Water Distribution 2 license is required.

Physical Demands & Working Environment:

Works both indoors and outdoors, the incumbent is often exposed to poor weather conditions in addition is required to walk, stand, bend, crawl, climb, lift approximately 25-50 pounds and handle power tools.

APPLICATION PROCEDURE

Resume must be submitted to hr@ci.everett.ma.us Cover letter is optional. Aids and services will be provided to qualified applicants with disabilities free of charge, upon request. For reasonable accommodation and/or alternative application modification, call Human Resources at 617-389-2280.

The City of Everett is an Equal Opportunity / Affirmative Action employer and does not discriminate on the basis of race, color, national origin,

gender identity, sexual orientation, age, religion, disability, or any other protected category. Women, people of color, veterans, and persons with disabilities are strongly encouraged to apply.