

OAK BLUFFS WATER DISTRICT

Superintendent Job Description

1. **TITLE OF POSITION:** Superintendent – Oak Bluffs Water District (OBWD)

2. **BRIEF DESCRIPTION:**

The Superintendent will be considered the Chief Operator of the OBWD and directly responsible for the administration, organization, management, operation and control of the OBWD, including planning, organizing, directing and coordinating all department operations, services and activities under the jurisdiction of the OBWD. The Superintendent must carry the necessary Massachusetts Water Supply Licenses Grade D3 and Grade T2 and needs to have an understanding of water systems operations to exercise independent judgment regarding appropriate operation and maintenance of the OBWD pump stations, treatment systems, equipment and facilities for the Town's water supply, storage and distribution system. The Superintendent coordinates department activities with other town departments and private agencies. Responsible for the morale, control and career development of all personnel employed by the OBWD. Responsible for the necessary laboratory, operational and maintenance duties of others to ensure the efficient and continuous operation of the utility in conformance with all state and federal guidelines and regulations and developing short and long-range operational and capital plans for the entirety of the OBWD water system.

3. **NATURE OF WORK:**

- A) Reporting Responsibility: The Superintendent is appointed by and is responsible and reports directly to the OBWD Board of Commissioners (Board), subject to the policies and benefits established by the Board.
- B) Supervisory Responsibility: Has supervisory and administrative responsibility for all the activities of, and all the personnel employed by the department under the jurisdiction of the OBWD. The Supervisor assumes accountability for system performance and results.
- C) Initiative, Creativity: Requires extensive individual initiative and creativity in developing new approaches to routine or new problems.
- D) Operations Responsibility and Authority:
 - 1) General Administration: Organizes and directs the complex and diversified activities of all employees under the jurisdiction of the Department.
 - 2) Scheduling Work: Reviews and develops programs and coordinates work giving staff advice on policies and construction standards for construction and maintenance work. Develops programs consistent with appropriated budgets and supervises their implementation.
 - 3) Financial Control and Administration: Responsible for preparing all OBWD budgets for all activities of the Department and administers the expenditure of funds appropriated for department functions including the purchase of supplies, equipment and outside services and contracts, meter readings, bills payable and receivable.
 - 4) Personnel: Acts on personnel actions giving staff guidance where needed with all grievance and disciplinary action brought before the Board for action.
 - 5) Review of Plans: Reviews and approves plans for maintenance and construction relating to the OBWD.
 - 6) Inspections and Contract Supervision: Conducts inspections and reviews the inspections of others, along with supervision of contractors performing construction and maintenance work on all water related projects and related municipal improvement projects.

OAK BLUFFS WATER DISTRICT

Superintendent Job Description

- 7) Relations: Maintains a working relationship with the Board, Federal, State, County and Municipal officials, and with private contractors, suppliers, and consultants and with the general public. Attends conferences and meetings, as a representative of the Board with Federal, State, County or Municipal officials on matters of mutual concern.
- 8) Studies, Future Needs: Conducts technical and organizational studies. Keeps the Board informed as to the needs of the OBWD within the scope of the duties of the position; develops short and long-range operational and capital plans with attention to water demands and supply, fire flows and protection, and general use, land acquisitions, grant applications and water conservation and maintenance; furnishes annually or as requested a carefully prepared and detailed estimate of appropriation requirements during the next succeeding fiscal year for the proper exercise and performance of all powers, rights and duties of the Department
- 9) Operations: Conducts all necessary work associated with the operations of the Department as a DEP Primary Operator with a full knowledge of sampling, testing, process controls, chemical feed systems, pump stations and tank operations, test result analysis, and SCADA control systems. Investigates customer complaints and applies resolutions and is responsible for infrastructure repairs and maintenance, process equipment repairs and maintenance and building and grounds maintenance.
- 10) Regulatory: Responsible for ensuring compliance of the water system with local, state and federal regulations and water quality programs.
- 11) Fiduciary: Formulates and prepares the system's budget, administers all salaries, expenses and capital budget items within the authorized budget and monitor revenues on a quarterly basis. Conducts all necessary functions relating to bills payable and receivables. Performs the necessary tasks associated with all revenue collections and deposits according to the OBWD rules and regulations as well as adhering to appropriate accounting standards and principles. Conducts necessary audits and works in conjunction with outside auditing firms reporting to the Board of Commissioners.

4) **MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

The Superintendent must possess a Bachelor's Degree in a relevant field of study (biological, physical, chemical) plus 4 years water utility supervisory experience, or an Associate's Degree in a relevant field of study plus 6 years water utility supervisory experience, or 10 years water utility supervisory experience.

NOTE: Waiver requests from current employees or other interested Island residents will be considered.

5) **ESSENTIAL OCCUPATIONAL TRAITS:**

Ability to plan, organize, direct and coordinate work of a complex and diversified nature. Ability to establish and maintain effective working relationships with subordinates, superiors, associates and the public. Working knowledge of management principles and practices such as:

- A) Personnel practices, i.e. effective motivation, training and supervision of employees.
- B) Financial management, i.e. effective control of the expenditure of public funds and development of cost-effective procedures.
- C) Fiduciary practices, i.e. accountable management of District funds and accounts.
- D) Organizational practices; ability to organize and present effectively, by oral or written means, programs, proposals and recommendations relative to the OBWD, to public bodies, such as the Board of Commissioners, Board of Selectmen, the Town Meetings, District meetings or citizen groups.

OAK BLUFFS WATER DISTRICT

Superintendent Job Description

- 6) **JOB ANALYSIS:** the superintendent will plan and manage the operations of the OBWD. Devise standby plans for foreseeable problems and emergencies. Assign and direct personnel. Recommend the structure, program and funding of the OBWD for the endorsement of the board of commissioners. Maximize the utilization of federal, state, county and town funding. Prepare and submit OBWD's budget and request for appropriations. Manage the OBWD and accounts appropriately. Operate the OBWD within the budget. Manages payroll. Control costs. Institute a program of improvements and preventative maintenance on capital equipment. Compile, write or issue an annual report of the OBWD's activities. Appear at appropriate meetings and hearings of boards and committees. Represent the OBWD in intergovernmental actions and court proceedings. Draw specifications for contracted work. Recommend the award of contracts. Supervise the inspection of all work in progress performed by the OBWD or by contractors. Pass on contractor's work before approving payment. Recommend engineering consulting firms for the OBWD. Requisition of supplies, materials and equipment. Serve on committee(s), when requested for OBWD representation.

7) **QUALIFICATIONS:**

Valid Massachusetts driver's license
Valid Massachusetts Grade 3 Water Distribution and Grade 2 Water Treatment Licenses
Cross-connection Surveyor Certified
Computer literate in word, excel, GIS and SCADA operations
Complete knowledge of process control, chemical feed and laboratory analysis
Ability to work nights and weekends during emergency situations and on-call duty if necessary.