

## **Water System Engineer**

### **Dedham-Westwood Water District**

The Dedham-Westwood Water District seeks qualified candidates for the part-time position of Water System Engineer. The successful candidate will be responsible for managing water planning, design, and construction projects. Other duties to include designing and/or overseeing, water distribution and storage, and pump station improvements, providing engineering support for operations projects, acting as owner project manager for vertical construction projects, and interdepartmental project coordination. Qualified candidates shall have strong technical and communication skills, possess a BSCE (or related field), and Registered as a Massachusetts Professional Engineer and 5 years' experience in water system engineering. This is a part-time position, 20 hours or less per week.

Mail cover letter and resume to Dedham-Westwood Water District, 50 Elm St., Dedham, MA 02026 or email to [blukis@dwwd.org](mailto:blukis@dwwd.org). This position will remain open until a suitable candidate is chosen.

### **About Dedham-Westwood Water District ([www.dwwd.org](http://www.dwwd.org))**

The Dedham-Westwood Water District (DWWD) is the Public Water Supplier to the Towns of Dedham and Westwood. The District was formed as a government body in 1985 and is governed by a six-member Board of Water Commissioners, appointed by the Select Boards of the two towns.

*Dedham-Westwood Water District is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.*

**DEDHAM-WESTWOOD WATER DISTRICT**

**JOB DESCRIPTION – ADMINISTRATION DEPARTMENT**

- JOB TITLE:** Water System Engineer – Part Time 20 hours per week
- FUNCTION:** The Water System Engineer is responsible for overseeing the engineering components of the Districts Infrastructure. This includes a combination of project management and engineering support for the District's water treatment, distribution, and administrative operations.
- AUTHORITY:** The Water System Engineer plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem.
- REPORTABILITY:** The Water System Engineer reports to the Operations Manager, and in their absence, the Executive Director.
- ACCOUNTABILITY:** The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the District. Incumbent shall independently troubleshoot issues that arise and, when necessary, elevate to Superior for resolution.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

*Water Systems Engineer Part Time- 1*

## **RESPONSIBILITIES:**

The Water System Engineer is responsible for the attainment of all objectives established for the District which relate to the capital projects for which they are assigned including but not limited to the following:

1. Manage, organize, coordinate, and monitor activities and functions of projects in cooperation with other departments, outside agencies, contractors, and design professionals.
2. Coordinate and manage private consultants in the study, design, and construction oversight of capital improvement projects. Perform project management and construction management duties in accordance with industry standards.
3. Analyze and prepare written reports on program and project performance using qualitative analyses and other project management techniques.
4. Assists in planning and construction of extensions and improvements to the distribution system.
5. Develop program and project budgets, schedules, work plans, labor utilization and cost estimates/projections.
6. Work cooperatively with other District employees and private organizations to facilitate project implementation and completion.
7. Interact with utilities companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
8. Participate in the negotiation of development contracts with private contractors and design professionals.
9. Meet with community representatives and developers to review proposed projects.
10. Act as Owners project manager for any vertical construction the District may engage in.
11. May be required to attend after-hours meetings.

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## **COORDINATION:**

The Water System Engineer will coordinate and communicate with other Department Heads on any matters which affect their areas of responsibility or the attainment of their objectives.

## **MINIMUM REQUIREMENTS:**

### **EDUCATION & EXPERIENCE:**

Bachelor's degree in the Engineering, Construction Management, or other relative field of study plus 5-7 years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Registered as a Professional Engineer in the Commonwealth of Massachusetts.

Current Class D Massachusetts driver's license.

Current Massachusetts Grade 4 Distribution and Grade 3 Treatment Operators License as issued by the Commonwealth of Massachusetts, preferred.

**WORKING CONDITIONS/PHYSICAL:** Candidate shall pass a physical examination certifying to good health when required by the District. Frequently lifts, carries, or otherwise moves and positions objects weighing 10 to 20 lbs. Frequently bends, kneels, and crouches. Repetitive movement of hands, arms, and legs. Driving vehicles. Exposure to adverse weather conditions, hazardous chemicals, odors, dirt, and dust.

**SKILLS:** Candidate shall have a working knowledge of arithmetic; shall be sufficiently versed in English to competently prepare papers and reports; shall be familiar with current lab techniques and safety practices; shall have the knowledge and ability to safely operate light trucks and vehicles; shall have the ability to initiate programs to achieve water quality goals.

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*Water Systems Engineer Part Time- 3*