



Town of Agawam

Personnel Department

Personnel Department
36 Main Street
Agawam, MA 01001
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The Town of Agawam is accepting applications for Deputy Superintendent of Water and Wastewater Divisions within the Department of Public Works. Salary range for this position is \$82,966.82-105,103.80. Applications will be accepted until a suitable candidate is found. Applications and/or resumes can be mailed to the Personnel Office, 36 Main St., Agawam, MA 01001 or emailed to JFitzgerald@agawam.ma.us.

DEPUTY SUPERINTENDENT – WATER AND WASTEWATER DIVISIONS

GENERAL STATEMENT OF DUTIES

Performs responsible tasks in the administration and supervision of the Public Works Water and Wastewater divisions; performs difficult professional and skilled supervisory civil engineering work in the field and office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class administers, plans and supervises the work of employees engaged in water and wastewater projects. The Deputy Superintendent's primary responsibility is to coordinate and assign projects to work crews in the Divisions. The work is performed under the supervision of the Superintendent of Public Works who assigns areas of responsibility but considerable leeway is granted within those areas for the exercise of independent judgement.

EXAMPLES OF WORK (Illustrative only)

Plans, schedules, assigns, supervises and / or coordinates the work of the Water and Wastewater Divisions of the Public Works Department;
Inspects work projects in progress and at completion;
Evaluates performance of manpower and equipment;
Assists in the preparation of equipment replacement program by recommending and evaluating various types of equipment;
Dispatches men and equipment to job sites;
Determines the material, manpower and equipment needs of their activities and authorizes the assignment and use of same;
Oversees the activities of foremen and ascertains that their duties and assignments are fulfilled
Keeps employees time and leave records;
Gives safety instructions to employees and safety orientation to new employees;
Interviews citizens on routine complaints or requests, and answers questions concerning work in progress or scheduled;
Refers unprecedented or controversial problems to the Superintendent of Public Works;
Assists in budget preparation;

Assists in inventory control, purchasing in accordance with public procurement laws, and cost accounting;
Prepares preliminary and final design of sanitary sewers and water mains;
Drafts construction and easement plans from field surveys and existing plans;
Prepares specifications and bidding documents for materials, equipment and services;
Prepares cost estimates for projects;
Oversees cross-connection/backflow prevention program and coordinates industrial pretreatment;
Responds to emergency situations at any time.

REQUIRED KNOWLEDGE SKILLS AND CERTIFICATIONS

Thorough knowledge of modern principles and practices of civil engineering as applied to the maintenance repair and construction of water distribution systems wastewater collection systems and pumping facilities; knowledge of surveying; ability to work independently, and to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain good working relationships with others; demonstrates exceptional judgement.

Certification as an Operator of a Drinking Water Supply Facility by the Commonwealth of Massachusetts Grade 3 Distribution.

Certification by the New England Water and Environmental Federation for collection system operation and/or training course completion in same as offered by the New England Interstate Water Pollution Control Commission, desirable.

ACCEPTABLE EXPERIENCE AND EDUCATION

Considerable experience in the direction of public works water and wastewater projects including construction, repair and maintenance activities, graduation from a college with major work in civil or environmental engineering; or any equivalent combination of experience training and education which provides the required knowledge, skills and abilities.

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