

North Chelmsford Water District

Water Superintendent

Location; 64 Washington Street

North Chelmsford, Ma. 01863

Hours: 7:00 AM to 3:30 PM

Days Worked: Mon. Tue, Wed, Thu, Fri.

Hours per week: 40

Details: This position will also require evenings meetings, weekends and holidays coverage as needed

Salary Range: \$90,000.00- \$115,000.00

Job Description

The North Chelmsford Water District is seeking a Water Superintendent with the skills to lead and manage modern and dynamic water supply/water treatment system. The Water District in 2011 built a 2.2 MGD Ultra Membrane Filtration Water Treatment Plant that provides potable water to approximately 3,300 water accounts. The water distribution consists of 40 miles of cast iron and ductile iron water mains and 410 Fire Hydrants. Supply and Demand are seasonally variable and delivers 250 million gallons of water annually to its customers. Successful candidate will prepare and administer operating and capital budgets, develop, and implement annual capital programs, 5-year and 20-year capital investment plans, oversee daily operations of division by directing work activities of approximately five employees, resolve personal issues, ensure regulatory compliance, prepare bid specifications. Bachelor's degree preferred in related field, five years' experience as a water or utilities manager, knowledge of a water distribution system level 2 water supply and water treatment level 2 and must have a Massachusetts Drinking Water Operator Licenses D2 and T2, a valid Massachusetts drivers license, excellent communication, and business management skills.

Job Responsibilities

Oversee the management, finances, human resources, and technical affairs of the district, manage multimillion dollar contracts.

Prepare and administer operating and capital budgets of the district, develop and implement the annual capital program, prepare 5-year and 20-year capital investment plans for water supply/water treatment system operations. Review revenue raised and funding sources on an annual basis and make recommendations on water rates and fees.

Oversee the daily operations of the district, meet with foreman, direct work activities and ensure that routine district tasks are performed in a timely manner.

Develops and implements the Water District safety program to ensure safe operation, resolve daily personnel issues.

Ensures that all required MaDEP and EPA reports are compiled and filed in order to maintain regulatory compliance, monitor water treatment plant performance for regulatory compliance, meets with regulatory agencies and engineers, as required.

Ensures that materials and supplies are procured in accordance with State and local regulations. Prepare bids specifications and requests for proposal evaluate proposals received and make recommendations to award.

Represent the district and maintain working relationships with the public, other town officials and state agency personnel.

Support the goals of the North Chelmsford Water District through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the Water District. Provides instruction and mentoring to subordinate employees. Provide advice and support to foreman. Performs general administrative duties, processes forms and reports.

Recommended Minimum Qualifications

Education and Experience- Bachelor's Degree preferred, five to seven years of experience as a water or utilities manager, or in a related field, management and fiscal management experience, or an equivalent combination of education and experience.

Knowledge-Considerable knowledge of the construction and operations of public water facilities, knowledge of federal, state, and local regulations governing drinking water system, knowledge of business management, municipal procurement, and public relations.

Ability-Ability to develop multi-year plans for the construction and maintenance of facilities, ability to program and schedule activities on a long-term and short-term basis, ability to manage large construction contracts, ability to assess conditions at emergency situations and determine proper course of action, ability to deal effectively and diplomatically with the general public and regulatory agencies, ability to supervise, train and evaluate staff, ability to plan and communicate effectively.

Skill-Oral and written communications skills, computer skills, planning and business management skills.

Additional requirements-Massachusetts Drinking Water Facilities Licenses: knowledge of a distribution level 2 water supply and water treatment level 2 system.

Valid Massachusetts motor vehicle operator's license and OSHA 10 certification.

Physical Requirements-Minimal physical effort is required to perform administrative duties, moderate effort is required in the field, The employee is frequently required to stand and walk and occasionally lift or move objects weighing up to 60 pounds. Vision requirements include the ability to conduct visual inspections in the field, read documents, and operate a motor vehicle.

Additional Information

SUPERVISION

Works under the administrative direction of the Board of Water Commissioners, duties require the exercise of independent judgement in the planning and oversight of maintenance of the water supply/water treatment facility.

SUPERVISORY RESPONSIBILITIES

Supervises 5 full time employees

WORK ENVIRONMENT

Most work is performed in office conditions, some work is performed outdoors, with exposure to adverse weather conditions, loud noise and hazards associated with heavy equipment and construction sites, the workload is subject to emergency demands and weather-related fluctuations, the employee is required to respond to emergency situations.

The employee operates standard office equipment, SCADA and an automobile.

The employee has regular and frequent contact with the public, other town departments, state and federal regulators, vendors, and contractors.

The employee has access to department-oriented confidential information, including bid documents, personnel files, and legal proceedings.

Errors in decisions could result in injury to others.

Application Special Instructions

Preference Date: Open until filled with preliminary review of application to begin on October 05, 2022.