



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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JOB POSTING
DEPARTMENT OF PUBLIC SERVICES
WINONA WATER TREATMENT PLANT MANAGER

Job Title: Winona Water Treatment Plant Manager

Location: Winona Water Treatment Facility, 38 Butternut Ave Peabody, MA 01960

Schedule: Full time (40 hours per week), Monday – Friday 7:00 am – 3:00 pm

Salary: Range \$88,500 to \$ 108,958 (ordinance max)

The City of Peabody seeks interested, qualified and motivated candidates for the position of Winona Water Treatment Plant Manager.

Summary of Position Responsibilities:

Performs and directs a variety of skilled and technical work in the operation, repair, and maintenance of the Winona Water Treatment Plant and all PWS related wells, pumping stations, facilities and equipment. Works under the general supervision of the Water Superintendent and/or the Director of Public Services. Exercises close supervision over Winona WTP personnel.

Essential Duties and Responsibilities:

- Operates and maintains the Winona WTP laboratory, wells, and appurtenant facilities without direct supervision in accordance with all Federal, State, and local regulations.
- Responsible for water quality and general laboratory operations for the efficient operation of Winona WTP.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics required in accordance with Federal, State, and local requirements; gathers and tests water samples for Winona WTP efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Maintains a variety of records relating to budget, consumables, water consumption, unaccounted water, and reports.
- Train and maintain Winona WTP personnel in acceptable lab methods and procedures to assure accuracy of test

results, as well as operational and maintenance duties of Winona WTP and its facilities.

- Regular operations and maintenance of Winona WTP and related facilities, trouble shoot and monitor treatment and chemical systems. Oversee and schedule repair and maintenance to pumps, motors, valves, and other equipment, other duties as required or directed by Water Superintendent.
- Responsible for the control, ordering, and use of all necessary lab materials, chemicals, janitorial supplies, and any other related consumables.
- Ensure that all necessary lab materials, chemicals, supplies, and equipment are available by maintaining or ensuring an inventory is maintained.
- Ensure the proper maintenance of equipment and tools and participate in the maintenance as necessary.
- Oversee the safety of all operators by developing, maintaining, and training personnel on standard operating procedures, ensuring proper personal protection equipment is available, instructing individuals in proper safety procedures and monitoring work in progress.
- Fills in for the Water Superintendent or Walsh WTP Chief Operator in his/her absence.
- Responsible for scheduling planned overtime, preventative and emergency maintenance, sample collections, and work to be completed in conjunction with Winona WTP personnel.
- Inspect and oversee the repair of water quality equipment, pumping stations, meters, at Winona WTP to ensure that all aspects of the systems are functioning properly.
- Oversee, instruct, and assist assigned crews in Winona WTP and appurtenant facilities.
- Assists in motivating and evaluating personnel by acting as a liaison between all operators and the water superintendent and/or Director of Public Services.
- Participates in short and long-term planning of capital improvement projects.
- Implement, rules, regulations, policies, and procedures relating to proper operation of Winona WTP and its facilities.

Qualifications and Abilities:

Education and Experience: High school diploma or general education development test (GED) required. Graduation from a degree program at an accredited College or university with major course work in chemistry is highly desirable; three (3) years of professional experience in laboratory analysis and operation and maintenance.

License: Valid Grade 4C or 4T, Commonwealth of Massachusetts, Board of Certification of Drinking Water Supply Facility certification, or ability to obtain within one year of employment. Valid Massachusetts Class D Driver's license.

Skills:

- Thorough knowledge of drinking water treatment processes, equipment, and appurtenant facilities, materials, methods, and procedures used in the operation and maintenance of public water supply treatment plants, wells, pumping stations, and distribution system.
- Thorough knowledge of laboratory procedures and practices.
- Working knowledge of the Safe Drinking Water Act and other local, State, and Federal regulations regarding portable water.
- Skill in operation of the listed tools and equipment.
- Ability to interpret specific chemical and biological analyses in plant and distribution system
- Ability to perform process control calculations.
- Ability to communicate effectively, verbally, and in writing.
- Ability to establish and maintain effective working relations with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.
- Ability to operator generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio and a variety of laboratory equipment.

Job Environment & Physical Demands:

Work Environment: The work environment involves risks with exposure to potentially dangerous situations or environmental stress and requires a range of safety precautions, e.g., irritant chemicals, electrically energized equipment including high voltage systems, working at heights; work may be required to be done in extreme outdoor weather conditions or similar

situations where conditions cannot be controlled. The noise level in the work environment is usually loud in field and treatment plant settings, and moderately quiet in office settings.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas. It also requires administrative work consisting of long periods of sitting.

Vision Requirements: Color Vision (ability to identify and distinguish colors); read from a variety of sources.

Work Schedule: 40-hour work week. Work schedule involves emergency call-ins outside of normal business hours.

Posting Date: October 1, 2025

How to apply: Qualified candidates please apply by submitting a cover letter and resume by the preferred application date of October 22, 2025, at 4:00 PM. Position to remain open until filled. Candidates will be considered as applications are received. Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to hr@peabody-ma.gov; or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.