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Position Description

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Assistant Manager for Distribution and Engineering Operations

Division **Water Department**

Rate **\$100,223 - \$118,923 annually**

Closing Date **11/05/24**

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Posting Date:

10/8/24

Department:

Water - Distribution

Job Code:

M249 (ID#1068)

Sequence #:

001

Number of Hours Per Week:

37.5

Additional Work Hours Information:

7:00 am – 3:30 pm Monday through Friday; 37.5 hours per week & emergency response for on-call and snow operations required.

Union Affiliation:

None

of openings:

1

Type of Employment:

Regular

Civil Service Type:

None

ABOUT THE DEPARTMENT AND DIVISION:

The Cambridge Water Department (CWD) is a municipally owned and operated utility that is responsible for watershed management, treatment plant operations, and the delivery of high quality, safe drinking water. The Distribution and Engineering Divisions are responsible for installing, maintaining and repairing the piping networks which convey the city's water supply from reservoirs in Waltham to the farthest flowing tap at the other end of the city. These piping networks and appurtenances are made up of over 200 miles of pipeline ranging from 4 inches -63 inches, over 15,000 service connections, approximately 1,800 fire hydrants, and 4,500 valves.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Under the supervision of the Director for Distribution and Engineering Operations, the **Assistant Manager for Distribution and Engineering** plays a key role in ensuring that the design and construction of water infrastructure meets the highest quality standards.

Specific duties include but are not limited to the following:

- Produces in-house design and construction drawings and post construction as-builts for water works projects using AutoCAD and GIS software.
- Establishes standards for engineering document design and record management in collaboration with other department staff and the City's IT Department.
- Instructs engineering coops and other staff on high quality record management using AutoCAD and GIS. Works with all staff to integrate GIS into field operations.
- Collaborates with the Cross Connection Supervisor to manage the cross-connection program.
- Coordinates with Asst. Managers of Distribution on water works construction projects. Researches and resolves questions around utility conflicts that arise during construction.
- Reviews the permitting, design and construction of private development projects and public works projects related to water infrastructure in collaboration with the Manager of Engineering.
- Coordinates the department's response to emergencies as needed and as part of on-call rotation. Deploys department resources in response to emergencies including but not limited to; watermain or service leaks, potential cross connections, dirty water complaints and City snow operations.
- Performs other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Undergraduate degree in environmental, civil, or mechanical engineering, with substantial GIS and AutoCAD design experience. At least 2 years of progressively responsible experience in water distribution systems or utility construction; 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.
- Current Class D Massachusetts driver's license.
- Massachusetts Cross Connection Surveyor License (or the ability to obtain one within one year).

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience
- Project management experience - Water Distribution or Utility experience is highly desirable
- Backflow Tester License
- Massachusetts Water Distribution License

Knowledge, Skills, and Abilities:

- Strong, demonstrated experience with Geographic Information System (GIS) software and AutoCAD
- Excellent verbal and written communication skills
- Good working knowledge of Microsoft Office products including Excel, Word, Access PowerPoint etc.
- Self-motivated, positive attitude, initiative taker with the ability to lead, be a team player, build consensus and strive for the best. The ability to interact professionally with outside consultants, contractors, City employees and the public.
- Ability to respond on a 24-hour basis to emergencies as needed.
- Commitment to anti-racism, diversity, equity, and inclusion. The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

PHYSICAL DEMANDS:

Work involves frequent site visits, requiring travel to and through active construction zones, driving, walking, bending, squatting, reaching, and stretching. Ability to access, input, and retrieve information from a computer. Ability to answer phones, maintain multiple files, and lift a minimum of at least 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

Outdoors including construction sites and congested City roadways under all weather conditions. Standard office environment which includes fluorescent lighting, air conditioning, computers, and other standard office equipment

SUMMARY OF BENEFITS:

- Competitive health, dental, and vision insurance
- Vacation and Sick leave eligible
- Sick Incentive Pay Eligible
- 3 Personal days
- 14 Paid Holidays
- Management Allowance, \$2700 year
- City employee transportation benefits (T-Pass reimbursement, Bluebikes membership, EZRide Shuttle)

DOCUMENTS REQUIRED:

Please upload the below documents to complete your application:

- Resume
- Cover Letter

ABOUT THE CITY OF CAMBRIDGE

The City of Cambridge is a diverse and vibrant community that 120,000 residents of different ethnic, racial, religious, U.S. nationals and other backgrounds call home. We take pride in our City's diversity and strive to create a workplace that is reflective of the community we serve -- one in which all employees can thrive. The City is also deeply committed to creating an environment in which all our employees are treated equitably and feel included. In joining our team, you would work in a workplace environment that advances and values antiracism, diversity, equity, and inclusion (A DEI), and that is committed to embedding A DEI best practices and tenets in all aspects of our work. City of Cambridge residents are especially encouraged to apply to job openings.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

The City of Cambridge is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, age, national origin, disability, or any other protected category. Women, minorities, veterans, members of the LGBTQ+ Community, and persons with disabilities are encouraged to apply. The City is committed to advancing a workforce culture of antiracism, diversity, equity, and inclusion. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request by contacting Human Resources at humanresources@cambridgema.gov.

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