



HUMAN RESOURCES DEPARTMENT

400 SLOCUM ROAD
DARTMOUTH, MA 02747

JOB POSTING

TITLE: Water and Sewer Superintendent
UNION: USW-Management Union
LOCATION: DPW
DATE AVAILABLE: ASAP
SALARY: Grade 11 - \$89,316.67 - \$116,111.68 annual

RESPONSIBILITIES:

Responsible for supervising and maintaining the overall operations of the Water and Sewer Divisions in the Department of Public Works. Work includes planning, prioritizing and overseeing daily activities, and supervising staff to ensure that Town water and sewer systems are operating efficiently.

QUALIFICATIONS:

Bachelor's degree in Environmental Engineering or equivalent in a related field, and five (5) years of progressively responsible experience in municipal water operations, including three (3) years in a supervisory position; or an equivalent combination of education and experience.

The following licenses are required:

- MA Driver's License
- Massachusetts Grade III Water Distribution License
- Class II Water Treatment License

APPLICATION DEADLINE: Open until filled

Interested candidates may submit employment application, cover letter and resumes to:

jobs@town.dartmouth.ma.us

Full job description and employment applications can be found on Town of Dartmouth website, on [Employment Opportunities](#) page.

Town of Dartmouth is an Equal Opportunity Employer

Water and Sewer Division Superintendent

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Supervision:

The Water and Sewer Division Superintendent works under the general direction of the Public Works Directors and Board of Public Works. The employee 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 Water and Sewer Superintendent 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. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential personnel files and lawsuits.

Position is responsible for the supervision of up to fifteen (15) full-time employees and two (2) seasonal employees. The Superintendent recommends the hiring and firing of employees and is responsible for the discipline and evaluation of employees. Staff is distributed throughout several other town locations. The nature of work and volume fluctuate seasonally and can usually be planned for in advance. Employee is required to work outside of normal business hours on a daily basis and may be contacted at home to respond to emergency situations.

Job Environment:

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of laws, regulations, policies, practices and precedents which may be complex or conflicting, at times. The Water and Sewer Division Superintendent uses judgment in analyzing specific situations to determine appropriate actions and is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Work requires understanding, interpreting and applying complex federal, state and local regulations.

Errors could result in a delay or loss of service, damage to water supply or equipment, illness or injury, and legal repercussions.

The position has frequent contact with the public in person, via the internet, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, and/or give or receive information.

The position has daily contact with other town departments, outside vendors, contractors, engineers, state and federal agencies. The purpose for contact is to coordinate and execute work, discuss situations of mutual concern, and provide information and assistance. Contacts are made in person, on the telephone, electronically, or in writing.

Position Functions:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Assume management responsibility for assigned services and activities of the Water and Sewer Divisions including water production, storage, pumping, treatment and distribution, construction, operation, maintenance and repair, sewer collection systems.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for water and sewer division staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate water and sewer division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of both the water and sewer divisions' annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Assist in the preparation of the Town's Capital Improvement Program as related to division facilities and appurtenances.
8. Develop and standardize maintenance and operating procedures and methods to meet state and federal regulations and improve the efficiency and effectiveness of operations and maintenance activities.
9. Supervises recordkeeping and prepares and submits reports.
10. Prepare specifications, estimates, and bids for machinery, tools, equipment, and contract services; recommend, monitor, and administer contracts for consulting, construction or other services as necessary; inspect work in progress and authorize payment for work performed.
11. Monitor changes in regulatory agency laws and regulations; evaluate their impact upon the Town.

Recommended Minimum Qualifications

Physical and Mental Requirements:

Employee works in a water treatment facility and in and around equipment and machinery. Employee is exposed to outdoor weather conditions, and near moving mechanical fumes, chemicals, and risk of electric shock up to 1/3rd of the time. Employee is required to talk, listen/hear, use hands and reach more than 2/3rd of the time; sit, stand, walk, climb or balance, and stoop, kneel, crouch or crawl, taste or smell up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., and seldom lifts more than 100 lbs. Normal vision is required for the position. Equipment operated includes light truck, automobiles, light equipment, power tools, hand tools, gas monitoring equipment, pipe locaters, leak detective devices, office machines and computers.

Education and Experience:

A candidate for this position should have a Bachelor's Degree in Environmental Engineering or equivalent in a related field, and five (5) years of progressively responsible experience in municipal water operations, including three (3) years in a supervisory position; or an equivalent combination of education and experience.

Licenses/Certifications Required:

- Massachusetts Class D motor vehicle license
- Massachusetts Grade III Water Distribution License
- Class II Water Treatment License

Knowledge, Skills and Abilities:

A candidate for this position should have knowledge of the following:

- Policies and procedures of the Town of Dartmouth water supply sources
- Water distribution and treatment systems
- Chemical feed dosage
- Materials, methods and techniques relative to underground installations
- Understand operations of the sewer collection system
- Operation of green sand pressure filters

Skill in:

- Written and verbal communication
- Project management

And ability to:

- Supervise and evaluate the work of employees
- Analyze data and prepare report
- Administer budgets