JOB POSTING

Southampton Water Department

Water Superintendent

Posting Date: 11/5/26
Closing Date: Open until filled
Salary Range: $90,000 -120,000 Annually
Full time (40 hours) with Benefits

Statement of Duties: The Water Superintendent is responsible for managing the maintenance and operation of the Town's public water supply treatment and distribution system, facilities management, and emergency response planning to ensure that the Town receives quality drinking water in accordance with the guidelines/mandates of the State Department of Environmental Protection (DEP) and other governmental agencies. The incumbent is required to perform all similar or related duties.

Please see Town website for full job description:
https://www.townofsouthampton.org/government/administration/water

Please send a Town of Southampton job application, letter of interest and resume to:

Southampton Board of Water Commissioners
P.O. Box 379
Southampton, MA 01073
Or
rrichard@townofsouthampton.org

The Town of Southampton is an equal opportunity employer.

Town of Southampton, Massachusetts
Final Job Description by Water Commissioners

Position Title:	Water Superintendent	**Grade Level:**	Contract
Department	Water	**Date:**	11/5/2026
Reports to:	Water Commissioners	**FLSA Status**	Exempt

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Supervision Required: Under the administrative direction of the Water Commission, the Water Superintendent establishes short and long-range strategic plans and objectives for the department and performance standards and assumes direct accountability for department results in accordance with local and State regulations. Consults with the Town Administrator or Water Commission where clarification, interpretation, or exception to municipal policy may be required. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets. The Water Superintendent is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibilities: The Superintendent is accountable for the quality and quantity of work performed by all employees of the Water Department, including employees employed on a less-than-full time basis. In assigning tasks to employees, the Superintendent shall exercise independent judgement in assessing the relative skill-sets, experience levels and abilities of the respective employees, in order to ensure optimal outcomes. The Superintendent is responsible for planning, scheduling and revising such plans and schedules to meet the circumstances of the situations at hand. The Superintendent, guided by the terms and conditions of any applicable collective-bargaining agreement, and the provisions of the Town's personnel policies, practices and rules and regulations, has the authority to effectively recommend the hire, transfer, suspension, lay-off, recall, promotion, discharge, assignment, reward, or discipline of Water Department employees, and to adjust their grievances, or to effectively recommend such action. In this regard, the Superintendent is responsible to ensure Water Department employees perform their work assignments at acceptable levels of quality and timeliness, and that the said employees comply with general standards of conduct, including punctuality and attendance.

Confidentiality: The Superintendent has regular access at the departmental level to a wide variety of confidential information, including official personnel files and department records in accordance with the State Public Records Law and Town Personnel Rules and Regulations.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors,

missed deadlines or poor judgment could severely jeopardize department operations or have adverse public relations, extensive financial and legal repercussions, personal injury, and danger to public safety and/or loss of life.

Judgment: Work is performed based on administrative or organizational policies, accepted operating practices and principals, state and federal legislation, and directives that pertain to the department. Extensive judgment and ingenuity are required to develop new or to adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Superintendent is recognized as the Water Department's authority in interpreting laws and guidelines, in determining how they should be applied, and developing department operating policies.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties may involve continuous exposure to unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is occasionally performed outdoors, regardless of weather conditions. The incumbent is required to work beyond normal business hours to respond to natural or man-made emergency situations on a 24/7, 365 days per year basis, or to insure competent coverage in his/her absence.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, state agencies and the news media. The Superintendent serves as a spokesperson or recognized authority of the May be required to discuss controversial matters where tact is required.

Occupational Risk: Duties regularly present potential risk of injuries from improper exposure to hazardous conditions or bad weather that could result in loss of time from work. Examples of injury include burns from chemicals, steam, or fire, severe muscular strains from working with extremely heavy material, falls from heights more than three feet and illness from exposure to hazardous chemicals, or contaminants. Special safety precautions, training, or protective clothing such as gowns, gloves, glasses or boots are required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related, or a logical assignment to the position.

Plans and supervises the operation, maintenance and construction work of the water department to provide an adequate supply of potable water to residential and commercial users; supervises treatment, storage and pumping of water.

Supervises work crews providing new water installations and main extensions, general water line maintenance and emergency repairs; estimates costs of proposed water system construction work; reviews plans and inspects installations of developers and contractors for compliance with standards.

Develops long range planning of water programs with attention to fire protection, water conservation and general use; researches well sites, land acquisitions, grant applications and conservation and maintenance programs; recommends policy and other operational changes to the Board of Water Commissioners.

Responds to problematic complaints and questions of the general public.

Provides for technical expertise in the operation of wells, pumps, hydraulics, electricity; supervises training of personnel in water systems; drafts and interprets maps.

Prepares reports to local and state officials; oversees the maintenance of records, attends all Water Commission meetings and meetings with other town boards and committees as required.

Prepares budget with Water Commission; estimates the cost of new services; purchases supplies and equipment; prepares bid specifications and lets bids; oversees payroll and the maintenance of personnel records; performs employee evaluations; supervises.

Responsible for overseeing, directing and executing the entire life cycle of the water billing process. This includes input in new customer set up, orchestrating quarterly meter reading, review/finalize all billing, including final bills, account updates/changes, ensures, accurate meter, reading, data integration, precise, invoice, generation, and compliance with local, state, and federal regulations, overseas billing staff, and handles complex customer escalations.

Responds to requests from the public and state officials for information as requested pertaining to the provision of water services.

Maintains detailed and accurate department activity records; prepares department activity reports for various state or federal agencies as required.

Required to attend training programs and/or seminars to stay abreast of changes in state and federal municipal water supply laws, changes in operating procedures and in order to maintain required licenses or certifications.

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A member of the town's Emergency Management Team.

Recommended Minimum Qualifications:

Education and Experience: A minimum of a Bachelor's of Science degree or a master level of trade knowledge; a minimum of five to seven (5-7) years related work experience in the public water supply field with at least three (3) years in a supervisory capacity; or any equivalent combination of education, training and experience which provides the required knowledge, skill and ability to perform the essential functions of the job.

Special Requirements: Grade 2 Public Water Drinking Treatment and Grade 3 Distribution License. MEMA/ISO Emergency response training is required. Class D Motor Vehicle Driver's license.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the policies and operating procedures of water supply systems. Working knowledge of the materials, methods and techniques of underground installations. Knowledge of state and federal laws pertaining to water quality. Working knowledge of the Town's water infrastructure system; extensive knowledge of the operation and maintenance of public water drinking systems. Knowledge of state and federal public drinking water rules and regulations. Working knowledge of technology such as office software, GIS and the Internet in support of department operations.

Ability: Ability to meet and deal with the public effectively and appropriately; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to maintain, manage, and organize records; ability to establish and maintain effective working relationships with employees and state officials. Ability to read and draft maps of a complex nature. Ability to plan, assign and supervise the work of employees performing varied functions related to water projects. Familiarity with possible funding sources and grant writing process.

Skill: Excellent organizational skills; proficient data processing skills in the use of personal computers and office software including word processing, data base and spreadsheet applications.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about

construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require the employee to lift, push or pull heavy objects and carry them. There may be a need to stretch and reach in order to retrieve materials or equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a personal computer, using power tools or climbing a ladder.

Visual/Auditory Skills: The incumbent is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The Superintendent must have the auditory ability to listen and comprehend. The incumbent is regularly required to determine color differences.

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

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Southampton Board of Water Commissioners
P.O. Box 379
Southampton, MA 01073
watersuper@townofsouthampton.org
413-532-4249

Application for Employment

It is the policy of The Town of Southampton to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial appointment, advancement, compensation, and general working conditions without regard to race, color, religious creed, national origin, ancestry, sex, age, sexual orientation, physical condition, or any other factor or condition proscribed by federal or state law.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	email Address		
Position Applied for	Social Security No.		
How did you hear about this position?			
Have you ever been employed by the Town of Southampton? ☐YES ☐NO	Position		
Are you available to work: ☐Full Time ☐Part Time ☐Evenings/Weekends ☐Temporary			

EDUCATION			
High School		**Address**	
From	To	Did you graduate? ☐YES ☐NO	Degree
College		**Address**	
From	To	Did you graduate? ☐YES ☐NO	Degree
Other		**Address**	
From	To	Did you graduate? ☐YES ☐NO	Degree

LICENSES/CERTIFICATIONS/SPECIAL SKILLS
Include any licenses, certifications and/or skills you feel are relevant.

EMPLOYMENT HISTORY	
Employer	Address
Telephone	Title
Email	Dates Worked
Supervisor to Contact	Reason for Leaving
	May we contact for reference?
Description of Primary Duties	

Employer	Address
Telephone	Title
Email	Dates Worked
Supervisor to Contact	Reason for Leaving
	May we contact for reference?
Description of Primary Duties	

Employer	Address
Telephone	Title
Email	Dates Worked
Supervisor to Contact	Reason for Leaving
	May we contact for reference?
Description of Primary Duties	

Employer	Address
Telephone	Title
Email	Dates Worked
Supervisor to Contact	Reason for Leaving
	May we contact for reference?
Description of Primary Duties	

REFERENCES (Please list 3 professional references)	
Full Name	Relationship
Company	Phone
Address	Email

Full Name	Relationship
Company	Phone
Address	Email

Full Name	Relationship
Company	Phone
Address	Email

Please use this space to include any other credentials/information and why the Town of Southampton should hire you.

Have you had any job-related training in the United States Military? _____Yes _____No
If Yes, please describe:

What office equipment can you operate (i.e., fax, copier, computer, etc.)

What computer programs are you experienced with?

What special skills, knowledge, talents or other job-related experience not covered elsewhere do you possess?

Please list the experiences that you have had that qualify you for the position for which you are applying.