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Position Description

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Water Operations Manager
Division **Water Department**
Rate **\$124,778 - \$137,000 annually**
Closing Date **Open until filled**

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Posting Date:

12/12/24

Department:

Water - Treatment and Operations

Job Code:

M771

Sequence #:

701

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. Must be available to work nights and/or weekends as needed to attend public meetings, special events, and emergency responses

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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Under the general guidance and direction of the Director for Water Operations, this position assists in managing the water treatment plant, and water quality laboratory.

- Responsible for oversight of the daily operation of the Cambridge grade 4 drinking water treatment plant, finished water storage and remotely connected sites.
- Assists in the Development and implementation of capital improvements to the treatment plant and remote facilities to ensure continued water operation.
- Assist in supervising 8 treatment plant operators and 5 laboratory staff members.
- Responsible for maintaining 24 hour emergency back up for the operating staff on duty.
- Monitors developments in water quality, and other related federal and state regulations.
- Assist in filling out and filing monthly regulatory compliance reports as well as the annual Consumer Confidence Reports (CCR) and Annual Statistical Reports (ASR).
- Assists the SCADA Project Manager in the monitoring and maintenance of the SCADA system and plant instrumentation and controls.
- Available to advise in emergency situations, 24 hours a day, 7 days a week.
- Assists in operating policies and procedures, public information programs and internal safety and training programs.
- Performs other related duties as may be assigned.

SPECIFIC DUTIES (Include but are not limited to the following):

- **Water Treatment Plant and Finished Water Storage:** Maintains, develops and implements improvements to optimize plant performance; ensures compliance with all water quality regulations throughout the treatment process, develops and implements policies, procedures, work programs, etc. to support plant operations; ensures continuous delivery of water to the distribution system by managing plant flows and finished water storage levels. Assists in maintaining and filing all treatment plant data and regulatory compliance records.
- **Water Quality Laboratory:** Works directly with the Laboratory Manager to ensure that sampling and testing programs for monitoring compliance meet or exceed federal and state drinking water regulations. Oversees water quality results in raw, process and treated water to ensure compliance and determine opportunities for improvement. Ensures that all water quality sampling records are maintained.
- **Federal and State Laws and Regulations:** Maintain current knowledge of developments in federal and state regulations regarding water quality, and plant operation. Identify actions required to ensure Department compliance.
- **Management Reporting:** Oversees: treatment plant operations, certified laboratory, to ensure compliance with federal and state regulations; supervises employees; ensures that the plant and remote site equipment and facilities are properly maintained.
- **Training and Development:** Plans and provides training opportunities for divisional personnel that will improve skills, productivity and performance. Implement and maintain performance reviews for staff.
- **Capital Improvement Program:** Identify capital needs to assist in creating and updating a long-range capital plan to maintain equipment, facilities and instrumentation to meet current and future operational needs and requirements.
- **SCADA System:** Assist in the monitoring, maintenance and troubleshooting of the plant SCADA system to include instrumentation, PLCs and SCADA terminals
- **Special Projects:** Perform special projects as may be assigned.

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

MINIMUM QUALIFICATIONS:

- Undergraduate Degree in related field or equivalent combination of education, training and experience.
- Must possess a current Massachusetts Grade 4T Full Operator's License
- At least five years of full-time responsible supervisory experience in a water treatment plant, a drinking water quality laboratory, or a water department.
- Computer proficiency required including use of Microsoft Office and Apple IOS applications.
- Experience with leading and working with diverse working groups/teams required

- Proficient written and verbal communication skills.
- Demonstrated project management experience preferably water treatment related, with organizational, planning, customer service and interpersonal skills.

PREFERRED QUALIFICATIONS:

- Experience working with Ozone water treatment systems
- Experience working with Dissolved Air Floatation (DAF) treatment systems
- Experience working with SCADA systems to include PLC and Instrumentation interfaces and maintenance.
Experience working in a municipal government
- A current driver's license
- Familiarity with the City of Cambridge is highly desirable

PHYSICAL DEMANDS: Involves meetings in other offices, facilities and related sites. Ability to use office equipment efficiently; ability to travel to meetings and site visits in various locations in or around Cambridge as well as in the communities where our system exists.

WORK ENVIRONMENT: Work is primarily conducted in an office environment with fluorescent lighting, within the water treatment plant around large mechanical and electric equipment and in the laboratory with sampling instrumentation and process chemicals. Standard office environment which includes, air conditioning, computers, and other standard office equipment. Position may be eligible for hybrid work under the City's Telework Policy, depending on operational needs.

SUMMARY OF BENEFITS:

- Competitive health, dental, and vision insurance
- Vacation and Sick leave eligible
- Paid parental leave
- Sick Incentive Pay Eligible
- 3 Personal days
- 14 Paid Holidays
- Management Allowance, \$2,700/year
- City employee commuter benefits (T-Pass reimbursement Bluebikes membership, EZRide Shuttle membership)

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 (ADEI), and that is committed to embedding ADEI 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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