

**DEPARTMENT OF PUBLIC WORKS**

20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

**JOB POSTING****ASSISTANT SUPERINTENDENT FOR THE WATER & SEWER DIVISION**

The Town of Wellesley's Department of Public Works is seeking an **Assistant Superintendent for the Water and Sewer Division**. Under the direction of the Superintendent, the Assistant Superintendent will oversee the Town's water and sewer system operations to provide a potable and reliable water supply for water consumers, fire protection, and to provide for the sanitary transport of wastewater to the Massachusetts Water Resources Authority (MWRA) sewage collection system. The Assistant Superintendent acts as the Superintendent in his/her absence and is responsible for the Division's compliance with all applicable Federal, State, MWRA and Town regulations.

The successful candidate will manage key functions and assist in the operation of the Division in accordance with the Massachusetts Department of Environmental Protection (DEP) in its promulgation of all Safe Drinking Water Act and Clean Water Act regulations and other regulations applicable to this operation

Primary responsibilities are to lead, supervise and provide instruction and training to all Division personnel in the management of our water supply, treatment and distribution operations; administer the Town's automatic meter reading system; and develop plans to maintain and improve operations. The incumbent is on-call at all times and, in the event of an emergency, assists in restoration activities.

**Minimum Qualifications:**

Bachelor's degree in Civil Engineering or related field or six years of combined equivalent education and related experience; a minimum of two (2) years experience in water and/or sewer utility management, to include supervisory skills and preparation and management of operating and capital budgets; certification at the Distribution Class 2 and Treatment Class 1 levels, as defined by the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities, or able to obtain them within one year. A comparable Operator-in-Training certificate may be substituted; knowledge of chemistry and biology as applied to water treatment and supply; knowledge of hydraulics, water treatment processes, and conveyance operations; familiarity with the use of Supervisory Controls and Data Acquisition (SCADA) and Programmable Logic Controller (PLC) systems; knowledge of construction operations; valid Massachusetts Class D driver's license; and excellent written and oral communication skills.

**Expected hiring range is up to \$116,802 DOQ.** To apply, please submit a cover letter and resume to the Human Resources Department as a Word or PDF document to [dpwhr@wellesleyma.gov](mailto:dpwhr@wellesleyma.gov). Open until filled.