

**ASSISTANT MANAGER OF ENGINEERING AND DISTRIBUTION  
CITY OF CAMBRIDGE WATER DEPARTMENT**

The Engineering and Distribution divisions of the water department maintain and support the city's transmission and distribution system with routine maintenance and occasional emergency response efforts. These divisions work to ensure uninterrupted water service for fire protection and all users in Cambridge. Under the general guidance and direction of the Director for Distribution and Engineering operations, supports management of the Water departments Distribution and Engineering divisions, overseeing system operation, maintenance and water works improvement projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include but are not limited to the following;

- Responsibility for deploying the appropriate department resources to respond to emergencies, daily operations and identifying desirable internal capital improvement projects for the transmission and distribution system.
- Assist the Water departments internal engineering staff in the planning, design and review of both private development and public water works improvement projects,
- Meet with outside consultants or contractors to review water works design drawings, issue water works construction permits and the development of water operations improvement programs.
- Assist in identifying, developing, and implementing improvements in operating policies/procedures including both written and electronic water works construction records and public information programs.
- Assist the Engineering Division in the development of long range strategic operating plans supporting annual budgets, work plans and status reports concerning capital improvement and program development.
- Administer, coordinate, and implement approved capital projects, serve as a department liaison with consultants and contractors maintaining project files of plans, specifications, drawings, status reports, and developing project schedules in coordination with other City operating divisions.
- Ensure proper contractual arrangements for capital projects, manage the preparation of specifications in the competitive bidding process, ensure compliance with terms and conditions; analyze invoices and change orders to ensure that all charges are due and proper.
- Work directly with Distribution assistant managers in the oversight of up to 20 distribution personnel and to 2 engineering Co-ops, in the scheduling and implementation of daily work assignments, enforces safety regulations, reviews work of crews and personnel to ensure compliance with assignments, city and department policies and procedures.
- Oversight of the operation and maintenance of the three MWRA water system inter-connects.
- On-call at least every three weeks and takes responsibility for deploying department resources to emergencies including but not limited to; watermain or service leaks, potential cross connections, dirty water complaints and other issues as needed.
- Coordinates department workforce and equipment to support the department and City snow operations as needed.
- Works closely with the engineering division to maintain records, files and maps documenting work performed and improvements made to the water system with both written and digital records including GIS mapping, Permitting, Service sketches, Work Orders etc.
- Assist in the inspection of work performed on the water system by both department crews and private contractors. Assist engineering division in maintaining up-to-date department construction specifications for work, equipment, and construction materials.
- Provide support to the operating divisions in assessing the impact of capital projects on the water system.
- Perform special projects as may be assigned.

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

**MINIMUM REQUIREMENTS:**

Education and Experience:

- Undergraduate degree in environmental, civil, or mechanical engineering or, at least 5 years of full-time progressively increasing experience in water works construction management and supervision of employees and a Massachusetts D2 Water Distribution License.
- Current Massachusetts driver's license.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Good working knowledge of Microsoft Office products including Excel, Word, Access PowerPoint etc.
- Experience with Geographic Information System (GIS) software and mapping and Apple IOS operating systems
- 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 24/7 365 basis to emergencies as needed.
- The City of Cambridge's workforce, like the community it serves, is diverse. Demonstrated ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies in a courteous, compassionate, and professional manner.

**PREFERRED QUALIFICATIONS:**

- Current Massachusetts D3 Water Distribution License is highly desirable.
- One year of supervisory experience
- Project management experience

**PHYSICAL DEMANDS:** 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. Ability to travel throughout the City of Cambridge to various meetings, etc. Work involves frequent site visits, requiring travel to and through active construction zones, driving, walking, bending, squatting, reaching, and stretching. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Work involved is both indoors in a professional office setting and outdoors including construction sites and congested city roadways under all weather conditions. Standard office environment. Fluorescent lighting and air conditioning. Moderate noise level. This 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; Sick Incentive Pay Eligible; 3 Personal days; 14 Paid Holidays; Management Allowance, \$2,700/year; City employee transportation benefits (T-Pass reimbursement Bluebikes membership, EZRide Shuttle)

**RATE:** \$94,931 - \$112,643 + competitive benefits

**APPLICATION PROCEDURE:**

Submit both your resume and cover letter via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to the Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312. **Resume and cover letter requested by 5/04/23. Position will remain open until filled. We are an AA/EEO Employer**