

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

The Distribution division of the water department maintains the city's transmission and distribution system with routine maintenance and emergency response efforts. These divisions work to ensure uninterrupted water service for city wide fire protection and all users within the City of Cambridge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the general guidance and direction of the Director for Distribution and Engineering Operations the Assistant Manager of Distribution will support the division in the following ways:

- Oversees up to 20 distribution and transmission personnel; schedules and assigns daily work to distribution and transmission crews; enforces safety regulations; reviews work of crews and personnel to ensure compliance with assignments and department policies and procedures.
- Oversees daily maintenance and/or replacement projects ensuring all public notifications, police details, utility digsafe notifications and all applicable site preparations are complete as needed.
- Takes responsibility for deploying the appropriate Department resources to respond to emergencies.
- Develops, implements, and monitors programs to maintain, repair or replace valves, hydrants, services, curb boxes, water mains and other appurtenant facilities - including the raw water Stoney Brook conduit from up country reservoirs.
- 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, water main or service breaks, potential cross connections, dirty water complaints, etc.).
- Coordinates Department work force and equipment to support City and Department snow operations.
- Oversees the assignment and supervision of work assignments for Working Supervisors, Construction Inspectors, and others (Mechanic, Inventory Control and Dispatch) as may be assigned/required to perform daily tasks.
- Plans work assignments, monitors performance, and takes action to reduce backlogs. Develops, implements, prepares, and analyzes management reports to track Division performance.
- Maintain adequate records, files, maps, to document work performed and improvements made to the water system. Works closely with the Engineering Division to properly document improvements in GIS to accomplish this task.
- Assists in the inspection of work performed on the water system by department crews. Ensures Distribution division maintains appropriate stockpiles of construction materials and the removal of construction spoils. Monitors condition and works with the department mechanic to ensure readiness of the division's vehicle fleet and heavy construction equipment.
- Performs special projects as may be assigned.

**MINIMUM REQUIREMENTS:**

**Education/Experience/License:**

- High School diploma required.
- At least 5 years of full-time progressively responsible experience in water works construction management and employee supervision.
- Current Massachusetts D2 Water Distribution Operator license required.
- Current Massachusetts driver's licenses required.

## **Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Self-motivated, positive attitude initiative taker with the ability to lead, be a team player, build consensus and strive for the best.
- Good working knowledge of Microsoft Office products (excel, word, access, power point, etc.)
- Use of field "laptop/tablet" for GIS updates to distribution and transmission system (i.e., status of valves from valve exercising program, incorrect pipe documentation uncovered from field excavation, etc.)
- The ability to interact professionally with all City staff and members of the public.
- Willingness to dedicate time and respond day or night to get the job done.
- 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:**

- Massachusetts Grade D3 Distribution Operator license is highly desirable.
- Undergraduate degree in environmental, civil, or mechanical engineering is desirable.

**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.

## **SALARY/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 + excellent 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 05/04/23. Position will remain open until filled. We are an AA/EEO Employer.**