

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

<u>POSITION:</u>	<u>Superintendent of Water & Sewer</u>	#J2024 – 0009 Posted 10/30/24
<u>DEPARTMENT:</u>	DPW – Water & Sewer	Posting Removal: Until filled
<u>HOURS OF WORK:</u>	Full-time (40 hours/weekly) Monday - Friday 7:00 AM - 4:00 PM.	
<u>SALARY:</u>	Union PW 21 (\$1,760.33 - \$1,998.07 /weekly). \$2100 annual stipend. Take home vehicle.	

BASIC FUNCTION:

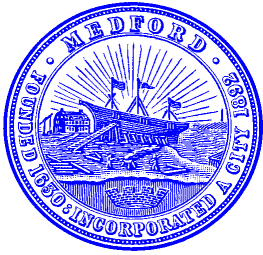
The City of Medford is looking to hire a licensed Grade 4D Superintendent of Water & Sewer. The Water and Sewer Superintendent performs a variety of administrative and supervisory responsibilities in ensuring successful and efficient operation of the municipal water distribution and wastewater collection utility systems. The position's responsibilities include planning, directing, and organizing work of the Water and Sewer Division within the Department of Public Works. Other activities included are related to the design, installation, repair, operation, and maintenance of the City's water distribution and wastewater collection utility systems. This position has on-call responsibilities as per the needs of the Department. This position receives an additional \$2100 annual stipend and a take-home vehicle.

SUPERVISION RECEIVED AND GIVEN:

Reports directly to the Commissioner of Public Works. Supervises the work of Water and Sewer Division employees.

RESPONSIBILITIES:

- Ensure compliance with all applicable local, state, and federal regulations for drinking water supply and wastewater discharge.
- Responsible for the operation and maintenance of the wastewater collection system to ensure adequate and reliable collection and conveyance of wastewater.
- Responsible for successfully operating and maintaining water distribution and sanitary sewer collection systems, ensuring adequate, reliable, and uninterrupted service.
- Accounts for water recorded as entering the distribution system and its recorded consumption and determines the scope and scheduling of maintenance projects.
- Prepares estimates, bids, proposals, and other documentation for operations and maintenance projects and programs.
- Executes task orders and provides information to update databases that store information on the maintenance and repair activities of the City's water and wastewater utility systems.
- Works with Engineering staff, reviews and comments on plans and technical specifications for water supply, water distribution, and wastewater collection system projects. This includes both public works projects and private development projects.
- Provides input to Engineering staff on installation details and acceptable construction materials.
- Maintains and continually updates Emergency Response Plans and other required plans and reports for the water and wastewater systems for the city.



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EDUCATION & EXPERIENCE:

Minimum Requirement:

- Bachelor's Degree with major studies in either Engineering, Science, Business Administration/Management, or a related field.
- Equivalent schooling, technical certifications, and related experience may be accepted as a substitute for a four-year college degree.
- At least Eight (8) years of experience in municipal water operations in a progressively responsible capacity, including at least three (3) years of supervisory experience; or any equivalent combination of education and experience
- Possession of Massachusetts Drinking Water Supply Operator's License, grade 3D License with the ability to obtain a grade 4D within one year of employment.
- Valid Massachusetts motor vehicle operator's license.

Preferred:

- Bachelor's Degree with major studies in either Engineering, Science, Business Administration/Management, or a related field.
- At least Eight (8) years of experience in municipal water operations in a progressively responsible capacity, including at least three (3) years of supervisory experience; or any equivalent combination of education and experience.
- Possession of Massachusetts Drinking Water Supply Operator's License, Grade 4D
- Valid Massachusetts motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES: ([See Job Description](#))

PHYSICAL REQUIREMENT: ([See Job Description](#))

WORK ENVIRONMENT: ([See Job Description](#))

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.