

Palmer Water District # 1

Assistant Superintendent

(Salary Position)

Overview:

- Responsible for routine to complex operations of treatment plant functions, pumping facilities, storage, operation of distribution system, hydrant system and water metering system all with limited supervision.
- Work includes both supervisory and manual labor
- Supervises construction, maintenance and repair programs and projects relating to the Palmer Water District # 1 distribution, treatment and pumping facilities and related work as required. Will work cooperatively with Superintendent and will act upon issues in the Superintendent's absence
- The position involves weekend hours and on-call.
- Supervise and direct other employees and report back to the Superintendent.

Special Qualifications:

- Possession of Commonwealth of Massachusetts, Full Certificate of Drinking Water Supply Facilities (minimum) Grade 2T / 2D License and begin 3T training course within the first six months.
- Possession of Commonwealth of Massachusetts, Certified Backflow Prevention Device Tester and Surveyor License
- Knowledge and ability in the operations of package water filtration plants, with upflow clarifiers and operations of granular activated carbon treatment plants.
- Five (5) years minimum experience in the operations and supervision of Treatment Facilities and the operations of a complex Distribution System. Knowledge and working experience in MassDEP regulations and protocols.
- Ability to use Microsoft Word & Excel, Wonderware Operating Systems, interfacing of SCADA, Radio Telemetry and knowledge of PLC Ladder Logic.
- Possession of Class B Motor Vehicle Operators License with CDL Class B and Tanker endorsement with clean driving record, and valid CDL Interstate Medical Card.
- Possession of Hoisting Engineer License, Restricted 2A or acquire within six months.

Desirable Qualifications:

- Minimum High School or Vocational School graduate, plus two (2) years technical training, one (1) semesters of Chemistry.
- Five (5) years minimum experience as a Heavy Equipment Operator.
- Five (5) years minimum experience as a Class B Motor Vehicle Operators
- Any equivalent combination of education and experience.

Knowledge, Ability & Skills:

- Thorough knowledge of Water Department operations, including specific knowledge of treatment facilities, SCADA, distribution, hydrants, pumping, storage and metering systems.
- Ability to exercise knowledge and independent judgment regarding treatment practices and construction procedures.
- Ability to deal with interaction with Public and State and Local Officials.
- Knowledge of business office procedures and practices.

Distinguishing Duty Characteristics:

- Works under general supervision of Water Superintendent. Independently performing standard duties with atypical problems generally referred to Superintendent or take necessary actions in the Superintendent's absence.
- The position is for a qualified operator who can work independently on a typical Monday – Friday shift and will include rotating weekend rounds and on-call. This work will be in the independent operation of the Treatment Plants and Distribution System, during the weekend periods and will involve responses to customer service calls and other tasks as assigned. Typical normal hours; Monday - Friday: 7:00 – noon, 12:30 – 3:30; subject to scheduling with the Superintendent. Typical hours may be temporally adjusted pending special work projects.
- Work is preformed in Treatment Plant conditions where accidental contact to chemicals and equipment are known to cause death or disability.
- Performs defined duties involving a choice of alternate approaches to problems, but with typical access to Superintendent or Board of Water Commissioners, if clarification is needed.
- Work involves direct or indirect supervision over a group of employees with responsibility to instruct subordinates to assigned work tasks and to review the work, while performing one's own tasks during the same time period.
- Errors of omission or commission in implementing policy would be difficult to detect and could be relatively expensive to correct. In addition, the consequences could have an adverse effect on the District's operations, public health and public relations.
- Work is performed under shop conditions, in the field, along with 911 emergency responses to scenes where exposure to chemicals, adverse weather conditions, odors, fumes, vibration and strenuous conditions with possibility of injury or health hazards that could result in disability. Frequent standing, walking, lifting heavy objects, working in excavations and operation of all District equipment or Town equipment under variable weather and traffic conditions.
- Some sewer maintenance and repair work may be required.
- Overtime work, weekend work, holiday rounds and on-call hours may be required. The use of a personal cell phone for communications is required daily.
- On-Call will be assigned by the Superintendent on a rotating schedule.

Examples of Work:

- Carries out work assigned by Superintendent or Board of Water Commissioners. Investigates complaints and acts on or submits recommendations to the Superintendent.
- Operates and maintains pumps, equipment and treatment facilities.
- Will be required to obtain OSHA "Competent Person" endorsement or equivalent, in a reasonable period.
- Maintains daily records of all treatment processes and equipment. Monitors gauges,

SCADA, meters. Observes variations in operating conditions, interprets meter, SCADA, gauge readings and test results to determine processing requirements. Operates and maintains equipment such as chemical injection equipment, pumps, filtration equipment, performs laboratory testing, valves, hydrants, water meters, etc.

- Will be responsible to maintain a daily journal and review journals of supervised employees.
- Supervises installations of water services and mains installed by Contractors, reporting back to the Superintendent on any deviations for corrective actions or taking corrective actions as necessary in the Superintendent's absence.
- Operates heavy equipment such as front-end loaders, backhoes, compressors, rollers, dump trucks, sanders, chippers, shoring equipment and any other necessary heavy equipment in the scope of the operations of the District.
- Ability to operate and install both service and main line tapping machines.
- Ability to operate power mowers, slope mowers, brush cutters, chain saws, cut off saws and other related light units and hand tools.
- Perform basic maintenance tasks on District Equipment, backhoe, dump truck, utility trucks, stationary power equipment and janitorial duties.
- Perform manual work where heavy lifting and carrying is required, working in excavations and construction and road sites of a semi-skilled to skilled level in construction of water lines, hydrants, services, street resurfacing, carpentry, meter installations, operation of treatment facilities and accurate reading of water meters as instructed.

Travel Time:

Must live within 60 minutes travel time of District's office.

Physical:

Entry Level physical and drug screening is required.

Must be able to lift and carry heavy objects.

CORI Check:

CORI Check required of successful candidate.

Compensation & Benefits

Compensation Rate as FY 2025:

\$ 75,000. - \$85,000

Compensation Rate as FY 2026 and forward:

C.O.L.

Overtime:

Overtime is paid at after 50 hours. Some flex time may be given. Time & Half in 1/2 hour allotments

Holiday & Weekend Rounds Compensation:

Paid on a Fixed Fee

Call Backs:

1 Hr. minimum

On Call:

60-minute maximum response time

Included in base pay

Assignment of Holiday / Weekend Rounds / On Call by:

Superintendent

Complete Benefit Package and Personnel By-Laws:

Available from District Treasurer

End of Description

Reviewed and approved by: Supt. Ammann
Asst. Supt. Bolduc

File 2025 Assistant Superintendent 040225

To apply please send a cover letter, resume, and 3 references to
businessoffice@palmerwaterdistrict.org. This will be open until the position is filled.