

Palmer Water District # 1

Water Superintendent

(Salary / Contract Position)

Overview:

- Shall be responsible for compliance with all: Federal, State Regulations governing public water supplies. Enforcement of District Construction Specifications. Prepare budgets, reports, correspondence.
- Responsible for routine to complex operations of; 2-scada controlled treatment plants, pumping facilities, 2-storage tanks, operation of 3-pressure zone distribution system, hydrant system, cross connection control program and water metering system.
- 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 all related work as required. Superintendent will also be responsible for Distribution System work and Treatment Plant work. Will work cooperatively with Board of Water Commissioners (Board) and present detailed written monthly reports to the Board and periodic updates to Chairperson (or designee) as incidents occur.
- Will be responsible to work with engineering firms, developers, consultants, vendors on ongoing construction projects, studies, design, etc.
- The position involves normal business hours, after-hours, weekend hours and on-call work.
- Directly Supervise Operations Employees and gives guidance to Office Manager.

Special Qualifications:

- Possession of Commonwealth of Massachusetts, Drinking Water Supply Facilities (minimum) Grade 3T / 2D full License.
- Possession of Commonwealth of Massachusetts, Certified Backflow Prevention Device Tester and Surveyor License or ability to obtain within 6 months of employment.
- Possession of an Aquatic Herbicide Applicator License or be ability to obtain license within the first Three Months
- Knowledge and ability in the operations of package water filtration plants (MicroFloc), with upflow clarifiers and operations of granular activated carbon treatment plants.
- Seven (7) 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, AutoCAD, WaterCAD.
- Possession of Class D Motor Vehicle Operators License with clean driving record, with the ability to obtain a CDL Class B within 12 months, and obtain valid CDL Interstate Medical Card.

- Possession of Hoisting Engineer License, Restricted 2A or ability to acquire within 12 months.

Desirable Qualifications:

- Preferred: Associates or Bachelor's in Environmental Science / Engineering
- Minimum: High School or Vocational School graduate, plus two (2) years technical training, one (1) semesters of College Chemistry.
- 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.
- Solid knowledge in engineering practices regarding; construction, hydraulics, construction management, building facilities management.
- Ability to effectively communicate with MassDEP and carry out the directives issued to the District. To accurately complete all MassDEP and Federal reports.
- Ability to actively peruse Federal & State Grant; work with consultants on the grant application process.
- Ability to deal with interaction with Public and State and Local Officials.
- Knowledge of business office procedures and practices.
Must be able to complete accurate records and files that are readily accessible upon request.
- Will be required to obtain OSHA "Competent Person" endorsement or equivalent, in a reasonable period.

Distinguishing Duty Characteristics:

- Works under the general supervision of the Board of Water Commissioners. Independently performing standard duties and atypical problem solving with or without assistance from outside Consultants.
- Ability to work collaboratively with engineers, consultants, State & Federal officials.
- The position is for a qualified Superintendent who can work independently on a typical Monday – Friday shift, Monday - Friday: 7:00 – noon, 12:30 – 3:30 and is subject to change subject to change. Work may include weekend rounds and on-call.
- Work is performed in Treatment Plant conditions where accidental contact to chemicals and equipment are known to cause death or disability.
- Work is performed under shop and field conditions 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 under variable weather and traffic conditions.
- Actual physical response to Fire, Accident, Disaster Scenes under Incident Command. 2

- Performs defined duties involving a choice of alternate approaches to problems. Must be able to access problems and initiate proper actions and responses. The Board of Water Commissioners will be notified if necessary.
- 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. If needed, the ability to motivate employees' work habits to keep pace or take necessary corrective actions.
- 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.
- Administration of 24 / 7 Operator On-Call.
- 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.
- Attendance to Board of Water Commissioners monthly and special meetings
- Attendance at Finance Meetings and Annual / Special District Meetings.

Examples of Work:

- Carries out work assigned by Board of Water Commissioners. Investigates complaints and acts on or submits recommendations to the Board of Water Commissioners.
- Represents District with; engineers, consultants, legal counsels, developers, State and Local Officials, public, contractors where one's actions could affect the best interests of the District.
- Assigns work and duties to Operations Staff.
- The Superintendent is responsible for; The Assigning of Holiday & Weekend Rounds, On Call, the review for the requests for Vacations & Time Off to ensure that there is 24 / 7 available staffing and equitable vacation & time off for all employees.
- Operates and maintains pumps, equipment and treatment facilities.
- 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 Board on any deviations and the corrected actions corrective actions that were taken. Instruct Staff on District's Construction Spec. and assignments to construction supervision tasks to within their limits.
- 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 as necessary.

- 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 more than 50 pounds.

CORI Check: CORI Check is required to be a successful candidate.

Superintendent Office Location: Graves Brook Reservoir Treatment Plant & Business Office. The Superintendent is required to be present in District during the normal work week or attending applicable meetings or training. After Hour Meetings will be required as needed.

Compensation & Benefits:

Compensation Rate as FY 2026 and forward: \$ 120,000.00 Subject to Contract Negotiations with Board and Existing Credentials.

Overtime: Subject to Contract Negotiations with Board

Call Backs: Required

Holiday / Weekend Rounds / On Call: Required as needed

On Call: 60-minute maximum response time Included in base pay

Complete Benefit Package and Personnel By-Laws: Available from District Treasurer

End of Description

All Inquiries should be addressed to: businessoffice@palmerwaterdistrict.org

Employment Applications Available: businessoffice@palmerwaterdistrict.org

Business Address: 10 Walnut Street, Palmer, MA 01069

Phone Number: 413-283-8411

Approved by the Board of Water Commissioners for Posting

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