

## **TOWN OF WINCHESTER – WATER & SEWER OPERATIONS MANANGER**

**Department: D.P.W**

**Salary Grade: MS-F**

**Reports To: Director of Public Works**

**FLSA Status: Exempt**

**GENERAL SUMMARY:** Works under the administrative direction of the Director of Public Works. Administrative and supervisory work in directing the operations of the municipal water and sewer system; all other related work as required.

### **ESSENTIAL FUNCTIONS:**

- Performs highly responsible duties requiring the exercise of much independent judgment in planning, laying out the work, inspecting the work of construction projects, accounting for water recorded as entering the distribution system and its recorded consumption, and in determining the scope and scope and scheduling of maintenance projects.
- Makes frequent contacts with other Town and state officials and with the general public.
- Errors could result in lower standards of service and could adversely affect the water supply and sewer service.
- Moderate physical effort demanded except that in field inspections more than normal effort may be required. Work is performed under office, shop and field conditions.
- Works with limited confidential information.
- Plans and lays out the construction, maintenance and operational work of the Water and Sewer Department; confers with the Director of Public Works on major problems and recommends solutions.
- Assures adequate supply of potable water to residential and commercial users and sufficient supply of proper pressures for firefighting and for industrial uses.
- Inspects work for compliance with standards or instructions or for contract compliance; makes necessary progress reports and final project reports; advises contractors.
- Assists in the preparation of grant applications for water and sewer projects.
- Prepares specifications for water and sewer related materials.
- Confers with engineers on special projects.
- Supervises maintenance of pumps, both water and sewer, at booster and other stations; supervises treatment, storage and pumping of water.
- Prepares budgets and reports; supervises record-keeping; estimates costs of water main extensions and of water and sewer services to homes and industrial plants.
- Receives calls and resolves complaints concerning water bills, water quality, and sewer related problems.
- Thorough knowledge of the policies and operating procedures of the Town's waste supply source.

**SUPERVISORY RESPONSIBILITIES:** Supervises more than 15 full-time employees but seldom over 25.

**EDUCATION EXPERIENCE AND SPECIAL REQUIREMENTS:**

- College graduate and qualifying experience in the area of sanitary engineering.
- Ten years of experience in municipal water and sewer operations in a progressively responsible capacity, including three years of supervisory experience; or any equivalent combination of education and experience.
- Detailed knowledge of the distribution system and of materials, methods and techniques relative to underground water and sewer installations.
- Ability to handle employees and equipment and to maintain good public relations.
- Grade III Water Distribution License.