



## Department of Public Works

Town Hall, 365 Boston Road, Billerica, Massachusetts 01821  
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Frederick W. Russell, PE, Director

### **TOWN OF BILLERICA** **Water Superintendent**

#### **Job Description:**

Under direction of the Director of Public Works, performs responsible supervisory, technical and administrative duties in planning, directing and managing the operations of the Water Division of the Public Works Department including the Water Treatment Plant and Water Distribution System. Performs all other related work as required.

#### **Principal tasks:**

- Responsible for coordinating all aspects of the Water Division including treatment, distribution, and the laboratory.
- Responsible for compliance with Massachusetts Department of Environmental Protection and the Environmental Protection Agency Drinking Water Regulations.
- Plans use of manpower and equipment and carries through the execution of water projects and programs; directs activities of field crews and may serve as a leader on a variety of construction and maintenance projects for Town-owned property, facilities, and structures; assigns laborers, operators, and foremen to specific tasks; instructs laborers and operators in proper use of equipment, ensures that safety procedures are followed.
- Responsible for the preparation, submission, and administration of the Water Division budget.
- Plans, assigns, schedules, supervises, and reviews the work of subordinates.
- Day-to-day operations and management of a SCADA System and remote communications network.
- Coordinates with other Department of Public Works divisions to complete projects.
- Inspects construction for compliance with standards or instructions for contract compliance.
- Reviews and comments on Town and private development plans.
- Maintains accurate and detailed records.
- Responsible for producing weekly, monthly, and annual reports required by regulatory agencies.
- Reviews and approves water-related permits.
- Promote and develop staff members.
- Performs similar or related work as required, or as directed by the Director of Public Works.

#### **Recommended Minimum Qualifications:**

##### Education, Training and Experience:

Bachelor's degree in related field; ten (10) years of experience in public works including five (5) years of supervisory experience; or an equivalent and relevant combination of education, training, and experience. Must possess a valid Commonwealth of Massachusetts Water Treatment Plant Operators license (Grade 4T full), Water Distribution System Operators license (Grade 3D full), or ability to obtain through reciprocity, and valid Massachusetts Driver's License.

### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the procedures, equipment, materials and tools related to public works construction and maintenance operations. Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of civil engineering principles, American Public Works Association, practices, and methods as applicable to a municipal setting. Thorough knowledge of all applicable policies and regulations affecting water activities.

*Ability:* Excellent verbal and written communication skills. Ability to communicate effectively with all members of the public in a courteous and tactful manner. Ability to follow proper methods, procedures, and safety precautions. Ability to adapt to changing conditions and technological innovations in tools and equipment. Ability to supervise a work crew. Ability to utilize computer applications for data entry and report generation.

*Skill:* Must possess good public relation and supervisory skills. Excellent organizational and customer service skills. Proficient computer skills in the use of Microsoft Office.

*Schedule:* Reliable and dependable attendance is an essential function of this position. Availability for standby duty and the ability to be “on-call,” working evenings, weekends and holidays as needed. Response to emergency events and alarm callouts as scheduled and required.

### **Physical Requirements:**

Regularly required to walk, stand, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. May be required to lift objects up to 10 pounds. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

### **Supervision:**

Work is performed under the general direction of the Director of Public Works. Performs a variety of responsible duties of a supervisory and technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws and regulations. Oversees a staff of 2 managers and 15 union employees in the daily operations and maintenance of water treatment facility, laboratory, and customer service-related duties.

**Salary range:** \$105,443.00 to \$124,587.00

Applicants can send resumes with cover letter to Michele Rivera, Human Resources Director, at [mrivera@town.billerica.ma.us](mailto:mrivera@town.billerica.ma.us) or apply online at: <https://www.town.billerica.ma.us/Jobs.aspx?CID=97>