

**CITY OF FALL RIVER**  
**JOB POSTING**

**The City of Fall River Water Treatment & Resources Division has the following vacancy:**

<b><u>Date:</u></b>	<b>Open Until Filled</b>
<b><u>Title:</u></b>	<b>Director of Treatment &amp; Resources</b>
<b><u>Salary:</u></b>	<b>Commensurate with experience</b>
<b><u>Hours:</u></b>	<b>Monday through Friday 8:00 a.m. – 4:00 p.m.</b>

**Please submit your letter of interest and resume to Olga Correia, One Government Center Room 326, Fall River, MA 02722 or e-mail to [ocorreia@fallriverma.org](mailto:ocorreia@fallriverma.org).**

**Open until position is filled.**

**JOB DESCRIPTION:**

Under the executive direction of the City of Administrator and the Mayor as delegated to the Administrator of Community Utilities to service the work of a large group of skilled, technical and professional employees engaged in the operation of the water treatment and resource systems and related facilities and operations, while acting as the chief scientific officer; does related work as required.

**ESSENTIAL FUNCTIONS:**

Work involves planning, programming and providing a timely and efficient service to the people of the City for a variety of important scientific and administrative activities, including scientific consultation and expert evaluation on matters of water resources and environmental quality affecting water resources, their collection and treatment; in general; employs and integrates the major principles of environmental, public health, engineering and natural sciences in administration of the Division of Water Treatment and Resources; to be responsible for conformance to City, state and federal standards of all work performed under his/her direction; to coordinate the work for which she/he is responsible with the work of other appropriate directors of city divisions and departments; work is performed with considerable independence under the general administrative direction of the Administrator of Community Utilities and is reviewed through conferences, reports and program results; performs miscellaneous related functions as may be assigned to him/her by the Administrator of Community Utilities.

- Organizes, assigns, supervises and inspects the work of employees who are accountable to him/her for the operation of the City's water treatment and resource systems including reservoirs, wells, pumping stations, filtration plant, laboratory and other related appurtenances;
- Gives direction to the work effort by issuing oral and/or written instructions to his/her subordinates;
- Motivates, instructs, and trains the personnel under his/her control to insure that they are utilized effectively, and promotes teamwork, proficiency and high state of morale among the employees under his/her command;

- Prepares budget estimate of annual operating needs, and provides the Administrator with supporting data at budget hearings;
- Prepares specifications for new equipment; exercises fiscal authority in approval of purchases; makes recommendations concerning the purchase of new equipment and abandonment of obsolete equipment, and participation in decisions concerning the purchase of new equipment;
- Aids and assists the department in obtaining grants and/or reimbursement monies;
- Conducts research development on department problems as appropriate;
- Receives, investigates and takes follow-through action on complaints from the general public; designs complaint investigation mechanisms;
- Continually reviews and evaluates the performance of subordinates in order to obtain maximum productivity and assure that the public is receiving optimum service; in particular, closely reviews the work of the Lab assigned Float Operator for precision, accuracy, and quality control as well as applicability of established protocols; provides general personnel services within the division in evaluating performance and compliance with state, city, department and division practices;
- Presents verbal and written reports to his/her superiors as required and maintains administrative and operating records as required by the Administrator of Community Utilities including calculations, determinations, and checks to insure that the work under his/her command is accomplished with proper size equipment, adequate sources of water supply, proper type and use of materials for water treatment and distribution systems, and that the public health requirements of the water system are met, all in accordance with modern methods and practices of sanitary science; evaluates products and materials as may be employed in the water treatment facility and holdings of the division;
- Acts as liaison with regulatory agencies and other jurisdictions on matters of water resources and environmental quality affecting water resources, their treatment and collection;
- Stresses safety, observes personnel at work to insure safe working conditions, and takes action to correct unsafe work procedures;
- Checks time, payrolls, and cost records for the operations under his command; develops programs and policies and conducts research for the scientific and technical problems, policies and mechanisms regulated with the department;
- Serves as the in-service education officer for the division;
- Performs other related duties as required.

**MINIMUM QUALIFICATION:**

A thorough knowledge of the principles of natural, physical, engineering, environmental, and health sciences as applied to the collection and treatment of raw, potable and waste waters; a need for a working knowledge and clear understanding of public health and environmental laws as applicable to the operations; must have a knowledge of conservation and forestry in order to properly design and manage pollution abatement

and control techniques as well as the raw water collection system in the watershed; must have a considerable knowledge of industrial hygiene and safety technology to supervise programs of accident prevention and occupational health as required; should have considerable teaching ability and human resource management skills; an understanding and appreciation of basic human relations; ability to motivate other people toward positive action and unified effort; ability to establish and maintain cooperative and harmonious working relationships with other city employees and the general public; a positive "can-do" attitude and willingness to assume responsibility; ability to take independent action and make judgment decisions in the absence of specific direction from higher authority; ability to express self clearly, orally and in writing; ability and willingness to work overtime hours required by operations under his/her command.

**EDUCATION & EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's degree in a natural, physical, environmental, engineering or health science with a concentration of coursework covering the knowledge and abilities set forth above; additionally, a master's degree in one of the above disciplines or an administrative science preferred; doctorate in an applied or basic science area highly desirable; a minimum of three years supervisory or administrative experience in the operation of a large potable or waste water plant with responsibility for regulatory compliance of the operation; additionally, laboratory analysis experience highly desirable; two or more years' experience in water and wastewater collection, pollution control, or investigation desirable.

Certification at the Grade IV (Treatment) level as an operator by the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities is required.

Certification or ability to become certified at Grade IV or higher by the Massachusetts Board of Certification of Operators of Wastewater Treatment Facilities is desired.

Registration or certification or ability to become certified in one or more of the following professional areas: Registered Sanitarian, Registered Professional Engineer in the areas of Chemical, Environmental or Sanitary Engineering, Certified Health Officer, Architect, or Landscape Architect by the appropriate boards of the Massachusetts Division of Registration is preferred.

Candidates from other jurisdictions may be accorded status for credentials on application if they can produce a letter from the respective Massachusetts board of registration or certification indicating eligibility for registration by reciprocity or other means.

