

## **City of Everett**

### **Assistant Water Superintendent**

#### **Essential Duties and Responsibilities:**

Under the supervision and direction of the Superintendent, the Assistant Superintendent will perform the following duties. Other work of a similar or related type may be assigned as needed:

- Serve as Secondary Drinking Water Operator
- Ensure regulatory compliance of all rules and regulations by Mass DEP
- Assist with planning, directing, and managing all aspects of the Water Department including; utility maintenance, water systems operations, and wastewater operations.
- Plan and coordinate the city's hydrant flushing and gate valve exercise programs
- Inspect and document all work being done on all water infrastructure throughout the city.
- Prioritize assignments, workload and establishes appropriate service and staffing levels.
- Plan and manage operational and capital improvements. As well as yearly operating budgets as needed
- Provide personnel with daily work assignments
- Coordinate water operations with those of other departments as well as outside agencies and organizations.
- Respond to and resolve difficult employee and customer inquiries and complaints
- Assist with resolution of technical and complex issues pertaining to the water distribution system or wastewater collections system.
- Able respond to water emergencies 24/7
- Maintain records on mapping system and GIS
- Plan and manage all water/sewer asset management

#### **Knowledge, Skills and Abilities:**

- Federal, state and local laws, codes and regulations related to the operation of the water distribution system and Wastewater Collection System, specifically MA, DEP and EPA
- Flow Testing, Cross connections, water sampling
- Appropriate safety precautions, procedures, practices and regulations related to maintain safe working conditions, operating equipment, vehicles, confined space entry, traffic control, and trench safety.
- GIS Mapping
- Read and interpret plans, sketches and specifications

- Use all department associated computer software; specifically, data management and GIS

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma
- 5-10 years' experience in the drinking water distribution systems
- 5-10 years' experience in the wastewater collections
- 5 years of leadership experience and managing staff
- OSHA 10 Certified

### **Additional Requirements:**

- Everett is a Class 3 water distribution system a MA Drinking Water Distribution 2 license is required.

### **Physical Demands & Working Environment:**

Works both indoors and outdoors, the incumbent is often exposed to poor weather conditions in addition is required to walk, stand, bend, crawl, climb, lift approximately 25-50 pounds.

## **APPLICATION PROCEDURE**

Resume must be submitted to [hiring@ci.everett.ma.us](mailto:hiring@ci.everett.ma.us) Cover letter is optional. Aids and services will be provided to qualified applicants with disabilities free of charge, upon request. For reasonable accommodation and/or alternative application modification, call Human Resources at 617389-2280.

The City of Everett is an Equal Opportunity / Affirmative Action employer and does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, age, religion, disability, or any other protected category. Women, people of color, veterans, and persons with disabilities are strongly encouraged to apply.