

The Springfield Water and Sewer Commission (SWSC) is seeking highly motivated and innovative candidates to join our dynamic and growing organization as the **Asset and Maintenance Manager**. This technical position is responsible for managing and coordinating all aspects and functions of maintenance activities of the Commission's assets. This is an exempt position without overtime. The Asset and Maintenance Manager works under the general direction of the Director of Engineering and will directly manage department staff.

The Commission is currently in the initial stages of implementing an unprecedented \$550 million capital improvement program. This position offers the opportunity to contribute to these efforts and help shape new workflows and stewardship standards for the Commission's critical assets, both new and old. The ideal candidate will bring an enthusiasm for public service, adaptability to evolving priorities, curiosity to pursue new processes and ideas, and the ability and judgment to cultivate positive working relationships internally and with the community it serves. This position offers room for professional growth as part of the region's next generation of essential water and wastewater professionals.

About SWSC: Commission employees are the stewards of clean water for the lower Pioneer Valley. Our work protects public health and the environment by providing drinking water, fire protection, forest stewardship, clean rivers and streams, and wastewater treatment. The Commission was established in 1996 as an independently operated and managed regional water and wastewater utility that provides retail and wholesale water and sewer service to approximately 250,000 customers in multiple communities in the lower Pioneer Valley. The Commission has approximately 250 employees across seven locations.

Mission Statement: SWSC's mission is to provide an uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment. www.waterandsewer.org

PRIMARY ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Managing corrective, preventive and predictive maintenance activities performed by Commission personnel and contracted vendors
- Responsible for planning, budgeting, and execution of work for all associated activities across the Commission in coordination with all directors and managers
- Coordinate purchasing of materials, supplies and services as it relates to the needs of the Commission
- Directly manages department staff
- Responsible for creating, updating, and maintaining operations and maintenance (O&M) procedures
- Responsible for creating, maintaining, and monitoring an accurate asset registry within the computerized maintenance management system (CMMS) to ensure its accurate information
- Provides training and support for the Commission's personnel as needed
- Responsible for relevant permit and certificate compliance
- Maintains compliance with all state environmental regulations for Commission-owned underground storage tanks

KNOWLEDGE, SKILLS, AND ABILITIES include but are not limited to the following

- Extensive knowledge of the management of equipment and maintenance procedures related to facilities, buildings, and other assets.
- Organizational and time management skills to properly prioritize work assignments and projects.
- Knowledge and experience in the use of CMMS software and report writing software.
- Ability to establish and maintain effective working relationships with management, Commission staff, contractors, vendors, and consultants.
- Ability to enforce policy, rules, and regulations firmly, impartially and tactfully.

EDUCATION AND EXPERIENCE:

- A minimum of 10 years of progressive experience managing assets including but not limited to facilities, fleet, grounds, campuses, or other building and asset infrastructure.
- Experience managing and coordinating staff and contractors in work related to asset and maintenance management.
- Experience with computers and software including but not limited to Microsoft Office programs such as Word, Excel, and Access, and data management systems.
- Experience in data and asset management.
- Inventory, material handling and technical writing experience.
- General experience in institutional or utility facility management and maintenance.
- Bachelor's degree in a related field desired.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess, or obtain within two years, and maintain, a water treatment plant operator license (OIT) grade T1 and a water distribution license grade D1 as issued by the Massachusetts Board of Certification of Operators.
- Must possess and maintain a valid Massachusetts driver's license.
- Must possess, or obtain within two years, a MassDEP Underground Storage Tank A/B Operator license.

The Compensation Range for this position is between \$85,000-\$150,000 depending on experience

For a complete job description please contact jennifer.kerr@waterandsewer.org

Qualified candidates should send their resume, cover letter and salary requirements to:

jennifer.kerr@waterandsewer.org.

EOE/AA