

The Springfield Water and Sewer Commission (SWSC) is seeking highly motivated and innovative candidates to join our dynamic and growing organization as the **Maintenance Coordinator – Water Operations**. This position is responsible for technical work in overseeing maintenance activities of the Commission's Water Operations facilities, assets, and projects. This is an exempt position without overtime and will work under the general direction of the Director of Water Operations.

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 water 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](http://www.waterandsewer.org)

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

- Responsible for managing corrective, preventive, and predictive maintenance activities performed by Commission personnel and contracted vendors at West Parish Filters (WPF) Water Treatment Plant with support also provided to other facilities at Provin Mountain Water Storage Facility and Borden Brook Reservoir.
- Manages the purchase of fuels, parts and materials for day-to-day activities and other projects; prepares and updates operations and maintenance (O&M) procedures
- Maintains and monitors accurate asset registry within the computerized maintenance management system (CMMS) to ensure it is updated with accurate information
- Provides CMMS training and support as needed to Water Operations personnel
- Ensures relevant permits and certificates are in compliance
- Maintains compliance with all Massachusetts Department of Environmental Protection regulations for Commission-owned underground storage tanks.

**KNOWLEDGE, ABILITIES AND SKILLS** 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.
- Ability to effectively communicate verbally and in writing to various personnel levels.
- 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**

- 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 and material handling experience.
- Technical writing experience.
- General experience in water treatment and utility operations, or a similar environment.
- Associates degree in a related field desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess, or obtain within one year, 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 one year, a MassDEP Underground Storage Tank A/B Operator license.

The Compensation range for this position is between \$70,000.00 - \$85,000.00 depending on experience

For a complete job description please contact [jennifer.kerr@waterandsewer.org](mailto:jennifer.kerr@waterandsewer.org)

Qualified candidates should send their resume, cover letter and salary requirements to:  
[jennifer.kerr@waterandsewer.org](mailto:jennifer.kerr@waterandsewer.org).

EOE/AA