



FITCHBURG

Massachusetts

JOB POSTING

Position: Distribution System Manager	Department: DPW/Division of Water Supply 1200 Rindge Road, Fitchburg, MA	Supervisor: Deputy Commissioner of Water Supply	
Salary Range: \$72,280 - \$125,788/Grade 12 (Hiring Range \$72,280 - \$107,900) Commensurate with Experience and Qualifications FLSA/Salaried/Exempt	Hours: Monday – Friday 7:00AM – 3:00PM Overtime as may be required	Civil Service: No	Union Affiliation: FAMASS
Posted: August 10, 2026		Deadline: Until filled.	
Applications are accepted online ONLY. Please visit www.fitchburgma.gov to apply. Required application documents include a cover letter, (Attn: Hiring Team), resume and application. All documents must be received to be eligible for consideration.			

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

JOB SUMMARY:

Under the direction of the Commissioner of Public Works and/or the Deputy Commissioner of Water Supply, the Distribution System Manager shall supervise and direct all operations relating to the operation and maintenance of the City of Fitchburg's water distribution system. S/he will be responsible for managing the day-to-day operations of the water distribution crews in the completion of work required to maintain and operate the city's water distribution system.

RESPONSIBILITIES AND DUTIES:

The duties listed below include but are not limited to:

- Supervise, direct, and control, through the General and Working Foremen, all work necessary for the construction, maintenance and repair of water mains, gate valves, service lines, pumps, storage tanks, and all other related equipment or structures that are part of the City of Fitchburg's water distribution system;
- Availability to respond to water main breaks and other emergencies related to the City's public water system;
- Supervise and direct underground utility installation and repair work;
- Assist in the planning and completion of construction projects in all areas of the water distribution and supply system;
- Review plans for water system improvements and/or additions submitted by other city departments, contractors, and consultants;
- Develop plans and specifications for water system improvements;
- Develop and maintain records, reports, and control systems as required;
- Supervise the day-to-day operations of the engineering office of the Division of Water Supply, including ensuring that all plans, service tie-cards, etc. are maintained and revised as necessary;



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DPW/Water Division/Distribution System Manager, Responsibilities and Duties, continued:

- Develop and revise specifications of materials utilized in the construction and maintenance of the water distribution system;
- Develop and implement policies and procedures for the efficient and safe operation of the water distribution system;
- Assist in the development of short and long term goals in addition to priorities for the Water Division;
- Ensure that distribution system personnel are adhering to MA Dig Safe regulations;
- Ensure that trench permit, restoration regulations and policies of both the City of Fitchburg and the Fitchburg Department of Public Works are being complied with by distribution personnel;
- Oversee the maintenance and upkeep of the Water Division's equipment and vehicles;
- May be required to fulfill some of the duties of the Deputy Commissioner of Water Supply in his/her absence;
- Other duties and related work as assigned by the Commissioner of Public Works or the Deputy Commissioner of Water Supply;
- Will be subject to being on-call 24 hours/day as necessary and respond to emergencies as needed, such as process upsets, equipment failures, alarm events, etc.;
- Performs other related duties as may be required.

QUALIFICATIONS, SKILLS and ABILITIES:

- Engineering degree in a related field and five (5) years of experience in water works operation and maintenance or High School Graduate/GED with ten (10) years of experience in public water distribution systems operation, maintenance, and construction;
- Possession of, or the ability to obtain within one year, a Massachusetts Grade 3D Full Drinking Water Operator Certification, a Massachusetts Cross-Connection Surveyor, and Backflow Tester license required. Massachusetts Grade 4T Full Drinking Water Operator Certification is desirable.
- Thorough knowledge of the principles, practices, technology, operation, maintenance, and regulatory requirements of public water treatment plants, distribution systems, pumping stations, and storage facilities;
- Excellent working knowledge of all applicable federal and state drinking water regulations, as well as OSHA and other workplace safety regulations applicable to water treatment and distribution operations;
- Thorough knowledge of water chemistry, water system hydraulics, hydraulic modeling, and the application of these principles to the treatment and distribution of potable water;
- Demonstrated ability to analyze, troubleshoot, and resolve complex operational, treatment, pumping, and distribution system issues;
- Working knowledge of cross-connection control programs, backflow prevention devices, water meters, electronic meter registers, computerized meter reading systems, and electronic underground utility locating equipment;
- Proficiency in Microsoft Office Suite, including Word and Excel, with familiarity in SCADA systems, AutoCAD, GIS, and other computerized water utility management applications;
- Demonstrated ability to supervise personnel and work well in a team environment;
- Ability to establish and maintain effective working relationships with personnel, coworkers, state and city officials, customers, vendors and the general public;
- Excellent verbal and written communication skills;



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DPW/Water Division/Distribution System Manager, Qualifications, continued:

- Must successfully complete pre-employment physical, drug screening and background check;
- Demonstrate the required skills and the ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Bilingual in English and Spanish a plus.

PHYSICAL COMPONENT RATED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RATED: Moderate.

Required work involves working around/negotiating facilities and construction sites which may include difficult terrain, noise, dust and/or fumes. Lifting/moving of objects/materials typically weighing less than 100 lbs., such as small equipment/tools, records/files and office supplies, will be required at times. Working environment is highly variable from an office setting to outside in all types of weather and temperature extremes, during the day and at night. Position requires portions or all of some work days will require extended periods of sitting while working at a computer and/or desk.

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE).

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

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