



65 North Main Street  
West Bridgewater, MA 02379  
Telephone (508) 894-1267  
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**TOWN OF WEST BRIDGEWATER**  
**ASSISTANT WATER SUPERINTENDENT**  
**JOB DESCRIPTION**

|                                      |                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>                     | Assistant Water Superintendent                                                                                                                                                                                                                                                                                       |
| <b>Department:</b>                   | Water Department                                                                                                                                                                                                                                                                                                     |
| <b>Appointing Authority:</b>         | Water Commissioners                                                                                                                                                                                                                                                                                                  |
| <b>Reports to:</b>                   | Director of DPW and Water                                                                                                                                                                                                                                                                                            |
| <b>Works under the direction of:</b> | Director of DPW and Water                                                                                                                                                                                                                                                                                            |
| <b>Salary:</b>                       | \$100,000 to \$110,000 DOQ                                                                                                                                                                                                                                                                                           |
| <b>Hours:</b>                        | 40 hours; may include nights, weekends, emergencies                                                                                                                                                                                                                                                                  |
| <b>Affiliation:</b>                  | Non-Union                                                                                                                                                                                                                                                                                                            |
| <b>Start Date:</b>                   | Approximately October 2026                                                                                                                                                                                                                                                                                           |
| <b>Applications Due:</b>             | Applications should be submitted to Linda Torres, Assistant Town Administrator/HR Director either by email to <a href="mailto:ltorres@westbridgewater.gov">ltorres@westbridgewater.gov</a> , or by mail to 65 North Main Street, West Bridgewater, MA 02379. Applications will be accepted until position is filled. |
| <b>Benefits:</b>                     | Competitive benefits package including paid vacation time, sick time, health insurance, and enrollment into retirement pension system.                                                                                                                                                                               |

**Position Summary**

Responsible for the operations of the West Bridgewater Water Department including supply wells, two water treatment plants, three water storage tanks, approximately 70 miles of distribution pipe, it's employees and managing an annual operating budget of \$2.6 million. Under the direction of the Director of Public Works and Water, plan, organize, and direct all Water Supply, Treatment, Storage, and Distribution operations.

Thorough knowledge of the policies and operating procedures of a public water supply source. Detailed knowledge of the distribution system materials, methods and techniques relative to underground pipe installations. Ability to manage employees and equipment and to maintain good public relations. Ability to communicate effectively orally and in writing, and to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies, and the general public. Ability to act independently and exercise sound judgement with courtesy, calmness, tact, and discretion. Skilled in computer applications, SCADA operations, presentation development, spreadsheets, and standard office equipment.

## **Essential Functions**

- Manages the daily operations of the water treatment, distribution, and storage facilities including daily scheduling of water operations, office staff, training, and licensing.
- Supervises approximately 8-9 full-time employees through subordinate Distribution and Treatment Foremen.
- Supervises 2 Administrative Staff
- Tracking of UAW, metering for water recorded as entering the distribution system and its metered consumption.
- Assures adequate supply of potable water to residential, commercial, and industrial users and sufficient flow and pressure for firefighting.
- Inspects construction work for compliance with Town standards or for contract compliance; makes necessary progress reports and final project reports and advises contractors.
- Develop, recommend, and implement department policies, methods, and procedures affecting operations and maintenance.
- Serve as primary contact with contractors and consultants performing work on the water system.
- Address customer complaints, inquiries, and FOIA requests at the direction of the DPW and Water Superintendent.

## **Operational/Technical**

- Schedule preventative maintenance of equipment, facilities, and grounds to maximize operational life.
- Coordinate source well rehabilitation and maintenance activities to maintain/improve specific capacity and withdrawal rates.
- Schedule and execute gate valve exercising and hydrant flushing programs.
- Monitor, procure, and order water treatment chemicals and distribution components as needed.
- Have the knowledge and ability to operate the treatment facilities, including adjustment of chemical feed, backwash and other systems to maintain safe, high quality potable water exceeding regulatory requirements.
- Ability to troubleshoot issues including treatment processes, distribution system issues (loss of pressure, water quality), control system issues, determine when adjustments/repairs can be made in-house and when outside help is required.
- Identify and coordinate response to leaks, breaks, hydrant damage, or other system disruptions.
- Ensure that work performed by crews meets standards for safety, installation, and disinfection. Obtain assistance from Public Works (or outside contractors) in event additional staff/equipment are needed to safely and efficiently perform the work in a timely manner.