

OFFICE OF HUMAN RESOURCES  
**TOWN OF NORWELL**

345 Main Street, Norwell, MA 02061  
TEL: 781-659-8060 Email: bchilds@townofnorwell.net

**ASSISTANT WATERT SUPERINTENDENT – PUBLIC POSTING**

|                      |                                                                                  |                     |                                   |
|----------------------|----------------------------------------------------------------------------------|---------------------|-----------------------------------|
| <b>Posting Date:</b> | August 3, 2022                                                                   | <b>Department:</b>  | Water                             |
| <b>Position:</b>     | Assistant Water Superintendent                                                   | <b>Affiliation:</b> | Personnel By-Law Plan (non-union) |
| <b>Reports To:</b>   | Water Superintendent                                                             | <b>FLSA Status:</b> | Exempt                            |
| <b>Benefits:</b>     | Eligible                                                                         |                     |                                   |
| <b>Work Hours:</b>   | 40.0* Hours                                                                      |                     |                                   |
| <b>Starting Pay:</b> | FY'23: \$83,507 - \$91,937 annual (Steps 1-3); starting salary DOQ & experience. |                     |                                   |

*\*Position requires flexibility to work days, evenings, holidays based on emergencies/department needs..*

**APPLICATION PROCESS & DEADLINE:** Submit a Cover Letter, Resume, Town of Norwell Application(download at <https://www.townofnorwell.net/> under Human Resources tab) and 3 professional work references (Note: references will be contacted only for final candidates.) to: **EMAIL:** bchilds@townofnorwell.net (PDF format only) or **Mail/Hand Deliver:** Human Resources, 345 Main Street, Norwell, MA 02061 **Interested applicants should apply immediately. Position is open until filled.**

**GENERAL SUMMARY**

The Assistant Water Superintendent is responsible for assisting the Water Superintendent in the provision of safe, sanitary drinking water in sufficient quantities to meet the personal, commercial, and fire-fighting needs of the community within the regulatory parameters of the USEPA, MA DEP, the policy guidelines of the Board of Water Commissioners, and Town Meeting authorized budget.

Excellent oral and written communications required; must have ability to interact positively and respectfully with all internal and external customers including but not limited to; town and school officials and employees, residents and businesses, various vendors, and federal and state regulatory agencies. Must be self-motivated, able to work independently, and be able to prioritize and successfully handle multiple requests and various demands from many sources each day while delivering excellent service and quality output/results. In addition, the Assistant Water Superintendent must possess a strong moral character, be honest, inclusive, and transparent in all business dealings.

Performs technical and some supervisory work assisting the Superintendent in the operation of the municipal water supply and distribution system; employee assumes complete supervisor responsibility for all departmental operations in the absence of the Superintendent. Performs other related work as required.

**SUPERVISION RECEIVED**

Position works under the general administrative direction of the Water Superintendent. Works in accordance with standard and established polies and procedures. Performs tasks and responsibilities independently requiring the exercise of judgment; problems are communicated to the Water Superintendent.

**SUPERVISION EXERCISED**

Supervises assigned department employees, including Treatment and Distribution, as required. Supervisory workload is subject to sudden increases depending on the time of year or staffing levels within the department.

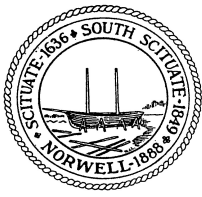
**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as 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.*

- Supervises all Treatment and Distribution operations of the Norwell Water Department.
- Schedules and supervises work done by maintenance crew, including repairs, relocation of service lines, installation of all new water services, repairs of water mains, gate valves, hydrants, etc.

*The Town of Norwell is an equal opportunity employer and values diversity.*

*All employment is decided based on qualifications, merit and business need. AA/ADA/EOE 082022*



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**ESSENTIAL FUNCTIONS** (continued)

- Meets with homeowners as needed with regards to service-related issues.
- Works with contractors to schedule and coordinate maintenance.
- Inspects installations; work must be done in accordance with accepted water works standards.
- Collects, reviews and catalogs as-built diagrams.
- Plans and schedules maintenance of buildings and grounds to ensure that facilities are cleaned and kept in good repair. Areas supervised include treatment facilities, main pumping stations, substations, shop, water tanks and tank sites, and well fields and watershed lands.
- Coordinates maintenance and repair of water department vehicles and other equipment, including tractors and compressors.
- Regularly checks inventory of waterworks supplies. Advises Superintendent when materials must be reordered and coordinates the checking in of inventory received against packing lists.
- Supervises flushing of water mains and oversees pressure and bacteriological testing of new main line installations.
- Reviews plans for installation of water mains for new subdivisions. May assist the Superintendent to determine proper size and location of water mains, fire hydrants and other appurtenances.
- Responds to resident and customer inquiries and complaints.
- Coordinates annual testing and calibration of master meters.
- Assists Superintendent with state mandated reporting.
- Demonstrates knowledge of the methods, techniques and safety requirements relating to water treatment and pertinent EPA/DEP rules and regulations.
- Demonstrates knowledge of automated computer control systems (SCADA) or the ability to acquire within two years of employment required.
- Assists the Water Superintendent in preparing and submitting information and reports regarding Departmental plans and operations to federal and state agencies and local Boards and Commissions and Committees as required.
- Serves as construction manager, in conjunction with the Water Superintendent, for water treatment system improvements.
- Keeps abreast of changes/developments regarding water treatment tonsure compliance with all applicable rules and regulations.
- Assists the Water Superintendent in the preparation of in-house publications including informational newsletters on Water Department activities, consumer education and other required regulatory consumer information.
- Assists the Water Superintendent in coordinating bid processes to ensure compliance with all laws, rules and regulations. Assists the Water Superintendent in reviewing proposals and monitoring and evaluating contractor performance.
- Assist the Water Superintendent in the evaluation of all department staff.
- Performs other related duties as required.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** An Associate's or higher degree from an accredited college or university in Chemistry, Physical, and/or Biological Sciences preferred; five years of progressively responsible and supervisory experience in the operation and maintenance of a public/municipal drinking water facility desired. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered

**SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION:** A valid Massachusetts Class D Driver's Motor Vehicle License with a safe driving history.

- Desirable to be currently certified by the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities at a grade equivalent to or higher than the designated grade assigned to the Norwell Water Department (Currently a D-2/T-3 System).

A complete job description may be downloaded on the Town of Norwell's website under Office of Human Resources:

<https://townofnorwell.net>

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082022