



Water & Sewer Operations Coordinator

LELWD is seeking applicants for a Water & Sewer Operations Coordinator. This position works under the administrative direction of the Superintendent and cooperates with water operations personnel and senior staff to ensure clear, consistent communication and coordination of department activities. Duties include:

- Serving as the first point of contact for customers, vendors, and contractors.
- Making customer appointments for meter changes, backflow inspections, etc.
- Assisting with the maintenance of the water and sewer Geographic Information Systems (GIS).
- Organizing and maintaining computer records and physical documents for the department, such as engineering plans, permits, construction documents, regulatory documents, etc.
- Ordering supplies and materials.
- Receiving and processing invoices for accounts payable.
- Maintaining, and coordinating the use of, field staff mobile devices and applications for updating GIS, record drawings, tracking of maintenance and repair activities, etc.
- Assisting in the analysis and management of customer water usage data to inform water conservation strategies and campaigns, water loss management, water revenue forecasting, water rate design, etc.
- Providing general administrative support to the Department.

Minimum desired qualifications include a Bachelor's degree in a related field and a demonstrated interest in water, wastewater, or utility management. The successful applicant will have strong analytical, communication, and organizational skills. Must have very strong computer skills. Starting salary is between \$55,000 and \$65,000, dependent on qualifications. Benefits include a 4-day work week (Monday through Thursday, 6:30-4:30), enrollment in the Massachusetts Public Pension System, 11 paid holidays per year, 2 weeks' paid vacation per year to start (up to 5 weeks depending upon years of service), 12 sick days per year, and 24 hours of personal time per year.

To apply, please send resume, cover letter, and contact information for three references to Corey Godfrey, Water & Sewer Superintendent, Littleton Electric Light & Water Departments, 39 Ayer Road, Littleton, MA 01460 or by email at hr@lelwd.com. Applications accepted until September 22, 2023.