

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Office of Human Resources, Room 204  
HR: 781-393-2406

**POSTED DATE:** February 5, 2024  
**DATE POSTING REMOVAL:** February 19, 2024  
**POSITION:** Supervisor of Water & Sewer  
**DEPARTMENT:** Public Works, Water & Sewer Division

**HOURS OF WORK:** Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM;  
Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. Some nights/evening as  
needed.

**SALARY RANGE:** PW 18 \$1,445.20 - \$1,625.27 weekly (Non-Union)

**BASIC FUNCTION:** The Supervisor of the City Water Distribution and Sewer Collection System is responsible for overseeing the daily operations and maintenance of the water distribution and sewer collection system. The Supervisor will be responsible for ensuring compliance with safety regulations, managing staff, and coordinating with other departments. This position reports to and receives work direction from the Superintendent of Water and Sewer. Responsiveness to water and sewer emergencies and is available for “on call” status 24 hours a day, seven days a week.

**RESPONSIBILITIES:**

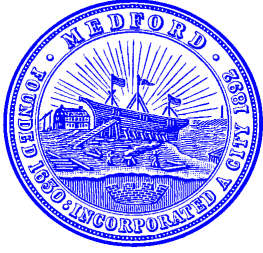
- Oversee the daily operations of the water distribution and sewer collection system.
- Manage and supervise a team of staff, including assigning work, providing comprehensive training, and conducting performance evaluations.
- Ensure strict adherence to safety regulations and procedures, encompassing confined space entry, trench shoring, and appropriate utilization of personal protective equipment (PPE).

**KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:** Proficiency in the knowledge of safety regulations and procedures pertaining to water distribution and sewer collection systems is essential. Capable of strategic planning, training, organizing, and supervising the work of subordinates. - Proficient in leading and coordinating routine as well as emergency repair and maintenance operations. - Proficient in performing water main relay work and establishing temporary water service systems.

**Skills:** Well-versed in fundamental computer skills and adept at utilizing software applications such as Microsoft Office, GIS, Cartograph Asset Management and Windows/iOS based operating systems. Strong leadership and exceptional communication skills are vital. Well-versed in fundamental computer skills and adept at utilizing software applications such as Microsoft Office, GIS, Cartograph Asset Management and Windows/iOS based operating systems.

**Abilities:** Demonstrated ability to comprehend and interpret technical drawings and water and sewer plans is required. Technical ability to learn, operate and troubleshoot various complex computer software and electronic equipment. - Demonstrated ability to comprehend and interpret technical drawings and water and sewer plans is required. Strong



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ability to work independently and troubleshoot issues as they arise. Perform highly detailed work on multiple, concurrent tasks, work under intensive deadlines.

**EDUCATION & EXPERIENCE:** - A high school diploma or an equivalent qualification is a prerequisite. An associate or bachelor's degree in a related field is desirable.

- A minimum of 10 years of extensive experience in the field of water distribution and/or sewer collection systems is mandatory.
- A minimum of 5 years in a supervisory or managerial capacity is desired.

**License Requirements:**

- D3 Full Operator Status at the time of employment. - Valid CDL Class B driver's license required.
- Hoisting 2A – Excavators, Front-End Loaders/Backhoes, and Unloaders. 1C – Telescoping Booms without Cables, and Forklifts.

**Physical and Environmental Expectations:**

May Perform physically demanding manual work including lifting, pushing, or pulling heavy objects; shoveling, raking, and standing on ladders; climbing, standing, and walking for sustained periods of time; and operating, repairing, and maintaining water supply and wastewater collections systems. Subject to adverse weather conditions and hazards associated with the operation of water supply and wastewater collections. Routinely lift and handle weights up to 50 pounds.

**ADDRESS ALL COVER LETTERS AND RESUMES TO:**

Human Resources Department, City of Medford – Room 204, 85 George P. Hassett Drive  
Medford, MA 02155 or by email at [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)

**The City of Medford is committed to the full inclusion and consideration of all qualified individuals for its open positions, regardless of their race, gender identity religion, ethnicity, age, physical abilities sexual orientation, veteran status, or personal experience. It is the City of Medford's goal to embrace diverse perspectives and welcome candidates from underrepresented groups to help make its vision a reality, by providing access to resources to all candidates and providing reasonable accommodations are needed to persons with disabilities.**