



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

POSTING DATE: May 20, 2024
POSTING REMOVAL DATE: June 3, 2024
POSITION: Superintendent of Water & Sewer
DEPARTMENT: Public Works
HOURS OF WORK: Full-time (40 hours/weekly) Monday - Friday 7:00 AM – 4:00 PM.
SALARY: \$1,760.33 - \$1,998.07 weekly, CAF PW-21 (Union FLSA-Non-Exempt)

BASIC FUNCTION:

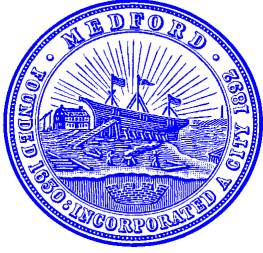
The Water and Sewer Superintendent performs a variety of administrative and supervisory responsibilities in ensuring successful and efficient operation of the municipal water distribution and wastewater collection utility systems. The positions responsibilities include planning, directing, and organizing work of the Water and Sewer Division within the Department of Public Works. Other activities included are related to the design, installation, repair, operation, and maintenance of the City's water distribution and wastewater collection utility systems. Additional responsibilities include performing a variety of administrative tasks and overseeing subordinates, field coordinators, technical workers, and other field employees engaged in operations and maintenance activities. Employees must be available on a 24-hour basis to cover emergency situations.

SUPERVISION:

Reports directly to Commissioner of Public Works. Supervises the work of Water and Sewer Division employees.

RESPONSIBILITIES:

- Ensures compliance with all applicable local, state, and federal regulations for drinking water supply and wastewater discharge.
- Responsible for the operation and maintenance of the water distribution system, to ensure adequate and reliable water for domestic use and fire protection.
- Responsible for the operation and maintenance of the wastewater collection system to ensure adequate and reliable collection and conveyance of wastewater.
- Provides emergency response to water service interruptions and sewer blockages with industry or City of Medford standard methods resulting in successful and cost-effective repairs.
- Responsible for the successful operation and maintenance of water distribution and sanitary sewer collection system, to ensure adequate, reliable, and uninterrupted service.
- Accounts for water recorded as entering the distribution system and its recorded consumption and determines the scope and scheduling of maintenance projects.
- Assists with long-range and strategic planning for the Division.
- Makes capital improvement recommendations to Commissioner of Public Works, City Engineer, and the Mayor.
- Prepares estimates, bids, proposals and other documentation for operations and maintenance projects and programs.
- Assists with data entry, and development of reports generated from asset management software.
- Executes task orders and provides information to update databases that store information on the maintenance and repair activities of the City's water and wastewater utility systems.
- Works with Engineering staff, reviews and comments on plans and technical specifications for water supply, water distribution, and wastewater collection system projects. This includes both public works projects and private development projects.
- Provides input to Engineering staff on installation details and acceptable construction materials.



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- Maintains frequent contact with other cities, towns, regulatory officials, and the general public.
- Maintains ongoing contacts with commercial and industrial users of the City's water and sanitary sewers to ensure compliance with rules, regulations and policies relating to the Water and Sewer Division.
- Enforce the rules, regulations, and policies for the installation of building services and for the use of public sewer and water systems.
- Resolves difficult customer service requests in person, by telephone, or in writing and investigates customer complaints.
- Maintains and continually updates Emergency Response Plans and other required plans and reports for the water and wastewater systems for the city.
- Provides employee education and training on a regular basis and updates safety procedures and training for all employees.
- Performs other similar or related work as required or as situation dictates.

EDUCATION:

Bachelor's Degree with major studies in either Engineering, Science, Business Administration/Management, or a related field. Equivalent schooling, technical certifications, and related experience may be accepted substitutions for a four-year college degree. Eight (8) to ten (10) years of experience in municipal water operations in a progressively responsible capacity, including at least three (3) years of supervisory experience; or any equivalent combination of education and experience. License Requirements: Possess Massachusetts Drinking Water Supply Operator's License, Grade 4D or possess a 3D License with ability to obtain a 4D within one year.
Valid Massachusetts motor vehicle operator's license.

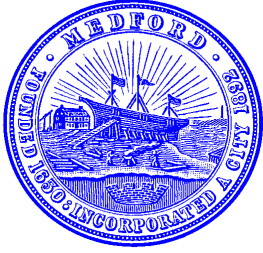
QUALIFICATIONS:

Knowledge: Principles and practices applicable to the construction, operation and maintenance of water distribution and sanitary sewer collection systems. Knowledge of water main and valve operations, related water main flushing programs, fire hydrant maintenance and wastewater collection system maintenances. Knowledge of the policies and operating procedures of the Massachusetts Resources Authority (MWRA). Detailed knowledge of distribution systems materials, methods, and techniques relative to underground installations. Knowledge of GIS systems related to water and sewer assets including industry typical policies and procedures. Knowledge of regulatory requirements for water distribution systems and sanitary sewer collection systems including water quality requirements, and Inflow Control Plan (IICP) requirements. Familiar with utility record keeping and asset management principles and practices. Familiarity with M&O work order software.

Abilities: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to successfully manage employees and equipment while maintaining good public relations. Ability to read and interpret blueprints, drawings, and plans. Communicate effectively orally and in writing. Ability to deal with employees and the public tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and to prepare financial reports.

Skills: Excellent technical, planning, and organizational skills. Excellent customer service and public relations skills. Demonstrated skill in the operation, monitoring, controlling, evaluation, and troubleshooting of water distribution and sewer collection systems. Skilled in the use of personal computers and office software including word processing, database, and spreadsheet applications. Consistent responsive and respectful customer service and managerial skills.

PHYSICAL REQUIREMENT:



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Essential and marginal functions require maintaining the physical condition necessary for sitting, standing, or walking for prolonged periods of time and operating motorized equipment. Additional physical requirements of this position an employee regularly sits, talks, or hears, in person and by telephone, uses hands to finger, handle, feel or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms.

WORK ENVIRONMENT:

Some work is performed in a normal office environment. Work outdoors is performed in a wide range of weather conditions, exposure to vibrations, and noise, work on slippery or uneven surfaces. Work is done with and around heavy machinery, exposure to dust and fumes and exposure to toxic chemicals. Additionally, operates computers, printer, photocopier, camera, meters, thermometers, various inspection tools, and vehicle.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.