

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

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<b><u>POSITION:</u></b>	<b><u>Superintendent of Water &amp; Sewer</u></b>	<b>#J2024 – 0009 Posted 9/26/24</b>
<b><u>DEPARTMENT:</u></b>	Public Works Department	<b>Posting Removal: 10/10/24</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (40 hours/weekly) Monday - Friday 7:00 AM - 4:00 PM.	
<b><u>SALARY:</u></b>	<b>Union PW 21, Non-Exempt \$1,760.33 - \$1,998.07 /weekly). \$2100 annual stipend. Take home vehicle.</b>	

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**BASIC FUNCTION:** Below is a sample of the types of responsibilities for this position. A full job description is available upon hire.

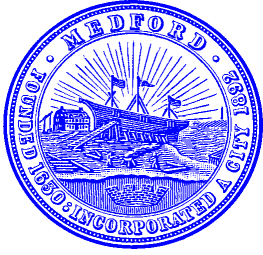
The City of Medford is looking to hire a licensed Grade 4D Superintendent of Water & Sewer. The Water and Sewer Superintendent performs a variety of administrative and supervisory responsibilities in ensuring successful and efficient operation of the municipal water distribution and wastewater collection utility systems. The position's 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. This position has on-call responsibilities as per the needs of the Department. This position receives an additional \$2100 annual stipend and a take-home vehicle.

**SUPERVISION:**

Reports directly to the 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 wastewater collection system to ensure adequate and reliable collection and conveyance of wastewater.
- Accounts for water recorded as entering the distribution system and its recorded consumption and determines the scope and scheduling of maintenance projects.
- 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.
- Maintains and continually updates Emergency Response Plans and other required plans and reports for the water and wastewater systems for the city.



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## **EDUCATION & EXPERIENCE:**

### **Minimum:**

- 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 as a substitute for a four-year college degree.
- At least Eight (8) 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
- Possession of Massachusetts Drinking Water Supply Operator's License, grade 3D License with the ability to obtain a grade 4D within one year of employment.
- Valid Massachusetts motor vehicle operator's license.

### **Preferred:**

- Bachelor's Degree with major studies in either Engineering, Science, Business Administration/Management, or a related field.
- At least Eight (8) 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.
- Possession of Massachusetts Drinking Water Supply Operator's License, Grade 4D
- Valid Massachusetts motor vehicle operator's license.

## **KNOWLEDGE, SKILLS & ABILITIES:**

### **Knowledge:**

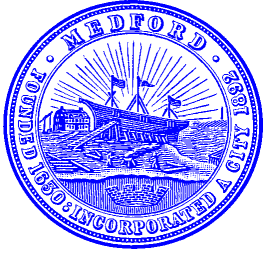
- Knowledge of the policies and operating procedures of the Massachusetts Resources Authority (MWRA).
- Knowledge of GIS systems related to water and sewer assets including industry typical policies and procedures.
- Knowledge of regulatory requirements for water distribution systems and sanitary sewer 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.

### **Ability:**

- 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.

### **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.



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## **PHYSICAL REQUIREMENT:**

Essential and marginal functions require maintaining the physical condition necessary for sitting, standing, or walking for prolonged periods and operating motorized equipment. Additional physical requirements of this position an employee regularly sitting, talking, or hearing, in person and by telephone, using 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, and 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, printers, photocopiers, cameras, meters, thermometers, various inspection tools, and vehicles.

**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](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**