

# 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>Supervisor of Water &amp; Sewer</u></b>	<b>#J2024 – 0023 Posted 10/30/24</b>
<b><u>DEPARTMENT:</u></b>	DPW – Water and Sewer	<b>Posting Removal: Until filled</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (40 hours/weekly) Monday through Friday, 7:00 AM - 4:00 PM. Some nights/evenings as needed.	
<b><u>SALARY:</u></b>	<b>Non-Union CAF - PW 18 \$ 1,431.27 - \$ 1,609.62 weekly</b>	

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## BASIC FUNCTION:

The City of Medford is looking to hire a licensed Grade 3D Supervisor of Water and Sewer in our Public Works division. The Supervisor of the City's 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 has on-call responsibilities as per the needs of the Department.

## RESPONSIBILITIES:

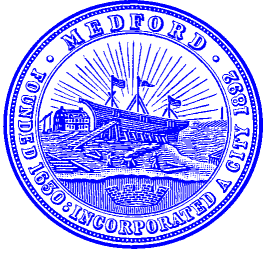
- Oversee the daily operations of the water distribution and sewer collection system.
- Manage and supervise a team of staff, including assigning work, providing comprehensive training, and conducting performance evaluations.
- Ensure strict adherence to safety regulations and procedures, encompassing 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. Strategic planning, training, organizing, and supervision aptitude. 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 ability to work independently and troubleshooting issues. Perform highly detailed work on multiple, concurrent tasks, and work under intensive deadlines.



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## EDUCATION & EXPERIENCE:

### Minimum Requirements:

- A high school diploma or GED
- At least 10 years of extensive experience in the field of water distribution and/or sewer collection systems of which 5 years must have been in a supervisory or managerial capacity.
- D3 Operator's license
- Valid CDL Class B driver's license
- Valid Hoisting 2A – Excavators, Front-end loaders/Backhoes, and Unloaders
- 1C - Telescoping Booms without Cables and Forklifts

### Preferred:

- An associate or higher education degree in a related field.

## PHYSICAL & ENVIRONMENTAL EXPECTATIONS

Essential and marginal functions require maintaining the physical condition necessary for physically demanding manual work, lifting, pushing, or pulling heavy objects; shoveling, raking, and standing on ladders; climbing, standing, and walking for sustained periods; operating, repairing, and maintaining water supply and wastewater collections systems. Routinely lift and handle weights of up to 50 lbs.

Some work is performed in a normal office environment, however, work outdoors is performed in a wide range of weather conditions and this position is subject to hazards associated with the operation of water supply and wastewater collections.

### **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 a 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.**