

**NOTICE OF VACANCY
September 21, 2020**

POSITION: Director of Water & Wastewater

DIVISION: Public Works

SALARY RANGE: \$97,482.00 - \$111,500.00

**HOURS: Monday - Friday 8:30am to 5:00pm
Night Meetings**

Position Purpose:

Performs highly responsible management of all functions of the Water and Wastewater departments in order to provide a potable and reliable water supply for residential and commercial uses as well as fire suppression and the collection and transport of wastewater to the MWRA in conformance with applicable federal and state regulations. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Prepares the department's annual operating and capital budgets; performs cost control activities; ensures the effectiveness of expenditure of allocated funds; authorizes the purchase of supplies, materials and equipment.
- Responsible for the safe drinking water and collection and transport of wastewater in compliance with all Environmental Protection Agency (EPA) and State DEP wastewater and safe drinking water regulations, both in existence and to be promulgated; ensures operational, maintenance, and staff compliance with applicable safety regulations and other requirements governing construction, repair, and maintenance operations.
- Prepares and maintains a variety of records and reports; ensures that records and reports are accurately completed in a timely manner such that they satisfy State and Federal requirements and can be effectively utilized by department personnel.
- Provides substantial and comprehensive input to the Department's capital Improvement Program as it relates to water and wastewater infrastructure.
- Manages and coordinates the operation and maintenance of pumping stations and regulatory devices program.
- Provides division response to inquiries from the public, other City Departments or regulatory agencies regarding water and wastewater operations.
- Prepares a variety of statistical information reports regarding usage, future demand and specifications for equipment.
- Keeps up to date on current and developing technical and regulatory information pertaining to the provision of municipal safe drinking water and the collection and transport of wastewater operational and regulatory or license issues.
- Develops, implements, and monitors short and long-term goals and objectives to achieve the Department's mission and priorities.

- Provides project management for engineering, construction, and other department projects.
- The use of vacation time is restricted between November 1 and March 31, and may not be approved.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Business, Engineering, Public Administration or a related field; five to seven (5-7) years related work experience; five (5) of which is in a progressively responsible supervisory position; or any equivalent combination of education, training and experience. Massachusetts Class D Motor Vehicle Driver's License required; MA Drinking Water Grade 4D license or the ability to obtain within one year; collections system certificate Grade IV, and Massachusetts Certified Public Procurement Certificate is desirable.

Knowledge, Ability and Skill:

Knowledge: : Knowledge of State and Federal regulatory laws and guidelines associated with the provision of safe drinking water, OSHA regulations regarding safety requirements, Massachusetts Labor Laws, and AWWA standards and practices governing water distribution and wastewater collection systems; knowledge of the materials, methods and techniques relative to the construction, maintenance, and repair of water, wastewater and pumping station infrastructure; knowledge of field safety practices. Knowledge of the principles and practices pertaining to the administration of operating and capital budgets, State procurement laws, and the maintenance of public records.

Ability: Ability to plan, assign and supervise the work of groups of employees who are engaged in a variety of construction and maintenance operations; ability to deal with employees tactfully and effectively in a union environment, and maintain effective public relations; ability to communicate effectively and efficiently verbally and in writing at all times; ability to work effectively under time constraints to meet deadlines; ability to prepare and effectively administer operating and capital budgets.

Skills: Excellent organizational and employee supervisory skills; excellent data processing skill in the use of personal computers and office software including Microsoft Office, data base, spreadsheet applications and SCADA system. Proficient oral and written communication skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, employee works independently in formulating decisions regarding all aspects of operations.

Supervision Received: Works under the direction of the Deputy Director of Public Works with considerable latitude for independent judgment and action.

Supervision Given: Supervises fifty-two (52) full time employees and four (4) seasonal.

Job Environment:

- Work is performed primarily outdoors with exposure to variable outdoor weather conditions and hazards associated with sewage, and hazardous chemicals, mud, water, dust and grease; regularly required to work beyond normal business hours to attend evening meetings, emergency situations or planned events. On-call 24 hours/7 days per week.
- Regularly operates light trucks, water and sewer equipment to include chlorine analyzers, water leak detectors, pipe locators, sewer flushers, etc., heavy equipment, pneumatic tools, computer, telephone, and standard office machines.
- Has access to department-related confidential and/or sensitive information, including personnel files, collective bargaining negotiations, and lawsuits.
- Makes frequent contacts with city, state and federal officials, contractors, civic leaders, representatives of professional organizations and with the general public.
- Errors could cause confusion, damage or delay; errors in some instances could jeopardize personal or public safety to include injury and loss of property and have legal and/or financial ramifications.

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