



**NOTICE OF VACANCY
October 27, 2016**

POSITION: Water Operations Manager

DEPARTMENT: Public Works Water Division

SALARY: PW-19 \$79,630 - \$98,094 (Includes Stipends)

HOURS: Monday – Friday 7:00 am - 3:00 pm

Statement of Duties: The Water System Operations Manager is responsible for the administration of the Water and Wastewater Divisions' programs pertaining to the construction, maintenance, and operation of the Town's Water Systems. The Manager assures that operations are carried out in accordance with federal, state and town health regulations. Coordinates work activities with other Town divisions and Departments, contractors, consulting agencies, state and federal agencies and the general public. Delegates and assigns work orders to appropriate personnel in accordance with schedules of programs; estimates personnel requirements.

Supervision Received: Works under the direct supervision of the Water and Wastewater Divisions Director.

Supervision Exercised: The Water Systems Operations Manager will manage the operation, administration and maintenance of the Town's assets as they relate to the Water and Wastewater Divisions. This includes the management of Division personnel and their involvement in Division activities.

Duties and Responsibilities:

1. Responsible for the day to day operation of the Division including planning, coordinating, directing, inspecting, reviewing and reporting of the work of subordinates. Gathers, researches and analyzes information and facts for the preparation of reports, documents and recommendations as required by the department for effective utility management. These reports include but are not limited to: wastewater discharge permits; Annual Septage Disposal Report and Permit; Annual State Inspection and Maintenance schedule; MWRA Master List of Industrial Users; MWRA Municipal Permit; The Safe Drinking Water Act; Massachusetts Drinking Water Regulations 310 CMR 22; Trihalomethane Testing Program; Drinking Water Regulations of Massachusetts Cross Connection 310 CMR 22.22; Annual Water Supply statistics 31.0 CMR 22.15 (5); Watershed Inspection Report 310 CMR 22.90 (9); Groundwater Inspection Report 310 CMR 22.21 (3); Water Supply Contamination Report; DEP Water System Sanitary Inspection Daily Pumping statistics; and others as required.
2. Ensures that proper direction, supervision, evaluation, training and discipline of division personnel is maintained, and keeps supervisors fully informed.
3. Works with supervisors in planning for extension of the water and wastewater system, repair of existing system, new building, equipment, etc.

4. Manages and is directly responsible for water main maintenance, such as directional, flushing, or other related methodologies. Oversees subordinate supervisory staff and/or contractors in the performance of such activities. Maintains records and administers associated software packages related to the design and performance of these programs.

5. Addresses complaints and answers questions from customers and the general public.

6. Manages and is directly responsible for the maintenance and operation of the Town's fire hydrants. Oversees supervisory staff in the scheduling and performance of hydrant surveys, maintenance and replacement. Oversees contract work related to hydrant repair and maintenance. Coordinates with Fire Department officials as related to fire hydrant issues.

7. Maintains proficiency in the water treatment processes associated with the Town's water supply connections and wastewater discharge sites. Works with management to oversee the monitoring, recording and reporting of chemical dosing associated with treatment applications. Manages staff in the taking of water samples and administration of laboratory analysis services. Ensures that all required program documentation is recorded and that mandated reports are filed with the appropriate regulatory agencies.

8. Works with blueprints, drawings, sketches or oral Instructions. Plans, lays out and coordinates work. Determines the extent and type of work, estimates the required labor hours, materials and equipment in order to develop and provide cost estimates upon request.

9. Maintains a working knowledge of the Division's Cross-Connection program in accordance with state and federal regulations.

10. Maintains a working knowledge of the Division's Meter Replacement Program Including personnel, meter stock and all related documentation as it pertains to the scheduling of staff and installation of meters.

11. Oversees contract work performed on Town systems as it relates to water and wastewater infrastructure. Coordinates with engineering consultants and Division staff with regard to the administration of contract work.

12. Prepares accurate work order forms detailing labor, equipment and material costs pertaining to a particular task. This may be done in conjunction with automated and computerized work order management systems.

13. Works with other departments during emergencies so that maximum protection to environment, water, wastewater and other infrastructure is protected.

14. Orders and maintains an adequate inventory of essential stock items, tools and supplies.

15. Oversees subordinate supervisory staff in the performance of leak detection and repair. Manages contractors in their performance of water system leak detection. This includes scheduling of Division support staff and associated project recordkeeping.

16. Works as part of a management team toward the proper administration of snow and ice operations and other such emergencies.

17. Keeps abreast of the latest technological innovations pertaining to water and wastewater infrastructure maintenance by attending courses and reviewing trade journals.

18. Employs methods of work designed to promote and maintain safety and well-being and to instill safety awareness; teaches awareness of hazard prevention; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs.

19. Performs any and all of the duties relative to the proper administration and operations of the Department of Public Works; available for call at any time in case of emergency.

Qualifications and Entrance Requirements:

Working Knowledge of the Following: Principles, practices and techniques of construction, repair and maintenance of water and wastewater systems. Equipment required for the construction, repair and maintenance of water and wastewater systems. Proper management of programs and personnel toward efficient system operations. Rules and regulations relative to proper safety codes.

Ability to: Recognize conditions requiring maintenance and repair. Manage personnel toward these repairs as necessary. Exercise proper professional and technical judgment. Manage multiple projects, successfully scoping projects from start to finish, including determining resource allocation and monitoring of project completion. Ensure projects are delivered on time and within recommended budget. Recommend and monitor budget for the operations and maintenance of the wastewater and water systems. Read and interpret engineering blueprints and specifications as they pertain to municipal water and wastewater systems. Comply with Town and Department policies and procedures.

Entrance Requirements: 10 years of paid supervisory/managerial experience in the profession. Demonstrated ability to construct or maintain from engineered design drawings and specifications. Licensed to operate a motor vehicle as provided under MGL Chapter 90, Section 8. Must possess a Grade 4 Drinking Water Operators License issued by the Commonwealth of Massachusetts Division of Registration. Display of progressive Water Treatment licensing issued by the Commonwealth of Massachusetts Division of Registration.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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