

## **WATER FACILITIES SUPERINTENDENT**

**Department:** DPW  
**Division:** Water Facilities  
**Appointing Authority:** DPW Director

**Grade:** S10  
**Revision Date:** 11/19  
**Bargaining Unit:** S

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### **Definition:**

Performs highly responsible technical, professional, administrative, and supervisory work in the operation and maintenance of the Water Facilities of the City, including the Water Pollution Control Plant (WPCP)(Grade 5), all sewage pump stations, and the City's potable water supply and treatment facilities (WS&T) (Grade 3T). Facilities include potable water pumping stations, a slow sand filtration plant, reservoir, storage tanks and all related facilities.

### **Supervision:**

Reports to the Director of Public Works.

Directly supervises up to eight (8) employees.

### **Environment:**

Work is done under typical WPCP and WS&T conditions indoors and outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including raw sewage and chemicals requiring adherence to safety and usage protocol; may involve electrical wires, testing and service requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring some physical strength and endurance.

Has daily contact with employees in scheduling work assignments, answering questions, solving problems, providing instructions and supervising work and behavior of employees.

Errors in judgment, performance, equipment operation and interpretation of data/instrumentation may result in profound harm to the City and environment, including transmission of disease, death and contamination of resources. Errors may also result in damage to or loss of information, delay in or loss of service, possible monetary loss or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Performs varied and highly responsible functions requiring extensive independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies.

Has control of confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.

Must drive self and/or equipment to job sites and locations as needed.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for all aspects of operation, maintenance and administration of water and wastewater treatment plants, sludge processing and disposal equipment to control the flow and processing of potable water, wastewater and sludge.

Directs, assists, advises and instructs subordinates and key personnel in various policies and procedures, technical and scheduling problems, administration of union contract, control of variable costs and expenses through on-the-job discussions, memos and scheduled meetings. Institutes work simplification and method improvements. Develops and institutes work protocols, instructions and O&M manuals. Develops and institutes educational programs to keep personnel current with changing technology. Periodically reviews subordinate personnel problems, grievances, transfers, disciplinary actions, promotions and related personnel matters.

Maintains a continuing surveillance of various operating, construction and maintenance activities as well as equipment for reliability, operating efficiency and adequacy to meet present and anticipated needs. Recommends and prepares supporting documentation for the purchase of new equipment and changes in operational methods and procedures to reduce costs and improve operational efficiency.

Follows progress of work, anticipates or investigates causes of delay or inadequate performance, takes corrective action within limits of established practice.

Performs specialized and complex chemical, bacteriological and physical tests of water and wastewater to determine the efficiency of processes and to insure that both potable water and wastewater effluent meet local, Federal and State requirements. Conducts or supervises routine tests. Evaluates and interprets test results and establishes test priorities. Assembles data, maintain records, and prepares routine and specialized reports. Provides direct or indirect instructions to operating personnel regarding chemical requirements and adjustment, changes or additions to various treatment processes.

Prepares technical and financial reports evaluating alternate methods, operations, and equipment. Prepares and initiates programs in response to new objectives and regulation changes.

Fully responsible for project management of construction contracts for Water Facilities projects, including project planning, public presentations, supervision consultant designs, inspections, and post construction adjustments/corrections.

Informs DPW Director on a regular basis the status of operations, activities and conditions of the Water Facilities. Performs duties and responsibilities in conformance with the Director's policies and directives. As directed, assists the Director in carrying out any periodic or special projects and programs. May act as the Director when designated by the Director or Mayor.

Responsible for Monthly, Quarterly, and Annual Water and Wastewater reports including collection and distribution system. Compliance, emergencies, and status of improvements, repairs and upgrades reporting included.

**Minimum Qualifications:**

**Education and Experience:**

Bachelor of Science degree with concentration in environmental science, chemistry, engineering or related field preferred. Shall have completed a minimum of 60 class hours in technical courses or workshops related to the water/wastewater fields, engineering, water quality or mechanical or control systems field.

Eight (8) or more years of increasing responsible operation and maintenance experience in the water and/or wastewater fields; experience in both fields preferred or any equivalent combination of education, experience and training that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:**

Thorough knowledge of the all aspects of operating and maintaining comprehensive water and wastewater (w/ww) treatment systems; of the materials, methods, practices and equipment used in w/ww treatment systems, including instrumentation and electronic equipment. Shall have extensive knowledge of the chemistry and microbiology associated with such systems.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems, including process control.

Extensive knowledge of Federal, State or local standards, laws, codes and regulations that affect operations and the principles and practices of record keeping and reporting. Ability to inspect, analyze, evaluate, diagnose and correct equipment and process failures; ensure safety and professional work standards are set and maintained. Must demonstrate high level of ability to read and interpret blueprints, instruction manuals and technical literature.

Must demonstrate a high level of organization and time management skills. Ability to communicate effectively orally and in writing. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities frequently occur.

Must possess knowledge of budget execution, preparation and City finances.

**Physical Requirements:**

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and instruments that require a high degree of manual dexterity.

Work is performed in an environment with exposure to noise, chemicals and machinery with moving parts. Requires sufficient eye/hand coordination to perform skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

Work conditions involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring some physical strength and endurance.

**Special Requirements:**

Must possess appropriate level licenses from the Massachusetts Board of Certification of Operators of Wastewater Treatment Plants (Grade 5) and Massachusetts Board of Certification of Drinking Water Operators(Grade 3T or 3C), and Cross Connection Survey and Device Tester’s licenses. Registered Sanitarian license is desirable but not mandatory.

Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver’s license. Must have an acceptable driving record and be insurable under City’s policy.

May be required to respond to or be on-call for control plant or other emergency situations outside of normal work hours.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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**Approved:**

EXECUTED 12/13/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 12/85, 7/93, 6/07, 7/08, 2/16, 11/19

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Mayor

\_\_\_\_\_  
Department Head

[S Unit Review: \_\_\_\_\_]