

TOWN OF MIDDLEBURY

77 Main Street, Middlebury, VT 05753

Job Opening: Water Division Superintendent

The Town of Middlebury is seeking a qualified and motivated Water Division Superintendent to lead the operations, regulatory compliance, and strategic planning for our municipal water system. This is a leadership-level position that plays a key role in delivering safe, reliable drinking water to the community.

This position is responsible for the oversight, supervision, and coordination of all water system operations, including process control, infrastructure maintenance, and staff management. The Superintendent reports to the Director of Operations and works collaboratively across departments to ensure compliance with the Vermont Water Supply Rule and other regulatory standards.

Minimum Qualifications

- Vermont Class 3 Water Operator License (or higher) or ability to obtain within 12 months
- At least five (5) years of experience in public works, water utility operations, or infrastructure construction
- Demonstrated hands-on experience with public utilities
- Proven supervisory and management background
- Equivalent combinations of education, training, and experience may be considered

Additional Requirements

- Strong understanding of regulatory requirements, public safety standards, and emergency response protocols

Compensation

- Pay Type: Salaried position
- Compensation Includes:
- Full benefits package, take home vehicle
- Salary range \$80,000 to \$87,000

How to Apply

A complete job description and employment application can be found online at:
www.townofmiddlebury.org/notices_and_postings

To apply, submit your application and resume to:
Crystal Grant
cgrant@townofmiddlebury.org

**Town of
Middlebury
Job Description**

Title: Water Division Superintendent Department: Public Works

Reports to: DPW Director of Operations Date Prepared: July 2025

Approval:

Director of Operations

Date

Overview

The Water Division Superintendent is a leadership role responsible for overseeing the operation, maintenance, and regulatory compliance of the municipal water system. This position ensures the delivery of clean, safe, and reliable drinking water by managing daily operations, supervising staff, implementing maintenance schedules, and coordinating infrastructure projects in alignment with departmental priorities and state/federal regulations.

Duties and Responsibilities

Operational Leadership

- Plan, direct, and oversee daily operations of the municipal water system.
- Supervise field and technical staff, provide clear instructions, and coordinate work assignments.
- Ensure availability and optimal use of equipment, materials, and personnel.
- Coordinate and participate in weekend on-call water system monitoring on a rotating basis.

Compliance & Safety

- Ensure all operations comply with applicable EPA, state, and local water quality standards.
- Oversee testing, treatment, and reporting related to water safety (fluoride, chlorine, etc.).
- Maintain operational manuals and safety documentation.
- Enforce safety protocols and conduct jobsite safety briefings.

Asset & Project Management

- Conduct and manage system asset inventories (e.g., valves, hydrants, mains).
- Direct preventive and corrective maintenance of water infrastructure, including pumps, chlorination units, telemetry systems, and pipelines.

- Collaborate with the Director of Operations on capital improvement planning and execution.

Administrative Duties

- Assist with annual operating and capital budget preparation and monitoring.
- Maintain accurate records for personnel, project costs, equipment usage, and regulatory reporting.
- Prepare performance evaluations and disciplinary documentation.
- Respond to customer inquiries and service requests, and coordinate responses within policy guidelines.

Knowledge, Skills and Abilities Required

- Comprehensive understanding of **water distribution systems**, utility maintenance, public health regulations, and infrastructure construction and repair practices.
- Working knowledge of mechanical systems, including pumps, telemetry, and chlorination units.
- Familiarity with GIS/GPS-based utility mapping, water metering technologies, and cross-connection control programs.
- Proven ability to lead and supervise a team, resolve conflicts, and motivate personnel effectively.
- Skilled in balancing competing operational demands involving labor, equipment, and budget limitations.
- Strong competence in report writing, project scheduling, and effective verbal communication.

Minimum Qualifications

- Minimum of 5 years of progressively responsible experience in water system operations, including supervisory duties; equivalent experience in infrastructure construction, repair, or maintenance may be considered.
- Possession of a Vermont Class III Water Operator Certification, or ability to obtain within 12 months of hire.
- Valid Vermont Driver's License.
- Demonstrated ability to safely operate all job-related equipment.
- Availability to respond to emergencies and participate in the weekend on-call rotation.
- Ability to pass a criminal background check

Working Environment and Physical Activities

This position involves a variety of physical demands and environmental exposures, including but not limited to:

Frequently Required:

- Bending, stooping, and working on uneven terrain.
- Lifting and carrying objects in excess of 50 lbs.
- Repetitive use of both feet (e.g., operating foot controls).
- Repetitive use of both hands (e.g., grasping tools, hand controls, and handles).
- Exposure to moving equipment and machinery.
- Outdoor work in all seasons, including extreme weather and significant

temperature variations.

- Exposure to dust, fumes, gases, and other airborne particulates.

Occasionally Required:

- Squatting, kneeling, crouching, and balancing.
- Climbing stairs and ladders.
- Reaching overhead and working above shoulder level.
- Lifting and carrying objects up to 50 lbs.

Additional Requirements:

- Operation of various machinery and equipment necessary to fulfill job duties.

Tools & Equipment Used:

- Trucks and medium-duty construction equipment
- Chlorine and fluoride testing systems
- Tapping machines and valve exercising equipment
- SCADA and telemetry monitoring systems
- GIS and GPS mapping devices
- Personal computers and mobile devices utilizing Microsoft Office Suite
- Utility-specific software for data entry, system monitoring, and reporting

Disclaimer

The information provided in this job description is intended to describe the general nature of this position and it is not to be considered a complete statement of duties, responsibilities and requirements.