



## HUMAN RESOURCES DEPARTMENT

400 SLOCUM ROAD  
DARTMOUTH, MA 02747

## JOB POSTING

TITLE: Assistant Water & Sewer Superintendent

UNION: USW-Management Union

DATE AVAILABLE: ASAP

SALARY: Grade 9 \$71,665.47 - \$93,165.11

### RESPONSIBILITIES:

The Assistant Water & Sewer Superintendent is responsible for Supervisory and administrative work requiring the reconstruction, maintenance and operation of the water supply, distribution and treatment and the sewer collection system; all other related work required.

### QUALIFICATIONS:

Associate's degree in environmental studies. Five years' experience in municipal water supply, treatment and distribution and sewer collection systems, including three years in a supervisory capacity; or an equivalent combination of education and experience. The following licenses and/or certifications are required:

Massachusetts Grade III Water Distribution License

Massachusetts Grade II Water Treatment License

Massachusetts Class D Motor Vehicle Operator's License

Periodic attendance at education courses as required by the Department of Environmental Protection to maintain certification.

Backflow Inspector Certification & Cross Connection Control Surveyor Certification are preferred.

APPLICATION DEADLINE: Open until filled

Interested Candidates may submit employment application, cover letter and resumes to:

[jobs@town.dartmouth.ma.us](mailto:jobs@town.dartmouth.ma.us)

Employment applications can be found at:

[Dartmouth Employment Application](#)

Town of Dartmouth is an Equal Opportunity Employer

# ASSISTANT WATER & SEWER SUPERINTENDENT

GRADE 9

## Definition:

Supervisory and administrative work requiring the reconstruction, maintenance and operation of the water supply, distribution and treatment and the sewer collection system; all other related work required.

## Supervision:

Works under the general direction of the Water & Sewer Superintendent following prescribed operating policies and procedures

Performs work functions of a diverse nature requiring the ability to problem-solve but with access to the supervisor for guidance and decisions

Supervises the equivalent of fifteen or fewer full-time employees under the direction of the Water & Sewer Superintendent.

## Job Environment:

Work is performed under typical office, and field conditions; work in the field involves intermittent exposure to adverse weather conditions and potential exposure to occupational injury.

Operates light trucks radio/pager; operates laboratory equipment, operates typical office equipment such computer, telephone, etc.; operates testing equipment, gas monitor, pipe locators leak detectors and other tools and equipment typical of the water and sewer trade.

Makes frequent contacts with other town, state and federal officials and with the general public to discuss water quality issues complaints and concerns with customers, policies and complex issues.

Has ongoing contacts with laboratories, professional engineers, plumbers, construction and mechanical contractors, manufactures, and water works organizations.

Has on-going contacts with commercial and industrial users of the Town's water and sanitary sewers to assure compliance with rules and regulations relating to policies of the Water and Sewer Division and rules and regulations for the installation and connection of building sewers and for the use of public sewers.

Errors could result in lower standards of service and could adversely affect the water supply service and water quality.

## Essential Functions:

*(The essential functions or duties listed below are illustrations of the type of work 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).*

Supervises, plans and implements the construction, reconstruction, maintenance and operation of the Water & Sewer Division consistent with the policy and objectives of the Board of Public Works as interpreted by the Superintendent.

Confers with the Superintendent on major problems and recommends solutions; may attend meetings of the Board of Public Works to provide necessary technical

information relating to the Town's water supply, treatment and distribution and the maintenance and operation of sanitary sewers.

Confers with the Assistant Director and/or Director of Public Works and other DPW division heads for coordination of projects and programs consistent with the department's total objective.

Assures an adequate supply of potable water to residential and commercial users and a sufficient supply at proper pressure for firefighting and for industrial users.

Inspects construction and reconstruction work performed under contract for compliance with specifications and recognized standards; prepares necessary progress reports and final project reports; confers with the foremen of activities of distribution staff; makes continuous interaction on site, which involves monitoring the maintenance of pumping stations and water treatment facilities.

Maintains the flushing program, working with water treatment and distribution staff to maintain high water quality, improve the carrying capacity of pipes, and ensure proper operation of distribution system components, such as hydrants and valves.

Ensures that required water sampling and testing is performed on schedule and recorded in mandated forms; takes corrective measures to meet mandated standards.

Monitors the operation and maintenance of wells, storage and distribution facilities and the amount of chemicals used in the treatment process; Confers with water treatment staff and provides training of personnel to meet recognized standards of knowledge and skills and to attain prescribed certification to perform designated functions.

Maintains inventory of parts and components to enable necessary repairs to be made to the distribution system.

Reviews water and sewer invoices for payment; verifies correctness; solves bill and account problems; reviews billing complaints; handles abatement issues; writes computer programs for billing office.

Instructs customers on how to look for leaks, read meters, and when necessary, meets with the customer at their property to offer further guidance and assistance. Performs similar or related work as required or as situation dictates.

### Recommended Minimum Qualifications:

#### Education and Experience:

Associate's degree in environmental studies.

Five years experience in municipal water supply, treatment and distribution and sewer collection systems, including three years in a supervisory capacity; or an equivalent combination of education and experience.

#### Knowledge, Ability and Skill:

Considerable knowledge of potable water treatment principles, design, operation and maintenance and process control. Working knowledge of the Town's water supply and

distribution system and of materials, methods and techniques relative to underground installations.

A working knowledge of the sewer collection systems.

A working knowledge of operating a SCADA system.

Knowledge of laboratory procedures and regulations including most recent drinking water policies and drinking water regulations according to Massachusetts General laws.

Ability to survey for cross connection hazards and recommend corrective action.

Ability to test devices with precision equipment and interpret test results.

A broad knowledge of general management principles and practices.

Ability to plan work, assign, supervise and monitor the work of subordinates.

Skill in maintaining effective working relationships.

Budgetary and organizational skills. Proficiency with computers and related software applications.

The following licenses and/or certifications are required:

Massachusetts Grade III Water Distribution License

Massachusetts Grade II Water Treatment License

Massachusetts Class D Motor Vehicle Operator's License

Periodic attendance at education courses as required by the Department of Environmental Protection to maintain certification.

Backflow Inspector Certification & Cross Connection Control Surveyor Certification are preferred.

Physical Requirements:

Minimal physical effort generally required when working under typical office conditions.

More than moderate physical effort demanded during field inspections; ability to operate a keyboard.

Work requires frequent standing and walking. Good eyesight and hearing; ability to distinguish colors.

Must be able to stoop, kneel, crouch, crawl and have the physical agility to access all water and sewer sites.