

#12-23

TOWN OF MEDWAY

JOB POSTING

TOWN OF MEDWAY
WATER TREATMENT PLANT SUPERVISOR

The Town of Medway, Department of Public Works, seeks qualified candidates for the full-time Water Treatment Plant Supervisor position.

Responsibilities The Water Treatment Plant Supervisor is responsible for the operation of the water treatment facility, as well as the town's groundwater sources including safety and security initiatives, regulatory compliance, and emergency response initiatives. This position will also be responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. They will perform varied duties requiring a thorough knowledge of federal, state, and local environmental drinking water and wastewater policies and regulations, as well as departmental operations, goals, and practices. They will exercise judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. This position will handle a significant number of details involving Public Health and Safety, each varying from the other in substance, content and schedule requiring flexibility.

Qualifications:

High School graduate; Bachelor's degree in related field preferred, Five to Seven years progressively responsible supervisory experience in municipal water treatment and supply operations, Current Grade 2T and 2D full water operator's license and must continue to maintain same, DEP Backflow Tester and Cross Connection Surveyor Certification, CDL Class B driver's license, Massachusetts Hoisting License to operate the complete line of department equipment, Knowledge of DEP and EPA rules and regulations, Computer experience

Please email cover letter and resume to: jsinclair@townofmedway.org

Or mail to: Human Resources Coordinator, 155 Village St. Medway, MA 02053

Date of Posting: May 9, 2023

Anticipated Start Date: July 5, 2023

Salary: Grade 12 - \$35.77-/hour - \$47.09/hour

Closing Date: Open Until Filled

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

The Town of Medway is an AA/EEO Employer

POSITION DESCRIPTION

TITLE: Water Treatment Plant Supervisor
DEPARTMENT: Public Works
DIVISION: Water and Sewer
DATE: July 1, 2023
GRADE: 12

Statement of Duties:

Under the general supervision of the Water and Sewer Superintendent, functioning in the same capacity as an Assistant Superintendent relative to supervisory responsibility, the Water Treatment Plant Supervisor is responsible for the operation of the water treatment facility, as well as the town's groundwater sources including safety and security initiatives, regulatory compliance, and emergency response initiatives. This position will have supervisory authority over all Water & Sewer personnel (excluding the Superintendent) as may be needed from time to time but shall directly supervise Treatment Plant personnel and their involvement in Division activities, including directing and assisting the operators to ensure completion of daily operational duties and training subordinate staff to support their technical proficiency. This position will also be responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. They will perform varied duties requiring a thorough knowledge of federal, state, and local environmental drinking water and wastewater policies and regulations, as well as departmental operations, goals and practices. They will exercise judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. This position will handle a significant number of details involving Public Health and Safety, each varying from the other in substance, content and schedule requiring flexibility.

Position 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 work is similar, related or a logical assignment to the position.

Essential Functions:

- Ensures that water quality testing is accurately performed with thorough understanding of regulatory compliance and/or service optimization, including selection of sample sites and schedules, pertinent collections, analytical and reporting protocols.
- Completes water quality testing compliance documentation for various state and federal agencies and/or coordinates work of others tasked to do so.
- Reviews and supports operations staff in source assessments and distribution system water quality monitoring and compliance activities such as well head protection and cross connection control.

- Reviews logs and recordings of station activities and performance; prepares related reports and records for submission internally and to state and federal regulators.
- Performs water sampling and analysis for the evaluation of treatment systems and processes, including online and field monitoring equipment, for the purpose of making necessary adjustments for optimal system performance. Environmental impact on the work performed will also be evaluated.
- Responds to consumer inquiries, requests, and complaints regarding the Town's water and wastewater systems and conservation issues. Researches and provides information as appropriate; may investigate through site visits and sampling. Refers unresolved matters to supervisor.
- Ensures that the proper direction, supervision, evaluation, and training of divisional personnel is maintained and keeps supervisors fully informed.
- Coordinates and oversees maintenance and routine/non-routine water main flushing activities including annual (and as needed) hydrant inspections to maintain and optimize drinking water quality.
- Conducts inspections of facilities and watershed area for safety and security compliance with all regulations and reports deficiencies to supervisor.
- Ensures compliance with Hazardous Materials storage.
- Responds to any declared emergency which requires departmental, community or agency support and coordination such as, but not limited to, events associated with public safety, public health, storm, or disaster response.
- Participates in Town's snow removal operations and reports to the Highway Superintendent during snowstorms.
- Reviews existing policies relating to areas of responsibility, recommends and implements approved new systems and policies to effect continual improvement in operations and programs.
- Undertakes special projects and related responsibilities as initiated and requested.
- Assists the Water/Sewer Superintendent in preparation of operating and capital improvement budgets.
- Procures required supplies, services, materials, and equipment to complete projects.
- Supervises the storage of chemicals and maintenance inventory and places orders as needed.

- Acts as the Water/Sewer Superintendent in the Superintendent's absence.
- Oversees the Town's Cross-connection Control Program; maintains all necessary records and documentation; ensures compliance with related state and federal regulations.

Education and Experience:

- High School graduate; Bachelor's degree in related field preferred.
- Five to Seven years progressively responsible supervisory experience in municipal water treatment and supply operations
- Current Grade 2T and 2D full water operator's license and must continue to maintain same
- DEP Backflow Tester and Cross Connection Surveyor Certification
- CDL Class B driver's license
- Massachusetts Hoisting License to operate the complete line of department equipment.
- Knowledge of DEP and EPA rules and regulations
- Computer experience

Knowledge, Skills, and Abilities:

Extensive knowledge of federal and state drinking water and wastewater rules and regulations, drinking water testing procedures, and local, state, and federal environmental regulations. Familiarity with state and federal toxic and hazardous materials storage, handling, and disposal regulations. Ability to analyze and apply technical information as it relates to water quality and related water supply interest. Ability to communicate effectively and tactfully with the public, coworkers and other employees, departments, officials, and other agencies. Ability to communicate effectively both verbally and in writing. Ability to work under pressure and time constraints to meet deadlines.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.