



## Town of Danvers Position Description

<b>Title:</b> Water & Sewer Superintendent	<b>Classification:</b> Union	<b>Union Status:</b> DIEG
<b>Department:</b> DPW Water/Sewer Division	<b>Grade:</b> 19	
<b>Reports to:</b> DPW Director of Operations	<b>Department Director:</b> DPW Director	
<b>Effective Date:</b> September 2021	<b>FLSA Status:</b> FLSA Exempt	

### **GENERAL SUMMARY:**

Under the general direction of the DPW Director of Operations, this position manages, plans, organizes and supervises the water treatment, water distribution and sewer collection divisions of the Department of Public Works, including the coordination of inter-municipal relations necessary for providing water to the Town of Middleton. The position also oversees the management of the water treatment facility in conjunction with the facility Plant Manager.

### **ESSENTIAL 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 the work is similar, related, or a logical assignment to the position.*

- Formulates policy and broad program outlines for the Division operations
- Prepares annual budgets and resolves any problems related to execution of the budgets; provides input for Capital Improvements.
- Develops, maintains and implements written policies, standard operating procedures and employee training program related to the divisions operations.
- Establishes work procedures and performance standards, provides performance feedback. Assigns and reviews work, manages time off of division personnel and is involved with employee discipline in compliance with the applicable collective bargaining agreements.
- Confers with other Division Managers and other Town departments to coordinate work programs and projects.
- Develops water and sewer work programs such as hydrant flushing, cross-connection and back backflow investigations, hydrant maintenance, renewal of water service connections, gate valve locations and exercising, meter upgrades and replacements, sewer station maintenance and upgrades, and sewer main and lateral maintenance programs.
- Coordinates the construction, maintenance and operations work for the division; confers with the Director or their designee on major problems and recommends solutions.
- Provides estimates of water main extension and water services to homes and commercial spaces.
- Reviews water distribution projects proposed by the Town of Middleton.
- In conjunction with the Engineering Division, coordinates with and assists in the approval process for water and sewer projects through local, State, and Federal authorities; implements water and sewer regulations; advises on new wastewater treatment facilities; and reviews water and sewer construction plans.
- Consults with Town officials and other officials on major problems of maintenance, operation, and expansion of facilities and buildings; addresses civic, municipal, professional and other public groups on water and sewer topics; corresponds and meets with others in the field and attends applicable association meetings; may give testimony at legislative hearings on water and sewer works; represent the Town before commissions and boards.
- Responsible for the enforcement of all current water rules and regulations, fees and permits associated with the Water Division; responsible for assuring compliance with all DEP and EPA regulations; ensures water rules and regulations are up to date.

- Directs the cross-connection and backflow prevention program.
- Reviews and recommends new materials and equipment.
- Coordinates training for all water and sewer personnel in the methods of performing task and job safety; assures subordinate supervisors provide all training required for new hires, transfers, or promotions; and assures that all safety equipment needed is provided and checked regularly for compliance.
- Manages all record keeping and purchasing activities of the Division.
- Maintains effective control and accountability for all items under the jurisdiction of the Division.
- Responds to and addresses all emergency situations.
- Strictly adheres to all safety rules and regulation.
- Performs related work required as assigned by the DPW Director or their designee.

**Minimum Qualifications:**

*The Town will consider any combination of relevant work experience, volunteerism, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required.*

- Bachelor of Science in Civil Engineering or related field required and minimum of seven (7) years of experience or an equivalent combination of education and experience in water treatment, water distribution and sewer collection systems, with increasingly responsible experience.
- Demonstrated experience in personnel management is required.
- Grade III Water Distribution License is required within 6 months of hire (an extension to the timeframe may be provided under certain circumstances). Strongly preferred to have the license upon hire.
- A Class IV Water Treatment license or ability to obtain within 12 months of hire, is highly desirable.
- A valid driver’s license is required.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization’s five core values: inclusion, integrity, accountability, positivity, and collaboration.

**Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of the administration of the DPW Water and Sewer division, including the water treatment plant facility; thorough knowledge of the Safe Water Drinking Act, the Clean Water Act, MADEP Drinking Water Regulations, and MADEP Wastewater Collection and Discharge Regulations; and ability to organize and delegate duties to subordinates performing diverse duties and to coordinate activities to achieve and maintain the desired level of municipal services; standard tools, materials, methods and practices of the assigned work; considerable knowledge of the occupational hazards and safety precautions applicable to the work; considerable knowledge of the rules and regulations affecting assigned work programs; Knowledge of the methods, tools and materials used in construction and maintenance of highways, water and sewer system, buildings, grounds and related Public Works activities.

*Ability:* Ability to comprehend and interpret engineering and construction specifications and drawings; ability to coordinate and review the work of division personnel; ability to supervise, train, evaluate and support direct reports and members of the division; ability to prepare clear and concise administrative and financial reports; ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; ability to research, analyze and evaluation new service delivery methods, procedures and techniques; ability to interpret and apply federal, state and local policies, procedures, laws and techniques; the ability to understand and transmit oral and written instructions and to keep routine records and make oral and written reports; the ability to operate computer-based systems; ability to use computers and skill in utilizing software, such as Microsoft Word and Excel.

*Skills:* Imagination, innovation and judgment relating to planning and achieving department goals; Financial management skills; Excellent planning, time management and organizational skills; Strong computer skills; Excellent customer service and organization skills, excellent time-management skills, excellent written and verbal communication skills and strong project management skills; Skills in the use and care of tools, equipment and materials relating to assigned work; Skill in the operation of hydraulic equipment; Skill in the use of other common hand tools and equipment for activity to which assigned.

**Supervision**

*Responsibility:* Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the division and in the enforcement of federal, state and local laws, and town bylaws.

*Received:* Works under the general supervision of the DPW Director of Operations and in accordance with the applicable Town rules and regulations and provisions of the Massachusetts General Laws.

*Exercised:* Responsible for the supervision and performance of all people within the division under their direction and control; approximately 20 employees.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Administrative work is performed in the field and in office conditions; outdoor work involves exposure to variable weather conditions and hazards associated with traffic, construction sites, chemicals and heavy mechanical equipment.
- Work environment is moderately noisy, and at times very loud.
- Occasionally has irregular hours responding to emergency water/sewer emergencies.
- Regularly operates computer, standard office equipment, hand and power tools, trucks and equipment.
- Has contact with the public, other town departments and contractors. Contact types are by email, telephone, in person or in writing.

**Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee must be able to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Stooping, kneeling, lying, crouching, crawling, reaching, and handling required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. Must be able to communicate written and verbally. Regularly required to walk, stand, sit, talk and hear. Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring hand-eye coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required. Must be able to pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Vision and hearing at or correctable to normal ranges.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**

Jen Breuker  
Human Resources Director

10-14-21  
Date

Kelly Kahenki  
Union Representative

10/14/2021  
Date

**Received by:**

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Employee

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Date

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Human Resources

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Date