

**Water and Sewer Superintendent
Water and Wastewater Divisions
Ayer Department of Public Works**

The Town of Ayer is seeking a reliable and enthusiastic individual to supervise and plan the operations and activities of the Ayer Department of Public Work's Water and Wastewater Divisions including the related supply, treatment, distribution, collection and treatment systems. The candidate must be a team player, flexible, dependable and motivated. Pay range: \$84,420 - \$108,100.

GENERAL SUMMARY: Under the general supervision of the Director of Public Works, manages all functions of the Town's water and sewer systems to provide a drinkable and reliable water supply as well as wastewater collection and treatment for residential, commercial and institutional users. Responsibilities include:

- Planing, organizing and directing the operations and activities of the Water and Wastewater Divisions and related distribution, collection, storage and treatment systems
- Compliance with applicable federal and state mandates and regulations
- Maintaining and improving upon the efficiency and effectiveness of Division operations
- Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

- Develops, recommends, implements and oversees authorized plans and programs that provide for the design, construction, repair and maintenance of a municipal water and sewer system.
- Ensures personnel perform work in compliance with all applicable laws, policies, procedures, practices and norms under direct control.
- Evaluates and makes recommendations of new hires and advancements of division personnel and provides for training, development and guidance to maximize individual performance and organizational stability.
- Prepares and submits division operating and capital budgets; expends funds as authorized and monitors and controls expenses.
- Oversees and directs operations and maintenance of water and sewer pumping facilities, treatment facilities, storage reservoirs and associated distribution/collection systems and services.
- Oversees and directs administrative functions directly associated with water and sewer services to the Town.
- Oversees water/wastewater treatment and quality control operations and submittal of requisite reports to regulators.
- Manages procurement activities and contracts required for all materials and services required to satisfy all functions of water and sewer operations.

- Oversees inventory and storage of equipment and materials and related record keeping. .. responds to a variety of inquiries, requests and complaints from citizens, merchants and organizations/committees related to water and sewer services.
- Recommends new and changes to divisional operating policies and procedures and oversees and monitors their implementation and effectiveness.
- Reviews and approves a variety of designs, reports and records related to division operations and activities.
- Submits notices and reports to MassDEP, EPA and other regulators as required.
- Communicates directly with regulatory agents and permitting authorities to insure systems and services continue to operate in accordance with state and federal requirements.
- Participates in and contributes to Town committees and boards to insure emerging industry trends are understood and effectively managed.
- Supports and advocates on behalf of the Town and Department's sustainability goals and initiatives to encourage sound investment and conservation of resources.
- Performs special projects and related responsibilities as initiated and requested. .. performs other related duties as required, directed or as the situation dictates.
- Regular attendance at the workplace is required.
- Other related duties/functions as assigned.

SUPERVISORY RESPONSIBILITY: Directly supervises the activities and performance of and provides functional oversight to all divisional employees, consultants and contractors employed by the division. Carries out supervisory responsibilities in accordance with Ayer's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems; and making recommendations to the Director of Public Works concerning employee hiring, rewards or discipline.

EDUCATION & EXPERIENCE:

- Bachelor's degree in engineering or environmental sciences
- Five or more years of progressively responsible related experience in water/sewer systems and treatment plant management; or any equivalent combination of education and experience.
- Drinking Water and Wastewater Operators License.
- Registration as a Professional Engineer (PE) is highly desirable.
- Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES

- Complete knowledge of the materials, methods and techniques relative to water and sewer construction and maintenance and plant operations.
- Thorough knowledge of the laws/rules/regulations pertaining to the operation and permitting of the Town's water and sewer systems.
- Ability to plan, assign and supervise the work of groups of employees or independent contractors engaged in a variety of water/sewer construction and maintenance operations.

- Ability to communicate effectively in both written and oral form. Ability to communicate tactfully with the public, co-workers, other employees, departments, officials and other agencies.
- Ability to work effectively and independently under time constraints to meet deadlines.
- Ability to establish goals and objectives for the water and sewer programs, to recognize town-wide priorities and work cooperatively to support their accomplishment.
- Ability to prepare and administer budgets and departmental finances.
- High-level skill in the strategic and financial planning, organizing, managing, staffing and controlling two highly regulated utilities.

WORKING CONDITIONS & PHYSICAL DEMANDS

- Employee is regularly required to sit, talk and hear.
- Uses hands to fingers, handles, feels or operates objects, tools or controls and reach with hands and arms as in picking up paper, files and other common office objects.
- Employee may spend a significant portion of shift standing or walking while performing inspection/supervision/investigation work.
- Employee may infrequently lift and/or move objects weighing up to 60 pounds, such as tools, equipment, supplies, etc.
- Employee must be able to access all levels of a construction site and traverse uneven terrain.
- Vision and hearing at or correctable to normal ranges; ability to distinguish colors. Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.
- Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity.
- Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

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. 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.

The Town of Ayer is an Equal Opportunity Employer.