

<p style="text-align: center;"><b>TOWN OF WEBSTER WATER SUPERINTENDENT</b></p>
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The Webster Water Department is seeking applications for Superintendent of the Water Department. The position is responsible for the treatment and distribution of water and must comply with the U. S. EPA Safe Drinking Water Act and Massachusetts DEP drinking water regulations. The Superintendent is responsible for the management of the department including staff, budget, operations, state and federal reporting, and will report directly to the Director of the Department of Public Works and serves as liaison to the DEP. The position requires independent thinking and judgment to resolve complex problems related to drinking water operations and treatment and to insure public safety. Must be available to respond to emergencies at all times. Must have excellent communication and organizational skills and work well with the public and with business associates. Massachusetts Drinking Water Supply Operator's licenses Grade 3 Distribution and Grade 1 Treatment are required and a degree in Engineering or a related field, SCADA experience, and 8-10 years experience in water systems and management are preferred. The applicant will show progressively responsible experience in water system management, public works construction, and public facility maintenance; knowledge of federal, state, and town laws and regulations related to public water supplies and systems and grants. Please submit resume and cover letter to Michelle Roy, Administrative Assistant, Webster Water Department, PO Box 793, 38 Hill Street, Webster, MA 01570 or email to [mroy@webster-ma.gov](mailto:mroy@webster-ma.gov) by February 22, 2013. Affirmative Action/Equal Opportunity Employer.

## **Water Superintendent**

**Minimum Requirements:** A minimum of 8 years experience in the Drinking Water field. A Mass Grade 3 D Drinking Water Distribution license is required. Supervisory, managerial and budgetary experience in the operation of a water distribution system is required. Knowledge on installation and repairs of water mains, water services, meters, fire hydrants, valves and pump stations is required. Knowledge of federal, state and local drinking water regulations and requirements is also required.

**Supervision Received:** Answers to the Director of the Department of Public Works to keep informed on water projects and activities. Also answers to the Town Administrator.

**Supervision Provided:** Supervises and gives orders to the Water Department Foreman and water maintenance personnel. The Water Department Foreman reports directly to the Water Superintendent. In the Foreman's absence, the water maintenance person next in line shall report to the Superintendent. Maintenance crew may also at times report to Superintendent. Water Superintendent oversees the duties of the Water Department Administrative Assistant.

### **Duties:**

1. In direct charge of the towns Municipal Drinking Water System.
2. Responsible for developing a yearly department budget.
3. Responsible for keeping current with state drinking water mandates and dealing with state and federal governments on a regular basis.
4. In direct charge of scheduling yearly capital improvements for upgrades on town's drinking water system.
5. Responsible for upgrades at the town's drinking water pumping stations.
6. Responsible for state and federal programs such as "The Cross - Connection Control Program".
7. To ensure that a safe quality of water is delivered to businesses, schools and residential dwellings on the municipal drinking water system.
8. Calibration and upgrade of meters when needed to maintain revenue for the department.
9. Deal directly with rate payers and involved in public relations pertaining to the water department billings, complaint issues and abatements.

10. Generate all required DEP reports and maintain the water system within DEP requirements.
11. Directly responsible for taking sample for state mandated tests on various water parameters of the town's drinking water.
12. Works a minimum of 40 hours per week.
13. On call 24 hours a day and may have to physically report to a call to direct personnel or instruct how to resolve problems.
14. Responsible for attending various Selectmen and other town board meetings.
15. Directly responsible for all operations pertaining to the town's municipal drinking water.

**Review Date:** November 1997  
December 2012