

TOWN OF TOPSFIELD
WATER SUPERINTENDENT
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to perform administrative and supervisory work in directing the operations and maintenance of the Water Division, including distribution, source and plant; all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible duties of both an administrative, supervisory, and technical nature requiring the exercise of independent judgment in the administration, operation, and maintenance of the municipal water system.

Supervision Received: Works under the policy direction of the Board of Water Commissioners and the daily administrative direction of the Town Administrator and Board of Selectmen.

Supervision Given: Supervises all departmental employees, developing job direction, assigning tasks and instructions, and evaluating personnel performance.

Job Environment:

Approximately one half of total work hours is performed outdoors, near hazards associated with construction sites, pumps and motors, and chlorination equipment; approximately one half of work time is spent indoors in an office setting; incumbent is on call for emergencies; required to attend evening meetings.

Operates automobile and light trucks; operates standard office equipment; utilizes pager. Utilizes hand tools and specialized water works equipment such as leak detectors, meter reading equipment and software, data loggers, gas detectors; confined space equipment and power tools.

Makes regular contact with other municipal departments, town and state officials, various associations and civic groups, the general public, vendors, regulatory officials, the media, developers, engineering firms, and outside contractors.

Has regular access to department-related confidential information such as personnel information, and data relating to bids.

Errors could result in danger to public health and safety, time and monetary loss, loss of service, injury to self and/or others, damage to buildings or equipment, and have significant legal repercussions.

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.)

Plans, supervises and participates in all aspects of the operation, maintenance and administration of the Town's water system. Responsible for providing adequate water supply for consumption and other uses including fire protection.

Develops long-term plans for maintenance, replacements and improvements to capital assets including water distribution components such as water mains and storage tanks; supply components such as wells and pumping facilities; and water treatment plant.

Creates and maintains financial models used for setting water rates, projecting water consumption, capital plans, and revenue tracking. Prepares departmental budget.

Oversees a number of required State programs and permits such as water testing, cross connection control, water withdrawal permit, etc. Testifies on Town's behalf during permit reviews, audits and inquiries concerning State mandated programs and permits as well as litigation. Files reports with MassDEP.

Responds to customer questions concerning water quality, billing, capital projects and other questions posed by customers, residents or the press.

Oversees and participates in the utility billing process including collection of meter readings, issuing abatements and refunds; resolves billing issues with residents.

Provides technical expertise in the operation of wells, pumps, hydraulics, control systems, and other system used to supply, treat, and distribute drinking water. Responsible for training other employees in the proper operation and maintenance of water system.

Hires, trains, supervises, and evaluates employees.

Handles department's purchases following procurement procedures of the Town and State. Procures required supplies and services including water treatment chemicals, distribution system components, etc.

Creates and maintains budget database used by multiple departments for payroll, budget tracking, purchase orders, procurements, vendor invoices, and payments.

Maintains the department's online assets including website, email service, water demand/SCADA views, Digsafe ticket management system, Task sheets application and hydrant flushing scheduler and notification application.

Supervises when staff, contractors and/or vendors work on water system including new main installation, repairs of system components, etc.

Collects GPS data on modifications made to the water system. Creates and modifies layers in the department's Geographic Information system as needed to maintain accurate maps of department's assets. Integrate paper maps into GIS system to provide long term data sets for current and future use.

Responsible for the proper maintenance of the department's assets including buildings, trucks, and equipment.

Responsible for appearing as a witness for the Town in litigation involving drinking water issues.

Responsible for developing and maintaining the department's website, GIS system and complex databases.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Civil Engineering or related field; ten years experience in water systems operation and maintenance, five years of which involve supervisory responsibilities; or any equivalent combination of education and experience.

Special Requirements.

Massachusetts Operator of Drinking Water Facility, Distribution Grade 2

Massachusetts operator of Drinking Water Facility, Treatment Grade 2

Massachusetts Department of Environmental Protection Certified Cross Connection Surveyor

Massachusetts Motor Vehicle License Class D

Massachusetts Asbestos Worker Certification within one year of hire

Knowledge, Ability and Skill:

Knowledge. Extensive knowledge of the principles, procedures, methods, equipment, materials, and tools employed in the operations and maintenance of the municipal water system; extensive knowledge of the water distribution system; thorough knowledge of the hazards and safety precautions involved in water distribution construction and repair work.

Ability. Ability to plan, assign, supervise, coordinate, and review the work of the Water division; ability to read, interpret, and apply drawings and specifications for work supervised. Ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with subordinates, other personnel, and the general public. Ability to write contract specifications for equipment and supplies; ability to communicate effectively orally and in writing.

Skill: Excellent skills in word processing, spreadsheet, databases, graphics, publishing, supervisory control and data acquisition software, utility billing software, metering software, and internet. Expert skill in utility programming, SCADA, Mapping, and GIS.

Physical Requirements:

The physical demands described here 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.

Minimal physical effort generally required when working under typical office conditions. Ability to operate a keyboard. More than moderate physical effort demanded during field inspections. Must have the ability to climb, lift, balance, carry, build, operate tools and perform other physical functions associated with work responsibilities. Must have the ability to operate trucks and heavy equipment. May be required to lift equipment weight up to 60 pounds. Required to climb into trenches and other confined areas. Work requires frequent standing and walking. Eyesight and hearing at or correctable to "normal range," with color vision required to read color-coded lines.

(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.)

October 2019

Water Commissioners

Town Administrator