

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Water Treatment and Distribution Superintendent

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: AFSCME

Grade: G-9

Personnel Board Approved: 7/20/09

Revised: 11/2/10

Summary of Duties

Professional, technical, administrative, and managerial work in assisting in planning, directing and managing the operations of the Water Treatment and Distribution Division; all other related work as required.

Supervision Received

Reports to and works under the general direction of the DPW Director. Performs complex and responsible functions requiring the exercise of discretion and independent judgment in assisting in the planning, directing, and oversight of the operations of the Water Treatment and Distribution Division. Receives direction from the DPW Director on non-routine matters as necessary.

Supervision Exercised

Supervises either directly, or through designated foremen, all regular full-time and part-time divisional employees, including seasonal and temporary staff. May direct and oversee the work of contractors working within the division.

Job Environment

Office work is performed under typical office conditions; field work is performed with frequent exposure to variable weather conditions and hazards associated with water treatment and distribution work sites; may be required to oversee emergency circumstances.

Operates a personal computer and standard office equipment.

May operate or use a wide variety of vehicles, equipment and tools.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; frequently responds to and resolves service requests. Close cooperation, coordination and collaboration may be required with other Town departments.

May have access to Department-related confidential information; has access to Department personnel files.

Errors in operational decisions could result in lower standards of service, sub-standard work, inadequate maintenance programs, or danger to public safety; errors in supervisory decisions could result in excessive costs.

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.

Under the direction of the DPW Director assists in planning, directing, organizing and managing the day-to-day water distribution and treatment operations, either by supervision of employees or by means of contract oversight; the Town's water supply and related structures.

Is responsible for ensuring an adequate supply of potable water to the Town while adhering to the federal and state regulatory guidelines governing the treatment and distribution of water.

Is responsible for the supervision of the addition of chemicals to the water supply, either through supervision of employees or by means of contract oversight.

Oversees all aspects of water treatment, distribution and meter reading; oversees the maintenance and repair of the water treatment and distribution systems.

May serve as Chief Operator for the water treatment plant.

Assists in the preparation of plans, specifications and bid documents for water distribution and treatment projects; assists in the evaluation of bids and makes recommendations on awards.

Inspects work performed by employees for quantity and quality; inspects work performed by contractors for conformance with specifications; prepares reports on progress of projects and maintenance work; suggests innovative solutions to resolve problems.

Plans and prioritizes daily work schedules and assignments; re-prioritizes work as the situation dictates; monitors progress on work assignments, projects and tasks. Assists in the development of operational policies and procedures to promote a safe, efficient and cost-effective operation; ensures workforce adherence to all practices and procedures.

Assists the DPW Director with the development of capital and operating budgets; works with the DPW Director to ensure that expenditures are within established guidelines.

As delegated by the DPW Director, coordinates emergency responses; on-call 24/7 for emergency response.

Is responsible for planning and securing materials and supplies for projects and work sites; prepares material estimates for jobs; plans lead-times to ensure sufficient inventories; arranges for distribution of materials and supplies; ensures materials meet specifications; coordinates required equipment for job sites.

Reads and interprets blueprints, plans and specifications.

Solicits and receives quotes and bids on various equipment, products and projects.

Reviews service and maintenance contracts; oversees contracted services for adherence to specifications and completeness.

Ensures work sites are set-up within authorized guidelines, ensures work is conducted in a safe and appropriate manner; oversees the proper utilization and maintenance of equipment.

Prepares supporting data and recommends divisional needs for materials, equipment, maintenance programs and related personnel for the efficient operation of the division.

Directs, leads and motivates employees; assigns and schedules work; recommends and provides training for personnel; recommends appropriate staffing levels; reviews and evaluates work; conducts annual performance reviews; administers union contracts, personnel by-laws and personnel policies in concert with the Human Resources Director; may hear Step 1 grievances; may serve as a member of the Town's negotiating team for the purpose of collective bargaining.

Participates and makes recommendations in the hiring and firing process; subject to approval by the DPW Director, disciplines subordinate personnel; all such actions are to be taken in accordance with all applicable laws, collective bargaining agreements, personnel by-laws and personnel practices and policies.

Keeps abreast of changes in governmental rules and regulations as well as industry trends by reading trade journals and attending special classes and seminars.

Ensures all records are properly maintained; ensures the proper and timely submission of required reports to federal and state authorities; prepares reports and documents for senior managers; may conduct research and analyze findings.

Responds to queries from a wide-variety of sources; investigates and solves problems with discretion and resourcefulness.

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

Recommended Minimum Qualifications

Education:

Bachelor's Degree in municipal water distribution or related field.

Experience:

Five (5) years of experience working in an environment which constructs and maintains water distribution and treatment systems, of which at least two (2) years is in a supervisory/management capacity.

Substitutions:

An equivalent combination of education and experience.

Licenses/Certificates:

Must possess a valid Class 2 Distribution license.

Must possess a valid Class 3 Treatment license.

Must possess a valid Massachusetts Cross Connection Certification.

Knowledge, Abilities and Skills

Knowledge of principles, practices and methods as applicable to the maintenance and construction of municipal water systems.

Knowledge of applicable federal and state statutes governing water treatment and distribution.

Knowledge of applicable construction and maintenance materials.

Knowledge of applicable vehicles, equipment and tools.

Ability to perform duties requiring independent judgment in planning, managing, engineering, constructing and maintaining the Town's municipal water system.

Knowledge of / experience with state bidding practices and use of state contracts.

Working knowledge of environmental health and safety relevant to water operations.

Knowledge and ability to interpret and develop plans and specifications.

Demonstrated ability to manage a variety of responsibilities under variable conditions.

Ability to lead, motivate and direct a diverse workforce.

Ability to manage complex technical and administrative duties requiring independent judgment.

Ability to interpret and apply federal, state and bylaw rules and regulations as applicable to DPW activities.

Ability to maintain effective working and professional relationships with employees, officials, contractor, vendors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to develop to policies and procedures to accomplish designated goals and objectives.

Physical Requirements

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to lift heavy objects and to occasionally performs some strenuous work under varying weather conditions.

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.

For Town

For Union
