

Duties:

Under general supervision of the Water and Sewer Superintendent, supervise and administer the operation of the Water Treatment Facility and appurtenances. Direct and assist the operators in the efficient operation of the treatment processes to obtain satisfactory operating results. Make personal observation to analyze performance and ensure facility compliance with local, state and federal regulations.

Supervise and instruct operators in their assigned duties. Advise as to special work methods and procedures to follow, safety precautions, regulations and related matters affecting the work. Review operators' performance for compliance and effectiveness to ensure safe and continuous operation. Make regular inspections to observe and check the operation of the facility to detect and correct hazardous conditions.

Prepare and submit daily operational log including reports of equipment malfunctions with observations and recommendations. Furnish supporting data as requested for reports and estimates. Report and make recommendations for major equipment repairs to avoid serious disruption in service. Develop emergency response plans for restoring operating conditions in the event of emergency.

Assist in preparation of operating and capital improvement budgets. Direct and control treatment facility budget, control expenditure of funds allocated for facilities operation and maintenance.

In consultation with Division Superintendent, schedule and coordinate assignments through subordinates, arrange work, schedule crews and equipment, order materials and follow through on progress and completion of each project. Cooperate with other divisions in the most effective use of personnel and equipment and, in dealing with emergency situations or unusual workloads.

Make frequent inspections of on-going projects for pumping stations, wells, storage facilities, etc.; observe work progress, take measurements and check for any unforeseen site problems and work delays. Take corrective measures and keep Superintendent informed of developments. Assure compliance with prescribed work standards of quality and productivity.

Receive, check and submit weekly payroll sheets for employees. Set up short and long-range work and vacation schedules. Participate in periodic employee performance appraisals and recommendations for personnel actions.

Procure required materials, equipment and supplies to complete projects. Supervise the storage of chemicals and maintenance inventory and order replacements as needed.

Update necessary records and forms. Promote discipline and good working relationships, and report attendance and other employee problems to Superintendent. Handle complaints and grievances within limits of established policies referring the more serious cases to the Superintendent. Maintain effective communications with Division personnel. Prepare reports as required by Superintendent. See that work and storage areas and project sites are maintained in a safe and orderly condition.

Perform other related duties as required.

Basic Knowledge

Position requires knowledge equivalent to four years of high school and specialized courses, including Water Certificate program; Massachusetts Grade T-IV and D-3 Certification of Operators of Drinking Water Supply Facilities; valid Massachusetts Drivers License.

Experience:

Position requires 5-7 years related experience of increased responsibility in the operation of municipal waterworks systems.

Independent Action:

Incumbent functions independently within the scope of Division policies and procedures, referring issues involving project planning, and materials acquisition to Superintendent.

Supervisory Responsibility:

Incumbent supervises staff of two full-time employees and on-call employees.

Physical and Environmental Standards:

- Required to be on-call 24 hours per day for Water Treatment Facility emergencies.
- Frequent periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas. Travel within Town and to other communities by automobile required.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
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- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.