

AUBURN WATER DISTRICT
JOB DESCRIPTION
for
WATER SUPERINTENDENT
(January 2021)

GENERAL SUMMARY

Under general direction of the Auburn Water District's Board of Water Commissioners, as head of the District's Administrative staff, the duties and responsibilities' of the position of Water Superintendent, includes, but is not limited to, planning, organizing, implementing / directing, and supervising functions and activities of the Districts' Grade II water supply / treatment and distribution systems in accordance with District's Charter, Bylaws and Rules and Regulations and with all applicable local, State and Federal regulations.

The Water Superintendent shall report directly to the Board of Water Commissioners and is responsible for management of the daily operations of the District as well as being responsible for the overall supervision and safety of all of the District's personnel as well as being responsible for the proper care, maintenance and operation of the District's equipment, vehicles, buildings, facilities and properties.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Oversees, directs and supervises operational and administrative personnel including scheduling, performance, training, including but not limited to overseeing human resource duties.
2. Implements the rules, regulations and policies established by the Board of Water Commissioners.
3. Ensures that the District's water operations are in full compliance with relevant State and Federal laws, regulations including documentation, testing, and the timely submission of required reports to the regulatory agencies.
4. The Water Superintendent shall perform the duties as backup operator for Distribution and Treatment Operations as may be necessary or and may be required to maintain operation of the District as a public water supplier. The Water Superintendent shall have (or attain within six months after hiring) and maintain a minimum Grade II Distribution and Grade II Treatment Massachusetts Water Operator's License. The Water Superintendent maybe required to be on call on a rotating weekly basis, but shall be available to respond to emergent situations whether on call or not.
5. Reviews staffing adequacy and performance and makes recommendations to the Board of Water Commissioners for hiring and terminating personnel and enforcing the rules and regulations established by the current edition of the District's Employee Handbook. Set goals and objectives for personnel as well as performing annual performance reviews. Promotes and ensures a safe work environment for all employees including developing, adopting and continued implementation of safety programs and operations.
6. Working with the District's Treasurer, oversees all aspects of the District's financial operations including developing and administers annual capital and operational budget(s), billing, payroll,

receivable and payable accounts. Also works to develop short and long range capital needs and related funding needs and water rates.

7. Ensures compliance with all applicable state procurement regulations as the District's Primary Procurement Officer in making purchases of supplies, equipment and materials as required.

The Superintendent shall be the primary point of contact and supervisor for vendors, suppliers and contractors providing goods and services to the District. The Superintendent shall prepare bid documents, or with the prior approval of the Board of Water Commissioners, engage the services of qualified professionals to provide services to prepare contract bid documents and to administer the bidding and administering said contracts.

The Superintendent shall attain and maintain certification as the **MCPPO** (Massachusetts Certified Public Purchasing Officer) within the timeframe established by the Board of Water Commissioners.

8. Works with District personnel to oversee, monitor, repair, maintain and or replace operational equipment including the water distribution system's wells, pumps, treatment systems, water storage tanks, pipes, valves, hydrants, meters and water services including, but not limited to, the District's buildings, vehicles, equipment, emergency generators, communication equipment, dams and computer equipment..
9. Reviews plans for new projects seeking water service from the District, including the infrastructure layout and potential impacts on the Districts water supplies and sources. Works with the Town of Auburn's various departments, boards and commissions to cultivate and maintain a cohesive effort to maintain and protect adequate water supplies provided by the Aquifer Protection Bylaw and to provide needed water supplies to the residents and businesses within the District under normal and emergency situations.

Shall be the District's representative at Town's meeting including the Departmental Coordination Group (**DCG**) and the Local Emergency Management and Planning Committee (**LEMPC**).

10. Seeks out, and makes application for grant opportunities to benefit the District as well as seeking other financial opportunities to offset water rates.
11. Researches and prepares correspondences, reports, studies, analysis or evaluations as requested by the Commissioner and attends meetings of the District and of the Board of Commissioners as well at other meetings requiring a representative of District. The Superintendent shall prepare and maintain files of all correspondences of the District and coordinates, organizes and attends the meetings of the Board of Water Commissioners.
12. The Water Superintendent shall keep abreast of emerging technologies by membership in trade organizations and attendance at seminars, and training sessions of said organizations.
13. At times, may be required to perform hands-on field work as required, in support of the District's water distribution system and water treatment plant operations.
14. Performs other related duties as required.
15. Responds to inquiries, requests and complaints made to the District.
16. Works closely with Town of Auburn Officials to plan and to respond to emergent situations as required.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of current and proposed MassDEP and EPA Drinking Water regulations and requirements.
- Working knowledge and experience in the design, construction, repair and maintenance and operation of public water systems in Massachusetts which includes basic knowledge of the operational characteristics, services and activities of a public water supply's groundwater sources, treatment facilities and distribution system including wells, greensand filtration, drinking water chemical treatment, basic public water system operations.
- Machines and materials used in a water/wastewater plants.
- Principles and practices of water/wastewater treatment or distribution.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and monitoring.
- Pertinent Federal, State and local laws, codes and regulations.
- Operational characteristics of personnel computers, SCADA or process automation.
- State and Federal policies and procedures regarding safety, personnel and purchasing.
- Federal and state water quality standards.
- Programmable logic controllers and related operational equipment.
- Advanced and emerging water treatment technologies

Skilled in:

- Analysis and mathematics, with an emphasis on water hydraulics.
- Organization and time management and being able to work independently.
- Customer service.
- Office computers and proficiencies in applicable software including MS Office Word, Excel, Powerpoint, and website management.
- Water utility computerization including SCADA, remote meter reading systems and pumping and treatment equipment basic operations and programmable logic controls.
- Researching and investigation.
- Recordkeeping.
- Engineering / construction of water utility components.
- Preparing and delivering presentations and technical reports.
- Interpersonal relations.
- Conflict resolution.
- Researching and investigation.
- Recordkeeping.

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Research various topics including new regulatory requirements.
- Stay abreast of new trends and innovations in the field of water utilities.
- Interpret and apply current and proposed local, State and Federal policies, laws and regulations.
- Oversee and participate in the management of water utility.
- Oversee, direct and coordinate the work of subordinate employees
- Maintain confidentiality.

- Establish and maintain effective working relationships with office administration and operations personnel.
- Participate in the development and administration of division goals, objectives and procedures.

Ability to: (cont'd.)

- Read, interprets and understand contract specification, plans, and engineering specific drawings.
- Oversee the supervisory and data acquisition (SCADA) system.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate water treatment techniques.
- Stay abreast of new trends and innovations in the field of water utilities.

MINIMUM JOB REQUIREMENTS

- Possess and Maintain a Valid Massachusetts driver's license.
- Pass a pre-employment physical exam and background check
- Minimum education of a college degree (BS) in a water utility related field of study.
- Minimum number of 7 years in a comparable classified water utility with a clear demonstration of increasing (mid level and above) management / supervisory responsibilities and duties during a minimum of three (3) years.
- Current Minimum Massachusetts Grade II Distribution and Grade II Treatment Operator License

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a water utility. The majority of the work environment will be that of an office environment, but on occasions, the duties of this position requires working within the water pumping / treatment facilities and outdoors throughout the distribution system.

Depending on the task being performed, the duties of this position typically require touching, talking, hearing, seeing, grasping, standing, sitting, use of a computer, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; ambulating over un-even surfaces, maneuver up and over equipment, climbing ladders; depending on assignment. Incumbents may be at times be exposed (with the appropriate personal protective equipment – PPE) to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, under varied / adverse weather conditions including precipitation and extreme temperatures, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

Must be able to handle the necessary physical components of the core duties of the position as indicated herein with and that expected to perform the essential functions of this job including but not to limited to working extended hours under emergent situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the ability to lift up to 50 pounds. Must be sufficiently alert visually and audibly to hear mechanical noises and to detect odors indicating equipment problems or failures and to observe essential equipment in operation.