



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Assistant Water Superintendent	<b>Classification:</b> Non-Union, Personnel Bylaw
<b>Department:</b> Water	<b>Grade:</b> 9
<b>Reports to:</b> Water Superintendent	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> 12-22-21	

### Summary

Positions performs administrative, supervisory and technical work in managing the operations and maintenance of the municipal water supply, treatment and distribution system to maintain an adequate and safe supply of water for all purposes. Performs all similar or related duties as required.

### 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.*

Assists the Superintendent in planning and supervising the operation, maintenance, and construction work of the water department to provide an adequate supply of potable water to residential and commercial users. Supervises treatment, storage and pumping of water.

Supervises Foreman and work crews providing new water installations and main extensions, general water line maintenance and emergency repairs; estimates costs of proposed water system construction work; reviews plans and inspects installations of developers and contractors for compliance with standards.

Coordinates maintenance and repair of water department vehicles and other equipment, including but not limited to backhoes and compressors.

Plans and schedules maintenance of buildings and grounds to ensure that facilities are cleaned and kept in good repair. Areas maintained include office and main pumping stations, treatment facilities, garage and storage buildings, water tanks and tank sites, and well fields and watershed lands.

Regularly checks inventory of waterworks supplies. Advises Superintendent when materials must be reordered and coordinates the checking in of inventory received against packing lists.

Processes applications from other utility companies (gas, telephone and electric) for permits to excavate. Makes on-site field inspections to locate and mark-out Water Department pipes and appurtenances

Oversees flushing of water mains and oversees pressure and bacteriological testing of new main line installations.

Assist the Water Superintendent in coordinating bid processes (procurement) to ensure compliance with all laws, rules and regulations. Assists the Water Superintendent in reviewing proposals and monitoring and evaluating contractor performance.

*Town of Brewster, MA*

*Assistant Water Superintendent*



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Assists the Superintendent in long-range planning of water programs with attention to fire protection, water conservation and general use.

Responds to problematic complaints and questions of the general public and reports back to the Superintendent.

Provides technical expertise to Foreman and field staff regarding the operation of wells, pumps, hydraulics, electricity; supervises training of personnel in water systems; drafts and interprets maps.

Prepares local and state reports to be reviewed by the Superintendent; oversees the maintenance of records. Attends Water Commission meetings and meetings with other town boards and committees as required.

Assists Superintendent with budget and capital expenditure preparation; estimates the cost of new services; purchases supplies and equipment; assists with bid preparation.

Assists Superintendent with personnel concerns and employee evaluations.

Responds to requests from the public and state officials for information as requested, pertaining to the provision of water infrastructure.

Maintains detailed and accurate department activity records; prepares department activity reports for the Superintendent and various state or federal agencies as directed.

Required to attend training programs and/or seminars to stay abreast of changes in state or federal municipal water supply laws, changes in operating procedures and in order to maintain required licenses or certifications.

The Assistant will be involved in the creation and implementation of a Safety Management Program.

Performs all other duties as required.

### **Supervision**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and conducting assignments.

*Supervision Received:* Work is performed under the general direction of the Superintendent.

*Supervision Given:* Acts as Superintendent during absences, supervises 10-14 employees.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Associate's Degree or a master level of trade knowledge in a related field; five (5) years' related experience in the public water supply field with at least two (2) years in a supervisory capacity; or an equivalent combination of education, training, and experience.

*Special Requirements:*  
Valid Driver's License

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Grade 3 Public Water Drinking Treatment  
Grade 3 Distribution License  
MEMA/ISO Emergency response training  
OSHA 30 Safety Certificate

*Knowledge:* Thorough knowledge of the policies and operating procedures of water supply systems. Working knowledge of the materials, methods, and techniques of underground installations. Knowledge of state and federal laws pertaining to water quality and public drinking water rules and regulations. Working knowledge of the Town's water infrastructure system. Extensive knowledge of the operation and maintenance of public water drinking systems. Knowledge of safety management and working knowledge of technology such as office software, GIS, and the Internet.

*Abilities:* Ability to communicate with the public effectively and appropriately. Ability to handle problems and emergencies effectively. Ability to communicate clearly, both orally and in writing. Ability to maintain, manage and organize records. Ability to establish and maintain effective working relationships with employees and state officials. Ability to read and draft maps of a complex nature. Ability to plan, assign and supervise the work of employees. Familiarity with possible funding sources and grant writing process.

*Skills:* Excellent organizational skills; proficient data processing skills in the use of personal computers and office software including Microsoft Office, and SCADA (Supervisory Control and Data Acquisition) system.

### Job Environment

- Administrative work is performed under typical office conditions. May involve occasional work at heights or in confined or cramped quarters, or with water treatment chemicals and around machinery and its moving parts. Employee may be required to be on call in response to emergency situations on a 24/7 basis. Work environment is moderately quiet in office and loud in the field. Field work performed with exposure to temperature extremes and inclement weather.
- Operates an automobile, light trucks, heavy equipment, computer, standard office equipment, as well as power and hand tools, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Has access to department-related confidential information.
- Interacts with town departments, other towns, state and federal agencies and the general public.
- Errors could result in adverse public relations, personal injury/loss, injuries to other employees, delays or reduced level of services, monetary loss, damages to building and/or equipment and possible legal repercussions.

### Physical Requirements

*The physical demands described 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.*

Employee is constantly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Employee must occasionally lift and/or move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges.

*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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*

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