

City of Revere

Job Title: WATER AND SEWER DEPARTMENT SUPERINTENDENT

Department: Water and Sewer Department

Hours: Expected to perform a minimum 40 hour work week, be on call 24 hours/day and work during irregular hours during emergencies.

Contract: This is a nonunion management position reporting to the Mayor.

Salary: \$95,000 to \$110,000 annual commensurate with experience, plus benefits

DEFINITION

This position is a highly responsible and integral position for the City of Revere. As division head, the position is responsible for all matters pertaining the managing, planning, administration and supervision of the operations of the municipal water treatment, distribution and billing systems and the municipal wastewater collection system. The position will be responsible for full compliance with all Federal and State regulations, including the federal Consent Decree, and for compliance with all local water by-laws and regulations governing public water supplies.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Create a plan and strategy to move the City of Revere into full and hasty compliance with the Environmental Protection Agency Consent Decree, including the planning, creation and implementation of a Comprehensive Wastewater Management Plan (CWMP) and a Comprehensive Stormwater Management Plan (CSMP).
- Ensures compliance with all other federal, state and local regulations governing public water and sewer management.
- Establishes a priority of work to be done by the Department, including projects done to implement the CWMP/CSMP, projects done a cyclical basis, emergency work orders, and newly-generated work orders and complaints from the public. Determines manpower and equipment needs for projects and makes assignments accordingly.
- Directs, supervises and participates in the construction and maintenance projects relative to the water and sewer systems. Assures that all work projects are completed in a timely and acceptable fashion, often engaging in the same activities as subordinate employees. Visits work sites and makes inspection of work in progress and upon completion.
- Directs, supervises, and oversees the processes for billing for water and sewer, including preparation and mailing of bills, customer service response, abatement programs, bill corrections, and water and sewer billing analysis.
- Directs, supervises, and oversees the water meter reading program.

- Directs, supervises, and oversees departmental payroll using time records produced by employees. Maintains employee attendance records.
- Maintains and operates water treatment plant supervisory control and data acquisition (SCADA) system at work and from home during non-work hours. Responds or directs subordinates to respond to system alarms.
- Meets with contractors to resolve questions and problems concerning projects in progress. Works with contractors to prevent disruption of service to residents or businesses while construction is in progress.
- Responsible for the proper maintenance of all equipment of the division, which includes an inventory of heavy equipment, power equipment and hand tools; maintains service records and determines maintenance needs.
- Participates in the selection process for new employees. Provides supervision and training to employees. Evaluates employees' performance, coaches them, and recommends progressive discipline as needed.
- Purchases materials, equipment and supplies needed for division operations. Engages the services of contractors for major repairs to treat plants, tanks and booster stations. Makes recommendations relating to capital improvements.
- Analyze data on water quality, treatment and chemical use, and generate reports from this data, to complete water reporting requirements.
- Completes water sampling protocol as required by Mass DEP, EPA and Mass DPH.
- Directs water treatment plant personnel on the operation of the water treatment and facilities.
- Makes decisions on the utilization of water sources to meet the seasonal demands to stay in compliance with existing water withdrawal permit.
- Assist in preparation of the annual budget, including setting and maintaining adequate personnel levels, and capital planning, including facility, vehicle and IT needs.
- Supervise the maintenance of all facilities and equipment.
- Be available to respond -- or ensure staff is available to respond -- to any emergencies on a 24/7 basis.
- Schedule work shifts for staff to ensure continuous coverage of the water treatment plant and establish work assignments for maintenance staff.
- Ensures staff is properly trained on proper safety procedures for working with chemicals and equipment.
- Oversees investigations and response to customer water quality complaints and maintains logs.
- Ensures proper maintenance to water towers and equipment.
- Assists with the management of all snow plowing and removal activity in coordination with the Director of the Department of Public Works

SUPERVISION RECEIVED

Under Mayoral direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the Mayor or representative only where issues and questions rise to the need for Mayoral involvement. The incumbent exercises control

in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

ACCOUNTABILITY

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to confidential information in the performance of his or her duties.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of the materials, methods and procedures used in the operation of a water and sewer system. Knowledge of federal and state drinking water standards. Knowledge of utility billing.

Abilities: Ability to coordinate multiple projects simultaneously. Ability to use heavy equipment. Ability to use hand tools. Ability to organize and supervise the activities of various crews performing construction and maintenance work. Ability to train subordinates to enhance their skills and ensure safe work procedures. Ability to interpret specific chemical and biological analyses. Ability to manage all relevant personnel matters. Ability to make decisions.

Skills: Oral and written communication skills. Personal computer skills. Customer service skills.

EDUCATION AND EXPERIENCE

- Associate degree or equivalent
- Ten years of experience in a public works, construction, municipal engineering or public utility organization, including at least five years of management or director experience.
- Any equivalent combination of education and experience.
- 3D water distribution and 3T water treatment licenses are required. Sewer collections certificate grade 3 is required.

OTHER QUALIFICATIONS

- Valid state driver's license and clean driving record
- Ability to pass criminal background check
- Ability to pass a drug test

PREFERRED QUALIFICATIONS

Master's degree in Business or Public Administration and 15 years of related work experience.

Selection Guidelines

Cover letter, resume, rating of education and experience, oral interview, reference check.

With application, please provide:

- Evidence of any relevant licenses, certifications, etc.

Send Cover Letter and Resume To:

jobs@revere.org