



Job Description
City of Newburyport
Superintendent of Water Operations
Teamsters Local 170 Department Head Union Position

Position Purpose:

This position is a highly responsible and integral position in the efficient operation and maintenance of all water supply facilities within the Department of Public Services, Water Department. The Superintendent of Water Operations shall be responsible for compliance with all Federal and State Regulations, and local water by-laws and regulations governing public water supplies.

The City of Newburyport DPS Water Division provides public water to the City of Newburyport, portions of the Town of Newbury and wholesale to the Town of West Newbury, serving a population of approximately 21,500. Components of the water system include a conventional water treatment facility, clear well, high lift pump station, 2 raw surface water pump stations, 2 gravel packed wells, 3 surface water supplies, 2 finish water storage tanks and a chlorine booster station. The water treatment plant operates 24 hours per day/ 365 days per year. This position is responsible for the technical and supervisory work directing the municipal water treatment plant, pumping stations, wells and related facilities.

Supervision:

Supervision Scope: The Superintendent of Water Operations performs highly responsible work, requiring the exercise of considerable judgment in the operation and maintenance of all water supply facilities within the Department of Public Services for the City of Newburyport.

Supervision Received: The Superintendent of Water Operations reports directly to the Director of Public Services but is also responsible to the Mayor and the Board of Water and Sewer Commissioners. The Superintendent of Water Operations shall be required to attend all Water and Sewer Commission meetings.

Supervision Given: The Superintendent of Water Operations is responsible for the direct supervision of the employees in the water division.

Job Environment:

The Superintendent of Water Operations work involves exposure to water treatment chemicals which without following proper safety procedures, can be hazardous.

Chemical currently being used at the facility are Sodium Hypochlorite, Sodium Fluoride, Aluminum Sulfate, Potassium Permanganate, Caustic Soda, Phosphoric Acid, along with many laboratory chemicals used in the testing of water.

Work can take place around high voltage motors and equipment.

The Superintendent of Water Operations work is performed under typical office conditions. This position is required to occasionally work outside of business hours and may be contacted at any time. In addition, the Superintendent will be required to work on weekends to respond to important situations and emergencies.

The Superintendent of Water Operations maintains contact with other organizations, particularly State and Federal organizations, other City departments, and the general public.

Errors in administrative decisions could result in lower standards of service, have legal repercussions, and result in inadequate project and operational funding.

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.)

- o Ensures the City complies with all state and federal regulations governing public water supplies.
- o Analyze data on water quality, treatment and chemical use, and generate reports from this data, to complete water reporting requirements.
- o Completes water sampling protocol as required by Mass DEP, EPA and Mass DPH.
- o Directs water treatment plant personnel on the operation of the water treatment and facilities.
- o Makes decisions on the utilization of water sources to meet the seasonal demands to stay in compliance with existing water withdrawal permit.
- o Operates, adjusts and determines specific chemical dosages to maintain the best possible water standards.
- o Serves a laboratory director for the facilities state-certified microbiological laboratory.
- o Serves as the coordinator for the City's cross connection control program.
- o Assist in preparation of the annual budget and capital planning.
- o Supervise the maintenance of all facilities and equipment.
- o Comply with NPDES permit and sample/reporting protocol.
- o Attend meetings of the Water/Sewer Board and other City meetings as necessary.
- o Be available to respond for emergencies on a 24/7 basis.
- o Schedule work shifts for staff to ensure continuous coverage of the water treatment plant and establish work Assignments for maintenance staff.
- o Trains staff on proper safety procedures for working with chemicals and equipment.
- o Investigates and responds to customer water quality complaints and maintains logs.
- o Ensures proper maintenance to water towers and equipment.
- o Reports directly to the Director of DPS.

Education, Training, and Experience:

Applicant should have a Bachelor's Degree in engineering or applied science. Applicants should possess of a full Grade 3T Massachusetts Water Treatment license or higher. At least five (5) years of progressively responsible experience working at a conventional water treatment facility, with at least two (2) years in a management or supervisory capacity. Engineering background is preferred. Candidate must possess superior computer skills.

Knowledge, Ability and Skill:

Knowledge: Must possess considerable knowledge of state and federal drinking water regulations as they pertain to surface treatment.

Ability: Interact objectively and professionally with the public, state and local officials and co-workers. Ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve. Ability to analyze and interpret data and to clearly communicate and document findings for decision-makers. Ability to establish relationships with City officials and governmental representatives. Must have knowledge and experience with computer programs including Microsoft Excel, Word and Outlook. Ability to problem-solve equipment malfunctions, to read blueprints, schematics and maintenance manual as required. A strong attention to details and organizational skills required.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skills in with dealing with the general public; skill in utilizing personal computers, word processing, and complex databases

Errors and Omissions:

Errors in judgment could result in legal ramifications and have severe financial repercussions.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands, and talk or hear; occasionally required to kneel, handle objects; and reach with hands and arms. The position involves often moving from a sitting position to standing position and involves moving outside the office to other locations throughout the City of Newburyport. The employee must occasionally lift and/or move up to 10 pounds and rarely has to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.)_