



CITY OF NEWBURYPORT
Department of Public Services
Water Treatment Operations Superintendent – Job Description

Position Purpose:

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, two raw surface water pump stations, two gravel packed wells, three surface water supplies, two 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 Received: Reports directly to the Director of Public Services; follows established Department rules, regulations, policies and procedures. However, this position requires strong leadership skills, the ability to work independently, and make sound decisions.

Supervision Given: Provides supervision and evaluation of staff.

Job Environment:

Work involves exposure to water treatment chemicals, which without following proper safety procedures, can be hazardous. Chemicals currently being used at the facility include: Sodium Hypochlorite, Sodium Fluoride, Aluminum Sulfate, Potassium Permanganate, Caustic Soda, Phosphoric Acid, along with many other chemicals used in the testing of water. Work can take place around high voltage motors and equipment.

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 and respond to important situations and emergencies.

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)

- Ensures the City complies with all state and federal regulations governing public water supplies.
- Analyzes data on water quality, treatment and chemical use and generates reports from this data to complete water reporting requirements.
- Completes water sampling protocols 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.
- Operates, adjusts and determines specific chemical dosages to maintain the best possible water standards for the City.
- Serves as Laboratory Director for the facilities state certified microbiological laboratory.
- Serves as the coordinator for the City's cross connection control program.
- Maintains contact with other organizations, particularly State and Federal organizations, other City Departments and the General Public.
- Assists the Director of Public Services in the preparation of the department's annual budget and capital planning process.
- Supervises the maintenance of all water operations facilities and equipment.
- Ensures compliance with NPDES permit and sample/reporting protocols.
- Attends meetings of the Water/Sewer Board and other related City meetings as required.
- Is available for and responds to emergencies on a 24/7 basis.
- Schedules work shifts for staff and ensures continuous coverage of the water treatment plant. Establishes work assignments for maintenance staff.
- Trains staff on proper safety procedures when working with chemicals and equipment.
- Investigates and responds to customer water quality complaints. Logs and maintains this information.
- Ensures proper maintenance of water towers and equipment.

Minimum Required Qualifications:

Education, Training and Experience:

- Bachelor's degree in Engineering or Applied Science;
- Full Grade 3T Massachusetts Water Treatment License or higher;
- A minimum of 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.

Knowledge, Ability and Skill:

Knowledge:

- Strong knowledge of state and federal drinking water regulations as they pertain to surface treatment.
- PC knowledge for computer applications such as Microsoft Excel, Word and Outlook.

Ability:

- Strong interpersonal skills to interact objectively and professionally with the public, state and local officials and co-workers;
- Exercise independent judgement on a variety of complex and highly responsible routine and non-routine situations;
- Problem solving abilities for equipment malfunctions;
- Analyze, interpret, summarize and communicate data and findings to decision makers;
- Establish strong relationships with City officials and governmental representatives;
- Strong personal and professional integrity; and
- Ability to read blueprints, schematics and maintenance manuals.

Skill:

- Excellent verbal and written communication skills;
- Aptitude for working with people and maintaining effective relationships with various groups.
- Organization and strong attention to detail;
- Use of computers, word processors and complex databases.

Errors and Omissions:

Errors in administrative decisions could result in lower standards of service; legal repercussions and/or result in inadequate project and operational funding.

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 distant vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear 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 the employer as the needs of the employer and requirements of the job change.)