

# Sewer Superintendent

## Summary of Position Responsibilities:

The Sewer Superintendent performs highly-responsible supervisory and administrative work in planning, organizing and directing all aspects of Sewer Department operations, as well as functioning as a lead (non-administrative) worker. The Superintendent exercises significant leadership, independent judgment and initiative in the administration and execution of the Department's services. Errors could result in serious personal injury/injury to others, create a danger to public health and safety, cause damage to Town property (real and personal), result in significant time loss and delay, could have legal and financial repercussions, and/or cause adverse public relations, for the Town.

## Description of Supervision/Supervisory Responsibilities:

The Sewer Superintendent is appointed by the Board of Selectmen, and reports to the Board in conjunction with the Sewer Commissioners as needed. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), under the administrative direction of the Board of Sewer Commissioners and the Board of Selectmen. The Superintendent supervises all Sewer Department employees.

## Essential Functions of Job:

- Plans, directs and supervises the work of the Sewer Department, including the maintenance and repair of remote pumping station(s), storage facilities, sewage collection and conveyance system(s), and other related activities, as well as the preparation and administration of the Sewer Department budget.
- Drafts policies, procedures, operations and department plans, and assumes responsibility for department results. Evaluates programs, plans and services of the department and develops short- and long-range plans to meet community needs.
- Reviews all proposed sewer projects; schedules and prioritizes projects; determines bid specifications and secures cost proposals, in accordance with state law and Town procurement policies and protocols; inspects progress, monitors budgets and approves costs; works closely with contractors to assure proper fulfillment of contracts.
- Supervises full-time, part-time and seasonal personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records).
- Responsible for the maintenance of all Departmental equipment, vehicles and machinery.
- Ensures compliance with applicable federal, state, and local health and safety laws, rules, regulations and guidelines.
- Represents the Department at a variety of different meetings both within and outside of the Town system.
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others; attends board meetings and

public hearings as necessary to present technical information and to respond to inquires, requests, and complaints.

- Maintains current knowledge of profession through peer association, attendance at meetings and seminars and the like.
- Must be willing to work under adverse weather conditions, work with raw sewerage, fumes, gases, chemicals and excessive noise. Must be willing to climb stairs, ladders, enter manholes and other confined space entries.

#### Minimum Competencies:

- Comprehensive technical and practical knowledge of sewer line installation, operation, maintenance, and repair; general knowledge of sound construction practices.
- Knowledge of laboratory procedures and requirements preferred.
- Thorough knowledge of the laws, rules, and regulations related to sewer projects including design selection, contract bidding, awards, and project management.
- Thorough knowledge of department financing and administration.
- Thorough knowledge of, and adherence to, all applicable safety and health laws, rules and regulations.
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law, Public Procurement laws.
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, state and federal agencies, contractors, vendors and the public.
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness.
- Ability to work in high pressure situations.
- Ability to troubleshoot and repair equipment, service failures, and identify and correct maintenance problems.
- Proficiency in word processing and spreadsheet software (such as MS Word and Excel).

#### Education and Experience/Other Requirements:

- High School diploma or G.E.D. required; Bachelor's Degree in Civil Engineering, Sanitary Engineering, or related field preferred.
- 3-6 years of progressively responsible experience in administration and management of municipal wastewater systems; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Valid Massachusetts Driver's License, and satisfactory driving record, required.
- Possession of a valid Hoisting license and C.D.L. is not mandatory but preferred.
- Possession of Massachusetts DEP Grade 6 license required. A Massachusetts Grade 2 "Operations of Collection Systems" license is preferred.
- Must receive 20 TCH's (Technical Contact Hours) every two years.

Physical Requirements/Work Location:

*The physical demands described here 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.*

Wastewater Treatment Plant, 59 East Brookfield Road

Applicant must be able to lift and carry 50 pounds. This job requires moving full 55-gallon drums of chemical, moving and lifting pumps, motors, manhole covers and any other equipment required, by any means necessary.

The Superintendent will work forty (40) hours per week, every third weekend duty and four (4) holiday duties per year. Weekend and Holiday duties consist of four (4) hours each day. The Superintendent shall be available for call in emergencies and any other overtime deemed necessary.

FLSA status

This position is **exempt** under the Fair Labor Standards Act.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.*

Date adopted/revised: \_\_\_\_\_