TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Assistant Superintendent of Public Works: Utilities (DPW)

QUALIFICATIONS: Candidate for this position should have a Bachelor's Degree in Environmental Science, Chemistry, Civil Engineering or Business Management preferred; minimum ten 10 years' of progressively responsible experience in water/sewer related field (a public works environment is preferred); five (5) years' of which were in a direct supervisory capacity; demonstrated competence in water treatment, distribution operations and sewer collection systems or any equivalent combination of education and experience. Must have a Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities, Grade 3D/3C and Grade 4T License; possession of or ability to obtain appropriate licensing and/or certificates for assigned activities. Must have a valid Massachusetts motor vehicles operator's license.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: $72,057 – 89,993

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: May 26, 2016
To: Open until filled

TYPE OF POSTING: Open

Applications may be downloaded on our website at www.tewksbury-ma.gov or may be obtained at the Human Resources Department on the 2nd floor of Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Recommended Minimum Qualifications:

Education, Training and Experience:
Bachelor's Degree in Environmental Science, Chemistry, Civil Engineering or Business Management preferred; minimum ten (10) years' of progressively responsible experience in a water/sewer related field (a public works environment is preferred); five (5) years of which were in a direct supervisory capacity; demonstrated competence in water treatment, distribution operations and sewer collection systems or any equivalent combination of education and experience.

Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities, Grade 3D/3C and Grade 4T License; Possession of or ability to obtain, appropriate licenses and/or certificates for assigned activities.

Valid Massachusetts motor vehicles operator's license.

Knowledge, Ability and Skill:
Knowledge: Thorough knowledge of the methods, materials, tools, and equipment utilized in public works services and in the operation of public works facilities; thorough knowledge of the modern principles and practices applied in the development and management of organizations required for planning and executing comprehensive municipal public works programs. Knowledge of the modern principles and practices of engineering as applied to planning, design, construction and maintenance of municipal distribution and treatment facilities, sewer collection systems and other public works facilities. Knowledge of Massachusetts statutes and regulations affecting public work functions.

Ability: Ability to supervise staff in an effective and supportive manner. Ability to establish and maintain working relationships with staff, other town employees, regulatory agencies and the general public. Ability of leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective services, strategies, facilities and staff. Ability to communicate effectively. Ability to operate standard office equipment and an automobile.

Skill: Excellent planning and organizational skills. Report writing skills and skill in the use of Microsoft Office, MUNIS and GIS. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills. Strong supervisory and mentoring skills. Skill in making decisions on matters of major policy and on complex technical and administrative problems; skill in dealing effectively with other departments, governmental agencies and the general public.

Physical Requirements:
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.

Regularly required to walk, stand, sit, talk, see and hear; operate objects, tools, or controls; reach with hands and arms. Special vision requirements include the ability to judge distances and spatial relationships; identify and distinguish colors; close and peripheral vision. May move objects weighing up to 60 pounds, usually less. Must be able to communicate clearly and effectively both orally and in writing.

Supervision:

Supervision Scope: Performs responsible work of a complex administrative and technical nature which involves the exercise of independent judgment and initiative in planning and overseeing the operations of the Department of Public Works utility divisions and in the development and delivery of services to meet community needs.

Supervision Received: Work is performed under the direction of the Superintendent of Public Works.

Supervision Given: Provides direct supervision of all assigned departmental personnel.

Job Environment:

- Work is performed under varied conditions; spends approximately 60 percent in office conditions and 40 percent of work is performed outdoors, with some exposure to adverse weather conditions, loud noise and hazards associated with heavy equipment and construction sites. The employee is required to respond to overtime and irregular working hours for inclement weather situations and other circumstances deemed an emergency by the Superintendent
- Operates computer and software programs, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment. Operates hand, pneumatic and power tools, light trucks, light and heavy equipment.
- Employee has frequent contact with the general public, other town departments, state and federal agencies, vendors and contractors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Employee has access to all department related confidential material regarding financial, legal and personnel issues.
- Errors could result in adverse public relations, injuries to self, other employees or the general public, damage to the building and equipment, reduction in the level of service and have legal and/or financial repercussions for the town.

(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.)

Position Purpose:

Provides administration and management for all functions of the Town's public utilities operations in compliance with all applicable Federal and State regulatory requirements, Town policies and standards. Responsible for planning, directing and supervising daily and long term operations within both the Water and Sewer Enterprises, including: water distribution, water treatment and sewer collection. Delegates and oversees job assignments and responsibilities to division supervisors. Performs all other related work 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.)

- Plans, supervises, and directs the operations, maintenance and construction work of the water and sewer enterprise divisions to ensure safe reliable service to the Town's residents and commercial customers.
- Prepares and files complete and accurate DEP regulatory reports, as needed, on a timely basis; formulates policies and procedures to ensure regulatory compliance; formulates annual goals and objectives, and departmental budgets; researches scientific literature to keep informed of new procedures, methods and materials and findings; makes written reports to the Superintendent as needed
- Assists in the review and preparation of plans for water/sewer extensions and permitting; assesses departmental processes to ensure the collection of system data and integration into the Town's GIS; monitors and evaluates system performance; assists Town Engineer in analyzing data to determine improvements to the town's utility infrastructure through a Capital Improvement Plan
- Oversees procurement of professional services, service contractors, equipment and supplies; orders supplies and equipment while overseeing and approving all expenditures of the divisions.
- Plans and implements preventative maintenance programs and system improvements; prioritizes work schedules and delegates job assignments and responsibilities to division staff; deploys personnel and equipment to maximize productivity and job quality; makes adjustments for unexpected events or complaint resolution.
- Maintains a daily/weekly reporting mechanism to assess production tracking, time requirements to perform work and project timeliness; performs administrative functions as they relate to employee overtime, attendance and other forms of leave.
- Maintains and implements emergency response plans, an employee training program, and safety programs to ensure assigned staff have the necessary technical skills, equipment and safety training for work assigned; motivates and assesses training and skill development needs of personnel;
- Ensures compliance with collective bargaining agreement, established work rules and policies; maintains discipline and conformance to standard operating procedures; solves labor/management problems through interpersonal skills to prevent and facilitate resolution when they develop; participates in the annual performance evaluation of staff.
- Responsible for interacting with the public regarding operational issues and for resolving difficult and unusual public relations problems; responds to information requests, concerns and complaints regarding the policies and actions of the division and performance of the water and sewer system(s), including loss of pressure or service, sewer backups and other concerns customers may have; responds to and evaluates requests for water/sewer billing adjustments and makes recommendations;
- Participates in the snow and ice removal program administered by the Snow and Ice Coordinator; some of which occur after normal work hours; participates in other emergency related events
- Performs other work that may be assigned by the Superintendent of Public Works or his Designee.
- Performs similar or related work as required, directed or as situation dictates.