



Town of Blandford Massachusetts

Job Title: Water Department Superintendent	Location: 1 Russell Stage Road, Suite 16
Job Type: Hired	Reports To: Water Commissioners
Hours per Week: 5 hrs per day M-F as well as required on an emergency basis	Pay Basis: Salary

JOB DUTIES:

- Plan, direct and budget all activities and operations of the Water Department related to raw water supply, water treatment, distribution, metering and backflow prevention.
- Ensure compliance with all applicable drinking water regulations, environmental regulations, and safety regulations.
- Acquire and disseminate all pertinent information from the EPA regarding testing and results. Ensure compliance with all regulatory reporting.
- Investigates problems or irregularities in the water treatment process; identifies causes, determines proper remedies and directs appropriate action to correct the situation.
- Identify and respond to all complaints, concerns, and questions from the public and other town departments regarding water supply, water treatment, water quality, etc.
- Supervise and monitor routine/emergency operations of the water facilities/equipment to ensure a continuous safe water supply to the finished water transmission system.
- Lead the emergency response plan and process for the water treatment plant and raw water transmission system facilities.
- Administer and approve all expenditures, including payroll, accounts payables, and contracts for outside services.
- Keep the Water Commissioners and designated others accurately informed concerning water department operations, present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Keep department records and make reports to local, state, and federal authorities.
- Represent the water department at various meetings both in and out of town.
- Respond to after-hours calls for emergencies involving the water department as required.
- Establish work schedules. Supervise and monitor the performance for all personnel.
- Coordinate, administer and monitor the training of all new employees.
- Perform related, similar, or other logical miscellaneous duties, which may require ability to perform functions beyond those contained in this job description.
- Oversee and maintain Distribution System.
- Collect samples and bring them to the lab for testing quarterly and as needed.

GENERAL RESPONSIBILITIES:

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA, MSDS and EPA standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Ensure all Water Department work assignments are completed in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Administrator and Water Commissioners and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

REQUIREMENTS – MINIMUM QUALIFICATIONS:

- Five to Seven years related experience, at least two of which in a supervisory position within a water system or any equivalent combination of education and experience.
- Must possess a valid State Water Treatment Plant Operator's Certification or T2 full minimum, 2D in training.
- Extensive Knowledge of advanced water treatment unit process theory, operation and maintenance; advanced surface water plant operations including the handling of treatment residuals; applicable laws and regulations governing management of safe drinking water, including applicable federal, state and local regulations related thereto; complex water testing procedures and standards, water pumping and transmission; safety practices and safety program development and control.
- Possess a valid Massachusetts state driver's license.
- Must meet the Minimum Qualifications of the Water Department personnel.
- Ability to lift 75 lbs.

WORKING CONDITIONS:

- Involves risks or discomforts, e.g. climbing ladders, working around moving parts and equipment, which require some safety precautions and/or the use of PPE.
- May be exposed to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, microwaves, sunlight and oils.
- Requires working in an outside environment.