



EMPLOYMENT OPPORTUNITY Town of Lexington

We are currently accepting applications for the Full Time position 40 hours a week of:

Superintendent of Water & Sewer Department of Public Works

Starting Salary Range: \$75,026-\$84,798
plus up to \$7,900 in annual stipends
Excellent Benefits Package

The ***REQUIRED*** Town of Lexington application form and cover letter must be received in the Town's Human Resource Department.
This Position is open until filled.

GENERAL PURPOSE

Responsible for providing a potable and reliable water supply for residential and commercial uses as well as fire protection, and for providing for the healthful transport of wastewater to the Massachusetts Water Resources Authority (MWRA).

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Operations.

SUPERVISION EXERCISED

Supervises 10 - 15 full-time-equivalent employees in such position titles as Crew Chief and Leadman, and indirectly supervises the activities and performance of the division. Supervisory activities include responsibility for establishing work procedures and performance standards, providing performance feedback, conducting formal performance reviews, hiring, orientation and training of employees, scheduling work hours and granting time off, assigning and reviewing work, and disciplining employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, develop, recommend, schedule, implement, and oversee construction, maintenance, and operation and construction activities designed to provide quality water service for the town and proper discharge of wastewater; supervise, instruct and assist assigned crews in installing new water/sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water/sewer supply and distribution systems; oversee construction and maintenance work to determine acceptability and conformity to all applicable laws, policies, procedures, practices and norms under direct control.

Responsible for the inspection, selection and use of supplies and equipment used in the maintenance, construction and repair of water/sewer lines and other department facilities to ensure that all equipment is in proper working order; ensures that all necessary materials,

supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room; requisition necessary supplies for the department.

Manage and monitor division operating and capital budgets, provide budget justifications and present requests to Board of Selectmen.

Maintain a variety of records relating to personnel, equipment, supplies, water consumption and reports.

Assist engineers in long range planning and engineering for future water and sewer system projects. Assist in planning and organizing the installation and construction of new water and sewer systems from plans and specifications.

Respond to complaints regarding water leaks, pressure loss or no water; evaluate situation, determine if liability lies with the town or the property owner; explain findings to property owners and notify appropriate crew if necessary. Respond to questions and concerns from rate payees regarding water/sewer billing.

Advise officials in matters relating to department activities; provide information to various civic, school and public groups and individuals regarding water supply or distribution problems and services; contact residents and business owners in area where services will be discontinued and explain when services will be shut off and how soon they will be turned back on.

Oversee water/sewer billing and meter readers.

SECONDARY RESPONSIBILITIES

Maintain current knowledge of professional organizations through participation in and attendance of workshops and other professional meetings.

Serve on various employee or other committees as assigned.

Be on the on-call rotation list for after hour calls.

Maintain on-call status for water/sewer/snow emergencies and other weather related emergencies.

Assist route checkers and other DPW personal in snow removal operations.

QUALIFICATIONS

Experience and Training Guidelines

Associate's Degree in Civil Engineering or related field, additional technical training, and five to seven (5-7) years of increasingly responsible experience in public works water/sewer utility systems maintenance; or any equivalent combination of education and experience.

Special Requirements: Must be obtained within 6 months

(A) Commonwealth of Massachusetts Drinking Water Operator, Full Grade 2 Water Distribution;
(B) Commonwealth of Massachusetts Drinking Water Operator, Full Grade 2 Water Treatment License.

Knowledge of:

Operational characteristics, services and activities of a water or wastewater operations program; water distribution or wastewater collection system design, installation, maintenance and repair.

Principles and procedures of municipal budgeting, supervision, training, and performance evaluation, and engineering and construction.

Concepts of chemistry, biology, hydraulics and construction engineering.

Power construction and maintenance equipment used in the water/sewer department.

Office software (word processing, spreadsheet, database), MUNIS, and GIS.

Basic accounting and mathematical principles.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Comprehend and interpret engineering and construction specifications and drawings.

Coordinate and review the work of lower level personnel.

Select, supervise, train and evaluate staff.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*

Maintain mental capacity which allows the capability of:

- *making sound decisions*
- *demonstrating intellectual capabilities*

Maintain physical condition which permits:

- *standing or sitting for extended periods of time*
- *operating assigned equipment*

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet, database, and financial software) and general office equipment (e.g., telephone, copier, facsimile); non-motorized tools and equipment (e.g., hand tools, ladder, etc.); power, electronic and precision tools or equipment (e.g., drill, snow blower, etc.); Class B and D motorized vehicles.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is routinely required to talk, hear, sit, stand, walk, and drive a motor vehicle. Significant manual dexterity and hand-eye coordination are also necessary. The employee is occasionally required to lift up to sixty (60) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, ability to adjust focus, and color vision.

WORK ENVIRONMENT

Work is performed in both office and field settings. While performing the duties of this job, the employee is regularly exposed to weather extremes, loud noise, and moving mechanical parts, and routinely encounters fumes, gases, dust, or cleaning solutions as well as confined, cramped quarters. Noise levels are generally loud in field settings and moderately quiet in the office.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, email jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening is required.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue, Lexington, MA 02420
(781) 698-4593