

## **POSITION DESCRIPTION**

**Lincoln**

**Superintendent of Water Department**

**Water**

### Overall Responsibilities:

Under general direction of the Water Commissioners, the Water Superintendent plans, organizes, directs and controls all functions and activities of the Town's water supply and distribution system in accordance with Federal and State regulations, Town of Lincoln bylaws, regulations, policies and objectives, and the best professional standards and practices. The Water Superintendent reports directly to the Water Commissioners, manages the daily operations of all aspects of the Water Department, and is responsible for the performance of its personnel, and the care, maintenance, operation and safety of its facilities and equipment.

### Specific Responsibilities and Duties

The duties and responsibilities of the Water Superintendant shall include, but not be limited to, the following specific requirements:

- Hires, schedules, directs, motivates, trains and supervises department staff. Oversees the recruitment process for new employees and brings appointment recommendations to the Water Commissioners. Determines the staffing plan and work schedule. Sets individual performance goals and conducts annual performance reviews and initiates other personnel actions as required. Actively participates in the collective bargaining process, and is ultimately responsible for implementation of the contract. Promotes and ensures a safe work environment; develops training programs and policies to accomplish safety goals.
- Seeks Water Commissioners' support, when necessary, to retain the services of private contractors and professional service providers. Coordinates any required bidding/procurement processes.
- Monitors contractors' project performance. Inspects work and materials used throughout duration of each contract.
- Ensures that the Department is in compliance with all relevant Federal and State laws and regulations, including accurate record keeping and timely submission of standard reports and documentation to the regulatory authorities.
- Helps the Department cultivate effective working relationships with other town agencies and with other levels of government.
- Oversees all aspects of the Water Department's financial operations including development of the annual operating and capital budgets, billing, payroll and accounts payable, and administration of approved funds.
- Consults with officials of state and federal agencies and other municipalities on matters pertaining to water and distribution systems; consults with other Town department heads and officials relative to issues affecting department operations; receives and resolves public complaints, provides information to media and performs related public relation functions under the direction of the

Water Commissioners. Represents the Town and attends meetings of civil, municipal and public groups related to Water Department issues.

- Maintains current knowledge of legislative and technical developments affecting water through research and attendance at meetings, seminars, etc.
- Coordinates, organizes and attends the meetings of the Water Commissioners in consultation with the Commissioners' Chair, as required; provides technical support and information to the Commissioners as needed.
- Responds to inquires, requests and complaints from the public, businesses and others.
- Performs hands-on field work, as required, in support of the Water Department crew, and in the Water Treatment Plant in support of the Plant Operators(s).
- Makes site visits and attends meetings within Lincoln, and outside Lincoln as required. Required to be at the Water Treatment Plant or in the field when necessary after regular work hours and on weekends under emergency or unexpected circumstances.
- With respect to the Water Treatment/Filtration Plant, the Superintendant must ensure, through the delegation of duties to the department staff as deemed appropriate, that all duties set forth in the job descriptions for those positions are performed, and that the Water Treatment/Filtration Plant is staffed as required by law at all times.
- Attend occasional evening and weekend meetings as requested.
- Performs other related duties as required.

#### Basic Knowledge:

Duties require knowledge equivalent to completion of a bachelor's degree (or any equivalent combination of education, training and experience) and 2T/2D Drinking Water Operator Licenses (3T/3D pending treatment plant reclassification – 11/2020). Has a working familiarity with all relevant Federal and State laws and regulations relating to water quality and other issues. Must have proven written and oral communication skills. Must have a valid Massachusetts driver's license.

#### Experience:

A minimum of seven years of progressive responsibility in water works experience, and a minimum of two years in a supervisory position with public contact.

#### Physical Requirements:

Must be able to handle the necessary physical component of the core duties of the positions as follows: frequent and extended periods of continuous walking and standing; lift and carry heavy objects of not more than fifty pounds, maneuver up, over and around equipment in areas that may involve cramped quarters or climbing ladders work in outdoor conditions of all weather extremes; may be subject to loud noises, vibrations and hot equipment environs. Must be sufficiently alert visually and audially to hear mechanical noises and smell odors indicating equipment problems or failure, and to

observe essential department equipment in operation. Must drive to and from sites as needed.

Supervisory Responsibility

In addition to requirements set forth above, provides technical and administrative direction to full and part-time employees and additional seasonal employees as needed.

FLSA Status: Exempt

GRADE: 20