

Cotuit Water District

Assistant Superintendent – Job Description

Definition- The incumbent serves as the Assistant Superintendent of the Cotuit Fire District's Water Department (CWD) reporting directly to the Superintendent. The Assistant Superintendent is primarily responsible for providing an adequate quantity and quality of drinking water to meet public health and fire protection needs, and to assist the superintendent with the day to day operations and maintenance functions of the department, which will include some supervisory responsibilities. The incumbent shall be provided a district vehicle with which to perform these duties and shall use this vehicle only when on call or performing CWD duties.

Duties and Responsibilities

- Working under the administrative direction of the Superintendent, will follow all department rules, regulations and policies required to direct operations, and to independently complete necessary tasks and projects within prescribed timeframes; oversees daily activities of all Field Operators.
- Performs complex duties requiring the use of independent judgement in operating and maintaining equipment and facilities, directing Field Operators and vendors, and all other aspects of operating a water utility system. Oversees property, inventory and equipment and develops Standard Operating Procedures for equipment maintenance.
- Prepares and or/reviews all reports prepared by the Field Operators for regulatory and other agencies.
- Provide cost estimates for customers for repair work and new or replacement service installations.
- Operating and controlling the department's Supervisory Control and Data Acquisition System (SCADA).
- Collects, prepares and delivers (or oversees the collection, preparation and delivery of) all water quality samples as required by the department and the state or federal regulatory groups (MassDEP, EPA, etc.).
- Oversight and/or completion of the department's Cross Connection Control Program which requires Backflow Device Tester/Surveyor certification (see below).
- Under the direction of the Superintendent, will train and instruct Field Operators in the essential functions of the total water system; provide feedback to the Superintendent for employee evaluations.
- Participates in snow removal activities at the pumping stations, tanks and office complex, and ensures that all hydrants are accessible.
- Investigates water quality complaints from residents.
- Performs the duties of the Superintendent when directed to do so or in his absence.

Work Environment

Work is performed in the Water Departments Business office, Lime Batching Facility, Pumping Stations and field environments. The business office is heated and cooled as necessary to maintain a comfortable working environment, however, the incumbent will also work out of doors, often in inclement weather and occasionally under harsh conditions. The incumbent is on call 24 hours a day except when s/he is on leave.

Requirements

- High school diploma or GED certificate, with a science-based Associates or Bachelor's Degree preferred.
- Minimum of 5 years' progressively responsible experience in the operation and maintenance of a public/municipal drinking water system.
- Certification by the Massachusetts Division of Professional Licensure Board of Drinking Water, minimum of D2 and T1 certifications, maintained for the duration of the employee's tenure in this position. Will be required to obtain additional licenses as required by the Licensure Board.
- Massachusetts Backflow Device Tester/Surveyors License, maintained for the duration of the employee's tenure in this position.
- Valid Massachusetts Class D Motor Vehicle Operators License and the ability to safely operate a motor vehicle.
- Basic oral, written and communication skills with a focus on customer relations; ability to interact and represent the CWD with other district officials, vendors, developers and the general public.
- The ability to make sound decisions in order to maintain a safe work environment.
- Moderate physical effort is generally demanded. The incumbent must have the ability to stoop, bend, squat, kneel and work in cramped quarters, as well as the ability to occasionally lift objects up to 50 pounds.
- This position will require overtime, weekend and holiday or night work as needed on a rotating basis and the incumbent will be available to assist other field operators during emergencies 24/7, except during vacation time. As such, the incumbent must live within a 10-mile radius of the district and be able to address an emergency within 30 minutes.