



# Job Posting

*September 15, 2022*

## **Assistant Water Superintendent**

The North Sagamore Water District is seeking qualified applicants for our Assistant Water Superintendent position. The job description includes overseeing the maintenance of the District's greensand filtration plant, facilities and distribution system. The position requires the ability to respond to after-hours emergencies as well as being part of a weekly on call rotation. Candidates must reside within a thirty (30) mile driving distance of the District office.

All candidates must possess MA Drinking Water Supply D2/T2 licenses, as well as a valid driver's license and clean driving record. Candidates must submit to a pre-employment C.O.R.I check. The position is 40 hours per week with a starting salary of \$72,000.00 per year plus overtime pay.

Please email a cover letter and resume to Matt Sawicki at [matt-nswd@comcast.net](mailto:matt-nswd@comcast.net). The job description for this position is available on our website at [www.northsagamorewaterdistrict.com](http://www.northsagamorewaterdistrict.com). This position will remain open until filled. The North Sagamore Water District is an equal opportunity employer.



## **POSITION DESCRIPTION**

TITLE: ASSISTANT SUPERINTENDENT  
EMPLOYEE AT WILL

Revised 09/08/2022

### **GENERAL PURPOSE:**

Serves as Primary Treatment Operator. Performs a variety of semi-skilled technical and maintenance work in the operation, maintenance and repair of the water distribution system, pumping and treatment facilities.

### **SUPERVISION RECEIVED:**

Works under the immediate supervision of the Water Superintendent.

### **SUPERVISION EXERCISED:**

Supervises field staff and technicians. Serves as Acting Superintendent when the Water Superintendent is absent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintains the treatment plants on a daily basis; tests water samples, works with and orders drinking water chemicals, adjusts chemical feed rates and reports deficiencies.

Performs routine inspection, preventive maintenance and repairs on chemical feed pumps, valves, piping and all other equipment used in drinking water treatment facilities.

Must possess understanding of MassDEP Drinking Water Regulations including sampling schedules, sanitary survey requirements, critical chemicals and reporting timelines.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs all aspects involved in the water distribution system as leader of a crew, meter maintenance and maintenance of pumping facilities.

Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment.

Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates, and fittings on repair of mains and services and installation of meters, services, and fire hydrants, and all other aspects related to the waterworks field.

Operates a variety of power construction and maintenance equipment.

Performs all duties in conformance to appropriate safety and security standards.

Must be familiar with the North Sagamore Water District Rates and Regulations for Supplying Water, Subdivision Regulations, Emergency Response Plan and safety policies.

Performs on call duty for nights, weekends and holidays on a rotating schedule as required. May be called in for emergencies outside of scheduled rotation.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or GED equivalent.
- (B) 5 years' experience in a drinking water distribution and treatment facilities.
- (C) MA Grade D2 water distribution operator's license, full status
- (D) MA Grade T2 water treatment license, full status
- (E) Valid MA state driver's license

**SPECIAL REQUIREMENTS:**

2B Hoisting License, or the ability to acquire within two (2) years of hire

MassDEP Backflow Tester Certification, or the ability to acquire within two (2) years of hire

Working knowledge of Microsoft Windows, Word and Excel, Proficy iFix Workspace (SCADA) and Winn 9-11 alarm software, or the ability to gain required knowledge within one (1) year of hire.

### **TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including pickup trucks, utility trucks, saws, pumps, compressors, sanders, generators, common hand tools and power tools, shovels, wrenches, detection devices and mobile radio.

### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel, or operate objects, tools, and/or controls, and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk, talk, hear, sit, climb, or balance, stoop, kneel, crouch, crawl and smell. The employee must frequently lift, and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close distance and color vision, depth perception, and the ability to adjust and focus.

Maintenance of real estate owned by District to include; raking leaves, shoveling snow, cleaning gutters, painting, and other reasonable tasks related to the maintenance of properties.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level can occasionally be loud.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference check. Job related test may be required.

The duties listed above 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.

Approval: \_\_\_\_\_  
Chair

\_\_\_\_\_  
Water Commissioner

\_\_\_\_\_  
Water Commissioner

Employee: \_\_\_\_\_

Date Effective: \_\_\_\_\_