

Town of Charlton Seeks a FT Water/Sewer Superintendent

The Town of Charlton seeks to fill a newly created Water/Sewer Superintendent position. Under the general direction of the Water/Sewer Commission, the Superintendent is 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 wastewater treatment plant for treatment and discharge.

QUALIFICATIONS

- 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; Bachelor's degree preferred; (A) Commonwealth of Massachusetts Drinking Water Operator, Full Grade 2 Water Distribution; (B) preferred Commonwealth of Massachusetts Drinking Water Operator, Full Grade 2 Water Treatment License preferred (C) valid Massachusetts Driver's License; completion of Public Contracting Overview Seminar within 1 year of employment; designation as an Associate MCPPO for Supplies and Services desirable; or any equivalent combination of education and experience. Level 2 NEWWA Certificate of sewer collection.

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), VADAR, and GIS.
- Basic accounting and mathematical principles.

Ability to:

- Use 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 D motorized vehicles.
- Comprehend and interpret engineering and construction specifications and drawings.
- Coordinate and review the work of lower level personnel.
- Select, hire (pending W&S Commission approval), 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, and communicating with others.
- Maintain mental capacity which allows the capability of: making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition which permits: standing or sitting for extended periods of time and operating assigned equipment.

Excellent customer service skills. Excellent organizational skills.

Hiring Pay Range: \$70,000 to \$85,000 annually dependent on qualifications.

Internal/External Applicants: To be considered for this vacancy, please submit the required application for Employment, found at www.townofcharlton.net/opportunities.htm, to Jessica.Lewerenz@townofcharlton.net. This position will remain open until filled with review of applications as of July 24, 2017. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*

TOWN CLERK
10:55 AM
JUL 10 2017
CHARLTON MASS