



**Human Resources  
Town Offices**  
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## **JOB DESCRIPTION WATER SUPERINTENDANT / ASSISTANT DPW DIRECTOR**

**Department:** DPW  
**Reports To:** DPW Director  
**Union:** Non-Union  
**Location:** Highway Garage/Argyle C.C.F.

**Salary Range:** \$98,000 +/-  
**FSLA Status:** Exempt  
**Updated:** Feb 2024  
**Work Week:** 40

### **Position Purpose:**

The primary function of this position is to perform professional, technical, administrative, and supervisory work for the proper oversight and safe operation of Avon's water system. Secondary, is to assist the Director of Public Works in planning, organizing, managing, and supervising the operations of the Department of Public Works. Performs some participatory applied work as may be required, but the role is mostly management. Performs all other related work as required.

### **Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Serve as the primary Drinking Water Operator administering all necessary functions in accordance with federal, State, and Local regulatory requirements.
- Provides leadership and management of the day-to-day operations of the water division with the DPW.
- Directs the construction, installation, repair/maintenance of water projects; checks facilities and equipment for proper operation; troubleshoots breakdowns and problems that may occur.
- Prepares and implements water division annual operating budget including annual Capital Improvement Plan.
- Establishes and directs a general preventative maintenance program on all waters systems and equipment, oversees contracted jobs, oversees chemical and bacterial testing, ensures compliance and is directly responsible for all MassDEP reporting.
- Schedule and supervise all DPW division personnel through the working foremen in the implementation, monitoring, and assessment of work. Monitor daily plans, provide direction and clarification, advice, assist, adjust annual work plan. Inspect work in the field as needed to monitor special projects or problem areas.
- Develop safety plans and programs, including OSHA compliance. Serve as the department's training and safety officer, including, as required by the DPW Safety Plan,

the Town's Emergency Response Plan and the Modified Environmental Management System and other requirements and good practice.

- Ensure accountability of use of departmental and town resources; take appropriate action to improve the operational divisions' efficiency and service provision.
- Assist the Director of Public Works in reviewing time and attendance, including callouts.
- Assist in drafting annual reoccurring work plan to direct the field force, including metrics to measure performance and accomplishments against Town level of service goals; implement and track progress in the field.
- Assist the Director in assessing performance in relation to established goals and the preparation of evaluations, progressive discipline system and records. As assigned, work with employees to correct deficiencies.
- Continue to build the Town's workflow/work order/asset management system.
- Participate in emergency management as needed.
- Oversee public and private construction projects and compliance with plans and standards as directed.
- Provide exceptional customer service. Respond to inquiries, requests and complaints as directed.
- Assist in the preparation of the annual operating and capital budgets.
- Assist in the specification and procurement of divisional supplies, materials, equipment, and services, including under Massachusetts Chapter 30B, 30/39M and other relevant procurement authorities.
- Work with office staff for accurate billing and revenue collection.
- Assist in the development of grant applications and grants management.
- Prepare reports and documents required by governmental agencies and Town officials as delegated.
- Attends board meetings and public hearings on behalf of the Director to provide technical information as may be needed.
- Maintain current knowledge of profession through peer association and attendance at seminars, meetings, etc.
- Ability to train employees in OSHA requirements.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's degree in engineering or a related field preferred. Must have a minimum of five (+) yrs. of progressively responsible municipal experience in public works, of which at least two (2+) years are in a supervisory position; or an equivalent combination of education and experience. Must have / maintain a valid Massachusetts driver's license, CDL class A or B preferred. Must have MA Drinking Water full T2/D2 license or ability to attain within six months.

### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of civil engineering, water system distribution and treatment, snow removal, solid waste disposal, and construction means and methods. Strong working knowledge of procurement laws. Working knowledge of environmental health and safety (OSHA) relevant to Public Works operations. Knowledge of municipal sewer design, collection, pumping, and maintenance operations.

*Ability:* Ability to interpret and develop plans and specifications utilizing relevant computer applications. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

*Skill:* Office management skills. Highly developed skills in computer hardware and software. MS Word, Excel, and PowerPoint. Demonstrated planning and financial skills. Excellent communication and organizational skills. Skill in developing policies and procedures to accomplish stated goals and objectives. Skill in training employees to follow safety requirements.

### Physical Requirements:

*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 frequently required to sit, communicate, or hear, walk, stand; must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

### Supervision:

*Supervision Scope:* Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal procedures conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

*Supervision Received:* Works under the direction of the Director of Public Works.

*Supervision Given:* Supervises departmental staff.

**Job Environment:**

- Work is performed under varying conditions including typical office conditions and outdoors which is subject to weather conditions. The work environment is moderately noisy. Incumbent may need to respond to emergencies after hours.
- Operates computer and general office equipment, such as calculator, copier, and telephone. Operates some hand tools and an automobile or truck.
- Makes frequent contacts with all Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive Town financial information.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, personal injury, or property damage; errors may also result in legal ramifications.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*