



Town of Rockland

Job Description

Position Title:	Sewer Superintendent	Grade Level:	N/A
Department	Sewer	Date:	10/01/2020
Reports to:	Sewer Commissioners	FLSA Status:	Non-Exempt

Statement of Duties: The Sewer Superintendent is under the direction of the Town Elected Board of Sewer Commissioners and is responsible for the planning, budgets, organization, direction, management of the operations and activities for the Towns' 2.5 MGD, Grade 7 treatment plant, collection and storage system. Ensure compliance to all applicable federal and state mandates and regulations. Exercise direct authority over all plant staff, including outside contractors in accordance with all Town policies and procedures.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Managing day-to-day responsibilities such as, Town and Plant staff, Town owned assets and the oversight of the contracted operations firm.
- Implementing the Board of Sewer Commissioners directives.
- Preparing the annual budget, capital planning, wastewater related town articles and suggesting sewer user rates and fees. Monitoring and controlling all departmental expenses.
- Managing municipal procurement in accordance with Massachusetts General Laws to including preparation of contracts, requests for proposals related to the acquisition of supplies, equipment, services and administration of department contracts.
- Preparing and implementing capital and efficiency improvement programs to ensure long term operations.
- Overseeing the requirements of the Towns MS-4 Permit.
- Reviewing and approving a variety of reports and records related to departments operations and activities.
- Conducting regular inspections of operations and construction projects to ensure timely completion and compliance with quality standards and budgetary specifications.
- Reviewing building plans and permits, as needed; working with department heads and consultants for final approval.
- Managing the Inflow and Infiltration (I&I) Program to identify and initiate solutions for improvement.
- Managing the Industrial Pre-Treatment (IPP) Program to include permitting for commercial and industrial users.
- Recommending Sewer Abatements in accordance with the Town of Rocklands Policies and Procedures.

- Enforcing the Sewer Use Ordinance in all areas but not limited to construction, individual, pre-treatment and penalties.
- Acknowledging all complaints and questions from the general public (residential & commercial) and regulatory agencies to the department through prompt and courteous action.
- Performing other duties as assigned.

Other:

- Must be available to represent the Board of Commissioners at all town, Board Commission meetings and regulatory agencies, as required.
- Must work in conjunction with Town Counsel on behalf of the Board of Sewer Commissioners.
- Must be available for immediate response to all department emergencies 24 hours per day.

Supervision Required: Under the general supervision of the Elected Sewer Commissioners, but most day to day work is performed independently.

Supervisory Responsibility: Supervises staff in the Sewer department and oversees the plant operations. Formulates office policy, training, work assignments and performance evaluations.

Confidentiality: Has regular access to department-related confidential information such as official personnel files, department records and financials.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in missed deadlines, monetary loss; jeopardize programs, or legal repercussions to the Town.

Judgment: Performs varied and responsible duties requiring judgment and initiative in the operations of the Sewer department and Plant.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Public Contact: The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science or related discipline preferred, with minimum of five years of experience with sewer system operations, minimum three years of supervisory level or any equivalent combination of education and experience.

Special Requirements: Must possess and retain a valid Class D Massachusetts Motor Vehicle License, possess or have the ability to possess a valid Massachusetts Waste Water Operators license within a designated time determined by the Sewer Commissioners.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of the policies and practices of sewer operations, blueprints, public health, knowledge of federal, state and local laws, rules and regulations; knowledge of social media platforms, Microsoft Office and Excel.

Abilities: Ability to develop effective working relationships with department personnel, subordinates, the general public and state and local officials; ability to express oneself clearly and concisely orally and in writing with honesty and integrity; Ability to enforce and interpret regulations firmly, tactfully, and impartially. Ability to maintain confidentiality or highly sensitive information always. Ability to read blueprints, use office equipment efficiently and take on multiple tasks in a detailed, organized manner.

Skills: Excellent organizational, listening, planning and analytical skills; Proficient computer skills and various software and spreadsheet applications; Excellent customer service, oral and written skills.

Work Environment: The work environment involves everyday discomforts typical of offices and in the field with exposure to outside elements. Incumbent may be required to work beyond normal business hours and is on call 24/7 for emergency response to situations that arise.

Physical and Mental 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 position's essential functions.

Physical Demands: Work is conducted in both an office and a field environment. Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, standing and smelling. There may also be some occasional lifting of objects such as, sewer caps, files, computer paper and office equipment weighing up to 50 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as lifting sewer caps, operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers, utilizing equipment and driving an automobile.

Visual Demands: Normal hearing and vision is required for the position. The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.