

HINSDALE, NH  
2013

# **WATER AND SEWER SUPERINTENDENT**

## **JOB SUMMARY**

Supervises and administers all water and sewer activities, including the operation, maintenance, repair, and construction of the municipal water and sewer system. Responsible for the health and safety of the water and sewer systems and meeting all State and Federal regulations.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Town Administrator. Consults the Town Administrator on personnel, financial, and particularly difficult problem-solving matters.

## **SUPERVISION EXERCISED**

Exercised direct supervision over Utility Assistant Superintendent and Utility Maintenance Workers; assigns, schedules, and reviews work; trains employees in techniques and safety procedures; evaluates employees annually; disciplines employees subject to the approval of the Town Administrator.

## **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position)

1. Produces short and long term plans and solutions for water distribution and sewer collection. Establishes program and project policies with the approval of the Town Administrator and/or the Board of Selectmen; prescribes general rules, regulations, and administrative policies for the Department.
2. Is responsible for the Town's drinking water quality and treatment; collects water samples and tests water for the bacteria monthly; delivers test samples to lab. Annually collects water samples and tests water for lead and copper contamination, VOC's, SOC's, Rad's, nitrates, and MTBE's. Chemically treats water as required by the New Hampshire Department of Environmental Services. Prepares annual consumer confidence report which outlines all water quality issues for the year; mails report to all Town water consumers.
3. Prioritizes and schedules work for crew; ensures on-call coverage at all times; discusses work schedule, staffing changes, and work-related issues with Department personnel.

Issues work orders and inspect and supervise activities undertaken by employees; trains water and sewer crew in operations and chemical safety. Evaluates performance and recommends disciplinary action for employees.

4. Prepares annual budget; manages departmental operations within budgetary constraints; maintains and purchases equipment and supplies for Department as needed; prepares and confirms all Department invoices for payment and submits to Town Administrator weekly for payment; reviews Department employee time sheets and submits to Town Administrator weekly.
5. Tracts daily water usage. Reads all water meters quarterly. Sends quarterly report on water usage to the State Water Resource Board.
6. Responds to inquiries from water and sewer customers; promotes and maintains responsive community relations. Responds to requests for assistance by Town departments.
7. Performs Utility Maintenance Worker duties as needed, installing, maintaining, and repairing water and sewer lines and operating heavy equipment in water/sewer construction projects. Inspects water and sewer service installations; makes periodic inspections to determine efficiency of operations, cleanliness, and maintenance requirements.
8. Maintains gas generators. Repairs and maintains all work-related equipment. Updates all Water and Sewer Department reference maps.
9. Directs the preparation and maintenance of records and reports. Prepares routine and special reports and submits to Town, State, and Federal regulatory agencies. Maintains incoming and outgoing Department correspondence.
10. Responds to emergency situations that pertain to the water and sewer system.
11. Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education.

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Substantial knowledge of water distribution and sewer collection systems; substantial knowledge of chemicals and their administration in relation to water treatment; substantial knowledge of relative construction methods. Knowledge of the operation and maintenance of all electrical and mechanical equipment associated with the plants; knowledge of local, State, and Federal regulations; knowledge of local zoning, planning, and health ordinances; knowledge of plumbing techniques and practices; knowledge of lab equipment operation and analysis techniques. Skill in the operation of heavy equipment; skill in methodical sampling techniques; mechanical skills. Ability to develop and administer a budget; ability to read blueprints and construction designs; ability to plan, organize, direct, coordinate, and evaluate the work of employees; ability to analyze and recommend solutions to complex, multidimensional problems; ability to conduct studies, write reports, maintain records, and interpret data; ability to communicate effectively both verbally and in writing; ability to

perform strenuous physical labor under adverse conditions; ability to maintain good physical condition to perform the job; ability to establish and maintain effective working relationships with Town officials, employees, and the general public; ability to be on call for emergencies.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or equivalent with five to seven years' experience in water distribution and sewer collection system construction, repair, alteration, and maintenance, including five years supervisory experience; possession of a valid Class C driver's license; possession of a New Hampshire Water Distribution System Operator Grade II license, New Hampshire Water Treatment Grade I license, and a New England Water Pollution Control; Association collection System Operator Grade II license; willingness to be on call to meet emergency situations; OR any equivalent of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

### **PHYSICAL QUALIFICATIONS/CONDITIONS**

(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.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for job effectively and correctly, sight is required; and for detecting odors of noxious fumes and gases, smelling is required. Physical effort required in walking, climbing, lifting and carrying heavy equipment and materials (often over 50 pounds), and working in confined spaces in awkward and strenuous positions for extended hours and under varying and extreme weather conditions; exposure to hazardous chemicals, mud, water, dust, dirt, grease, and noise. Work also often involves sewage environment conditions where employee is exposed to raw sewage, refuse, and other disagreeable materials and odors. Employee is subject to minor injuries such as cuts and bruises in the normal course of performing the job, and employee is often required to work in the travel portion of the road, close to traffic, increasing the risk of more serious bodily injury.