

BARNSTABLE FIRE DISTRICT WATER DEPARTMENT

SUPERINTENDENT JOB DESCRIPTION

GENERAL DESCRIPTION OF WATER SUPERINTENDENT:

The Water Department Superintendent is appointed by and reports to a three-person elected Board of Water Commissioners. The position of Superintendent is a salaried employee who is exempt from the Fair Labor Standards Act. The position is responsible for the administration and supervision of all activities in connection with the operation and maintenance of the water system, including field work necessary to accomplish the mission of providing an adequate supply of pleasant and safe drinking water to the public water system. The Superintendent position is expected to be self-directed, and the position requires all activities of the Barnstable Water Department be conducted in regulatory compliance with Federal laws, Massachusetts laws and the Fire District's policies.

REQUIREMENTS OF THE POSITION:

- Candidate must possess and maintain a Massachusetts Division of Profession Licensure Grade D2 and T1 Full Operator Status. Candidates will be required to obtain a Massachusetts Grade T2 Operator In Training license within one calendar year of employment.
- Candidates must possess a valid Massachusetts Class D driver's license.

DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF Water Superintendent:

- Communicates effectively in speaking and writing with the Commissioners, employees of the District, Federal and State officials, vendors, and the public.
- Efficiently plans, coordinates, and supervises all facets of the Water Department's operations.
- Develops, implements, monitors, and controls the Department's Operations Budget.
- Plans, coordinates, and oversees, capital projects related to the total water system including projects performed by outside contractors to ensure compliance with specifications of contracts and cost effectiveness.
- Ensures the accurate and timely completion and submission of required regulatory reports including the Annual Report of the District, and the Massachusetts Department of Environmental Protection Annual Statistical Report.
- Works closely with the Department's Collector to obtain the revenues needed to operate the water department. Coordinates and oversees the water billing system, the water meter reading system, and the water meter program.
- Works closely with the District's treasurer to manage budgets and payroll.
- Manages the Department's asset management system to ensure that department facilities, pumping stations and infrastructure are properly maintained.
- Supervises Water Department staff to evaluate accuracy and thoroughness of job performance.
- Develops yearly employee goals and conducts yearly staff performance reviews and signs yearly employee reviews.
- Manages the Department's MassDEP Source Water Assessment Program to protect the District's drinking water supply and oversees property parcels owned and controlled by the District.
- Manages the District's Solar Energy revenues, relations with Cape and Vineyard Electrical Cooperative, and Eversource Electric Company.
- Maintains accurate and current records of all department functions including but not limited to; water quality and quantity, cross connection control, water service drawings, and distribution
- Develops familiarity with and pursues available grant funding sources for water system improvement projects.
- Identifies future needs of the District's water system while anticipating growth of the water system

- Establishes operational procedures to ensure the finished water quality meets or exceeds Massachusetts State and Federal standards.
- Responsible for the Department's Emergency Response Plan and vulnerability assessment of the water system.
- Recognizes confidential information and maintains appropriate controls to protect such.
- Responsible to the Department on an emergency basis being available 24 hours a day seven days a week.
- Performs other related duties as necessary, and as required by the Board of Water Commissioners..

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 to or a logical assignment of the position. This job description does not constitute an employment agreement between the Barnstable Fire District and an employee and is subject to change.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work may be regularly performed in varying of extreme weather conditions including wet and humid conditions. The employee will be exposed to moving mechanical parts, electrical hazards, noise, and risks associated with caustic or toxic chemicals. The employer will provide appropriate personal protective equipment as required.

Employee will be required to sit, walk, bend, and reach throughout a work shift with frequent movement in and out of vehicles. Occasional strenuous physical effort requiring bending, kneeling, and squatting. ability to occasionally lift and/or move weights up to 50 pounds. Vision and hearing must be adequate to perform the required work.

The work environment and physical demands describes 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 essential functions.

External and internal applicants, as well as position incumbents who become disables as defined in the Americans with Disability Act, must be able to perform the essential job Functions (as listed) either unaided or with the assistance of a reasonable accommodation to determined by the Board of Water Commissioners on a case-by-case basis.

Approved by:

Date:

Commissioner

Commissioner

Commissioner

My signature below acknowledges the I have read and understand the duties, requirements, and responsibilities of to position described above.

Employee signature

Date