

**MEREDITH, NH
2009**



WATER AND SEWER SUPERINTENDENT

JOB SUMMARY

Performs highly responsible administrative and professional duties associated with the overall operations and leadership of the Water Works and Wastewater Collections Systems for the Town of Meredith.

SUPERVISION RECEIVED

Works under the general administration of, and is accountable to the Town Manager and the Board of Selectmen.

SUPERVISION EXERCISED

Administers and exercises management and control over all functions relative to operations and functions of the Water & Sewer Department.

ESSENTIAL JOB FUNCTIONS

Except as specifically noted, the following functions are considered essential to this position:

1. Administers and exercises management and control over all functions related to operations and functions of the Water & Sewer Department.
2. Provides professional and technical support to the Town Manager, Boards and staff.
3. Responsible for the long-term planning of future water/sewer infrastructure requirements.
4. Researches and develops agreements and contracts for services to be provided by outside consultants and contractors as they pertain to water/sewer issues.
5. Provides technical assistance to the operations and maintenance of the Water/Sewer Department.
6. Manages the interaction of personnel and recommends improvements for safer, more environmentally sound, and more cost-effective systems of operations.
7. Recommends hiring and administers personnel for the operation of the water/wastewater departments. Evaluates work performance of subordinate employees and recommends changes in staffing as appropriate.

8. Subject to the review and oversight of the Town Manager, prepares, proposes and administers the annual budget for the Water & Sewer Department to provide for sufficient funding to carry out the operation and maintenance activities with due regard to sound and proper operation and maintenance practices as well as meeting the requirements of applicable regulatory agencies.
9. Provides recommendations for the annual establishment of water/sewer user fees and other funding mechanisms and revenue sources as may be applicable. Assists in maintaining and updating applicable ordinances as required.
10. Develops strategies on the operations of the Water & Sewer Department and recommends alternatives to ensure compliance with NH DES permits and environmental laws and regulations.
11. Informs the Town Manager of significant operational and/or maintenance problems and recommends corrective action when necessary.
12. Reviews and updates standard operating procedures to ensure goals of the facility are being met and are in compliance with all regulatory agencies.
13. Remains current on Federal and State regulations as they relate to water & sewer operations in order to effectively interact with regulatory agencies.
14. Reviews plans and specifications for proposed future developments, expansions and upgrades of water & sewer infrastructure for conformance with the Town's objectives and standard practices, in accordance with the Capital Improvements Program.
15. Possess knowledge of, and the ability to operate computerized water & sewer operations and maintenance systems.
16. Participates in the planning and implementation of safety programs.
17. Remains current on and is familiar with Town specifications relative to the installation of sewers, water mains, etc. and with all pertinent equipment associated thereto.
18. Reviews summaries and reports and makes management-level decisions to solve problems or to achieve work objectives, and articulates and expresses those solutions and goals. This may also require formal presentations of solutions and goals to Town Manager, Board of Selectmen, other boards, employees and the general public.
19. Maintains 24 hours/day, 7 days/week availability in order to meet emergency situations as they may arise. Duties require attending evening meetings as necessary.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Licensure/Certification Requirements: Valid NH Driver's License; NH Grade III Water Treatment and Grade II Distribution Certification; or ability to obtain all within one year of employment.

Other Training, Skills and Experience Requirements: Considerable knowledge of supervisory principles and practices. Extensive knowledge of chemistry and bacteriology of treatment and distribution of a public water supply and the treatment and disposal of wastewater and by-products. Thorough knowledge of the principles and practices of the operation and administration of both water and wastewater treatment facilities. Minimum of five years experience in the operation, maintenance and administration of water/wastewater departments with at least two years of supervisory experience, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION and ENVIRONMENTAL CONDITIONS

The physical demands and work environment characteristics here are representative of those an employee encounters while performing the essential functions of the 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 typically in an office setting. In the course of inspecting, installing or repairing water and sewer facilities or projects, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate weight. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; outside weather conditions.