



**Town of Hanover**  
**Department of Public Works**  
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*Director of Public Works*

April 5, 2018

To: Bulletin Boards at Town Hall, School Department, DPW, Fire Department, Police Station,  
Town Clerk, and Library

**Job Posting**  
**Assistant Superintendent - Water Treatment**

The Town of Hanover DPW has a position available for a full-time Assistant Superintendent – Water Treatment. The ideal candidate will have a Bachelor of Science degree in chemistry, biology, engineering or other related science and a minimum of three years of experience in the operation and maintenance of a drinking water treatment facility. Significant experience in water treatment operations may be substituted for the minimum educational background. The candidate must also possess a Class D driver's license, and must possess or obtain within one year a Grade IIC or Grade IIIT Drinking Water Supply Operator's Certificate. The pay scale is \$75,000 to \$85,000 per year.

The successful candidate will be responsible for the overall operation and maintenance of Town's drinking water treatment facilities and management of general water quality programs under the direction of the Deputy Superintendent of Public Works – Water Operations. This is a salaried, supervisory position requiring administrative and physical work inside and outside in all weather conditions.

If selected for the position, the candidate shall undergo a pre-employment physical which shall include screening for drugs and alcohol and shall be subject to random drug and alcohol testing once hired.

The complete job description and application are available at the DPW office, 40 Pond Street, Hanover MA 02339. The posting will remain open until 4 pm on May 11, 2018, or until the position is filled. The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

## **Town of Hanover Job Description**

**Job Title:** Assistant Superintendent – Water Treatment  
**Department:** Department of Public Works  
**Reports To:** Deputy Superintendent - Water Operations  
**FLSA Status:** Exempt  
**Prepared By:** DPW Superintendent and Deputy Superintendent - Water Operations  
**Prepared Date:** 8/2017  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

The Assistant Superintendent – Water Treatment is responsible for providing an adequate quantity and quality of drinking water to meet public health and fire protection needs. Understands and complies with U.S. Environmental Protection Agency (EPA) Safe Drinking Water Act and Massachusetts Department of Environmental Protection (DEP) drinking water regulations (310 CMR 22.00). Maintains the integrity of complex treatment facilities, oversees operational activities, troubleshoots equipment and electronics problems, interprets and reacts to system data, and oversees daily monitoring conducted by the operational staff. The position requires (1) reacting to stressful situations in a calm but efficient manner to resolve problems quickly to ensure public safety, (2) communicating technical information to operational staff, Deputy Superintendent, DPW Director, consulting engineers, and vendors, (3) providing assistance to other town departments as required, (4) teaching skills to transfer technical information to treatment staff, (5) understanding of Supervisory Control and Data Acquisition (SCADA) software, and (6) interpreting planning diagrams and process controls. Must be available to respond to emergencies at all times. Serves as Deputy Superintendent – Water Operations in his/her absence.

**PRIMARY DUTIES and RESPONSIBILITIES:** Performs all of the duties of lower Water Treatment Division classifications and in addition:

1. Acts as the Primary or Secondary Water Treatment Operator as assigned by the Deputy Superintendent – Water Operations in accordance with Mass DEP drinking water regulations.
2. Manages the treatment staff to ensure that the water produced from the treatment facilities meets all state and federal regulatory requirements.
3. Provides clear direction to treatment staff regarding daily work assignments and evaluates and documents performance of personnel in their carrying out of the assigned tasks.
4. Controls, supervises and participates in the operation and maintenance of all water treatment facilities, well pumping stations, and storage tanks.
5. Schedules water treatment personnel providing 24x7 staffing at the treatment facilities.

6. Evaluates the need for process changes and communicates these needs to the Deputy Superintendent. Interfaces with the Deputy Superintendent, DPW Director, consulting engineers, and vendors to facilitate corrections of problems.
7. Utilizes knowledge and skills to determine chemical feed rates and dosages and understand steps to take corrective course of action when working to resolve plant process problems. Directs treatment staff on target chemical feed rates.
8. Monitors and directs treatment staff daily on various operating parameters such as shift goals, plant production scheduling, backwashes, etc...
9. Advises the Deputy Superintendent, DPW Director, and Town Manager on treatment plant issues.
10. Compiles data to develop, review, and complete all water quality reports required by the Massachusetts Department of Environmental Protection (MassDEP) and the Environmental Protection Agency (EPA). Reports to be completed in accordance with regulatory schedules.
11. Analyzes facility data to interpret relationships between various water quality parameters and determines corrective actions to remediate problems that affect facility performance.
12. Supervises staff use of laboratory equipment for daily water quality testing.
13. Reviews lab test data daily and ensures that operational personnel have accurately entered test and production data into plant record keeping systems.
14. Develops standard operating procedures to standardize chemical purchasing and deliveries, data input, laboratory procedures, and emergency procedures.
15. Manages chemical inventories to ensure that adequate reserves of necessary chemicals are available at facilities at all times.
16. Manages spare parts inventories within budgetary limitations to ensure that critical parts necessary for the continued operation of facilities are available at all times.
17. Ensures that treatment facility equipment undergoes routine, preventive, and emergency maintenance to keep the facilities on-line and running efficiently.
18. Demonstrates leadership skills to train water treatment operators and other staff to operate the facilities in a confident, safe, and efficient manner.
19. Develops and manages site-specific safety programs for all treatment staff, equipment and treatment facilities in accordance with OSHA regulations.
20. Operates water treatment facilities as necessary and in the absence of union operators.
21. Participates in snow removal activities at the treatment facilities, well pump stations, water storage tanks, and other Town roads and facilities as directed in accordance with the DPW's snow and ice control program.
22. Performs the duties and responsibilities of the Deputy Superintendent Water Operations in his/her absence.
23. Provides input into the development of operating budgets. Adheres to established budgets regarding chemicals, power, staffing, laboratory, and facility maintenance within the production goals established by the Deputy Superintendent – Water Operations.
24. Maintains complete and accurate records of water treatment facility operations including but not limited to production statistics, chemical usage, energy usage, raw and finished water quality, resource utilization, equipment and facility operation and maintenance, and any other data specified by the Deputy Superintendent – Water Operations.
25. Investigates water quality complaints from residents
26. Posts updates to various town web pages and social media platforms as directed
27. Responds to town wide emergencies at the discretion of the Director of Public Works

28. Responds to after-hours alarms and assists shift operators as needed on nights and weekends
29. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITY:**

Supervises operational staff on a daily basis. Oversees daily treatment plant operations, staff training, laboratory testing, plant safety, data entry, and SCADA system. Coordinates and cooperates with other DPW divisions and Town departments as circumstances require and as directed by the DPW superintendent or his/her designee. Typically supervises a crew of 4-7 people.

### **SUPERVISION RECEIVED:**

Works directly under and reports to the Deputy Superintendent – Water Operations or his/her designee and in coordination and cooperation with other DPW Division foremen or other Town Departments.

### **EDUCATION and/or EXPERIENCE**

**Education** – Requires a minimum of a Bachelor of Science degree in chemistry, biology, engineering, or other related science. Significant experience in water treatment operations may be substituted for minimum educational background.

**Experience/Knowledge** - Must have minimum of 3 years experience in the operation and maintenance of a drinking water treatment facility. He/she must be familiar with the EPA Safe Drinking Water Act and Massachusetts DEP drinking water regulations (310 CMR 22.00) and also must have a working knowledge of water chemistry, chemical reactions, electronics, hydraulics, and engineering. Requires general knowledge of public works operations. Must have the ability troubleshoot technical difficulties; understand, interpret, and evaluate complex technical information; and respond with appropriate management changes. Requires specific knowledge in the safe handling of water treatment chemicals with particular emphasis on alum, hydrated lime, potassium permanganate, potassium hydroxide, sodium hypochlorite, ammonium sulfate, and gaseous chlorine. Must be able to meet deadlines and work well under pressure and have the ability to communicate effectively, both orally and in writing.

### **ACCOUNTABILITY**

Responsible to the Deputy Superintendent – Water Operations or his/her designee for activities and accomplishments of personnel permanently or temporarily assigned to his/her supervision or to the Water Treatment Division. Maintains a daily log of activities and accomplishments of the Water Treatment Division including any incidents which did or may affect the Town or any personnel.

### **LANGUAGE SKILLS**

Must be capable of effectively communicating and consulting with staff, vendors, residents and other town departments on matters and problems relating to the Water Treatment Division and its activities.

### **MATHEMATICAL SKILLS**

Intermediate skills such as the ability to (using a calculator) add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, volumes, and percent and to draw and interpret bar graphs. Ability to convert units of measure.

## **SOFTWARE/COMPUTER SKILLS**

Ability to capably utilize general office software (spreadsheets and word processors), internet browsers, internet search engines, email clients, electronic calendars, SCADA software, other general and public works specific software, and locally hosted as well as internet based software applications. Ability to read from and post to social media platforms as directed.

## **REASONING ABILITY**

Basic skills such as the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to analyze complex problems involving multiple known and unknown variables and synthesize solutions to these problems.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain all licenses and certifications required for this position and for all other positions in the Water Treatment Division. Requires a minimum Grade 3T or Grade 3C Drinking Water Supply Operator's Certificate or the ability to obtain said license within one year of employment. Must possess a Class D driver's license.

## **PHYSICAL DEMANDS**

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.

Both administrative and physical work inside and physical work outside in all weather conditions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Ability to operate and view a computer. Manual use of telephone, radio, calculator, other standard office equipment such as copier and facsimile machine. Ability to operate a motor vehicle, equipment unique to water treatment systems, and chemical/process analytical equipment. Ability to access a variety of construction sites.

The duties listed above are intended only as illustration 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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Administrative work is performed indoors under normal office conditions. Regular outdoor work is required with occasional exposure to various weather conditions and construction site hazards. Subject to routine exposure to chemicals used in water treatment systems, and to moderate to high noise levels resulting from pumps, blowers, compressors, computer equipment, radio transmissions and telephones. Must be available and able to respond to emergency situations within one hour. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.