



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

September 16, 2021

Job # 2021-036

## ANTICIPATED OPENING PLEASE POST

**POSITION:** Water Maintenance Supervisor  
Water Division

**HOURS OF WORK:** Full-time/40 hours per week

**SALARY:** \$1,516.41 - \$1,785.99 per week  
(According to contractual salary schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Water Maintenance Supervisor is responsible for the administration, direction and supervision of the planning, design, operation, maintenance, construction, repair, and expansion of the water distribution system, water services, and related facilities.

### **SUPERVISION RECEIVED:**

The Water Maintenance Supervisor works under the direct supervision of the DPW Director and Deputy DPW Director.

### **SUPERVISION EXERCISED:**

Supervises assigned operations, maintenance, water meter, and administrative staff.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Ensure compliance with federal, state, and local regulations; regulatory permits; and enforcement orders.
- Maximizes the use of labor, equipment, and financial resources to ensure efficient and effective operation and maintenance of the water distribution system.
- Prepares and administers the budget for assigned facilities; oversee and approves expenditures; monitor expenditures versus the approved budget; prepares forecasts of expenditures to compare with available budget; and implements adjustments.
- Schedules, assigns, directs, motivates, and evaluates the work of assigned personnel and ensures that they execute their duties appropriately. Review and approve employee timecards and weekly payroll.
- Evaluates, recommends, and implements operation and maintenance changes, new technology and capital investments to ensure regulatory compliance, and efficient and effective operations.
- Manage the development, update and implementation of standard operating procedures, manuals, policies, employee training programs, emergency response plans, and health and safety programs to ensure efficient and safe operation.
- Review proposed plans for water system construction and expansion to ensure adequate capacity and adherence to federal, state, and local regulations, codes, permits and construction standards.
- Administer professional engineering services contracts, construction contracts, and other contracts for services and materials.



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- Evaluate and recommend staffing requirements. Make recommendations in personnel matters such as hiring, transfer, disciplinary actions, promotions, and discharge. Resolves grievances.
- Ensure upkeep of accurate records of operations, maintenance, finances, repairs, construction, employees, activities, and maps and plans of the water system and related facilities.
- Cooperates with other city departments to coordinate efforts in improving standard of service and enforcing city codes and sewer ordinances.
- Prepare reports and information regarding regulatory compliance, operation and maintenance, activities, finances, and projects for a variety of audiences.
- Ensure customer service requests, inquiries and complaints are resolved in a courteous, effective, and timely manner. Investigate damage claims caused by the water system.
- Maintains on-call status 24 hours per day to respond to emergencies, keep abreast of issues to coordinate efforts in solutions of them, and comply with regulatory reporting requirements.
- Performs other work as assigned by the DPW Director or Deputy DPW Director.

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 or a logical assignment to the position.

## **ENTRANCE REQUIREMENTS:**

Applicants must have a least eight years full-time paid experience in positions of increasing responsibility in the operation and maintenance of water systems or related field with at least 3 years of supervisory experience. Must have Massachusetts Grade IV water distribution operator license and a valid driver's license. Bachelor of Science degree in civil engineering or related field is a plus. Candidates may be allowed up to 12 months to obtain the Grade IV water distribution operator license.

## **QUALIFICATIONS, KNOWLEDGE AND ABILITIES:**

Strong planning, communication, leadership, and interpersonal skills, as well as solid budgetary and customer service abilities. Ability to make strong decisions and recommendations on matters of major policy and complex administrative and technical problems.

Thorough knowledge of the principles, practices, regulations, materials, and equipment applicable to the planning, design, operation, maintenance, repair and construction of municipal water systems and related facilities. Ability to establish and maintain effective working relationships with subordinates, superiors, other supervisors, contractors, developers, federal and state regulators, other city departments, vendors, municipal officials, the general public, and others contacted in such work. Thorough knowledge of safety regulations and practices applicable to the water distribution and construction industry.

Skills in written and oral communication at a level necessary for efficient job performance. Experience with Microsoft Office applications, computerized maintenance management systems (CMMS), geographic information systems (GIS), and hydraulic modeling of water systems. Knowledge of local, state, and federal statutes, ordinances, regulations, programs, and permits pertaining to municipal drinking water.

## **PHYSICAL REQUIREMENTS:**

Position splits time between office, and field. Travel is required by motor vehicle to various sites and facilities. Various duties are performed outdoors and may occur during inclement weather conditions.



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Requires walking, bending, kneeling, reaching, squatting, and climbing while making inspections. Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction sites, water pumping stations, and related facilities.

Must be able to lift to 50 pounds and access facilities, including confined spaces. Tasks may require exposure to hazardous materials and atmospheres typical of municipal water systems. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

Attendance is mandatory. Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE:**

**OPEN UNTIL FILLED**

**SUBMIT COVER LETTER,  
RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

**APPLICATION IS AVAILABLE ONLINE AT:**

**[https://www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](https://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-036 WHEN APPLYING ONLINE.**