



DEDHAM-WESTWOOD WATER DISTRICT

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Distribution Superintendent
Dedham-Westwood Water District
Dedham, MA
Starting Salary Range \$72,900 - \$91,100
Max range \$109,400

The Dedham-Westwood Water District (DWWD) is the Public Water Supplier to the Towns of Dedham and Westwood. The District was formed as a government body in 1985 and is governed by a six-member Board of Water Commissioners, appointed by the Select Boards of the two towns.

The Dedham-Westwood Water District is seeking a Distribution Superintendent, reporting to the Operations Manager. The Distribution Superintendent will be responsible for overseeing daily management, development, and operations of the distribution system. The Distribution Superintendent is also involved in short term and long-range infrastructure planning and modernizing the operation through the use of technology.

To apply for this position, send resume to: slocke@dwwd.org

Job Responsibilities

- Programming and directing the efficient and reliable operation, maintenance, protection and appearance of all pipelines, services, hydrants, valves and other appurtenances within the distribution system.
- Determining type, size and location of property and equipment required for the efficient operation, maintenance and expansion of the distribution system.
- Assures that operations are carried out in accordance with federal, state and town health regulations.
- Assists in planning and construction of extensions and improvements to the distribution system.
- Manages and is directly responsible for water main maintenance, such as directional flushing, or other related methodologies. Oversees subordinate supervisory staff and/or contractors in the performance of such activities. Maintains records and administers associated software packages related to the design and performance of these programs.
- Planning and preparing that portion of the District operating and capital budgets within area of responsibility. Controlling construction, maintenance, and operations expense within established budget limitations.
- Responsible for ordering and maintaining necessary inventory of materials and supplies within area of responsibility.
- Maintenance of Safety and Security programs to ensure a safe working environment for all staff.
- Responsible for maintaining community relations within area of responsibility.

- Maintain current knowledge of developments in federal and state regulation and technology regarding water quality and plant operation. Identify actions required to ensure district compliance.
- Establishment of appropriate numbers and qualifications of personnel, their hire, discharge, development, training and performance evaluation.
- Employee relations, including planning and assisting in labor negotiations and establishment of performance standards within area of responsibility.
- Preparation, filing and maintenance of all reports and records relating to the distribution of water.

Qualifications and Skills

- Bachelor's degree in the Engineering, Construction Management, or other relative field of study plus 3-5 years' experience in the direct supervision of water distribution operations; or
- Associates degree in the fields of Engineering Construction Management, or other relative field of study plus 5-7 years' experience in the direct supervision of water distribution operations; or
- High School graduate or State recognized Educational Equivalency Certificate with over seven (7) years' experience in water distribution operations
- Current Massachusetts Grade 3 Distribution Operators License as issued by the Commonwealth of Massachusetts
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Current Massachusetts driver's license

Disclaimers:

Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Dedham-Westwood Water District is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will Dedham-Westwood Water discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.