

City of Lowell
Job Posting
Please Post ~ September 23, 2014
Deadline ~ October 7, 2014
Water Utility
Superintendent Distribution

Job Title: Superintendent Distribution (2800-PG4, 2066)
Department: Water Utility
Reports To: Executive Director
Supervises: Head Water Foreman, WSMM, WF, Backflow Treatment Tester, Asst. Backflow Tester, Laborers
Wage: (Min) \$1,289.81 to (Max) \$1,497.69 w/ appropriate license per week (40) hrs weekly
Union: SEIU Local 888 Chapter 159

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction from the Executive Director or other designated personnel:
Plans, assigns, supervises and reviews work of subordinates under his jurisdiction;
Supervises through subordinates the work assigned to crews engaged in the installation, testing, repair and maintenance of water service connections and lines from mains to buildings;
Supervises through subordinates the work assigned to crews engaged in the installation, testing, and repair of fire hydrants, mains, gates, connections and meters;
Makes regular rounds of assigned projects to inspect conditions, insure compliance with departmental procedures and accepted trade practices; provides technical advice and assistance to subordinate foremen;
Investigates major complaints regarding activities of the department;
Recommends to Executive Director corrective discipline for subordinates;
Responsible for directing, instructing, advising, checking, and supervising subordinates as to schedules, methods, standards of performance, rules and regulations, safety precautions and other matters affecting their work;
Assists in budget preparation; makes requests for supplies, equipment and services;
Performs other related as required.

SUPERVISORY RESPONSIBILITIES

Manages 3-10 subordinate supervisors who supervise a total of 2-20 employees in the Water Utility. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

5 years full time experience in water service installation construction of related field of which 1 year was in a supervisory capacity.

Must have complete knowledge of the principles, procedures, methods, equipment and materials used in the construction, installation, maintenance and repair of the municipal water distribution system, including mains, service connections, gates, hydrants and meters.

Thorough knowledge of the municipal water system.

Working knowledge of PC's, Microsoft Windows 95 Access, Excel or applicable software.

Knowledge of the hazards and safety precautions involved in water distribution construction and repair work.

Ability to plan, assign and supervise and review large-scale construction, maintenance and repair work.

Ability to read, interpret and apply engineering drawings and specifications pertaining to water distribution construction and repair work.

Ability to establish and maintain effective working relationships.

Ability to express oneself clearly and concisely, orally and in writing.

Must have the ability to exercise independent judgment, and discretion in carrying out work details and allocating work to subordinates, and to instruct and supervise all levels of workers.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to respond effectively to the most sensitive inquiries or complaints.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Full D4 Operators License or 4C by the Mass State Board of Drinking Facilities. Mass. 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.

While performing the duties of this job, the employee is occasionally 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 or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described 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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm: Deadline ~ Tuesday, October 7, 2014. Applicants may also send application and/or resume to fax # 978-446-4102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer