



**TOWN OF COLCHESTER/COLCHESTER PUBLIC SCHOOLS
WATER DEPARTMENT**

POSITION ANNOUNCEMENT

Job Title: Water Department Supervisor
Salary: \$48,144 - \$95,285 (effective 7/1/21 per union contract)
Full-Time: Monday-Friday, 7:00 a.m. – 3:30 p.m.
(40 hours/week, 30 min lunch)
Closing Date: Open until filled

Job duties include:

Oversee the maintenance and operation of all services provided in the Sewer and Water District. Responsible for performing all functions relating to water system plant operation, water system distribution operation, and the supervision of all field/plant employees and sub-contractors assigned to work on the water system.

Required Education & Experience:

Bachelor's degree in a technical, engineering, or scientific area. A master's degree in civil engineering or Water Resources or equivalent is preferred. Minimum of ten years employment in water treatment/distribution field with at least five years' experience at the supervisory level. Class 2 Driver's License with good driving record required. Plumbing and mechanical technical experience necessary. Distribution Class II, Water Treatment Class IV required. Cross Connection/Backflow Prevention Certifications required. Ability to work well with others, good communication skills, work independently, follow instructions adequately. Ability to handle criticism from customers and respond in an appropriate manner.

All applicants must submit a completed Town of Colchester Employment application (available at www.colchesterct.gov), resume and cover letter to First Selectman, 127 Norwich Ave, Suite 201, Colchester, CT 06415 or by email to HR@colchesterct.gov



Town of Colchester Job Description

Water Department Supervisor

GENERAL STATEMENT OF DUTIES

Oversee the maintenance and operation of all services provided in the Sewer and Water District. Responsible for performing all functions relating to water system plant operation, water system distribution operation, and the supervision of all field/plant employees and sub-contractors assigned to work on the water system

WORK SCHEDULE

Primarily Monday-Friday, 7:00am-3:30pm, and other times as they are necessary for the completion of duties.

SUPERVISION RECEIVED

Work under supervision of Public Works Director.

SUPERVISION EXERCISED

Supervise Water Department field and plant staff.

ESSENTIAL DUTIES

1. Prepare the annual water operating and capital budgets for review by the Public Works Director. Assist in preparation of Department policies.
2. Oversee and evaluate the total operation of all Sewer and Water personnel and activities.
3. Attend all monthly Sewer and Water Commission and Joint Facilities meetings.
4. Oversee design, operation, maintenance, and repair of all water system facilities (filter plant, storage tank facilities, pumps, wells, treatment systems, and distribution system components), and supervision and assignment of duties to staff qualified to work on the water system facilities.
5. Review, plan, recommend and supervise maintenance and repairs of water and sewer lines.
6. Perform technical review of developer/applicant submittals and attend predevelopment and pre-construction meetings.
7. Responsible for and construction of water connections, activation, and deactivation of services, and field employees assigned these duties.
8. Specifies water system components, facilities, and equipment, and supervises employees and sub-contractors assigned to these tasks.
9. Performs, or serves as emergency standby back-up to employees assigned to perform, scheduled operations and maintenance on weekends, holidays, and after hours.
10. Assigns employees to read meters.
11. Administrative functions, which include night meeting attendance for Sewer and Water Commission regular meetings, Planning and Zoning Meetings as required, and other miscellaneous town meetings that require Water Department input.
12. Responsible for maintaining approved budgets and purchasing duties for water pumping, treatment, storage, and distribution system equipment and other supplies necessary to operate a Public Water System. Assure Town's purchasing procedures are followed. Approve requisitions for payment.
13. Train other plant and/or distribution system operators, meter readers, and helpers.
14. Supervise and train employees temporarily assigned to the water department when involved in the water system operation, maintenance, and repairs.

15. Prepare press releases for review by Director
16. Oversee design and related technical work performed by consultants including the Water Supply Plan, Diversion Plan submittals, etc. in cooperation with the Director.
17. Coordinate with Director on legal issues relating to compliance with State, federal regulations regarding safety, SDWA compliance, operations, provision of service, as required.
18. Prepare and maintain safety plans and train staff.
19. Responsible for performing all compliance activities relating to Town, State, and federal regulations including but not limited to Annual Cross Connection Inspections and SDWA requirements.
20. Respond to questions and comments from customers regarding water quality, pressure, and other issues, as required. Make operating or treatment adjustments as appropriate.
21. Other duties as required by Public Works Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A thorough knowledge of tools, equipment, materials, methods, and practices used in the operation and maintenance of a public water system including design, engineering principals, and construction methods of all treatment, pumping and distribution components.
- A thorough knowledge of State and federal regulations as they relate to the operation and maintenance of a public water system.
- A thorough knowledge of safety practices and requirements associated with the operation and maintenance of a public water system.
- Ability to organize and manage time and communicate effectively orally and in writing.
- Ability to work well independently and follow instructions.
- Ability to work effectively with others and the public in general.
- Proven management and customer service/relations capabilities.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree in a technical, engineering or scientific area. A Master's Degree in Civil Engineering or Water Resources or equivalent is preferred.
2. Minimum of ten years employment in water treatment/distribution field with at least five years experience at the supervisory level.
3. Class 2 Driver's License with good driving record required.
4. Plumbing and mechanical technical experience necessary.
5. Distribution Class II, Water Treatment Class IV required. Cross Connection/Backflow Prevention Certifications required.
6. Ability to work well with others, good communication skills, work independently, follow instructions adequately.
7. Ability to handle criticism from customers and respond in an appropriate manner.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; salary; exempt.*