

Job Posting



| 37.5 Hrs. | Water Quality/Supply Coordinator | Job Description | |
|----------------------|----------------------------------|-----------------|--------------|
| Direct Report | Assistant DPW Director | Grade | G |
| Department | Public Works | FLSA | Exempt |
| Division | Water/Sewer | Bargaining Unit | Non- Union |
| Date | October 2014 | Location | DPW Facility |

Summary

The Water Quality/Supply Coordinator ensures a safe, sufficient, potable water supply and emergency back-up system as per the Safe Drinking Water Act and local, state and federal regulations. The Coordinator performs a variety of, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance and replacement of the municipal water supply and the emergency water supply systems, including emergency water supply production wells.

Essential Duties

1. Oversees the operation and maintenance of the water supply system and emergency supply wells and well field.
2. Oversees the operation and maintenance of the water supply storage tank Supervisory Control and Data Acquisition (SCADA) computer system, software and all appurtenances.
3. Oversees the installation, maintenance and repair of electrical systems for the water supply and emergency systems.
4. Collects and interprets potable and non-potable samples to provide data for the efficient operation of the water supply and emergency system.
5. Performs duties relating to the operation and maintenance, construction and repair of the water supply and emergency supply system and well field.
6. Assists the Water/Sewer supervisor in the control and use of all materials, supplies and equipment used in the operation and maintenance, construction and repair of water supply and emergency supply systems.
7. Inspects and oversees the repair of water supply and emergency supply equipment, pumping stations, at frequent intervals to insure all aspects of the systems are functioning properly.
8. Requisitions needed supplies for the department, and maintains a variety of records relating to equipment, supplies, water consumption and reports.
9. Advises Town officials in matters relating to division activities; provides information to various civic, educational and public groups and individuals regarding water supply issues and services.
10. Provides timely response to resident inquiries regarding water quality issues, evaluates situations, determines liability placement, explains findings to residents, and notifies appropriate crew when necessary.
11. Oversees safety of assigned maintenance workers and equipment operators insuring proper safety procedures are being followed.
12. Oversees use of supplies and equipment used in the operation, maintenance, construction and repair of the water supply and emergency supply well field systems insuring equipment efficiencies.
13. Analyzes annual operating costs and makes recommendations for division budget including purchases of equipment, supplies and materials for the proper operation of the division.
14. Assists in the design and installation of new water supply related systems and facilities.
15. Participates in short and long-term planning of capital improvement projects.
16. Enforces rules, regulations, policies and procedures relating to the operation of the water system.
17. Coordinates with other utilities for locations of utility systems.
18. Works closely with MWRA officials, as well as professional consultants, contractors, regarding water supply or quality issues that may arise.
19. Prepares and completes all required reports/surveys, from various state and federal agencies including, EPA, DEP, MWRA, etc. as required.
20. Completes all water sampling/testing requirements to ensure compliance with local, state and federal regulations.

Peripheral Duties

1. Operates a variety of power construction and maintenance equipment used in the division during emergency or training situations.
2. Assists the Town I winter snow removal activities as assigned by supervisory staff.
3. Coordinates departmental safety training and professional development with department supervisory staff as assigned by Assistant Director or Director of Public Works.

Supervisory Responsibility

1. This position has oversight of contractors.
2. There are no direct reports to this position.

Competencies

| | | |
|------------------------|-------------------------------|---------------------|
| Personal Effectiveness | Credibility / Confidentiality | Thoroughness |
| Collaborative Skills | Communication Proficiency | Flexibility |
| Microsoft Office | SCADA system software | Motorized Equipment |

Work Environment

This job operates in a changing environment. Duties may be performed outside during times of inclement weather conditions. The employee occasionally works near moving mechanical equipment and is occasionally exposed to both wet and humid conditions. The employee occasionally works in high, precarious places and could be exposed to vibration, the risk of electrical shock, loud noises and moderately quiet office settings.

Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear, walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must occasionally lift and or move up to 10 pounds and occasionally lift and or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception , and the ability to adjust and focus.

Work Hours

This is a full time position with typical 40 hours per week. 7 AM to 3:30 PM Monday through Friday with emergency on call status when necessary.

Minimum Qualifications

1. Associates Degree in environmental science, public health, civil engineering, water resource engineering, or closely related field required, a 4 year degree with related treatment or distribution license or designation is preferred.
2. Five (5) years of related experience relating to the construction, repair and maintenance of water supply and distribution systems including the operation of related maintenance equipment.
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Additional Knowledge, Skills and Abilities:

1. Working knowledge of the principle practices of water systems, records management, facilities, materials, methods, and maintenance used in water collection and supply systems;
2. Skills in operation of SCADA system computer and software, detection devices, mobile radio, phone, fax, computer, scanner, copier, motorized vehicles and equipment, water supply and well field related systems equipment, common hand and power tools, saws, pumps, generators, shovels and wrenches;
3. Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate contractors; ability to organize and oversee the activities of various crews performing construction and maintenance work; a
4. Ability to establish and maintain professional working relationships with staff, supervisors, contractors, etc. and deliver a high level of customer service to members of the general public;
5. Ability to communicate effectively both verbally and in writing, multi-task and prioritize.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

This Job Posting will remain open until filled with an anticipated start date of January 15, 2015

Please visit www.readingma.gov for an application or contact

Town of Reading Human Resources Department

Judith Perkins, HR Administrator

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