



Haverhill

Human Resources Department, Room 306
Phone: (978) 374-2357 Fax: (978) 374-2343
Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com
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Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

April 27, 2023

Job # 2023-19

PLEASE POST
ANTICIPATED OPENING

POSITION: Wastewater Collection System Supervisor
Wastewater Department

HOURS OF WORK: Monday – Friday, 7:00AM – 3:00PM
Full-time (40 hours per week)

SALARY: \$1,831.14 - \$2,146.37 per week
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Wastewater Collection System Supervisor is responsible for the administration, direction and supervision of the planning, design, operation, maintenance, construction, repair, and expansion of the wastewater collection system, pumping stations, and related facilities. This position is also responsible for various activities related storm drain system operation and maintenance.

SUPERVISION RECEIVED:

The Wastewater Collection System Supervisor works under the direct supervision of the DPW Director and Deputy DPW director.

SUPERVISION EXERCISED:

Supervises assigned operations, maintenance, and administrative staff. Supervises the wastewater treatment plant employees during the absence of the Wastewater Facilities Manager.

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 wastewater collection system and pumping stations, as assigned.
- Prepares and administers the budget for assigned wastewater and stormwater facilities; oversees and approves expenditures; monitors 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.
- 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.
- Reviews proposed plans for wastewater collection system construction and expansion.



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- Administers engineering services contracts, construction contracts, and other contracts for services and materials.
- Evaluates and recommends staffing requirements. Makes recommendations in personnel matters such as hiring, transfer, disciplinary actions, promotions, and discharge. Resolves grievances.
- Manages and coordinates to ensure upkeep of accurate records of operations, maintenance, repairs, construction, and plans of the wastewater collection system and stormwater facilities.
- Cooperates with other city departments to coordinate efforts in improving standard of service and enforcing the city's sewer ordinances.
- Prepare reports and information regarding regulatory compliance, operation and maintenance, activities, and projects for a variety of audiences.
- Ensures customer service requests, inquiries and complaints are resolved in a courteous, effective, and timely manner. Investigate damage claims caused by the wastewater collection system.
- Maintains on-call status 24 hours per day to respond to emergencies, keep abreast of issues to coordinate efforts in solution 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 at least eight years full-time paid experience in positions of increasing responsibility in the operation and maintenance of wastewater collection system or related field with at least 3 years of supervisory experience. Must have Grade IV New England Water Environment Association (NEWEA) Wastewater Collection System Operator certification and a valid driver's license. Candidates may be allowed up to 12 months to obtain one or more of the required licenses. Bachelor of Science degree in civil engineering or related field is a plus, but not required.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- Strong planning, communication, leadership, and interpersonal skills, as well as solid budgetary/financial and customer service abilities.
- Ability to make sound 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 wastewater treatment, collection systems, pumping stations, 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 wastewater 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), and geographic information systems (GIS).
- Knowledge of local, state and federal regulations pertaining to municipal wastewater and stormwater.



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PHYSICAL REQUIREMENTS:

- Position splits time between office, field, wastewater facilities and commercial and industrial facilities. Travel is required by motor vehicle to various sites and facilities.
- Various duties are performed outdoors and may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting, climbing while making inspections.
- Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction sites, wastewater pumping stations, and related facilities.
- Must be able to lift up to 50 pounds and access facilities, including confined spaces.
- Tasks may require exposure to hazardous materials and atmospheres typical of municipal wastewater facilities and stormwater systems.

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 & 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:

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. PLEASE REFERENCE JOB # 2023-19 WHEN APPLYING ONLINE.