



**Town of Needham
Department of Public Works
Water, Sewer, and Drains Division**

Job Posting

Title: Assistant Superintendent of Water, Sewer & Drains
Position: Full-time (40 hours per week)
Hiring Salary Range: \$66,300 - \$79,111.50 (maximum annual salary \$83,109)

The Town of Needham is seeking a qualified individual for the position of **Assistant Superintendent**. Under the direction of the Division Superintendent, the Assistant Superintendent implements, monitors, and assesses the division operations; develops and maintains recordkeeping and reporting systems; prepares related financial, regulatory and compliance reports; participates in development and management of special projects involving outside contractors; and supervises division staff through working foremen.

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- Organizes and directs excavation, trenching, and shoring walls when necessary
- Supervises repairs, schedules, and installations of water, sewer and drain lines, hydrants, residential and commercial water and sewer connections, meters, gate valves, storm drains, sump pumps or inflow connections, catch basins, and manholes, etc.
- Engages in periodic and unannounced drills for emergency preparedness, and coordinates the confined space safety program and other safety related programs
- Oversees the operations and maintenance of the entire water, sewer, and drains system
- Supervises staff of up to twenty-three (23) full-time employees and up to four (4) seasonal employees

Requirements:

To be considered for the position, applicants must have at least:

- Must have a combination of five (5) to seven (7) years of directly relevant experience; knowledge equivalent to two (2) years of college in civil engineering or related field experience; a combination of education and experience will be considered to fulfill this requirement
- Requires a valid MA Driver's License
- Must be available for after hours and holiday emergency calls and respond when necessary

Preferred Qualifications:

- D3/T2, backflow and testers and cross connection surveyors licenses
- Supervisory experience

Ancillary Benefits:

- Employer-paid training opportunities such as courses for water distribution, water treatment, and waste water; reimbursement for testing costs after successful completion; paid membership fees for professional organizations
- Assistance with tuition and expenses through the educational reimbursement program

How to Apply:

Application submissions should include a cover letter, resume and [Town of Needham Application](#). The preferred submission is via email as an attached file; however, any of the following methods will be accepted:

Email: hr@needhamma.gov

Fax: 781-455-0165

Mail: Human Resources Department, 1471 Highland Avenue, Needham, MA 02492

Applications will be accepted until 5 PM on **Monday, June 15, 2020**.

The Town of Needham is an Affirmative Action/Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.