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# Employment Opportunities & Job Application

**Employment Application** please return your completed application, resume and letter of intent to the contact name and department listed within the job posting.

**Any time there is a vacancy for a paid position of employment by the Town of Pembroke, it will be advertised on the town website on this page, linked to town sourced social media platforms and may be published on related trade websites.** All openings may not be listed here.

Pembroke Public Schools post openings on SchoolSpring.

Pembroke Public Library post openings here and on Massachusetts Board of Library Commissioners Job List.

**The Town of Pembroke seeks qualified candidates for the role of Water Superintendent.**

This role will command a salary within the range of \$75,000-\$105,00 based upon experience. The Water Superintendent is responsible for the provision of safe, sanitary drinking water in sufficient quantities to meet the personal, commercial, and fire-fighting needs of the community within the regulatory parameters of the USEPA, MA DEP, the policy guidelines of the Board of Water Commissioners, and Town Meeting authorized budget. Excellent oral and written communications required; must have ability to interact positively and respectfully with all internal and external customers including but not limited to; town and school officials and employees, residents and busi-

nesses, various vendors, and federal and state regulatory agencies. Must be self-motivated, able to work independently, and be able to prioritize and successfully handle multiple requests and various demands from many sources each day while delivering excellent service and quality output/results. In addition, the Water Superintendent must possess a strong moral character, be honest, inclusive, and transparent in all business dealings. For a complete outline of duties, minimum qualifications and requirements, please refer to the job description. Submit a cover letter, resume, Town of Pembroke application and 3 professional work references (note: references will be contacted only for final candidates.) to: EMAIL: [wchenard@townofpembrokemass.org](mailto:wchenard@townofpembrokemass.org) (PDF format only) or Mail/Hand Deliver: Town Manager's Office, 100 Center Street, Pembroke, MA 02359. Interested applicants should apply immediately. Position is open until filled. AA/EOE.

## **TOWN OF PEMBROKE WATER SUPERINTENDENT**

**APPLICATION PROCESS & DEADLINE:** Submit a Cover Letter, Resume, Town of Pembroke Application (download at <https://www.pembroke-ma.gov/human-resources/pages/employment-opportunities-job-application>) and 3 professional work references (Note: references will be contacted only for final candidates.) to: EMAIL: [wchenard@townofpembrokemass.org](mailto:wchenard@townofpembrokemass.org) (PDF format only) or Mail/Hand Deliver: Town Manager's Office, 100 Center Street, Pembroke, MA 02359. Interested applicants should apply immediately. Position is open until filled.

### **GENERAL SUMMARY**

The Water Superintendent is responsible for the provision of safe, sanitary drinking water in sufficient quantities to meet the personal, commercial, and fire-fighting needs of the community within the regulatory parameters of the USEPA, MA DEP, the policy guidelines of the Board of Water Commissioners, and Town Meeting authorized budget.

Excellent oral and written communications required; must have ability to interact positively and respectfully with all internal and external customers including but not limited to; town and school officials and employees, residents and businesses, various vendors, and federal and state regulatory agencies. Must be self-motivated, able to work independently, and be able to prioritize and successfully handle multiple requests and various demands from many sources each day while delivering excellent service and quality output/results. In addition, the Water Superintendent must possess a strong moral character, be honest, inclusive, and transparent in all business dealings.

Performs technical and supervisory work in the operation of the municipal water supply and distribution system.

### **SUPERVISION RECEIVED**

Position works under the general administrative direction of the Town Manager. Works in accordance with standard and established policies and procedures and is responsible for updating same. Performs tasks and responsibilities independently requiring the exercise of judgment; problems are communicated to the Town Manager.

### **SUPERVISION EXERCISED**

Supervises assigned department employees, including Treatment and Distribution, as required. Supervisory workload is subject to sudden increases depending on the time of year or staffing levels within the department.

### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various types of work 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.

- Supervises all Treatment and Distribution operations of the Pembroke Water Department.
- Schedules and supervises work done by maintenance crew, including repairs, relocation of service lines, installation of all new water services, repairs of water mains, gate valves, hydrants, etc.
- Meets with homeowners as needed with regards to service-related issues.
- Works with contractors to schedule and coordinate maintenance.

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- Inspects installations; work must be done in accordance with accepted water works standards.
- Collects, reviews and catalogs as-built diagrams.
- Plans and schedules maintenance of buildings and grounds to ensure that facilities are cleaned and kept in good repair. Areas supervised include treatment facilities, main pumping stations, substations, shop, water tanks and tank sites, and well fields and watershed lands.
- Coordinates maintenance and repair of water department vehicles and other equipment, including tractors and compressors.
- Regularly checks inventory of waterworks supplies and oversees when materials must be reordered and coordinates the checking in of inventory received against packing lists.
- Supervises flushing of water mains and oversees pressure and bacteriological testing of new main line installations.
- Reviews plans for installation of water mains for new subdivisions determining proper size and location of water mains, fire hydrants and other appurtenances.
- Responds to resident and customer inquiries and complaints.
- Coordinates annual testing and calibration of master meters.
- Performs state mandated reporting.
- Demonstrates knowledge of the methods, techniques and safety requirements relating to water treatment and pertinent EPA/DEP rules and regulations.
- Demonstrates knowledge of automated computer control systems (SCADA) or the ability to acquire within two years of employment required.
- Prepares and submits information and reports regarding Departmental plans and operations to federal and state agencies and local Boards and Commissions and Committees as required.
- Serves as construction manager for water treatment system improvements.
- Keeps abreast of changes/developments regarding water treatment tonsure compliance with all applicable rules and regulations.
- Prepares in-house publications including informational newsletters on Water Department activities, consumer education and other required regulatory consumer information.
- Assists the Town Manager in coordinating bid processes to ensure compliance with all laws, rules and regulations and reviews proposals and monitoring and evaluating contractor performance.
- Oversees evaluation of all department staff.
- Performs other related duties as required.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** An Associate's or higher degree from an accredited college or university in Chemistry, Physical, and/or Biological Sciences preferred; five years of progressively responsible and supervisory experience in the operation and maintenance of a public/municipal drinking water facility desired. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered

**SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION:** A valid Massachusetts Class D Driver's Motor Vehicle License with a safe driving history. Current Certification by the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities at a grade equivalent to or higher than the designated grade assigned to the Pembroke Water Department (Currently a D-3/T-2 System).