



## Town of Falmouth, MA Employment Opportunity Assistant Wastewater Superintendent/Senior Project Manager

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Please apply through our Town website: [here](#)

The Town of Falmouth seeks a highly motivated, experienced professional to serve as our Assistant Wastewater Superintendent and assist the Wastewater Superintendent with the technical affairs of our DPW's Wastewater Division. This is a full-time, year-round exempt position with full benefits.

The Town is committed to improving the water quality of our coastal ponds through drafting watershed management plans and executing wastewater management projects. The Assistant Wastewater Superintendent will play an important role in current and anticipated major projects such as treatment plant upgrades, sewer system expansions, and the development of a new ocean outfall for treated wastewater discharge. In addition to conducting technical work, this position will manage the in-house coordination of important aspects of these projects, including coordination with engineering consultants who have been contracted for the planning, design, and construction administration of major projects.

Under the general direction of the Wastewater Superintendent, the Assistant Wastewater Superintendent will facilitate the planning, permitting, design, bid, construction, and general implementation of wastewater management projects and activities. This position will assist with contract management, track budgets and progress/schedules, review technical reports and plans, maintain project records, prepare various reports, and coordinate with other departments and agencies. For smaller projects that are not contracted out to a consultant, the Assistant Wastewater Superintendent will develop scopes of work and develop/manage solicitation documents in accordance with Massachusetts public procurement laws. This position will also review plans, permit applications, and calculations for private project wastewater projects, including connections and connection modifications.

In the absence of the Wastewater Superintendent, this position will manage the administrative affairs of the Wastewater Division and supervise up to ten (10) full-time employees. This position will also attend and may present at public meetings regarding Wastewater Division activities, including some evening meetings.

**Minimum Qualifications:** Bachelor's degree in civil engineering with an environmental focus, environmental engineering, or a related field and five (5) years of progressively responsible experience in wastewater or utility system design, planning, management, and/or operations; or an equivalent combination of education and experience which demonstrates possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position. Candidates must have the ability to prepare and review technical documents. Municipal experience and experience with planning and permitting preferred.

The ideal candidate has strong project management, computer, and organizational skills. The successful applicant also has the ability to work independently on long-term planning and management tasks and the ability to effectively and diplomatically communicate wastewater principles and projects to the general public and regulatory agencies.

**Expected Starting Salary Range:** Step 1 (\$89,752/year) – Step 8 (\$113,422/year), commensurate with qualifications and experience, with room to advance along the 10-step pay scale.

**Sign-on bonus of \$2,500 after 60 days of employment and an additional \$2,500 to be paid after one year of employment.**

Comprehensive benefits package, including 13 paid holidays per year; vacation/sick/personal paid time off; Town contribution of up to 75% of the cost of health insurance; cost-effective dental, vision, life insurance, and disability policy plans; enrollment in the defined benefit pension plan; voluntary pre-tax and Roth 457(b) plans; and professional development opportunities.

**Preference Date to Apply:** Monday, February 17, 2025. The position will remain open until filled, but candidates who apply by the above date and time will be given preference over later applications. Candidates are encouraged to upload a cover letter and resume to the online application portal.

**Our Community:** The Town of Falmouth is a vibrant and diverse community with a permanent population of 32,517 and a seasonal population of more than 105,000. Located on the southwest corner of Cape Cod, Falmouth comprises more than 44 square miles that contain approximately 70 miles of coastline, 12 of which are sandy beaches. The Town strives to be a premier Cape community that provides a responsive, accessible, and inclusive environment for all. Falmouth is proud of its active citizen engagement, strong financial management, and EEO/AA employer status. Applicants must have the ability to effectively work and interact with individuals and groups in our community of various abilities, cultures, backgrounds, and identities.

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