EMPLOYMENT OPPORTUNITY
Assistant Water/Sewer Superintendent

The Town of Norton is accepting resumes for the position of full-time Assistant Water/Sewer Superintendent. Application, job description, salary range and requirements can be obtained at www.nortonma.org and at the Water/Sewer Department
166 John Scott Blvd., Norton MA 02766.
Monday through Friday between 9:00am and 4:00pm
Applications will be accepted until the position is filled, but a review of applications will begin July 22, 2019. EOE

Please mail cover letter, employment application and resume to:

Frank Fournier, Water/Sewer Superintendent
REF: Assistant Superintendent
P.O. Box 1168
Norton, MA  02766

Post:  Town Hall Bulletin Board (07/10/19)
       Town Web Site (www.nortonma.org)

Publish:  Sun Chronicle (06/13/19)
Town of Norton Water and Sewer Department

ASSISTANT WATER / SEWER SUPERINTENDENT

Under the direction of the Water and Sewer Superintendent, this position assists in directing and or performing technical and administrative duties related to construction, installation, operation and maintenance of the facilities connected to the water distribution system, the water treatment facility and the town sewer system. The assistant is second in command in all three divisions, supervision shall be exercised over all activities of the departments and all personnel involved with the operations and/or maintenance in all divisions.

EXAMPLES OF DUTIES: (illustrative only)
Assists with scheduling of projects and delegation of duties.
Assists with supervision and or operation of the water treatment facility, the water distribution system, the town wells and the town sewer system.
Assists with supervision of maintenance, repair and installation of the water distribution system consisting of mains, valves, hydrants and services.
Assists with supervision at job sites, making sure all work is being performed safely by OSHA standards.
Assists with water samples, and any records, reporting’s or filings related to sampling reporting to all local, state and federal government.
Use of computers, tablets, etc. with applications such as Scada, spreadsheets, excel, word processing, calendar, e-mail and database software.
Assists with the implementation and execution of preventive maintenance programs.
Attends all meetings as required pertaining to water and sewer.
Responds to customer complaints pertaining to water and sewer concerns.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:
Must have knowledge and ability to operate our Supervisory Control and Data Acquisition program. (Scada)
Must have knowledge of the principles of Water Treatment; Water Distribution systems and Municipal Sewer Systems.
Must have the ability to plan and to act quickly in the event of an emergency.
Must possess knowledge of the operation, maintenance and repair of pumps, motors and engines and other auxiliary equipment as they relate to water distribution, water treatment and sewer systems.
Must have knowledge of electricity and wiring to understand and identify potential hazards.
Must have the ability to handle official and public relations.
Must have the ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; initiative; reliability; good judgement; physical condition commensurate with the duties of the position.
EDUCATION REQUIREMENTS:
High school graduate or possession of a high school equivalency diploma.
Five (5) years of experience operating or supervising the operation and maintenance of a water distribution system or treatment facility.

LICENSEING: Applicants MUST hold and maintain the following licenses which include:
Water Distribution D-3 In Full
Water Treatment T-2 In Full
Must currently hold and maintain a valid Massachusetts State driver’s license

WORK SCHEDULE: Monday – Friday 7:00 am-3:30 pm
Additional hours for meetings and responding to emergencies

SALARY RANGE: $73,000.00 - $80,000.00 based on provisions and conditions of employment listed within the Town of Norton’s Personnel By-Laws.