

**JOB TITLE: PROCESS CONTROL ANALYST**

The Springfield Water and Sewer Commission (SWSC) is seeking a highly motivated and innovative candidate to work as a **Process Control Analyst** at our West Parish Filters facility in Westfield, MA. The Process Control Analyst (**PCA**) actively supports the day-to-day operations of the Springfield Water and Sewer Commission's operations division with various tasks, and assignments associated with watershed management, water treatment, water supply, water storage, and various operation and maintenance projects. This position will lend support to the Process Control Manager, Laboratory/Regulatory Manager, and Water Resources Manager. The individual in this position will work on long term projects as well as respond to emerging water quality issues.

**About SWSC:** SWSC was established in 1996 as an independently operated and managed regional water and wastewater utility. SWSC employs approximately 250 people in roles ranging from engineering, laboratory, construction, union labor, customer service, and professional services, all of which serve 250,000 retail and wholesale customers in the lower Pioneer Valley through a regional water and wastewater infrastructure system. Governing oversight is provided by a three-member Board of Commissioners, appointed and approved by the Mayor of Springfield and City Council, with an executive director managing day-to-day operations. SWSC is not affiliated with any department of the City of Springfield and maintains its own budget, personnel, assets, policies, and procedures.

**Mission Statement:** SWSC's mission is to provide an adequate, uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment.

[www.waterandsewer.org](http://www.waterandsewer.org)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Support the Process Control Manager and Laboratory/Regulatory Manager in the completion of reports required for compliance with the Safe Drinking Water Act, the Massachusetts Department of Environmental Protection (MADEP) Drinking Water Program and the National Pollutant Discharge Elimination System (NPDES).
- Support the Water Resources Manager with data collection and analyses for watershed related functions, including data and reporting from stream sampling and reservoir sampling.
- Review the Daily Status report for trends in treatment operations and ensure the data is correct. Respond to requests for information, in report or graphs form, from Laboratory/Regulatory Manager and Process Control Manager.
- Review trends in Supervisory Control and Data Acquisition (SCADA) system, and report anything that is outside of the typical fluctuations that could indicate a degradation in water quality.
- Coordinate with Operation Management to plan and conduct scientific investigations to improve water quality and treatment.
- Assist the Process Control Manager by analyzing outcomes of process control strategies which provide direction to the operators for daily operations.
- Become versed in Dream Reports software to develop analytical tools and reports for treatment data analyses.
- Assist with general office functions including word processing, document preparation, filing, archiving, report preparation etc.
- Assist with field activities.
- Work positively and effectively with multiple departments including Operations, Engineering and Technical Services, and Laboratory.
- Perform any other related duties as assigned.

**REQUIREMENTS:** The abilities required include but are not limited to the following:

- Knowledge of water treatment processes.
- Ability to utilize computer applications including Excel, Word, GIS and other computer applications such as a Computerized Maintenance Management System (CMMS).
- Ability to learn Dream Reports software programming.
- Must be able to understand the Safe Drinking Water Act and MADEP state regulations.
- Ability to perform general civil and environmental engineering calculations.
- Ability to maintain a positive attitude and work ethic in a group office dynamic.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to be flexible in work assignments.
- Ability to be flexible in work hours.
- Ability to work within confined spaces with proper training.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time and operating assigned office and/or field equipment.

**MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor's Degree in Engineering, Environmental Science or related field required.
- Some working experience in water treatment or engineering field preferred.
- Ability to use a personal computer and associated software and programs for engineering analyses, scheduling, database management, document preparation, and general information management.
- Proven experience in analysis of reliable data

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess and maintain a valid Massachusetts Driver's License.
- Must obtain a Grade T2 license within one year of employment.
- Must obtain and maintain a Grade 3 Treatment Operators (3T) License within 3 years of employment.
- Must obtain and maintain a Grade 2 Distribution Operator in Training (OIT) License within four (4) years of employment.

Qualified candidates should send their resume, cover letter and salary requirements to [Stephanie.douglass@waterandsewer.org](mailto:Stephanie.douglass@waterandsewer.org).

EOE/AA