

## **JOB TITLE: DEPUTY DIRECTOR WATER OPERATIONS**

The Springfield Water and Sewer Commission (SWSC) is seeking a highly motivated and innovative candidate to work as the Deputy Director of Water Operations at our West Parish Filters facility in Westfield, MA. The Deputy Director of Water Operations (DDWO) is responsible for supporting the Director of Water Operations in managing all aspects of the water supply system. The responsibilities in the water operations division include: supervision of water system operations, supervision of mid-level managers and resident managers, supervisory roles and assignments associated with water treatment, water transmission, water supply, water storage, power plant operations, construction projects, watershed management, and various operation and maintenance projects. The DDWO shall have the ability to assist the Director with the management of capital construction projects.

**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:

- Oversee the daily water system operations, from the watershed, dams and reservoirs, transmission mains, power plant operations, water treatment, water storage operations and finished water transmission lines.
- Ability to manage capital projects including the development of capital project requests and schedules, preparation of contracts with consulting engineers, the review of system design, preparation of contract documents, bidding and administration during construction.
- Assist with generation of proposals, specifications, and schedules, cost estimates, change orders, drawings, record sketches, and other contract documents.
- Ability to respond to questions, requests for information and complaints from customers, property owners, and the general public.
- Ability to manage the water connections and technical communications with water wholesale communities.
- Ability to direct the management of transmission land and easements including maintenance such as brush cutting and clearing.
- Ability to work with the Water Resources Manager in the management of watershed properties including activities such as regulatory compliance, land acquisition, forestry activities and management of illegal trespassing.
- Assist with the Ludlow Reservoir Public Access Program and public access in the Little River Watershed.
- Responsible for the implementation of safety, security, emergency water supply plan, and vulnerability assessments plans.
- Responsible for the implementation and compliance with the Risk Management Plan.

- Responsible for ensuring compliance with all applicable regulations.
- Oversee the installation and operations of various security systems; dam monitoring systems, SCADA systems and the continuous monitoring of these systems.
- Assist with the safety program and safety training
- Assist the engineering division with water supply, treatment and storage infrastructure upgrades, repairs and inspections.
- Assist with field activities such as surveys, water quality sampling, and construction oversight.
- Define, review, and administer various facility and project budgets, perform cost estimating, project scheduling, and progress report preparation.
- Develops and implements capital improvement plans.
- Work positively and effectively with the Engineering and Technical Services Department Engineers, Scientists, Managers and Technicians.
- Staff management including the hiring of new staff and any disciplinary actions.
- May be required to approve staff payroll.
- Ability to review spending requests and approve/deny spending requests using the purchase order system.
- Ability to learn and administer the Computerized Maintenance Management System (CMMS).
- Assist with general office functions including word processing, document preparation, photocopying, filing, archiving, library organizing, report preparation etc.
- Perform any other related duties as assigned.

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

- Detailed knowledge of all regulations applicable to the water system operation.
- Expert knowledge of water treatment processes and water system operations.
- Ability to effectively manage professional and labor staff.
- Ability to develop and manage capital and operating budgets.
- Ability to prepare operations and maintenance manuals.
- Ability to implement and provide safety training and programs.
- Ability to respond to an emergency and direct a response.
- Ability to bring reservoirs, storage tanks, pipelines and processes on and off line without interrupting normal water supply.
- Ability to manage water system security systems.
- Ability to understand and interpret engineering plans, drawings and specifications.
- Ability and experience to assist with the supervision of water piping construction or maintenance projects.
- Ability to perform general civil and environmental engineering calculations.
- Ability to perform on-site resident inspection services and resolve conflicts with contractors.
- Ability to establish and maintain a positive attitude and work ethic with a group office dynamic.
- Knowledge of computer applications including Excel, Word, hydraulic modeling, and GIS and other computer applications.
- Ability to work within confined spaces with proper training.
- Ability to interact with traffic control around construction sites.

**MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor degree in engineering or a related field. Master's Degree preferred.

- Ten (10) years' experience working for and in responsible charge of municipal water system; or acceptable related experience.
- Ability to use a personal computer and associated software and programs for engineering analyses, scheduling, database management, document preparation, and general information management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess and maintain a valid Massachusetts Driver's License.
- Must possess and maintain a Grade 3 Treatment Operators (3T) License. Grade 3 OIT will be considered based on experience.
- Must obtain and maintain a Grade 3 Distribution Operator in Training (OIT) License within two (2) years of employment.
- Professional Engineering License is desirable.

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

EOE/AA