

The Springfield Water and Sewer Commission is considering a *Deputy Director of Field Services* position at the Commission's Joseph J. Superneau Operations Center. Under the direction of the Director of Field Services, the Deputy Director of Field Services is responsible for technical and administrative work in directing the water distribution field service activities of the Springfield Water and Sewer Commission. Work involves responsibility for planning, directing, and coordinating all field activities of the Springfield Water and Sewer Commission concerning water distribution system and service connections within the City of Springfield and the Town of Ludlow.

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

- Responsible for the day-to-day operations of the Field Services Division.
- Plans, assigns, supervise and review, directly or through subordinates the work of all water distribution field services personnel; works in conjunction with the Director of Field Services to insure labor relations contract compliance including the CBA progressive discipline policy.
- Respond to questions, requests for information and complaints from customers, property owners, contractors, engineers and other City Department personnel;
- Performs various design reviews; performs and/or reviews surveys and layouts for piping projects; assist with generation of proposals, specifications, schedules, cost estimates, change orders, drawings, record sketches, location ties, hydrant logs, service cards and other contract documents;
- Prepares preliminary estimates for the Field Services Division budget in conjunction with other managers in the Division; develops and implements capital improvement plans; assists the Safety Manager with the implementation of safety, security, emergency response and vulnerability assessments plans for the distribution system;
- Confers with engineering and technical personnel concerning estimates and work in progress; formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of vehicles and equipment;
- Responsible for operations, directly or through subordinates, of field activities such as surveys, water quality sampling and construction oversight, including private contractors.
- Directs and supervises the installation, testing, repairs and maintenance of Automatic Meter Reading Meters (AMR); directs and supervises the installation, testing, and repair of fire hydrants, water mains, gate valves, man holes, meter pits and connections; makes regular rounds of the water distribution system and work in progress to inspect conditions, insure compliance with established policies and guidelines, procedures and practices and provides technical advice to subordinates.
- Assists with the organization and day to day documentation of the Commission Flushing program performed by the Water Quality Group.
- Must become familiar with the Commission's DEP approved Cross Connection Control Program. Works closely with the Cross Connection Control Department to help organize and document all CCC Inspections.

MINIMUM EXPERIENCE AND TRAINING:

Associates degree in engineering or a related field including or supplemented by training in a specialized trade (experience may be substituted for education).

Ten (10) years' experience working in the construction, maintenance and repair of a municipal water distribution and sewer collection system, including five (5) years of supervisory experience over numerous employees and water and sewer construction projects.

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 obtain and maintain a full Grade IV Distribution Operators License within (3) years of employment
- Must obtain and maintain a collection system license or certificate within (3) three years of employment.
- Grade I treatment license is desirable

Interested candidates will submit a cover letter describing your interest and qualifications for the position and a resume highlighting relevant work experience. All materials should be merged into a single pdf document and emailed to stephanie.douglass@waterandsewer.org The Springfield Water and Sewer Commission is an AA/EOE.