



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone: (203) 294-2080
Fax: (203) 294-2084

SUPERINTENDENT - WATER DIVISION

\$94,207 - \$120,532 (Annually)

General Statement of Duties: This is very responsible technical and administrative work involving the operation of the collection, storage, pumping, treatment and distribution systems of the Water Division. Work involves responsibility for planning and reviewing work assignments, reviewing reports and directing changes in operations as necessary. Duties include evaluating personnel and equipment and their performance, handling citizen complaints, employee training programs, monitoring operations and safety procedures. This position also has the responsibility for difficult division operations and maintenance decisions. The work requires that the employee have thorough knowledge of the principles, methods, equipment, materials, processes and operations of water collection, storage, pumping, treatment and distribution and of the laws, regulations and standards pertaining to it.

Examples of Duties: Organizes and directs the town Water Division through an Assistant Superintendent and staff. Maintains operations on a continuous basis. Remains on-call 24 hours a day. Administers town compliance with state and federal regulation on all facets of collection, storage, treatment and distribution of drinking water. Procures material and services, develops budget and controls and accounts for expenditures within fund allocations. Gathers and analyzes information, determines recommendations and prepares reports. Determines operating procedures and policies. Reviews proposed designs affecting the Water Division for the Planning & Zoning Commission. Counsels employees, supervises training, administers union contract language, and issues oral and written warnings and suspensions. Recommends higher level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assures safe work practices. Meets with design engineers, developers and contractors pertaining to water projects. Prepares Water Division bids for new equipment, supplies and system repairs and reviews and recommends award of bids. Coordinates operations with other departments and government agencies. Coordinates operations, personnel, materials and equipment necessary for projects and objectives. Performs related work as required.

Supervision Received: Works under the general direction of the General Manager – Water and Sewer Divisions.

Required Knowledge, Skills, and Abilities: Thorough knowledge of methods, equipment, materials and processes of a water utility. Thorough knowledge of local, state and federal requirements regarding the operation of the utility. Considerable knowledge of public administration principles and practices as applied to the water utility. Considerable ability to administer policies and procedures including planning, scheduling, budgeting, decision making and report development and writing. Considerable ability to communicate orally and to lead others in operational work groups. Good writing ability. Considerable ability to establish and maintain effective working relationships with co-workers, vendors, contractors, customers and the general public.

Qualifications: A bachelor's degree from a recognized college or university in civil or sanitary engineering plus seven years of progressively responsible experience in the water utility field with at least five years of supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Must possess and maintain a valid State of Connecticut Department of Public Health Class II Water Distribution System Operator Certification or obtain the same within six (6) months of hire.

Special Requirements: Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department or may be downloaded from the Department of Human Resources Web Page.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written-50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be on October 21, 2021.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER