

CT Section AWWA Classified : Assistant Superintendent - Water
Distribution

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**ASSISTANT SUPERINTENDENT – WATER DISTRIBUTION-Wallingford Water
Division**

\$79,014 - \$101,097(Annually)

General Statement of Duties: This is responsible technical and supervisory work involving the operation and maintenance of the municipality's Water Department distribution systems. Work involves responsibility for overseeing the day-to-day operations of the distribution system and metering operations, including the making of routine adjustments in operating specifications and schedules. Duties include the scheduling of personnel, monitoring operating conditions and making changes in operations that respond to changing conditions. This position also has the responsibility for making standard administrative decisions and acting for the Superintendent in his absence as assigned. The work requires that the employee have considerable knowledge, skill and ability in all phases of maintenance of water distribution and transmission systems.

Supervision Received: Works under the direction of the Superintendent - Water.

Examples of Duties: Assists in planning, organizing and directing the town's water distribution and metering program by providing day-to-day supervision to crew leaders and other operating and maintenance employees, and implementing the Water Division's policies and programs. Reviews operating records daily to verify proper operating of the distribution system. Assures that employees follow prescribed operating procedures and adhere to operating schedules. Analyzes

operating data and recommends process changes. Remains subject to call ~24 hours a day as assigned. May act for the Superintendent in his absence as assigned.

Schedules maintenance and evaluates maintenance procedures to improve practices. Plans and directs special maintenance procedures. Writes specifications for equipment, materials and water main installations, issues purchase order. Oversees inventories. Prepares reports and correspondence, including monthly reports of activities, reports to state agencies, accident reports and property damage reports. Assists in the preparation and administration of the Water Division's annual budget. Oversees new construction of the distribution system. Assists in personnel actions such as hiring, termination, training, assignment and evaluation. Prepares employee time sheets and maintains attendance records. Administers union contract language.

Evaluates impact of future regulations, implements new regulations and is responsible for compliance with all local, state and federal regulations relative to distribution system operations. Reviews plans for water installations and fire protection submitted to the Planning and Zoning Department and makes appropriate recommendations. Assures that safe work procedures and practices are adhered to by Water Division employees and that safe working conditions are maintained at work sites. May inspect new installations. Meets with water customers to resolve questions regarding rates, water quality, new installations and repairs. Performs related work as required.

Required Knowledge, Skills, and Abilities: Considerable knowledge of the principles, technology and practices of operating and maintaining a Water Distribution System. Considerable knowledge of local, state and federal requirements regarding the operation of a water distribution system. Good knowledge of public administration principles and practices as applied to a water system. Considerable ability to direct and supervise a number of employees engaged in water. Operations and systems maintenance. Considerable ability in oral and written communication. Considerable ability to establish and maintain

effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.

Required Experience and Training: A bachelor's degree from a recognized college or university in civil or sanitary engineering, plus five years of progressively responsible experience in water operations with at least three years in water distribution, or an equivalent combination of education and qualifying experience. State of Connecticut Department of Public Health Class II Distribution System Operator Certification, or the ability to obtain within the six (6) months.

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 Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or may be downloaded from the Department of Human Resources webpage.

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 the date the 50th application or resume is received or February 10, 2022 whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER