



## TOWN OF ROCKLAND

### Human Resources

242 Union Street  
Rockland, Massachusetts 02370

#### JOB DESCRIPTION

|                        |                      |                     |            |
|------------------------|----------------------|---------------------|------------|
| <b>Position Title:</b> | Sewer Superintendent | <b>Grade Level:</b> | N/A        |
| <b>Department</b>      | Sewer                | <b>Date:</b>        | 01/31/2025 |
| <b>Reports to:</b>     | Sewer Commissioners  | <b>FLSA Status:</b> | Exempt     |

#### DEFINITION

The Sewer Superintendent is responsible for supervisory, administrative, and professional work in planning, organizing, directing, and overseeing the Wastewater Department. This includes managing the municipal sewer system and ensuring compliance with local, state, and federal regulations. The Superintendent plays a critical role in maintaining and improving the efficiency and sustainability of wastewater operations.

#### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Manages daily operations of the wastewater treatment plant and sewer collection systems; develops and implements operational policies and procedures.
- Ensures compliance with NPDES permit regulations, submitting renewal applications and regulatory reports.
- Develops, recommends, and oversees plans for design, construction, repair, and maintenance of the municipal sewer system.
- Supervises procurement activities, including contracts, inventory, and equipment management.
- Reviews and approves technical designs, reports, and documents related to sewer operations.
- Manages pretreatment programs, grease trap inspections, and industrial/commercial discharges, ensuring compliance with state regulations.
- Prepares operational and regulatory reports, correspondence, and documentation.
- Directs the efficient operation and maintenance of the treatment plant, analyzing plant performance and making corrective adjustments.
- Supervises, trains, and evaluates department staff, ensuring professional development.
- Prepares and administers operating and capital budgets; monitors expenditures and allocates resources effectively.
- Responds to public inquiries, complaints, and requests regarding department operations.
- Represents the municipality at local, state, and regional water pollution control meetings and conferences.
- Promotes public relations through resident education programs, including plant tours.
- Ensures workplace safety, attending training sessions to remain updated on regulatory

- changes and occupational safety standards.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to resolve all conflicts that arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The Superintendent directs the success of programs accomplished through others. Responsibilities include analyzing objectives, allocating financial and staff resources, and recommending program improvements.

### **JUDGMENT AND COMPLEXITY**

This position requires extensive judgment and ingenuity to develop new or adapt existing methods to accomplish objectives. The Superintendent is the authority in interpreting guidelines and applying them effectively.

### **NATURE AND PURPOSE OF CONTACTS**

Frequent interaction with co-workers, the public, and external stakeholders is required. Strong negotiation and conflict-resolution skills are essential for maintaining compliance and public trust.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in engineering, environmental sciences, or a related field (preferred). Equivalent experience may be considered.
- At least seven (7) years of progressive experience in wastewater systems and plant management.
- Wastewater licensure and collection certifications preferred; ability to obtain within a specified timeframe is acceptable.
- Prior experience as a professional engineer is desirable.

### **KNOWLEDGE, ABILITY, AND SKILLS**

#### **Knowledge**

- Regulations governing municipal wastewater treatment operations and collection systems.
- Principles and practices of wastewater treatment, operation, and maintenance.
- Safety standards and regulatory compliance.
- Supervisory and personnel management practices.
- Basic computer systems and software related to plant operations.

#### **Abilities**

- Supervise and develop team members effectively.
- Analyze technical data and implement solutions.
- Communicate clearly, both orally and in writing, to diverse audiences.
- Build and maintain collaborative relationships with internal and external stakeholders.

- Work independently, meeting deadlines and managing multiple priorities.

#### **Skills**

- Skilled in troubleshooting operational and mechanical problems.
- Proficient in preparing and analyzing reports for compliance and performance evaluation.

#### **WORK ENVIRONMENT**

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements, such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical wastewater treatment facility conditions or outdoor work that is suspended when weather conditions are poor.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Skills**

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When on site, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects (up to 50 lbs.) and carrying them. There may be a need to stretch and reach to retrieve materials.

#### **Motor Skills**

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.