

Title: Deputy District Manager	Adopted: January 24, 2024 Updated:
Reports to: District Manager	FLSA Status: Exempt

Summary

Responsible for performing administrative and supervisory work in planning, directing, and managing all operations of the District. This role ensures quality standards in accordance with MassDEP and US EPA regulations. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas of District operations in accordance with District policies and procedures set by the Board of Water Commissioners.

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.

- Collaborates with other staff in the operation of the public potable water supply and distribution system.
- Provides project planning and administration for capital projects as directed by the District Manager.
- Works collaboratively to recommend capital projects and system improvements based on asset conditions, regulatory requirements, and community needs.
- Reviews and approves water main installation projects; may act as Project Manager on construction and maintenance projects in accordance with Mass. General Laws.
- Main contact for designated professional consulting services.
- Reviews subdivision plans, critiques, and provides recommendations to Planning Board for modifications in order to comply with Town and state regulations.
- Ensures compliance with Federal and State drinking water regulations.
- Implements asset management plan with input and support of staff and consultants.
- Represent the District with regulators, constituents, customers and professional organizations.
- Assists in the preparation of warrant articles for Annual and Special District Meetings.
- Represents the District on committees, working groups and other planning and coordinating activities with the Town of Acton and others.
- Plans, coordinates and reviews work activities, allocating staff and resources as needed.
- Manages and oversees project related purchases and expenditures.
- Supports implementation of service line inventory and replacement projects.

Supervision

Supervision Scope: Performs highly responsible functions of a routine to complex nature following acceptable standards of quality and performance. Requires the ability to manage and direct a diverse group of employees, including the ability to provide direction, discipline, and counseling as needed. Requires the ability to ensure the application of District policies, procedures and standards.

Supervision Received: Works under the administrative direction of the District Manager, and in the District Manager's absence, the Board of Water Commissioners. Performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of District policies and procedures as well as Massachusetts General Laws, MassDEP and US EPA guidelines and other regulations.

Supervision Given: Supervises all employees of the District in the absence of the District Manager.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's Degree in a Public Administration, Planning, Engineering, Environmental Science, Geology or Hydrogeology or related field, Master's Degree preferred. Ten years of diversified work experience in managing, planning, and directing substantial programs and staff. Must have experience in water, preferably in the public sector working with local government, or any equivalent combination of education, training, and experience. Position requires Massachusetts Drinking Water Supply Facilities Certified Operator licenses equivalent to one grade below the rating of the system or ability to obtain said license within 18 months. A valid U.S. driver's license.

Knowledge, Ability and Skill:

Knowledge: Advanced working knowledge of Water District principles and procedures and departmental policies and procedures. Advanced knowledge of field operations procedures and experience in the use of GIS and other computerized work management systems. Must have knowledge of all safety procedures and be able to demonstrate the proper use of all required safety equipment.

Ability: Ability to communicate effectively and tactfully with staff and the public. Ability to read and interpret blueprints and plans. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Requires excellent communication skills.

Skill: This position requires excellent management, customer service skills, and strong organizational skills.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including personnel records, which requires discretion and professional office protocols.
- Errors could result in delay of department services and have legal and/or financial repercussions.

Physical Requirements

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

While performing the duties of this job, the employee is occasionally required to work in the field; regularly convey information to employees and the public. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and meter reading equipment. Employee may occasionally lift and/or move objects weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges.

The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.