

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

JOB TITLE: WATER AND WASTEWATER SUPERINTENDENT

COMPENSATION: NON-CLASSIFIED \$115,000 TO \$130,000*
* SALARY MAY BE HIGHER BASED ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT, DEPARTMENT OF PUBLIC WORKS,
1000 SHORE LANE, BERLIN, MD

WORK SCHEDULE: MONDAY TO FRIDAY, 7:30AM TO 4:00PM, AND OTHER HOURS AS NEEDED

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Serving under the direct leadership of the Public Works Director and the Deputy Director is directly responsible for the planning, directing, and administering of the day-to-day activities of the Water and Wastewater Division and other related work as required.

GENERAL REQUIREMENTS:

- Successfully pass pre-employment background check
- Successfully pass pre-employment physical examination
- Safety sensitive position requiring drug and alcohol testing
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed
- Possession of a valid driver's license and motor vehicle history with less than 4 points (Maryland equivalent)
- Ability to work days, evenings, weekends, and holidays as needed

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Plans and directs the operation and maintenance of County water and sewer systems
- Prepares and manages operating & capital budgets for the various County water and sewer service areas
- Twice a month conducts review of Division budget to track and manage spending, minimizing over expenditures, and alerting the Director and Deputy Director of any account that may go over budget prior to actual over expenditure. Make recommendations on how to offset over expenditures by under spending other accounts with the affected service area, where possible
- Prepares grant and loan applications to lending agencies such as USDA and MDE
- Prepares purchasing specifications and bid requests for all County water and sewer equipment and material
- Prepares small project agreements, memos, and other administrative packages for Commissioner approval
- Reviews and approves developers' water and sewer construction plans for treatment plants, pumping stations, and pipeline facilities
- Oversees construction staff, administrative staff, and support staff
- Provides engineering comments on proposed water and sewer facilities for developments
- Inspects and approves payments for County water and sewer projects constructed by contractors
- Functions as staff to Advisory Boards
- Presents to the County Commissioners
- Assists the Director in establishing departmental Policies and Procedures
- Assists the Director with the development of departmental operation and capital budgets
- Meets with the public to explain pertinent issues, respond to inquiries, and resolve complaints
- Manages capital projects in the department while coordinating with other departments, vendors, and agencies

- Supervise staff and makes recommendations for the same regarding personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action
- Learns new technology as necessary
- Completes assigned tasks accurately and by established deadlines
- Cross trains and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, vendors, and the general public using tact, discretion, sound judgment, and professionalism
- Oversees and complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to and enforces the Worcester County Government Personnel Rules & Regulations
- Perform other related duties as directed by the Director and/or Deputy Director of Public Works

QUALIFICATIONS AND SKILLS:

- Bachelor's degree required
- Six (6) or more years of progressively responsible experience in the design and/or the operation and maintenance of water and sewer systems, with a minimum of six (6) years supervisory experience or an appropriate combination of experience and education
- Thorough knowledge of the principles and practices of water treatment plants; municipal supply wells; water distribution systems; water storage towers; ENR waste water treatment plants; waste water collection systems including lift stations, vacuum & gravity sewers; residual biosolids handling; waste water treatment lagoons; effluent spray irrigation; and effluent injection wells
- Thorough knowledge of State of Maryland environmental regulations related to water and waste water including MDE reporting requirements, permits, and licenses
- Thorough working knowledge of public administration, field safety requirements, and preparation and control of operating and capital budgets
- Experience managing capital projects
- Experience writing grant applications and managing grants
- Experience with writing specifications, requirements, bid requests and managing requests for proposals
- Experience managing vendors
- Proficient with data analysis and analytical reporting
- Self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with little supervision and minimal direction
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets with formulas, presentations, correspondence, reports & records
- Possess above-average oral, written and interpersonal communication skills necessary to perform essential duties, necessary to prepare reports, necessary to prepare and deliver public presentations, provide leadership and motivation to department employees, and work harmoniously with coworkers, vendors, officials, the public and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Experience with conflict management and possess the ability to resolve conflicts
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (75-100% of the time) The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 50lbs; Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces and sharp objects. Ability to work around chemicals.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.