

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS – WATER AND WASTEWATER

JOB TITLE: WATER AND WASTEWATER SUPERVISOR

COMPENSATION: NON-CLASSIFIED \$75,000 TO \$110,000*
* 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: Under general supervision of the Water and Wastewater Superintendent, responsible for assisting in the planning, directing, and administering of the day-to-day activities of the Water and Wastewater Division. Oversee operations and staff at wastewater treatment plants, water treatment plants, sewer collection system, water distribution system, construction, and maintenance divisions and other related work as required. This position will have at least 9 direct reports and will report to the Water and Wastewater Superintendent.

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:

- Assists in planning and directing the operation and maintenance of County water and sewer systems
- Assists in preparing and managing the operating & capital budgets for the various County water and sewer service areas
- Assists in reviewing and approving developers' water and sewer construction plans for treatment plants, pumping stations, and pipeline facilities
- Assists in providing engineering comments on proposed water and sewer facilities for developments
- Assists in functioning as staff to Advisory Boards
- Meets with the public to explain pertinent issues, respond to inquiries, and resolve complaints
- Assists in managing capital projects in the division while coordinating with other departments, divisions, vendors, and agencies
- Serves as backup to the Water and Wastewater Superintendent when away and supervises up to a maximum of nine (9) direct reports
- Reviews all invoices and credit card purchases submitted by staff, identify & label correct account to charge to, and provide documentation to Accounts Payable & Inventory Specialist
- Conducts routine site visits of water and wastewater plants to determine plant operational condition and any staffing needs

- Track and coordinate all permit requirements for water and wastewater plants, ensure timely completion and submittal of any and all permit reporting requirements, track and report any permit violations
- Prepare and publish all Consumer Confidence Reports
- Reviews plans and blueprints for utilities construction and repair projects
- Act as first point of contact for any customer concerns or complaints
- Meets with homeowners and community leaders to resolve issues regarding water and sewer system operations
- Plans, develops, and implements administrative and operational policies, procedures, and practices for the division
- Plans, coordinates, and directs division activities and projects
- Provides technical assistance and guidance to plant operators, helps troubleshoot any problems
- Reviews and approves purchase requisition requests
- Develops and reviews specifications and justifications for equipment purchases
- Contacts vendors for price information and availability of supplies and equipment, makes recommendations for purchases to Superintendent
- Assists in the development and administration of the division's operating budget
- Analyzes division productivity and efficiency
- Develops and implements division work schedules, priorities, and projects
- Coordinates division activities with the work of other divisions within the department
- Supervise staff and makes recommendations 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 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
- Performs other related duties as directed by the Water and Wastewater Superintendent

QUALIFICATIONS AND SKILLS:

- High school graduate or GED equivalent, plus six (6) years' experience in the construction, repair, and maintenance of a public water and wastewater system, three (3) of which must be in a supervisory capacity. (Additional education in engineering, management or a related field may be substituted on a year-for-year basis up to a maximum of four (4) years for the required non-supervisory experience.)
- Certification by the Maryland State Board of Water and Waste System Operators as a superintendent of water, wastewater, and collections is required within one (1) year of appointment, or as quickly as State agency timing allows
- Thorough knowledge of the principles and practices of water treatment plants; municipal supply wells; water distribution systems; water storage towers; ENR wastewater treatment plants; wastewater 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 wastewater including MDE reporting requirements, permits, and licenses
- Thorough working knowledge of field safety requirements, and preparation and control of operating and capital budgets
- Thorough knowledge of the operation, construction, repair, maintenance, safety related procedures of water and wastewater systems

- Thorough knowledge of the principles and practices of water and/or sewer system construction, repair, and maintenance
- Experience managing vendors
- Proficient with data analysis and analytical reporting
- Experience with public agency purchasing procedures
- Self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with little supervision and minimal direction
- Ability to develop and implement policies and procedures
- Ability to set goals, priorities and direction for the division
- Experience with conflict management and possess the ability to resolve conflicts
- Ability to plan, coordinate and direct a division of employees engaged in the operation, construction, repair and maintenance of pumping stations, sewer systems, and treatment plants
- Knowledge of supervisory procedures and methods
- Proficient computer skills in Microsoft Office Suite programs including Word, Excel, Power Point, and Excel 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, accomplish job assignments, lead & instruct others, provide leadership and motivation to department employees, train on equipment and machinery of higher complexity and work harmoniously with coworkers, vendors, officials, the public and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; prepare and maintain 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% of the time) Medium Work; Constant viewing, hearing, talking and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with the operation of power tools, heat, fumes, humidity, moving parts, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Some work requires exposure to potentially hazardous conditions, such as working in traffic along roadways, working in trenches, handling chemicals, and adverse weather.

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.