



Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

142 East Main Street, City Hall

Meriden, CT 06450-5605

Telephone (203) 630-4037 • Fax (203) 630-5882

www.meridenct.gov

June 4, 2026

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY:

Assistant Manager – Water
Full Time – 40 hours per week

SALARY:

37H – \$91,832.00 - \$99,320.00 Effective 7/1/2026)

NATURE OF WORK:

This is responsible water treatment facilities supervisory work involving assisting in the supervision of multiple water treatment process plants, municipal water distribution system, including storage tanks and pumping stations. Work involves responsibility for assisting the Manager in the operation and maintenance of the Water Treatment Facilities, distribution system, tanks and pump stations. Duties include reviewing daily operations, laboratory maintenance data and reports, SCADA system, preparing reports, investigating and correcting operational problems, and assisting in personnel supervision. This position also has the responsibility for making day-to-day technical decisions involving plant operations. The work requires that the employee have considerable knowledge, skill, and ability in all phases of water treatment, distribution systems, and pump station operations and maintenance. Position requires 24/7 availability to respond to emergencies.

QUALIFICATIONS:

A high school diploma and two years of technical college in hydraulics, chemistry, biology, mathematics, and/or construction, plus four years' experience in the operation of a water treatment plant, including two years in a supervisory capacity or an equivalent combination of education and qualifying experiencing substituting on a year-for-year basis.



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SPECIAL REQUIREMENTS:

Must possess a CT Department of Public Health Class III Treatment Operator Certification and Distribution (or the ability to obtain through reciprocity or allowable eligibility time as required by the State of Connecticut Regulating Agency and the City of Meriden, Class IV Certification desirable. Must maintain certifications as a condition of employment, including any annual training as required by the City of Meriden and/or the State of Connecticut Regulating Agency.

Must have a valid Connecticut Class 3 driver's license.

HOW TO APPLY:

Email applications to humanresources@meridenct.gov. Applications for promotion/transfer are available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Open until filled

E.O.E.

Assistant Manager
Water Division

General Description:

This is responsible water treatment facilities supervisory work involving assisting in the supervision of multiple water treatment process plants, municipal water distribution system, including storage tanks and pumping stations.

Work involves responsibility for assisting the Manager in the operation and maintenance of the Water Treatment Facilities, distribution system, tanks and pump stations. Duties include reviewing daily operations, laboratory maintenance data and reports, SCADA system, preparing reports, investigating and correcting operational problems, and assisting in personnel supervision. This position also has the responsibility for making day-to-day technical decisions involving plant operations. The work requires that the employee have considerable knowledge, skill, and ability in all phases of water treatment, distribution systems, and pump station operations and maintenance. Position requires 24/7 availability to respond to emergencies.

Supervision Received:

Works under the general supervision of the Manager, of the Water Division.

Example of Duties:

Assists in the operation and maintenance of the Water facilities, distribution system, and pumpstations. Acts in the Manager's behalf in his absence.

Interprets daily readings and laboratory analyses. Recommends or initiates correction action as required.

Conducts regular inspections of facility, pump stations, and distribution system.

Prepares operational/maintenance reports to improve efficiency.

Assists in preparing annual budget. Researches previous year's expenditures.

Assists in personnel administration, supervision, and discipline. Prepares tests, interviews applicants, evaluates employees, conducts training, assists in setting goals, and prepares work schedules and personnel policies.

Reviews and investigates complaint reports.

Orders equipment, parts, and supplies. Schedules vendors for repairs or replacement of equipment.

Prepares or reviews specifications for equipment and services.

Performs related work as required.

**Assistant Manager
Water Division**

Knowledge, Skills, and Abilities:

Considerable knowledge of the principles, technology, and practices of operating and maintain Class IV Water Treatment Plants, wells, pump stations, and class III distribution system.

Considerable knowledge of local, State, and Federal requirements regarding the operation of Municipal Water systems.

Good knowledge of public administration principles and practices as applied to Water facilities.

Considerable knowledge of computers (SCADA, Microsoft Word, Excel, Power Point, etc.).

Good ability to direct and supervise a medium size work group engaged in water plant operations and grounds maintenance.

Considerable ability to interpret operational and lab data to maintain effective plant operation which includes multiple technologies.

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.

Qualifications:

A high school diploma and two years of technical college in hydraulics, chemistry, biology, mathematics, and/or construction, plus four years' experience in the operation of a water treatment plant, including two years in a supervisory capacity or an equivalent combination of education and qualifying experiencing substituting on a year-for-year basis.

Special Requirements:

Must possess a CT Department of Public Health Class III Treatment Operator Certification and Distribution (or the ability to obtain through reciprocity or allowable eligibility time as required by the State of Connecticut Regulating Agency and the City of Meriden, Class IV Certification desirable. Must maintain certifications as a condition of employment, including any annual training as required by the City of Meriden and/or the State of Connecticut Regulating Agency.

Must have a valid Connecticut Class 3 driver's license.

Must once qualified by the City, be in rotation for City standby and be available to work nights and weekends.