

Director of Water Works

Salary: \$118,304- \$128,056

Type: Fulltime

Benefits: Full Benefits

Date Posted: 11/4/2025

About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Under the general supervision of the City Administrator, the Director of Water Works directs and oversees the maintenance, and operation of City-owned infrastructure that includes water and sewer mains, wastewater lift stations, storm water mains, and wastewater and water treatment facilities. Departments supervised include Utilities, Water Treatment Plant, and Wastewater Treatment Plant. Performs other duties as assigned.

Education

- Bachelor's degree in Civil Engineering, Environmental Science, Environmental Engineering, or a related field.

*Equivalent combinations of education and progressive water and wastewater utility experience may be considered in lieu of a degree.

Experience

Extensive knowledge of water and wastewater operations, including regulatory compliance, treatment processes, and infrastructure management, is required.

Ten years of experience in water or wastewater facilities, five years of supervision experience or equivalent training, education, and/or experience.

Requirements/Certifications

State of Maryland Professional Engineer (PE) License is preferred but not required.

State of Maryland Class IV Water Treatment, Class 5A Wastewater Treatment, and/or Superintendent's Certification is highly desirable.

Valid Drivers License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

Classification Title: Director of Water Works
Grade: M15
Department: Water Works
FLSA Status: E
Date: 10/29/2025

Position Profile: Under the general supervision of the City Administrator, directs and oversees the maintenance, and operation of City-owned infrastructure that includes water and sewer mains, wastewater lift stations, storm water mains, and wastewater and water treatment facilities. Performs other duties as assigned.

Duties and Responsibilities

Administration /Department Administration: Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects

- Manages and coordinates the operations and activities of the department's division managers.
- Monitors state and federal government initiatives and programs.
- Ensures compliance with rapidly changing regulatory requirements.
- Develops City policies and specific operating procedures to ensure state and federal government compliance.
- Develops and oversees department's budget.
- Overseeing the operation of rebuilding broken storm drains.
- Overseeing Department Projects from start to finish, including planning, executing and finalizing the project. Act as primary communicator between stakeholders and team.
- Supervises staff, participates in hiring, discipline, and staff development.
- Participates in long-range planning including Master Plans and Strategic Planning.
- Works with representatives from other departments and organizations to solve problems and complete projects.
- Works on improving supervisory skills by attending relevant meetings and/or workshops.

Skills Proficiency/Strategic Planning: Develops and shepherds comprehensive short- and long-term plans.

- Thorough knowledge of City of Salisbury's policies and procedures.
- Act as a representative of City of Salisbury to the public.
- Effectively supervise, plan, and coordinate the work of staff in order to accomplish department goals and objectives.
- Effectively plan, develop, coordinate and direct public works projects and activities.

- Effectively establish priorities and organize workload.
- Knowledge of budget administration.
- Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
- Effectively keep all relevant parties informed of all major issues and to recommend changes as appropriate.
- Effectively work and communicate with diverse individuals in order to accomplish goals and objectives.
- Effectively and accurately make reasonable and logical judgments. and
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Leadership/Team Leader: Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Works closely with Administration to advise, counsel and provide coaching to staff.
- Works directly with Administration in the development and implementation of short- and long-term plans for projects in the Department.
- Directs and monitors work of Water Works staff.

Stewardship/Financial: Prepares and manages capital and operating budgets within established guidelines.

- Manages workflow of self during shift operations to ensure effectiveness.
- Maintains various reports and documents.
- Prepares and manages Department operating budgets.
- Monitors, reviews, and approves expenditures within budget.
- Knowledge of purchasing rules and regulations.

Development/Professional Development: Provide opportunities to engage in leadership development and learn about career advancement.

- Provides opportunities and/or training for department staff to engage in professional development, career advancement, and other City initiative that help recruit and retain staff, improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public.
- Continue to attend relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meeting, seminars and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.

- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

1. Bachelor's degree in Civil Engineering, Environmental Science, Environmental Engineering, or a related field.
 - Equivalent combinations of education and progressive water and wastewater utility experience may be considered in lieu of a degree.
2. Extensive knowledge of water and wastewater operations, including regulatory compliance, treatment processes, and infrastructure management, is required.
3. Ten years of experience in water or wastewater facilities, five years of supervision experience or equivalent training, education, and/or experience.
4. Possession of a State of Maryland Professional Engineer (PE) License is preferred but not required.
5. Possession of, or the ability to obtain, a State of Maryland Class IV Water Treatment, Class 5A Wastewater Treatment, and/or Superintendent's Certification is highly desirable.
6. Valid driver's license

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.