

Town of Exeter  
Exeter NH 03833

## ***JOB VACANCY***

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Date of Notice                      June 27, 2019

Position                                **Water/Sewer Assistant Manager**

Pay Range                              \$31.7481 – \$42.28/hr. (14 steps) & excellent benefits

**Requirements:** The Town of Exeter is currently seeking a full time Water/Sewer Assistant Manager for its Water & Sewer department. Individual monitors department policies and procedures, goals and objectives and provides feedback to the water and sewer manager to insure operational efficiency. Performs department needs planning, including short and long term goals and objectives, capital improvement programs and employee training. Assist with project management. Assists with the development of water and sewer operating budgets. Ability to follow oral and written instructions and communicate effectively. Ability to maintain confidentiality of sensitive information. Experience and functional knowledge of Word, Excel and the ability to learn moderately complex software programs. Ability to work with the general public in a respectful, tactful manner.

**Qualifications:** Knowledge and level of competency commonly associated with the completion of an associate's degree in water resource management, environmental studies, engineering or related fields. With five to eight years in public works operations and engineering projects. Must possess a valid driver's license. Possession of or ability to readily obtain NH Water Works Operator Certification Treatment Grade III, Distribution Grade II, and NEWEA Collection System Operator Certification, Grade II.

Applications available on Town website: [www.exeternh.gov](http://www.exeternh.gov)

**Email application and resume to:**

[dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

Human Resources  
Town of Exeter  
10 Front St  
Exeter NH 03833

Closing date - Open until filled

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*