



TOWN OF HANCOCK, MARYLAND

126 W. High St., Hancock, MD 21750



Job Title: Water/Wastewater Superintendent

Location: Town of Hancock, Maryland

Salary Range: Competitive, based on experience and qualifications

Employment Type: Full-Time, Exempt

Application Deadline: September 30th, 2025, at 3:00 pm

Position Overview:

The Town of Hancock is seeking a qualified and experienced Water/Wastewater Superintendent to oversee the operations, maintenance, and regulatory compliance of our water treatment and wastewater treatment systems. This leadership role ensures the safe, efficient, and environmentally responsible management of public utilities. Position is a working operator position in addition to Superintendent responsibilities.

Key Responsibilities:

- Direct and complete daily operations of Maryland Class 2 water treatment plant (wells and chlorination) and Maryland Class 1 – Lagoon wastewater treatment facilities.
- Perform basic electrical testing of pump and control components, including but not limited to testing with electrical meter amps and voltage.
- Perform routine maintenance of equipment
- Maintain daily log of operations performed, operational readings, flow records, test results, etc.
- Collect samples and perform testing as required for SDWA and NPDES regulations/compliance.
- Ability to obtain /maintain a Maryland Water Sampler Certification.
- Supervise and train staff to maintain compliance with safety, security, and operational standards.
- Maintain and manage emergency response protocols.
- Ensure compliance with EPA, MDE, and other regulatory agencies regulations and requirements
- Prepare and submit required reports (daily, monthly, quarterly, annually).
- Represent the department at public meetings and hearings.
- Work with Town Manager on implementation of cybersecurity measures as required by the EPA and MDE
- Make entries into Confined Space as required.
- Perform all duties as may be required by the position.

Minimum Qualifications/Certifications:

- High school diploma or equivalent required.
- Hold and maintain a MD Class 1 Wastewater, MD Class 2 Water, MD Collection System Class 2 and MD Water distribution certifications required for operation of facilities. Other certifications from the State of Maryland which cover these classes will be considered.

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www.townofhancock.org (301) 678-5622



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- Ability to obtain/maintain Superintendent Certification for all MD Certifications listed above.
- Minimum of 2 years of experience in water/wastewater operations with supervisory responsibilities.
- Valid Maryland driver's license, CDL preferred.
- Willingness to be on call 24 hours per day
- Strong knowledge of regulatory compliance, plant operations, and emergency management.

Knowledge/Skills/Abilities:

- Basic mechanical/electrical skills/knowledge
- Ability to work and communicate with staff, management, public officials and the public.
- Ability to operate hand tools
- Willingness to be on call 24 hours per day
- Excellent leadership capabilities
- Familiarity with SCADA systems and modern treatment technologies.
- Ability to analyze problems and implement effective solutions.

Training:

- Must complete EPA Cybersecurity Training for Water and Wastewater Systems prior to certification renewal
- Continuing education as required by the Maryland Board of Waterworks and Waste Systems Operators.
- Complete all Safety training identified for the position including but not limited to Confined Space, Flagger. Etc.

How to Apply:

Submit your resume, cover letter, and copies of relevant certifications to:

Town of Hancock

ATTN: Town Manager

126 W. High St.

Hancock, MD 21750

townmanager@townofhancock.org

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