

TOWN OF WALLINGFORD
Personnel Department
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MEMORANDUM

TO: Mayor William Dickinson

FROM: Terence P. Sullivan, Personnel Director 

DATE: May 6, 2002

SUBJECT: Draft Revision to Superintendent - Water Job Description

I respectfully request permission to approach the Town Council at its May 14, 2002 meeting to obtain its approval of a revision to the Superintendent – Water Division job description.

The only significant change is the addition of a requirement for the employee to possess and maintain a Class II Water Distribution System Operator certification pursuant to State Department of Public Health regulations.

I am enclosing a copy of the proposed revision to the job description showing where the changes are to be made.

Roger Dann and I will be at the Council meeting to answer questions. Please call if you have any questions.

TPS/

Enclosure

Cc: Raymond Smith, Director of Public Utilities
Roger Dann, General Manager, Water and Sewer Divisions