

## **Position Purpose:**

Performs responsible administrative and supervisory work in directing the planning and operations of the municipal water treatment system, distribution system and storage facilities. Performs all other related work as required.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Responsible for the operation and maintenance of the water treatment, distribution, and storage system to ensure adequate and reliable water for domestic use and fire protection. Reviews engineering design and construction projects for the division.
- Oversees and supervises the water operations staff. Oversees the completion of any assigned projects, maintenance and repair of water systems, new construction, pumping stations, water towers and customer relations.
- Coordinates activities of the water division. Directs the construction, installation, repair and maintenance of water treatment, distribution system and storage projects. Ensures that water pumping stations operate in accordance with procedures established by town, state, and federal regulations. Checks facilities and equipment for proper operation. Troubleshoots breakdowns.
- Coordinates the water meter reading schedule to ensure proper and timely billing.
- Assists the Director/Superintendent in the preparation and administration of the water division annual operating and capital budget.
- Administers requisitions and purchases parts as needed. Makes chemical, physical, and mechanical analysis and bacteria counts. Works with government agencies in meeting water quality regulations.
- Establishes and directs a general preventive maintenance program on all water treatment systems, distribution system, storage facilities and equipment. Oversees contracted jobs, chemical testing. Provides for security, fences, locks and control of buildings, grounds, and equipment throughout area of responsibility.
- Completes all water related monthly and annual reports for state and federal agencies.
- Responsible for the preparation, maintenance, and filing of various records, including reports on labor and stock used on projects.
- Ensures compliances with all applicable local, state, and federal regulations for drinking water supply and water treatment operations.
- Provides emergency response to water service interruptions and assists other staff in efficient and economical repairs. Resolves customer complaints. Intervenes with staff to resolve disputes over water quality and inadequate pressures.
- Participates in the snow removal operations of the Department of Public Works.
- Performs similar or related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

High School diploma and five years supervisory experience in a public utility with ten years in public utility field; or an equivalent combination of education and experience. Must possess a Massachusetts Treatment Operator's License, T1; a Massachusetts Water System Distribution License, D2; a Massachusetts CDL Class B and Hoisting Engineer's License, 2B.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the policies and operating procedures of the town's water supply source. Detailed knowledge of the distribution system and of materials, methods and techniques relative to underground installations. Specialized knowledge of water distribution and water treatment systems. Thorough knowledge of hydraulics and water main construction practices. Thorough knowledge of the hazards and safety precautions involved in water treatment and distribution construction and repair work. Knowledge of water production system, pumping station operations, and diesel, gas, and electric motors. Knowledge of the local, state, and federal water treatment regulations. General knowledge of other municipal services provided by the Public Works Department. Working knowledge of department equipment.

*Ability:* Ability to manage employees and to maintain good public relations. Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to communicate effectively orally and in writing.

*Skill:* Excellent planning and organizational skills. Budgetary skills. Excellent customer service skills. Skill in anticipating operational problems and in taking corrective action to avoid serious malfunctioning of equipment.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the*

Minimal physical effort is required for work performed in the office. Moderate effort is required in the field. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools, or controls, reaches with hands and arms, crawls, and climbs. The employee is occasionally required to lift or move objects weighing up to 100 pounds. Vision and hearing must be at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the administrative direction of the Public Works Director/Superintendent.

*Supervision Given:* Supervises two full-time employees.

**Job Environment:**

- Administrative work is performed under typical office conditions. Most work is performed under typical shop and field conditions, with exposure to various weather conditions and the hazardous conditions associated with construction sites. At water treatment sites, there are health hazards from chemicals, fumes, and electrical shock. Regularly scheduled on-call hours required. On-call for emergencies.

## **WATER OPERATIONS FOREMAN**

STERLING, MA

- Operates all water treatment and other related equipment, such as lab equipment, leak listening devices, pneumatic, hand and power tools. Operates light truck, heavy equipment, and automobile. Operates computer and standard office equipment.
- Contacts are by phone, email, and in person; contact is with vendors, property owners, town agencies, contacts, engineers, and developers, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some department-related confidential information, such as official personnel file and bid documents.
- Errors could result in lower standards of services, inadequate water distribution, damage to equipment, and could adversely affect the water supply service, resulting in financial and/or legal repercussions. Errors in judgment could lead to danger to public health and safety.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***