

Position Purpose:

Performs a range of semi-skilled manual duties including the operation of motor vehicles, DPW equipment and Water system equipment and 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.)

- Maintains and operates the water treatment facilities.
- Monitors the status of water treatment facilities 24/hours a day/7days a week.
- Ensures clean & safe potable drinking water for the residents of Sterling.
- Responsible for emergency distribution repairs.
- Performs sampling of the water from the facilities; following DEP requirements.
- Participates in the water meter reading schedule to ensure proper and timely billing.
- Handles all customer concerns and issues; handles the difficult customer service requests.
- May be required to perform duties during off-duty hours including when called from standby status for emergencies.
- Coordinate water system projects such as water main replacement, water meter replacement, and treatment facility upgrades/repairs.
- Coordinate chemical deliveries to the water treatment facility.
- Performs public outreach such as water use restrictions in the summer; ongoing water projects, education to the public on the quality of Sterling water, etc.
- Coordinates with other water employees; determines goals for the days/weeks/months and directs daily tasks.
- Handles dig safe/water mark outs.
- Utilize Excel/Word for generating spreadsheets for water treatment facilities for keeping track of well production, chemical usage, etc.
- Performs all the duties of an Operator II as needed.
- May serve as acting Foreman in absence of foreman.
- Performs all other duties as required.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma and Advanced Technical Education; 5 years of public water utility field including 2 years of supervisory experience in the field; or any equivalent combination of education, training and experience.

Special Requirements:

CDL License class B

Hoisting Engineer's License 2 B

MA Water Distribution License D2

MA Water Treatment License Grade T1

OSHA 10

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the policies and operating procedures of the town's water supply source. 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 metering. Knowledge of local, State and Federal regulations; knowledge of local zoning, planning and health ordinances. Must be able to demonstrate the proper use of all required safety equipment.

Ability: Ability to manage employees and to maintain good public relations. Ability to enforce regulations firmly. Ability to read blueprints and construction designs; ability to organize work, write reports, maintain records and interpret data; ability to perform strenuous physical effort under adverse conditions; ability to work extended hours and understand and follow directions and standard operating procedures; Ability to establish and maintain effective working relationships and to communicate effectively with supervisors, other employees and the public.

Skill: Excellent planning and organizational skills. Skill in the assembly and repair of mechanical and electrical equipment. Skills in the use of all equipment used in maintenance and repair duties of the division are required, as well as proficiency in the latest technologies available to include varied computer applications including the SCADA system. Skill in office systems such as Internet, Word, Excel, Zoom and web portals.

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 essential functions.

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. Physical demands may require the changing of a flat tire and occasional lifting of objects up to 60 pounds. Must be able to access all areas of a construction work site. Incumbent must use caution while driving, particularly during inclement weather. The employee stands, walks, sits, talks or hears; uses hand to finger, handles or feels objects, tools or controls and reaches with hands and arms; bending and climbing and working in dimming lit areas. Ability to operate construction equipment.

Supervision:

Supervision Scope: Performs various duties of a routine 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 general direction of the Water Operations Foreman.

Supervision Given: Supervises one water employee in absence of foreman.

Job Environment:

- Administrative work is performed in typical office conditions. Out-of-doors work is performed in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain and working near construction sites. Some risk of electrical shock when performing duties. Has exposure to chemicals from water treatment. On-call for emergencies.
- Operates a variety of motor vehicles, power and hand tools including air compressor, jack hammer, chain saw, lawn mower, snow blowers and plows; utilized computers as needed such as tablets and meter reading technologies.
- Makes contact with the general public, DPW employees, and state agencies and vendors. Contact is by telephone, in person, and personal meetings.
- Has access to some department related confidential information.
- Errors could result in monetary loss and/or damage to equipment, reduced levels of service, confusion, or service delay. 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