

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.)

- Works on a regular basis with station operations and maintenance.
- Monitors status of pump stations; monitoring water quality and chemicals added; logging all water pumped and keeping records for State.
- Works with highway department to detect and repair water main breaks.
- Samples water in compliance with DEP regulations, quarterly, monthly and weekly.
- Keeps all water training hours up to date.
- Reads water meters to ensure accurate billing, drive up reads, and manual reads.
- Flushes town hydrants following plan to clean water lines.
- Checks water storage tanks; inspects for damages.
- Maintains grounds of pump stations.
- Maintains water tanks.
- Utilizes tools to landscape; including tree removal, etc.
- Operates truck during regular work hours; and plows and sands roads using other machinery associated with snow removal during snow storms; operates loader; bobcat, etc.
- May be required to perform duties during off-duty hours including when called from standby status for emergencies.
- Performs all other duties as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma and; at least one year prior experience in general maintenance, water operations, and construction work; or any equivalent combination of education, training and experience.

Special Requirements:

CDL License

Hoisting Engineer's License 2 B

MA Water Distribution License D2

MA Water Treatment License Grade T1

OSHA Training Courses

Knowledge, Ability and Skill:

Knowledge: Knowledge of water and wastewater collection and distribution systems; knowledge of the operation of a water treatment plant; knowledge of water metering. Some knowledge of local,

State and Federal regulations; some knowledge of local zoning, planning and health ordinances. Must have knowledge of all safety procedures and be able to demonstrate the proper use of all required safety equipment.

Ability: 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: Skill in repairing and installing water meters; 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.

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 100 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 or Operator I.

Supervision Given: None.

Job Environment:

- Work is performed mainly out-of-doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often working inside and outside of a vehicle; digs ditches, loads and unloads materials, moves lawns, etc. Works on underground water mains. Some risk of electrical shock when performing duties.

- 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.
- Most contact is with supervisor for the purpose of receiving work assignments and instructions. Other contacts are with co-workers for the purpose of exchanging information about the work at hand. Makes occasional contact with the general public for the purpose of reporting potential safety hazards or supplying general information or assistance. Contact is by telephone, in person, and personal meetings.
- Errors in the use of equipment in accordance with established procedures could result in monetary loss and/or damage to equipment, reduced levels of service, confusion, or service delay.

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