

Water Systems Operator

Department: Department of Public Works

Division: Water

Appointing Authority: Director

Grade: 6, starting 18.67/hr.

Revision Date: 6/20

Bargaining Unit: UPSEU

Definition:

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair at the Town's water treatment facility, well pumping stations, and distribution system.

Supervision:

Works under the direct supervision of the Field Superintendent.
This position has no formal supervisory duties.

Job Environment:

Work is done under typical conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including chemicals, substances, powders or fluids requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground or hills, and over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion; carrying and lifting requiring some physical strength and endurance. Office setting work may include use of personal computers and standard office equipment.

Has frequent or intermittent contact with employees in answering questions, solving problems, and providing instructions.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the town as well as impact on employee morale, confusion, and delay.

Errors in equipment operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, or danger to public health and safety. Must drive self and/or equipment to job sites and locations as necessary

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Performs skilled manual work in the construction, maintenance, and operation of the water system, including mains and connectors, service connections, pumping station, and supply sources, gates, hydrants, and shutoffs.

Assists the Primary Treatment Operator & Primary Distribution Operator in their duties. Operates the Callahan treatment plant when needed. Repairs water main breaks; reads, installs, repairs and tests water meters; operates related motor equipment. Prepares diagrams of water services and water mains for insertion in record books.

Operates loader-backhoe in excavation and backfilling trenches and street openings for water underground construction or replacements.

Maintains records of materials used on outside construction or repair projects, inventory of materials and supplies, meter installations, repairs and replacements, hydrant installation, replacement, or repairs.

Uses specialized safety equipment; properly places traffic barricades, cones, and delineators to ensure safety in traffic situations; operates large trucks and tows equipment to and from job sites; uses job equipment in accordance with operation and safety standards.

Answers routine question from the public at job sites, explaining reasons for work if asked; refers public complaints to supervisor for resolution; keeps simple records.

Performs manual labor and equipment operation as needed for all departmental activities, plows snow and other seasonal work for highway division.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Education and Experience:

High School or trade school diploma or equivalency required, or, a combination of education and experience that enables performance of all aspects of the position.

One to three years of responsible experience with a working familiarity of the operational methods, materials, equipment required to perform the duties involved; demonstrates performance results in a wide variety of working conditions.

Knowledge, Ability and Skill:

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment, and materials related to roadway, street, sidewalk and associated appendages construction maintenance and repair. Understanding of technical aspects and reasons of job, including ability to read and interpret drawings, plans and instructions. Ability to coordinate actions to minimize losses and waste of material, time, and productivity. Ability to establish and maintain satisfactory relationships with public.

Aptitude for the ability to safely operate tools, equipment and vehicles utilized by the division and perform general maintenance. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and General Public.

Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required. Familiar with Confined Space Entry procedures, trench safety, hard hat and vest policies, and other safety issues inherent in the work.

Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials. Must demonstrate appropriate time management skills; ability to communicate effectively orally and in writing, must work effectively and independently in situations where deviations and irregularities occur.

Familiarity with knowledge of federal, state, or local standards, laws, codes, or regulations that affect operations; knowledge of the principles and practices of record keeping and reporting. Ability to inspect, analyze, evaluate, diagnose, and correct equipment and process failures; ensure safety and professional work standards are set and maintained.

Physical Requirements:

Ability to read and understand construction and equipment plans, drawings, sketches, and specifications. Mechanical ability, aptitude, and skill to perform construction and repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity or flexibility. Must possess manual ability and good coordination; be interested in working outdoors, be physically fit, be alert and safety conscious.

Work is performed in an environment with exposure to noise, chemicals, and machinery with moving parts. Requires excellent eye/hand coordination to perform semi-skilled repetitive movements. Must have good peripheral vision. Tasks require sound and visual perception and discrimination and may include the use of protective devices. May be required to move, lift, push or pull heavy objects (50 pounds or more) long distances (more than 20 feet).

Knowledge and ability to work in small, cramped places such as ditches, ability to coordinate the movement of more than one limb simultaneously; ability to work with cleaning fluids, paints, chemicals, cleaning agents or similar solutions using only normal protective equipment; ability to work safely without presenting a direct threat to self or others.

Ability to operate trucks, paint sprayers, pavement marking machines, sign fabrication equipment and similar tools of the position; to travel between job locations.

Must use appropriate personal protective and ventilation equipment or procedures when exposed to chemical or painting materials in course of work.

Special Requirements: Scheduled and emergency overtime is required.

Must possess valid Massachusetts Class B Operator's License (CDL) with Air Brake Certification; hoister's license 2B, must have a Mass T1 and D1 water license; or able to obtain within 6 months of employment. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

(External and internal applicants, as well as position incumbents who become disabled, as defined under the American with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.)
