

Position Description and Evaluation Specifications

Position Title:	Service Technician, Water	Rev 09/19/2016
Department:	WhiteWater, Inc. – Water	
Reports To:	Operations Supervisor	

Position Summary:

This person will be primarily responsible for all water system operation and maintenance tasks. Including, but not limited to, meter reading, treatment and distribution inspection and maintenance, water system and facility maintenance and interaction with the public and customers. This individual is required to have a VSS, Grade D1 or T1 Drinking Water license or the ability to obtain one within six (6) months

Essential Functions/Position Responsibilities:

- Water system inspection, operation, maintenance and reporting;
- Make recommendations for improvements to the systems;
- Conduct sampling/analysis of water systems as required;
- Maintain compliance with all State and Federal regulatory requirements and guidelines;
- Install new facilities and equipment, repair/replace existing facilities and equipment. Performs system maintenance on facilities/equipment as required;
- Position may require overtime/weekend/holiday/night work. This includes pump station rounds, annual hydrant flushing (3rd shift) and emergency repairs;
- Position requires on-call in a rotation with other EE's in the same area
- Performs daily pump station and treatment plant inspection rounds at various locations;
- Drive to various locations as assigned;
- Follows the proper SOP for each facility. Verifies reading to confirm proper pump station activity and records readings; Takes daily pH and Chlorine residuals as needed and if required, to monitor water quality;
- Regularly communicate with Operations Supervisor to insure expectations are satisfied;
- Insure compliance with customer/regulatory requirements;
- Respond to client concerns in a timely manner

Responsibility for Work of Others:

- NA

Hiring Requirement/Preferences

- High School diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience;
- Must possess at least a VSS, D1 or T1 drinking water license or the ability to obtain one within 6 months of employment;
- Ideal candidate will possess a full VSS or T1 drinking water license;
- Knowledge of MA regulatory requirements;
- Strong communication skills;
- Must be computer literate in Windows and MS Office;
- Must be available for after hours and on call work as required;
- Must possess knowledge of regulatory requirements;
- Proficient mathematical skills are required for this position;
- Must possess a valid unrestricted driver's license;
- Other duties as may be required

Manager Approval: _____

HR Approval: _____

ESTIMATE OF PHYSICAL REQUIREMENTS

Job Title: _____

PHYSICAL EFFORT	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.				X
Lifting over 40 lbs.		X		
Dusty Environment			X	
Using Oil or Chemicals*			X	
Standing			X	
Climbing Ladders		X		
Climbing Stairs		X		
Sedentary Work**	X			
Outside Work			X	
Precision Type Work		X		
Typing		X		
Computer Input		X		
Stooping		X		
Driving			X	
Walking		X		
Answering Phone		X		
Bending		X		
Reaching/Pulling/Pushing			X	
Acuity, Far – Clarity of vision at 20 feet or more.				X
Acuity, Near – Clarity of vision at 20 inches or less.				X
Depth Perception – Three-dimensional vision. Ability to judge distance and space relationships.			X	
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.				X
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.				X
Color Vision – Ability to identify and distinguish colors.				X

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.

Special Comments: _____
