

## WATER AND SEWER STOCKKEEPER

### TOWN OF WELLESLEY

The Wellesley Water and Sewer Division is seeking a full-time Stockkeeper. Reporting to the Water and Sewer Superintendent, the Stockkeeper participates in the DPW Water and Sewer Division's programs by ordering, receiving, storing and issuing various parts, assemblies, supplies or tools, insuring that all purchases are made in compliance with state procurement rules and regulations. The incumbent maintains inventory records on all materials involved. The incumbent picks up and delivers supplies to crews involved in the installation, operation, repair, and maintenance of the water and sewer distribution and collection systems.

All duties are performed in conformance to appropriate safety and security standards, including wearing and using safety clothing and equipment. The incumbent is required to participate in the Town's snow and ice control program and to be available for stand-by, emergency and weekend duties as required. The hourly rate of pay is \$21.66 - \$28.05, DOQ, with excellent benefits (health and dental insurance, vacation and sick time, retirement plan).

Requirements: High School diploma or equivalent. Possession of a valid Massachusetts Class B CDL with air brake and tanker endorsements. Possession of a valid Massachusetts Department of Public Safety Hoisting Engineer's License Class 1C required to operate forklifts. Proficiency in the operation of Class B vehicles and heavy equipment. General knowledge of MGL Chapter 30, the Uniform Procurement Act, and related regulations. Ability to perform preventive maintenance on vehicles and equipment. Ability to understand and follow oral and written instructions. Basic familiarity with computerized spreadsheets and databases.

To apply: Please submit a cover letter and resume to Human Resources, Town of Wellesley, 525 Washington Street, Wellesley, MA 02482 or email as a Word document or PDF to [jobs@wellesleyma.gov](mailto:jobs@wellesleyma.gov) by September 5, 2018. AA/EOE