

TOWN OF SOUTHBOROUGH  
DEPARTMENT OF PUBLIC WORKS

WATER DIVISION OPERATOR

The Southborough Department of Public Works is receiving applications from mature and versatile individuals for an open position in the Water Division.

The position involves work in all Southborough Public Works Divisions with a primary assignment to the Water Division. Work includes typical Water Division operations including water sampling, water meter reading installation and replacement, construction oversight, repair and maintenance of water mains and services, hydrant installation, repair and maintenance, water easement maintenance, and pumping station operation and maintenance. Work also includes other Public Works operations including, but not limited to, sanding, snow plowing, roadway maintenance, transfer station operations, cemetery maintenance and assisting with interments.

Candidates must be able to obtain, at a minimum, a Class I D OIT water license within nine months of employment and obtain a Class II D full water license within three years of employment. All candidates must possess a Class A, with air brakes Commercial Drivers License or be able to obtain one within six months of employment. A Class 2A hoisting License is preferred, candidates must be able to obtain at least a 2A hoisting license within 12 months of employment. Candidates also must be qualified, through training and experience, in the operation of all automotive equipment. A basic mechanical knowledge and background in water system maintenance and construction as well as general Public Works maintenance and construction is preferable. Job Title and Grade based on years relevant experience and licensure. Starting hourly pay range is \$23.75 to \$28.82 per hour based on years of relevant experience, licensure and Job Grade and Job Title.

Applications are available at <https://www.southboroughtown.com/town-administrator/pages/job-opportunities> and at the DPW Office. Applications will be accepted at the Southborough Department of Public Works office, 147 Cordaville Road, Southborough, MA 01772, Monday through Friday from 8:00am-3:00pm, or by e-mail to Karen Galligan, DPW Superintendent at [kgalligan@southboroughma.com](mailto:kgalligan@southboroughma.com). Position open until filled, preference given to applications received by Friday, November 18, 2022.

The Town of Southborough is an equal opportunity employer.

### **WATER MAINTENANCE CRAFTSMAN – Grade 3**

Reports to Water Supervisor

Must be available during snow events for plowing and sanding

Must be available when on “stand-by” to respond to DPW emergencies

#### **Licenses:**

- CDL Class A w/ Air Brakes
- Hydraulics License HE-2A = Crawler and Rubber-Tired Excavators, Backhoes, and Loaders
- Water Distribution License D1 - Working towards D2

#### **Essential Functions:**

- Perform Water Division Crew’s day-to-day maintenance operations, occasionally working alone or supervising a sub-crew as directed, including, but not limited to:
  - Perform in-house water projects; read and replace meters; paint and repair hydrants
  - Perform winterizing and flushing; inspect pumping stations
  - Sample and conduct water quality and tank inspections and reporting; maintain water facility grounds; prepare, log, and report all maintenance testing; operate SCADA system when needed
  - Operate backhoe, loader, mini excavator, and water division small and hand equipment
- Perform Water Division Crew’s reactionary work, occasionally working alone or supervising a sub-crew as directed, including, but not limited to:
  - Respond to water quality complaints and water facility alarms
  - Inspect erroneous meter readings
- Assist water contractors as directed by Water Supervisor
- Assist Water Supervisor and/or DPW Superintendent with related DEP reporting as needed
- Perform necessary work during emergency situations
- Assist other DPW divisions and town departments with their day-to-day, reactionary, and emergency work as directed

#### **Preferred Qualifications:**

- High School Diploma or equivalent
- 3-5 years experience with water systems operation, supply field, and construction, including at least three years in a Public Works Division; or equivalent combination of education and experience.
- Demonstrates initiative, flexibility, attention to detail, and ability to multi-task and work independently with minimal supervision when necessary.
- Solid interpersonal skills; ability to communicate with the public, employees, contractors, and customers in a courteous and professional manner.
- Working knowledge of computer systems related to remote water operations.
- Physically able to perform heavy manual labor including lifting equipment and supplies up to 70 pounds; ability to climb and work in confined spaces.

## **TRUCK DRIVER Water – Grade 2**

Reports to Water Supervisor

Must be available during snow events for plowing and sanding

Must be available when on “stand-by” to respond to DPW emergencies

### **Licenses:**

- CDL Class A w/ Air Brakes
- Water Distribution License D1 – Operator in Training

### **Essential Functions:**

- Under direct supervision, perform Water Division Crew’s day-to-day maintenance operations including, but not limited to:
  - Perform in-house water projects; read and replace meters; paint and repair hydrants
  - Perform winterizing and flushing; inspect pumping stations
  - Sample and conduct water quality and tank inspections and reporting; maintain water facility grounds; prepare, log, and report all maintenance testing; operate SCADA system when needed
- Under direct supervision, perform Water Division Crew’s reactionary work, including, but not limited to:
  - Respond to water quality complaints and water facility alarms
  - Inspect erroneous meter readings
- Perform necessary work during emergency situations
- Assist other DPW divisions and town departments with their day-to-day, reactionary, and emergency work as directed

### **Preferred Qualifications:**

- High School Diploma or equivalent
- 1-3 years experience in construction, utility, labor projects, and the operation of commercial vehicles; or equivalent combination of education and experience.
- Working knowledge of the mechanics and safe operation of utilized equipment.
- Demonstrates initiative, flexibility, attention to detail, and ability to multi-task and work independently with minimal supervision when necessary.
- Physically able to perform heavy manual labor including lifting equipment and supplies up to 70 pounds.