

TOWN OF HARWICH  
WATER DEPARTMENT  
JOB POSTING

Union: International Association of Machinists and Aerospace Workers  
Position: Secondary Distribution Operator D2  
Pay Range: \$23.93 - \$28.61 per hour

**Summary**

The Secondary Distribution Operator assumes daily responsibility for the operation, maintenance and repair of all distribution system assets including hydrants, valves, meters, pipes and other distribution equipment to ensure an adequate supply for domestic use and fire protection. Additional duties include performing utility mark-outs, leak detection, valve exercising, hydrant flushing, seasonal water service turn on/off's, repair & installation of water services/watermain and other duties & tasks as directed. The Secondary Distribution Operator may also be required to be on-call on a rotational basis.

**Education and Experience**

Candidates for this position must possess a High School diploma or GED, valid Massachusetts Driver's License, and a Grade 2 Distribution License issued by the Massachusetts Board of Certifications of Operators of Drinking Water Supply Facilities. He/She must also possess a combination of experience and specialized training demonstrating considerable knowledge of water system operations, pumping systems, waterworks materials, methods and proper techniques relative to the construction and maintenance of water systems.

This is a 40 hour per week position with benefits. For a full job description please select "Employment Opportunities" under the News & Events tab on the Departments webpage, [www.HarwichWater.com](http://www.HarwichWater.com). Interested parties should submit a letter of interest, current resume and **completed** Town of Harwich Employment Application via email to [customerservice@harwichwater.com](mailto:customerservice@harwichwater.com) or USPS to Tracey Alves, Administrative Assistant, Harwich Water Department, 196 Chatham Road, Harwich, MA 02645, by 4:30 p.m. on **Wednesday, December 2<sup>nd</sup> 2020.**

The Town of Harwich is an Equal Opportunity Employer.

Date Posted: Tuesday November 9<sup>th</sup> 2020  
Internal Application Deadline: Tuesday November 18<sup>th</sup> 2020

For Application and Job Description contact: Harwich Water Department  
196 Chatham Rd.  
Harwich, MA 02645

Interim Town Administrator: \_\_\_\_\_

Union Representative: \_\_\_\_\_



## HARWICH WATER DEPARTMENT

TOWN OF HARWICH  
196 Chatham Road  
Harwich, MA 02645  
508-432-0304

### SECONDARY DISTRIBUTION OPERATOR

#### Job Summary

Incumbent assumes daily responsibilities for the operations of all the distribution system, hydrants, valves and other distribution equipment to ensure an adequate supply for domestic use and fire protection. Keeps records of all water supplies related statistics and information and assumes responsibility for routine maintenance and repairs of the equipment at the pumping station.

#### Level of Responsibility

He/She works under the general supervision of the Superintendent, Assistant Superintendent, Foreman, and/or primary distribution operator who assigns work and reviews completed tasks. This individual may be assigned to work in the distribution and or treatment system. He/She may oversee employees of lesser grades in the operation of the distribution system. Trains, instructs, and supervises employees of lesser grades in their work assignments

#### Primary Functions

1. Perform leak detection throughout the distribution system by deploying data loggers & interpreting read information.
2. Perform mark-out for underground utilities utilizing pipehorn, metal detector, watermain & water service ties, GIS system, and other related equipment.
3. He/She may operate auxiliary and emergency standby equipment on a regularly scheduled basis to ensure that this equipment functions properly in the event of an emergency.
4. He/She may be required in the absence of treatment operators to take water samples at predetermined locations throughout the distribution system and transports them to Barnstable County lab for analysis.
5. Clean gate boxes within the roadway & perform valve exercising in accordance with the departments valve maintenance program.
6. Perform seasonal water service turn-on/off requests
7. He/She examines households, commercial and industrial piping to identify potential contamination hazards such as cross connections. Verify backflow devices are installed where required to prevent cross contamination.
8. Performs heavy manual labor including digging and lifting under varying weather conditions while exposed to dampness, odors, dust, electrical, mechanical and traffic hazards.
9. He/She may be required to be on call on a rotational basis to provide emergency repairs and services to both distribution and treatment system emergencies.
10. He/She may be required to work on distribution system to repair leaks, flushing, painting hydrants, mark-outs, roadwork, and meter reading etc...

11. He/She is required to maintain the interior and exterior of all buildings that house pumping stations and treatment stations. Incumbent is also required to maintain all grounds within its areas around pumping stations and treatment stations.

12. Conduct water service flushing & watermain flushing in accordance with the departments water main flushing program.

13. Install, read, and repair water meters & shut-off valves

14. This position is classified as essential personnel and will be required to work outside in hazardous weather conditions and during emergencies.

15. Assist with snow/hazard removal from all department property utilizing plows, heavy equipment, snow blower & shovel.

16. Operates various hand tools including, but not limited to, jackhammer, pavement demolition tools, pick, shovel and various wrenches.

17. He/She is expected to perform any function outlined in positions of equal or lower grade

18. Perform other duties & tasks as directed by management

This position may be required to be placed on-call for 1 week at a time. On Call status requires maintaining a close proximity to Harwich to provide immediate response to any distribution emergency 24 hours a day during the on-call period. On-call employees must refrain from any substance that may prohibit the safe operation of any town equipment/vehicle.

#### Qualifications

He/She must possess a valid Massachusetts Driver's License and Grade 2 Distribution Operators License issued by the Board of Certification of Operators of Drinking Water Supply Facilities. Incumbent shall have a combination of experience and specialized training demonstrating a thorough knowledge of the operation of water distribution, treatment and supply facilities. Incumbent must have the ability to work independently and to supervise and direct the work of others. Incumbent must maintain a valid Massachusetts driver's license as a condition of employment.