

**NOTICE OF VACANCY**  
**August 19, 2020**

**POSITION:** Pump Station Technician  
**DEPARTMENT:** Public Works – Water Division  
**SALARY:** \$22.76 - \$26.81 hourly  
**HOURS:** Monday – Friday 7:00 am to 3:00 pm

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Pump Station Technician will work in the repair, maintenance and operation of all pumping stations, tanks and appurtenances.

Responsible for care of equipment, assists in operation, repair and maintenance of pumps, motors and other equipment.

Exercises frequent independent judgment to identify a problem and to determine appropriate remedial action.

Responsible to ensure that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing and equipment are utilized.

Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and with efficiency.

Performs skilled tasks involving, but not limited to; installation, maintenance, repair and replacement of pipe, valves, mains, pumps and other appurtenances that are part of the water and wastewater pumping system. The incumbent is responsible for carrying out various other assignments essential to the Water and Wastewater Division and shall have a thorough knowledge of the principles and practices of water and/or wastewater pumping systems.

Due to the importance of emergency response during winter weather events, vacations are limited during this time.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Pump Station Supervisor or their designee.

**SUPERVISION EXERCISED:**

Train any unskilled personnel performing a variety of tasks in connection with the maintenance and operation of the pump stations. May on occasion be responsible for the conduct of subordinates.

**DUTIES AND RESPONSIBILITIES:**

Insures the efficient operation of pump station equipment.

Operation, repair and maintenance of pump stations; maintains accurate pumping records, checks station, changes charts, takes required readings and computes pumpage.

Operates equipment including but not limited to front end loaders, backhoes, cranes, compacting equipment, skid steer loaders and snow-fighters.

Performs routine water quality sampling and analysis including but not limited to: chlorine residual, fluoride, temperature and PH.

Takes and tests samples. Maintains accurate pumping and other records, including reports which are required by the state.

Maintains pumps, motors, chlorinators, SCADA systems, stand pipes and other auxiliary units.

Prepares electronic work orders documenting daily tasks performed.

Performs daily vehicle condition inspections and reports as required by law or by Department policy.

Cleans and maintains pumping station buildings and grounds.

Works with treatment processes associated with the City's water supply connections and sewer discharge sites. Assists in the monitoring, records and reporting of chemical dosing associated with treatment applications.

Read and interpret engineering blueprints and specifications as they pertain to water and wastewater pump stations and tanks in order to operate, repair and maintain pump stations and tanks.

Direct and oversee work performed by contractors.

Performs required cross-departmental Public Works tasks such as snow plowing, snow removal, water and wastewater emergencies, highway and sanitation operations, standby and other emergency functions as required.

Establish and maintain effective working relationships with supervisors, co-workers and the general public.

Performs other related duties as may be required.

### **QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

#### **WORKING KNOWLEDGE OF THE FOLLOWING:**

Principles, practices and techniques of construction, installation, repair and maintenance of water and wastewater systems.

Equipment required for the construction, repair and maintenance of water and wastewater pumping systems.

Rules, regulations and applicable laws relative to job related safety.

Principles and practices of basic electrical testing including lockout tag out protocols and trouble-shooting measures.

Computers and related computer programs.

#### **THE ABILITY TO:**

Recognize conditions requiring maintenance and repair; perform these repairs as necessary.

Exercise proper professional and technical judgment.

Read and interpret engineering blueprints and specifications as they pertain to water and wastewater pumping and tank systems.

Operate equipment with a high degree of skill and efficiency.

Work alone without close supervision.

Take lead role toward customer response and problem resolution related to the Division.

Comply with all Federal, State, City and Department policies and provisions.

Frequently lift, move push, pull and/or carry up to 45 lbs.

Occasionally lift, move, push, pull and/or carry up to 100 lbs.

Balance, stoop, bend and crouch; reach and handle tools with both hands.

Regularly enter manholes, pump stations, trenches, sewer lift stations and other confined spaces.

Work under varying weather conditions.

Work scheduled and unscheduled overtime as may be required.

**ENTRANCE REQUIREMENTS:**

Graduation from a standard high school, vocational school course or GED.

Minimum of three years in the operation and maintenance of a public water or wastewater system or relevant mechanical maintenance experience.

Must possess a valid Commonwealth of Massachusetts Class A license with air brake endorsement and a good driving record.

Must possess a Class 1B, 2B, 3A Massachusetts Hoisting License.

Must possess a D2 Water Distribution license issued by the Commonwealth of Massachusetts Division of Professional Licensure.

Good physical condition as evidenced by a physical examination-

**PERFORMANCE EVALUATIONS:**

Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement. A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

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