

November 2021

## **JOB DESCRIPTION**

Position Title: **Primary Water Distribution Operator**  
Department: Public Works  
Salary: \$24.49/hour

### **SUMMARY/OBJECTIVE**

The Primary Water Distribution Operator performs skilled and semi-skilled technical work in the operation and maintenance of the water distribution system.

### **SUPERVISION**

Serves under the supervision of the Chief Treatment Plant Operator and the general direction of the DPW Superintendent.

### **MAJOR DUTIES (essential job functions)**

1. Assists the Division Plant Operator in the efficient operation and maintenance of the water distribution system.
2. Collects samples and identified concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and federal requirements.
3. Oversees and carries out the division program of backflow prevention and cross connection control.
4. Assists in reviewing plans for installation of water mains and appurtenances in new subdivisions, determining the proper size and location of some, including the placement of hydrants.
5. Supervises and carries out the flushing of water mains and oversees pressure and bacteriological testing of water mains and other installations.
6. Supervises and carries out the valve exercise program in the water distribution system.
7. Ensures that proper safety procedures are observed in any excavations or other work involving the water department.
8. Responds to reports of leaks/breaks in the distribution system; and locates and repairs leaks/breaks.
9. Assists contractors in the installation of new water service lines.
10. Performs water taps to distribution mains.
11. Install, repair and test water meters.
12. Reads and records water meter readings as needed.
13. Compiles and presents inventory and material requests
14. Provides procurement advice.
15. Provides assistance in locating water lines for utilities and contractors.
16. Operates and repairs valves and hydrants
17. Operates instrumentation and control equipment including recorders, flow meters and other water quality monitoring devices
18. Must know how to operate pumping and related equipment
19. Must possess good communication and writing skills, this position makes frequent contact with other municipal departments, state and federal officials, the general public, and engineering firms and vendors.
20. Plows snow, or otherwise clears snow and ice from town ways as required during the winter.

## **WORK ENVIRONMENT**

While performing the duties of this job, work is often performed under varying field conditions with exposure to variable weather conditions and periodic exposure to personal injury. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. Work performed on sewer main systems will require exposure to biological hazards.

The noise level in the work environment is usually moderate, but can be loud at times when operating equipment. Errors could result in damage to equipment, possible injury of users, delay or loss of service and danger to public safety.

## **PHYSICAL REQUIREMENTS**

Work requires frequent strenuous physical effort at times. Work may have to be performed under adverse conditions and at all hours of the day. On-call at all times and may require working for an extended period of time in situations such as snow storms, severe weather, main breaks, etc.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move objects up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

- High school graduate.
- preferred five years of related journey trade or water distribution system experience.
- Valid driver's license required
- Class "B" CDL motor vehicles license (must be obtained in first 6 months of employment)
- Must possess at least, the Massachusetts Certification as a Grade 2D Drinking and Water Supply facilities Operator, Back Flow testing and cross connections certifications
- General knowledge of plumbing

## **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are roughly Monday through Friday 7:00 a.m. to 3:30 p.m. Occasional morning, evening and weekend work may be required as job duties demand. Subject to call-in by phone as circumstances arise. Travel is primarily locally during the business day, although some out of the area travel may occur.