



TOWN OF UXBRIDGE
DEPARTMENT OF PUBLIC WORKS

147 HECLA STREET
UXBRIDGE, MASSACHUSETTS 01569-1326
508-278-8616 ♦ Fax 508-278-3179

Benn S. Sherman, P.E.
Director

JOB POSTING

POSTED: 11/22/2021

NOTICE: Full-Time, Monday-Friday 7:00 a.m. - 3:00 p.m.

CLASSIFICATION: DPW Assistant Chief Operator (Water)

GRADE: N/A

DEPARTMENT: Public Works-Water Division

REQUIREMENTS: Per Attached Job Description

WAGE: HOURLY PER UNION SCALE
\$30.78 to \$36.00 (DOQ)

AVAILABLE: 12/06/2021

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

This position must be posted for five (5) business days in-house per Article XI of the AFSCME Contract. However, applications will be received until position is filled.

The Town of Uxbridge is an Equal Opportunity Employer

**TOWN OF UXBRIDGE
DPW ASSISTANT CHIEF OPERATOR (WATER)**

DEFINITION

Under the general supervision of the Water Supervisor and Chief Operator, the Assistant Chief Operator performs the necessary laboratory, operational and maintenance duties to ensure the efficient and continuous operation of the facility and is responsible for the direct supervision of the operational and maintenance personnel in the absence of the Chief Operator.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides oversight for the day-day operations, repair and maintenance of production, distribution, storage, water treatment systems, and laboratory testing;
- Supervises, trains, and evaluates the performance of assigned personnel and monitors and ensures staff compliance with department policies, procedures, regulatory requirements, and safety practices;
- Conducts inspections of facilities and systems, evaluates plant conditions, and identifies and determines maintenance requirements on a continuous basis;
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with applicable regulatory requirements;
- Observes and assesses operational practices and recommends and implements changes necessary to improve operational effectiveness and/or efficiency;
- Prepares, submits, and maintains a variety of Water Division records, reports, and documentation;
- Advises the Water Supervisor regarding system operations and related issues;
- Requires operation of heavy equipment to repair and maintain related municipal infrastructure;
- Operation of mechanical and electrical controls, gauges, and hand tools to maintain utility systems;
- Responds to requests, inquiries and complaints;
- Represent the Water Division at various meetings.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

Associate degree in Engineering, Environmental Sciences, related field, or journeyman level in the trades or licenses relevant to the treatment of water and/or wastewater, and five to seven years of related experience; or any equivalent combination of education, training, certification, and experience.

Grade 2 Distribution and Grade 1 Treatment Water License issued by the Commonwealth of Massachusetts, Valid Class B Commercial Driver's License and Class 2A Hoisting License required (or ability to acquire within one year of hire). Backflow tester and surveyor preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of regulations governing municipal water distribution and treatment operations. Knowledge of Municipal Water Division operations, policies, and procedures. Knowledge of principles and practices of water treatment, distribution, storage, operation, maintenance and repair. Knowledge of municipal water treatment facilities, systems, and equipment. Knowledge of occupational hazards and safety practices relative to water treatment and distribution. Knowledge of water treatment records, reports, and documentation. Knowledge of supervisory principles, practices, and methods. Knowledge of basic computer systems and software related to plant and collection systems operations.

Abilities: Ability to utilize effective written and verbal communication for presentations, training,

and consensus building. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Skills: Skilled in assigning, reviewing and evaluating work. Skilled in analyzing technical data and troubleshooting problems. Skilled in detecting mechanical and operational problems.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. Will be required to be in a duty rotation. The on-call rotation consists of a 7-day 24-hour coverage period.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.