



NOTICE OF JOB VACANCY

*TOWN OF KINGSTON
Office of the Board of Selectmen
Town House
26 Evergreen Street
Kingston, Massachusetts 02364*

Position: Water Department – PUMP STATION OPERATOR
Salary: Grade 5 – FY26 (\$27.71/hr- \$36.02/hr 10Step Scale)
Hours: 7AM to 330PM Monday - Friday, 40 Hrs/ week, additional hours as needed

Recommended Minimum Qualifications:

Education and Experience:

High school graduation; two years of responsible experience in water distribution and treatment; or any equivalent combination of education and experience.

Special Requirements:

MA Class D motor vehicle operator's license required (Class B preferred)

MA Grade II Distribution License required

MA Grade I Treatment License required

Maintains current MA Drinking Water Licenses necessary to operate the Kingston Water Dept.

Hoisting License required or successfully obtained within the first 6 months of employment, OSHA requirement.

Backflow and Survey License preferred

Satisfactory CORI results

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the general design and operation of a water system. Working knowledge of government and industry standards governing water quality and water system standards.

Ability: Ability to read, understand and interpret technical documents such as specifications, blueprints and schematics. Ability to install and make repairs to meters. Ability to install and make repairs to the water distribution system and its appurtenances.

Skill: Skill in the use of hand tools and equipment.

Physical Requirements:

Moderate physical effort generally demanded. Incumbent must have excellent eyesight and hearing well within normal ranges and the ability to distinguish colors. Frequently required to stoop, bend, squat, kneel and work in cramped quarters. Frequently required to lift heavy objects. Incumbent is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Performs operation, maintenance and repair work on water system including pump stations, treatment facilities, water mains, pipes, meter, valves, gates, hydrants and ancillary equipment.

Uses leak detectors to locate breaks in water mains and services; shuts down gates and makes necessary repairs.

Installs and reads meters; maintain meter records.

Performs maintenance and repair tasks on buildings, structures, and grounds including laboring and custodial tasks such as painting, cutting grass, and cleaning floors.

Install and repairs the service valves; turn valves on or off by request; turns off valves for non-payment of bills. Inspects service installations performed by outside contractors; ensure compliance with industry and town standards.

Installs and repairs fire hydrants; installs and repairs water pipes, including asbestos pipe and gate valves.

Performs backflow testing and inspections; performs leak detections.

Performs the duties and responsibilities of a Water Treatment Operator when assigned.

Works by industry, federal, and state safety standards at all times, including participating in trainings onsite, offsite, and electronically.

Performs similar or related work as required or as situation dictates.

Definition:

Manual work in the operation, repair and maintenance of the town's water distribution system and appurtenances; also, manual work in the repair and maintenance of pumps and treatment facilities; all other related work as required.

Supervision:

Works under the general supervision of the Water Foreperson or other supervisory position.

Performs varied duties of both a mechanical and technical nature to maintain proper plant functioning, following clearly prescribed procedures.

Job Environment:

Work is performed under shop and field conditions with exposure to hazardous chemicals, toxic conditions and electrical hazards; and adverse weather conditions, required to be on call, to work evening or weekends, and to respond to emergency or unpredicted situations.

Operates light trucks; testing equipment, gas monitor, pipe locators, leak detectors, two-way radios, and other tools and equipment.

Work involves some contact with contractors, utility companies, other town departments as well as the general public.

Errors could result in damage to persons and property; errors are not easily detected, most work is underground and buried and would be costly to correct.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

External applicants – application review to start November 18, 2025, if no internal hire

To view the full job description please visit [the Town of Kingston Employment Page](#). Qualified applicants should complete the Town of Kingston [employment application](#) found on the Town website under Human Resources and submit their résumé. Hiring rate considerations of experience and internal equity. Application materials can be emailed to personnel@KingstonMA.gov, mailed to the Town of Kingston Town House Attn: Human Resources, or hand delivered. The position is accepting external applications, but may close at anytime after the external application review date. *The Town of Kingston is an Equal Opportunity/Affirmative Action Employer.*