



## Town of Duxbury, Massachusetts

### INTERNAL AND EXTERNAL POSTING

In accordance with Article 4.7 of the current bargaining unit agreement between the Town of Duxbury and the American Federation of State, County and Municipal Employees, Local #1700, members of the bargaining unit are notified that the Town of Duxbury is seeking qualified applicants for a full-time Chief Water Treatment Operator. The following job is hereby posted:

**JOB TITLE:** Chief Water Treatment Operator

**LOCATION:** Dept. Public Works-Water Dept

**POSITION GRADE:** Grade 8 (full-time, benefit-eligible)

**WORK SCHEDULE:** 40 hours per week, Mon-Fri, participation in town-wide emergencies and snow and ice removal operations required

**REPORTS TO:** Water/Sewer Superintendent

**NUMBER OF OPENINGS:** 1

**PAY RANGE:** \$33.87 - \$43.09 in 8 steps (FLSA non-exempt)

**Nature of Work:** Assists the Superintendent and Director in all phases of the work, and in his/her absence assumes responsibility for construction, maintenance, and repair of the Town's public water supply and treatment systems. Supervises subordinate water/sewer employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public water supply and sewer collection systems and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.

**Essential Functions:** Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available. Schedules, assigns, directs and checks, daily and long-range work/progress. Provides related payroll reporting, assists the Superintendent and Director in planning capital improvements, budget request, tools and supplies. Prepares operational and administrative reports as necessary. Elevates any issues or concerns to the Superintendent of subordinate employees, modified work techniques, procedures and policies as necessary to his/her supervisors. Acts as the Primary Operator of the public water supply. Maintains admin records, plots underground structures, and maintains adequate supplies of chemicals, spare parts, tools and equipment to effectively operate a public water system. Prepares Statistical and Chemical dosage reports as required by the DEP and the Superintendent. Operates and maintains Evergreen green sand filter plant and other pumping stations and treatment facilities. Operates pumps and chemical dosing equipment. Reads and interprets flow meters, pH meters, pressure and water level gauges. Perform tests to determine chemical dosage i.e. pH, fluoride, chlorine, iron, manganese etc. Maintain records as required by state regulations and by the Superintendent i.e., daily pumpage, chemical dosage, well levels etc. Collect water quality samples i.e. bacteria, lead, copper, V.O.C.'s, P.C.E.'s, T.H.M.'s HAA5's, S.O.C.'s. Operates and maintains stand by engines & generators to provide uninterrupted water and sewer service in the event of power failures. Assist in the operation and maintenance of the Wastewater Treatment Plant, associated lift stations, grinder pumps and collection systems for the Town's shared septic and sewer systems. Accept deliveries of bulk chemicals, supplies and equipment. Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed. Trains new employees in performing assigned duties. Schedules requests for mark outs of underground water/sewer piping for Dig Safe requests. Supervises pressure tests, disinfection of water lines and reads, installs and repairs for water meters and backflow prevention equipment. Inspects water/sewer mains and service installations. Performs and/or supervises all fire hydrant maintenance. Completes gate valve exercising and full system flushing programs. Responsible for all general repairs of water mains and service lines. Performs all trench inspections. Installs new service connections. Operates, maintains and inspects stand by engines and generators to provide uninterrupted water and sewer service in the event of power failures. Accepts deliveries of supplies and equipment. Performs regular testing of back flow prevention devices and surveys existing and new facilities for cross connections. Assists with grounds maintenance work at all facilities including mowing, string trimming, and chain sawing, leaf and brush removal. Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed. Performs similar tasks as assigned, including functions of those in a lower classification. Is available for overtime and call backs in the event of emergencies. Cross train with other Water Department employees. Participates in town-wide snow and ice removal operations.

**Education and Experience:** Must have a high school diploma or equivalent, five years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding public water/sewer distribution and treatment systems and prior and demonstrable ability to supervise and motivate other employees, and deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

**Special Requirements:** Must possess a valid Massachusetts Driver's License, Grade 3D-Distribution Drinking Water Supply Operator, Grade 2T Treatment certifications, Cross Connection Surveyor/Tester certification, Hydraulics and CDL Class B licenses.

To apply go to: <https://townofduxburyjobs.easyapply.co>

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*The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.*