



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

March 16, 2022

**JOB #2022-013**

«**DEPARTMENT**»

«**ROOM\_**» «**AUTOMERGEFIELD**»

## **PLEASE POST**

### **ANTICIPATED JOB OPENINGS**

**POSITION:** Water Treatment Plant Operator positions (2)  
Water Treatment Plant (Civil Service Position)

**HOURS OF WORK:** 40 hours per week (Two Evening Shift Openings)  
Sunday – Wednesday 1pm – 11pm  
Wednesday – Saturday 1pm – 11pm

**SALARY:** \$25.22 - \$28.46 per hour  
(According to contractual salary schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Water Treatment Plant operator performs all duties related to operation and maintenance of a grade IV surface water treatment plant, water booster pumping stations, water supply facilities, and water storage tanks.

### **SUPERVISION RECEIVED/EXERCISED**

Works under the supervision of the senior water treatment operator and/or water treatment plant manager. May supervise seasonal labor staff, outside vendors, and contractors.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Monitors and operates the entire water treatment plant process to ensure established water quality parameters are being met. Monitors water levels in the water distribution system to maintain adequate water volume to meet the system demand. Operates various source water supply and distribution water booster pumping stations.

Maintains all equipment by completing all preventative and corrective work performed on water treatment plant and pumping station assets. Monitors the level of chemicals and supplies incidental to the operation of the water treatment plant and pumping stations. Coordinates with vendors and contractors as assigned. Perform general building and grounds maintenance.

Assists laboratory and collects samples throughout the water treatment plant process, watersheds, water distribution system, and construction sites when needed. Performs basic water quality analysis for process control. Receives and analyzes bulk chemical deliveries. Enters lab analysis data into the facility database. Participates in plant safety and training program and responds to associated needs. Interact with the public and respond to resolve customer inquiries, and complaints related to water quality in a courteous, effective and timely manner.

The position is required to be on-call on a rotating, weekly basis with other employees. When on call, will be the primary responder for the water treatment plant, water pumping stations, water storage tanks and related emergencies outside regular working hours, including weekends, holidays, and during inclement weather conditions. When not on call, willing to work scheduled overtime and respond to emergencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed, and additional duties may be assigned by the supervisor. 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.



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

## **QUALIFICATIONS NEEDED:**

High school diploma or equivalent. Associate or Bachelor of Science degree in environmental science, environmental or civil engineering, biology, microbiology, chemistry, or closely related field beneficial. Possession of a valid driver's license. Must reside within one (1) hour response time from the City of Haverhill.

A minimum of three (3) years full-time experience as a water treatment plant operator. Certification as a Commonwealth of Massachusetts grade III drinking water treatment plant operator. Lesser grade treatment certification may be considered with the stipulation of acquiring a grade III certification within a defined time period.

## **SKILLS, KNOWLEDGE, AND ABILITIES**

Thorough knowledge of the drinking water treatment process for a dissolved air flotation surface water treatment plant and applicable chemistry. Thorough knowledge of current Commonwealth of Massachusetts and USEPA drinking water regulations and reporting requirements.

Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with associates and the public. Proficient in the operation of a personal computer and windows operating system with proficiency using Microsoft Excel and Word. Experience with supervisory control and data acquisition (SCADA) systems and it's use in water operations including knowledge of GE Digital software such as iFIX and Historian. Experience with computerized maintenance management systems (CMMS).

Skills in written and oral communication at a level necessary for efficient job performance. Skills in using basic hand-held and power tools to perform typical equipment maintenance activities. Skills in using lab equipment such as pH meters, turbidimeters, glassware, and other precision instruments.

## **PHYSICAL REQUIREMENTS:**

Occasional strenuous physical effort required; ability to lift and carry weights up to 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequently remains standing for lengthy periods of time while working. Must have dexterity to properly collect samples and work with lab equipment. Frequently moves in and out of vehicles. Ability to use and wear personal protective equipment as required for working in around chemical handling equipment and a laboratory environment. Attendance is mandatory.

Selected candidates will be required to undergo a background check including CORI/SORI screening prior to appointment. Candidates must pass pre-employment physical.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB #2022-13 WHEN APPLYING ONLINE.**