



**Department of Public Works**

Town Hall, 365 Boston Road, Billerica, Massachusetts 01821  
PH: (978) 671-1313 FAX: (978) 671-0906

Frederick W. Russell, PE, Director

Position: Backflow Prevention Program Coordinator, Water Division

Duration: Permanent

Posting Date: March 1, 2022

Application Procedure:

Application forms may be submitted online <http://www.town.billerica.ma.us/jobs.aspx>  
Anyone applying must use the application forms to be considered. All applications must be filed by 4:00 P.M. on Thursday, March 31, 2022.

Duties:

Arranges appointments w/owners, or operators of municipal, commercial, industrial & residential properties to conduct cross connection surveys, and act as a liaison to contracted service providers. Make recommendations & write reports for owners & other interested parties. Schedule & conduct semi-annual testing of devices, inspections, surveys. Knowledge and understanding of State & Federal regulations and requirements. Provide immediate notification to persons involved when a hazardous situation exists. Be responsible for and maintain all printed & computerized records & files necessary to operate the program under the direction of the Water Supt. Inspect new service installations as required. Repair water meters and assist in water meter reading as required, perform related work as required. Coordinate testing through the testing service provider. Generate data required for the DEP Annual Statistical Report relative to cross connection control.

Requirements:

1. Must have a valid Massachusetts Driver's License.
2. Must have a minimum 1-year experience in testing & CC/BF Prevention operation.
3. Must be able to understand and read blueprints, drawings and specifications.
4. Must have experience with plumbing, heating and/or air conditioning.
5. Must be able to work with the public and government agencies.
6. Must possess Commonwealth of MA certifications for testing and surveying.
7. Must be able to produce concise written & oral reports and capable of producing daily reports as required.
8. Knowledge of Tokay Navigator software by Aquatics Informatics preferred.
9. Substitutions for requirements will be at the discretion of the Director of Public Works.

Salary: \$29.4919/hr to \$39.9520/hr