

Salem and Beverly Water Supply Board Maintenance Equipment Operator

The Salem and Beverly Water Supply Board is seeking applications for a full time Maintenance Equipment Operator to join our drinking water utility team serving 90,000 customers. This Position is primarily focused on best practices property, watershed, facility and fleet upkeep, preventative maintenance, repairs, equipment replacements, inventory and lubrication management and computerized maintenance management system activities. For job description, application, and job posting instructions, see www.sbwsb.net or call 978-922-2600.

<http://www.sbwsb.net/sbwsb>

MAINTENANCE EQUIPMENT OPERATOR

GENERAL STATEMENT OF DUTIES

Maintains best practices of preventive and corrective maintenance, repairs, and improvements to the water treatment plant, laboratory, and administrative facilities, equipment, pump stations, transmission piping, buildings, fleet, water storage reservoirs, dams, spillways, waterways/canals, easements, property, and other related facilities and assets. Highly skilled technical and physical work in work in maintaining, repairing, rebuilding mechanical, electromechanical, pneumatic, and hydraulic systems. Expertise includes complex machines, equipment, piping, HVAC, automotive and fleet equipment, and other work needed to maintain proper performance, safety, and operations of a water utility. Operates all fleet equipment. This position reports to the Supervisor of Maintenance and Deputy Director.

QUALIFICATIONS

Education and Experience

High school diploma and at least five (5) years of experience in the maintenance of a comparably sized water treatment, industrial or manufacturing facility, or an equivalent combination of education and experience. An advanced degree in business, science, or other related field of study is highly desirable. Maintenance reliability training is highly desirable.

Licenses and Certifications

- Massachusetts Driver's License – Class D (Required)
- Massachusetts Commercial Driver's License (CDL) B with Air Brake Endorsement – (Required)
- Massachusetts Commercial Driver's License (CDL) A with Air Brake Endorsement – (Highly Desirable)
- Massachusetts 1B/2A/3A/4G Hoisting License – (Required or ability to attain within one (1) year)
- Massachusetts Operator of Drinking Water Supply Facilities – Treatment License (Required or ability to attain within three (3) years)
- OSHA 10 and 30 Training– (Required or ability to attain within One (1) year)
- Maintenance Reliability Certification – (Highly Desirable)
- Welding Certification in Arc, TIG/MIG, Stick and Wire Feed – (Highly Desirable)

KNOWLEDGE, ABILITY AND SKILLS

Knowledge

Knowledge of the principles and practices of equipment, facility, fleet, property management and building trades. Knowledge of the operation and maintenance of buildings, property, machinery, equipment, piping systems, HVAC, electrical systems, instrumentation, and controls relative to water or industrial facilities. Working knowledge of how these systems and equipment are properly maintained and repaired. Working knowledge of computerized systems and programs related to water treatment or industrial facilities operation and maintenance. Working knowledge of computerized maintenance management systems (CMMS). Knowledge of precision maintenance and reliability best practices techniques such as laser alignment, ultrasonic lubrication and lubrication practices, vibration analysis and thermography. Working knowledge of OSHA, occupational hazards and safety precautions pertaining to water treatment or industrial facilities.

Ability

Ability to perform the proper maintenance and repair of plant equipment, buildings, structures, fleet, property, and related assets. Ability to perform, plan, organize, and coordinate assigned maintenance activities and projects. Ability to resolve conflicts with other staff, vendors, the general public, and outside contractors. Ability to prepare maintenance reports and maintain accurate records. Ability to use and manage CMMS work order systems. Ability to interpret an extensive variety of technical instructions and details in books, manuals, plans, drawings, pictures, charts, and graphs. Ability to remain calm and confidently perform during emergencies. Ability to perform responsible work and use independent judgment in properly maintaining the water treatment facility, water storage and transmission systems, buildings, grounds, fleet, and related assets. Ability to react promptly and efficiently in emergencies. Ability to use all types of tools and operate all types of motorized equipment including cranes and hoists. Ability to use welding and cutting equipment.

Skill

Excellent communication skills, including reading, writing, and speaking English. Must be proficient in computer usage and interface skills with Microsoft Products, databases, machine operating controls, and current technology precision maintenance tools.

PHYSICAL REQUIREMENTS

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Frequently required to operate hand, power, and various tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

JOB ENVIRONMENT

Work is performed both inside and outside under varying weather conditions with potential exposure to loud noises, heights, confined spaces, toxic or caustic chemicals, fumes or airborne particles, near moving parts, and with risk of electrical shock. Employee is required to work varying hours during emergencies, weather events and/or process control situations as required.

Supervises temporary employees as assigned.

Sometimes works without direct supervision and performs duties proactively, safely, effectively, and on-time and often as part of a team.

Has some contact with other Board staff, the general public, vendors, consultants, and employees of the local Cities and Towns.

Errors in judgment could cause injury to self or other employees, damage to equipment, monetary loss, loss of service, and legal ramifications to the Board.

Adheres to the Board's safety rules, regulations, policies, and procedures.

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 related, or a logical assignment to the position.

- Performs best practices preventive and corrective maintenance, repairs, and improvements to the water treatment plant, laboratory, and administrative facilities, equipment, pump stations, piping systems, buildings, fleet, property, and other related facilities and assets.
- Attends asset inspections and assists with work planning, scheduling, and setting work priorities.
- Identifies maintenance issues requiring attention. Assists in the establishment and execution of long-range preventive maintenance and capital improvement programs and fleet replacements.
- Assists in maintaining the preventive maintenance program for the utility. Prepares, completes, and closes out work orders. Maintains the CMMS and other maintenance related precision maintenance programs and software. Provides documentation and organization of all maintenance records.
- Assists with the installation and testing of all new, rebuilt, or repaired equipment and verifies that all installations are properly commissioned.
- Observes and assists contracted maintenance work, if assigned, to ensure the work is satisfactorily performed in accordance with the contract, purchase order, instructions, or agreement.

- Assists with inventory management for maintenance, equipment, fleet, tools, supplies, spare parts, lubricants, and all other materials and/or parts necessary, quickly, efficiently, and successfully to perform all maintenance activities. Recommends, coordinates, and assists with the purchase of maintenance inventory.
- Performs property and watershed management work such as, but not limited to, landscaping, carpentry, painting, patching, caulking, welding, cutting and grinding, concrete, masonry, tree cutting and chipping, hauling, excavating, grading, snow and ice management, cleaning and related activities.
- Operates fleet, equipment, and tools.
- Attends, participates, and assists with employee training.
- Performs cleaning, custodial, and organization of the maintenance shop and office, storage rooms, locker room, laundry area, flammable storage, and related garage bays, paved parking areas and plant property site, reservoirs, and watershed related property.
- Assists in determining remedial action in emergencies or other critical activities as required.
- Assists the Lead Mechanic/Machinist in mechanical and machine shop related work as assigned.
- Works on other projects as assigned by the Deputy Director or Executive Director.
- Relief operator of the treatment plant, subject to holding a valid Grade 3T or 4T Operators License.
- Attends and participates in meetings as assigned.
- Performs other duties as assigned.

Occupational Category Code: M5

Salem and Beverly Water Supply Board

Job Posting

Maintenance Equipment Operator

The Board anticipates that there will be an opening for the position of Maintenance Equipment Operator.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant, containing the following documents:

Item A – A signed original cover letter addressed to Alan Taubert, Executive Director. The letter must contain the following items:

- An explanation describing how the applicant’s education, background, experience, and qualifications meet the requirements of the job description for the position.
- A statement describing the applicant’s intention to perform the responsibilities of the position.
- The letter may contain any other remarks the applicant deems important.

Item B – An up-to-date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates, and licenses.

Item C – A completed Salem and Beverly Water Supply Board job application (existing employees do not need).

Pay Range Rate Schedule

<u>Hourly Rate</u>	<u>Weekly Rate</u>	<u>Annual Amount</u>
\$30.00 - \$35.95	\$1,200.00 - \$1,438.00	\$62,400.00 - \$74,776.00

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A, B and C if applicable) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete and unbound application package to the Administrative Assistant. Applications will continue to be accepted until the position is filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all the time, procedural and submission requirements.

Attachment: Maintenance Equipment Operator job description and SBWSB job application.