



**DEDHAM-WESTWOOD WATER DISTRICT**  
*50 Elm Street, Dedham, MA 02026*

**Notice of Job Opening**

Posted: May 13, 2026

Department: Production

Job Classification: Mechanic B / Relief Operator

Work Schedule: Tuesday – Friday 7:00 a.m. to 3:00 p.m.; Saturday 3:00 p.m. to 11:00 p.m.

Rate of Pay: \$37.64 to \$43.23, per the contractual step schedule

For more information about the position, including a full job description, please visit [www.dwwd.org/employmentvacancy](http://www.dwwd.org/employmentvacancy). Preference will be given to applicants currently holding a Distribution Grade 1 or higher Drinking Water License.

Please submit your resume to Executive Director [Blake Lukis](#). The position will remain open until filled.

**DEDHAM-WESTWOOD WATER DISTRICT**

**JOB DESCRIPTION – PRODUCTION DEPARTMENT**

**JOB TITLE:** Maintenance Mechanic “B”/ Relief Operator

**FUNCTION:** To efficiently assist in the operation, maintenance, and repair of facilities and equipment related to the production and treatment of a water supply. To ensure adequate supply from all sources to meet customer demands and to provide safe, clean and potable drinking water in accordance with State Department of Environmental Protection (D.E.P.) and Federal Environmental Protection (E.P.A.) regulations.

**AUTHORITY:** Work under the direction of the Production Superintendent; can make all necessary decisions to properly complete assigned tasks to maintain delivery of a safe, adequate supply of water to the distribution system from all sources of water, and in emergency situations, take necessary steps to prevent interruptions to water service as well as prevent personal and property damage.

**REPORTABILITY:** Reports to superiors in the following sequence: 1.) Production Superintendent, and in the absence of number one, 2.) the Water Quality Supervisor, and in the absence of either (1) or (2), the Executive Director.

**ACCOUNTABILITY:** Reports immediately to Production Superintendent any occurrences which interrupt completion of daily assigned responsibilities, malfunction of any equipment, power failures and vandalism or safety concerns to District property; promptly informs water treatment plant operators of any occurrences that affect their activities.

**RESPONSIBILITIES / REQUIREMENTS:**

**A.) GENERAL:**

- 1.) To know and follow the District’s Employee Guide for Conduct;
- 2.) To know and follow all District safety rules and regulations relative to the work performed in the Production Department, to work safely, to suggest the elimination of physical hazards that could lead to an accident of any type, and to prevent the occurrence of accidents.
- 3.) Immediately, or before the end of the normal workday, report accidents that involve personal injury, vehicle damage, and/or property damage;
- 4.) Know the rules and regulations of the 1986 Safe Drinking Water Act as enforced by the Massachusetts Department of Environmental Protection 310 CMR 22 as amended.

- 5.) Know the rules and regulations of the District as approved by the District Water Commissioners pertaining to work in the Production Department;
- 6.) To maintain a neat, clean and well-groomed appearance at all times as well as to maintain a courteous manner when speaking to customers and fellow employees so as to make a positive impression.
- 7.) To have and retain a valid Massachusetts driver's license so as to operate a District automobile and/or truck.
- 8.) To attend training courses as required by the District and as needed to earn CEU's and maintain an active drinking water treatment license..
- 9.) To be available for emergency work on an overtime basis when required by work conditions.
- 10.) To possess a T-2 Mass Water Works Operator License as required by the Massachusetts DEP.
  - 11) To properly prepare and complete various District record and report forms such as, but not necessarily limited to, daily time sheets, daily pumping reports, daily chemical report forms, work authorization forms, mileage report forms, emergency report forms, water level recording charts, water pressure recording charts, water flow charts, accident report forms, inventory forms, etc.
  - 12) Keeping productions neat and clean as well as snow removal.;

**B. OPERATIONAL:**

- 1.) Assist in inspection, operation, maintenance, and repair of property, buildings, wells, well pumps and motors, standby emergency equipment, chemical pumps and motors, chemical treatment facilities, check valves, water storage tanks, altitude valves, booster station pumps and related facilities, as well as all related electrical and SCADA control equipment;
- 2.) Assists to complete on schedule, programmed and non-programmed maintenance activities such as, but not limited to, repairs to all electrical equipment, primary and stand-by pumping units, SCADA equipment, repair and painting of buildings and other facilities, and keep all properties (lawns, shrubs, etc.) in a neat, clean and orderly appearance.
- 3.) Assists in completing emergency repairs to all equipment and facilities used in the production, treatment, distribution, and storage of water.
- 4.) Maintain operating and maintenance logs relative to the production, treatment, distribution, and storage of water on a daily, weekly, bi-monthly basis as required.

6/8/16

- 5.) Maintain tools, equipment, and vehicles in neat, clean, orderly, and safe operating conditions.
- 6.) To assume duties and responsibilities in the absence of the Water Treatment Plant operators during sick leave, vacation periods, and other emergency situations as required.
- 7.) To keep time, material, and mileage reports on a daily basis as required.
- 8.) To record amounts of chemicals used.
- 9.) To collect water samples of raw and finished water as required to determine bacteriological, chemical, and physical characteristics as well as to determine that proper amounts of various water treatment chemicals are being added.
- 10.) To change charts and read meters at well stations and booster stations.
- 11.) To take well levels as required.
- 12.) To inspect standpipes as required.
- 13.) Learn operational and maintenance activities to assume responsibilities of Maintenance Mechanic "A" in his absence.

**C. CONSTRUCTION:**

- 1.) To assist from time to time in the construction activities that involves production facilities and equipment such as but not limited to installing pumps, motors and piping.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case bases.

**DEDHAM-WESTWOOD WATER DISTRICT**

**MINIMUM ENTRY LEVEL REQUIREMENTS**

**POSITION:** Maintenance Mechanic "B"/ Relief Operator

**EDUCATION:**

It shall be necessary to have a certificate of graduation either from an accredited high school, vocational school, night school or correspondence school which have developed the mechanical and electrical knowledge and capability of the applicant. Must be able to perform simple arithmetic as well as the ability to follow oral and written instructions; must have a current Grade T-2 license for Drinking Water Treatment Operators as issued by the Commonwealth of MA.

**PHYSICAL:**

Candidate shall pass a physical examination certifying they are able to perform essential functions of the position with or without reasonable accommodations, when required by the District, and be capable of working a regular eight (8) hour work shift as well as work overtime (up to a maximum of 16 continuous hours) when required without showing abnormal physical or mental signs of fatigue under varying climactic conditions

Candidate shall be able to perform all of the following but not limited to:

- walk hills and uneven ground as found in the well field
- climb ladders and stairs as to access hatches and manholes as needed
- lift heavy objects safely. At a minimum must be able to lift 55lb potassium permanganate drums.
- wear personal protective equipment (PPE) including but not limited to respirators, goggles, face masks, gloves, and lab coats.

**Physical Skills:** Work requires moderate intermittent physical strength and effort on a regular basis, such as, lifting heavy objects, carrying object(s) and stacking them or placing them in a vehicle or storage area. In addition, the employee is required to bend, stand, or walk for extended periods of time. Work requires moderate intermittent physical strength and effort on a regular basis, such as, lifting heavy objects, carrying object(s) and stacking them or placing them in a vehicle or storage area. In addition, the employee is required to bend, stand, or walk for extended periods of time. Employee must be able to lift 55-pound loads.

**Motor Skills:** Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using hand and power tools, operating department equipment, or climbing a ladder.

**Visual Skills:** Visual demands require the employee to constantly read written documents and as well as non-written materials such as personal computer screens for general understanding and analytical purposes. The employee is required to determine color differences.

**ADDITIONAL SKILLS:**

Candidate shall have a working knowledge of and know how to add, subtract, multiply, and divide numbers; shall have the knowledge and ability to safely operate light automotive trucks and/or vehicles and

6/8/16

associated equipment; shall have the knowledge of and ability to use small hand tools related to mechanical and electrical activities in the production of water; shall have knowledge of and the ability necessary to make positive impressions on customers and others encountered in the performance of responsibilities; and shall have the ability to understand and follow simple oral and written instructions. Shall be able to use a tablet as well as operate a computer/mouse and cell phone.

Candidate shall have interpersonal skills to relate to customers and other employees. Candidate must work well with other employees.

**WORK ENVIRONMENT:** The employee is exposed on a regular basis to equipment/machinery found at a water treatment facility, noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, pressurized hoses that can result in personal injury and loss of time from work. The employee is required to work beyond normal business hours at nights or on weekends in accordance with the department work schedule and in response to natural and man-made emergencies on a 24/7 basis, 365 days per year.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.**

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case bases.**