

OFFICE OF HUMAN RESOURCES  
**TOWN OF NORWELL**

345 Main Street, Norwell, MA 02061  
TEL: 781-659-8060 Email: [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net)

**TREATMENT OPERATOR, WATER DEPARTMENT (Full-Time, 40 hours/Week)  
PUBLIC POSTING**

Posting Date: May 9, 2024

<p><b>Reports To:</b> Water Superintendent and/or Designee</p> <p><b>FY'24 Pay Rate:</b> \$32.54/hr. to \$34.18/hr. with 1 license; additional annual stipends include: \$1,800 for 2 or more licenses paid on an hourly rate basis; \$300 for above D2 or T2; \$200 for additional licenses; \$800 clothing allowance. Eligible for Standby hourly rates of \$40/day &amp; \$50/weekends; \$200/week Computer Monitoring pay</p>	<p><b>Union Affiliation:</b> AFSCME #93, Local 1700</p> <p><b>Standard Work Hours:</b> 7am to 3:30pm, Monday-Friday</p> <p><i>Additional hours as needed for Standby/Emergencies</i></p> <p><b>1.5x overtime rate</b> <b>2x rate on Sunday &amp; Holiday</b></p> <p><b>FLSA Status:</b> Non-Exempt</p>	<p><b>Application Process:</b> Submit a resume, Town of Norwell application with references, and cover letter expressing interest in applying for this position to:</p> <p><a href="mailto:bchilds@townofnorwell.net">bchilds@townofnorwell.net</a> or in person at Human Resources Office: 345 Main Street, Norwell, MA. Position open until filled.</p>
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**JOB SUMMARY & LEVEL OF RESPONSIBILITY**

The Treatment Operator works with other Water Department employees of lesser grades to ensure proper completion of assigned tasks. Makes work assignments and supervises and reviews work of crew assigned to him/her to ensure compliance with instructions and conformance to generally accepted water work practices. Assists the Superintendent & Assistant Superintendent as required and assumes responsibility for the operations of the treatment division in their absence. Trains, instructs and supervises employees of lesser grades in their work assignments. Performs work independently with completed work subject to review by the Superintendent and/or Assistant Superintendent.

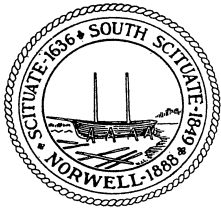
**SUPERVISION RECEIVED**

The Treatment Operator reports directly to the Water Superintendent and/or their designee. The Treatment Operator must be skilled and knowledgeable in the job being supervised and, in many cases, performs the same type of work as the individuals being supervised.

**ESSENTIAL DUTIES**

*The essential functions or duties listed below are illustrations of the various types of work performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.*

- Provides general guidance for repairs and maintenance work performed by water department employees of lesser grade.
- Operates pumps, electric motors and other distribution equipment. Utilizes SCADA to monitor storage tank levels, chemical day/bulk tank levels, chlorine residuals, and pH to always ensure adequate supply of water.
- Operates SCADA system remotely through phone/table, as needed, to operate pumpstations, enable/disable alarms, adjust alarm setpoints, and adjust process chemistries.
- Actively participates in the design, construction and implementation of any treatment system modification.
- Takes water samples at predetermined points throughout the distribution system as required by any regulatory agency, Superintendent, or Assistant Superintendent and oversees transportation of these samples to the laboratory for analysis.
- Operates auxiliary and emergency standby generators and small pumps and engines on a regularly scheduled basis to ensure that this equipment will function properly in the event of an emergency.



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**ESSENTIAL DUTIES** (continued)

- Performs maintenance on pumping station equipment including auxiliary motors, pumps, surge control valves and telemetering equipment.
- Checks pumping stations daily to ensure all equipment is operating properly. Inspects all water facilities, wellfields and watershed areas regularly; reports any sign of disturbance to the Superintendent and/or the Assistant Superintendent.
- Assists with checking inventory of waterworks supplies. Notifies the Superintendent and Assistant Superintendent when materials need to be reordered. Oversees the unloading of waterworks supplies, checking deliveries against packing list.
- Supervises the training of new employees or employees of lesser grade and all facets of Water Department treatment operations.
- Responsible for water quality within the water system and shall investigate customer water quality complaints to determine the extent of the problem. Corrects situation on site if possible, or refers the problem to Superintendent or Assistant Superintendent.
- Required to be on-call status on a rotational basis to provide emergency response, repairs and service to both distribution and treatment.
- Responsible for submitting all state reports; ensures that all required forms are completed completely and accurately on a time sensitive basis. Must submit all forms to the Superintendent or Assistant Superintendent no later than noon on the second day of each month.
- Conducts monthly tank inspection reports, medical alarm testing, and the chemical shut down alarm.
- Monitors chemical inventory and orders; responsible for receiving and verifying chemical deliveries as needed.
- Maintains the interior and exterior of all buildings that house pumping and treatment stations. Maintains all grounds within the areas around pumping and treatment stations.
- Conducts visual inspection of any Town issued vehicle to check for any damage, potential repairs or minor needs such as oil and fluid levels and reports findings to Superintendent or Assistant Superintendent. Responsible for maintaining cleanliness of vehicle. Reports inspection findings and/or any auto accidents immediately to the Superintendent or Assistant Superintendent.
- Performs any function outlined in positions of an equal or lower grade as directed by Superintendent or Assistant Superintendent.
- Performs other related duties and tasks as directed by Superintendent or Assistant Superintendent.

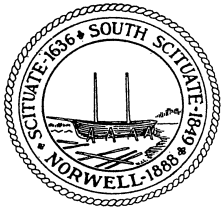
**QUALIFICATIONS**

**Education & Experience:** High school diploma or higher. Minimum four years of experience working in a municipal Treatment Operations capacity.

**Licenses and Certifications Required as a Condition of Employment:**

Possess and maintain a current valid license from the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities a grade equivalent that is equal to or higher than the designated graded assigned to Norwell Water Department. The current minimum license is a T-2 Full. Possess and maintain a valid license from the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities at a Grade D-1. Possess and maintain a current Valid Class D MA motor vehicle license.

**Knowledge, Ability & Skills:** Possess a combination of experience and specialized training demonstrating considerable knowledge of water system construction, operation and maintenance. Must have knowledge of materials, methods and



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proper techniques relative to the construction and maintenance of water systems. Must be familiar with the operation of a metal detector, pipe locator and leak detection equipment. Working experience with SCADA software. Ability to read and interpret tie diagrams, review plans and site drawings. Ability to read as built in plans and detailed schematic drawings.

Demonstrate the ability to work independently and to supervise the work of others. Possess ability to deal courteously with the public, provide the highest level of customer service, attempting to resolve any issues and problems brought to the Treatment Operator's attention.

**OTHER SPECIAL REQUIREMENTS**

This position may be required to be placed on-call for 1 week at a time. On-call status requires maintaining a close proximity to Norwell to provide immediate response to any distribution emergency 24 hours a day during the on-call period. On-call employees must refrain from any substance that may prohibit the safe operation of any town equipment/vehicle in accordance with Town policy.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is conducted both indoors at the Treatment operations building and outdoors with exposure to all weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet, cold, hot, and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud in field settings; in the Treatment building the noise level is moderately quiet. Work requires ongoing physical agility with moderate strenuous physical effort and moderately heavy manual work. Position requires ability to lift and/or move up to fifty (50) pounds at any time without assistance; occasionally lifts and/or moves up to one hundred (100) pounds. The Employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, walk, and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Specific vision abilities required by this job include close vision, distance vision depth perception, and the ability to adjust focus. The employee is required to have visual and auditory acuity (with or without aids) to operate motor vehicles and/or heavy equipment.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*