

**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)

**PUBLIC POSTING – OPEN IMMEDIATELY  
WATER SYSTEM MAINTENANCE MECHANIC, WATER DEPARTMENT**

May 9, 2024

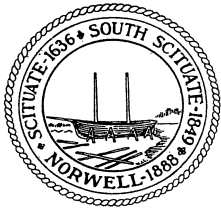
<b>Reports To:</b> Water Superintendent and/or Designee	<b>FLSA Status:</b> Non-Exempt	<b>Union Affiliation:</b> AFSCME #93, Local 1700	<b>Standard Work Hours (40):</b> 7am to 3:30pm, Monday-Friday; additional hours as needed for Standby/Emergencies
<b>Maintenance Person Trainee Fiscal '24 Hourly Pay Rate*</b>	\$22.91 (no license), Step 1; \$24.50 (one license) *		
<b>Maintenance Person Fiscal '24 Hourly Pay Rate:</b>	\$25.53 (no license), Step 1; \$27.08 (one license), Step 1		
<b>Stipend Eligibility: Two or more licenses Above D2 and T1 Additional licenses</b>	<i>Employees with two or more licenses will receive an additional stipend as follows:</i> \$1,800 paid on hourly basis; not included in base rate for wage increase \$ 300 paid on hourly basis; not included in base rate for wage increase \$ 200		
<b>Standby Pay</b>	\$40 per weekday; \$50 per weekend/holiday		
<b>Computer Monitoring Stipend</b>	\$200 week		
<b>Fiscal Year Clothing Allowance:</b>	\$800 (Reimbursement)		
<b>Longevity Pay</b> (based on years of continuous service):	\$750 (10 Years); \$1,000 (15 years); \$2,000 (20 years); \$2,500 (25 years)		
<b>Benefits:</b>	Health Insurance, Life Insurance, Voluntary Life, Dental & Flexible Spending Paid Time Off (Vacation, Holidays, Personal, Sick), Flexible Spending (Medical & Daycare), Plymouth County Retirement Pension Plan		

**APPLICATION PROCESS/DEADLINE**

Submit a current resume and/or a typed Town of Norwell Application (downloadable @ [www.townofnorwell.net](http://www.townofnorwell.net) under Human Resources) via email to [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net) (PDF format) or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA. Applications are accepted on a rolling basis; position is open until filled.

**WHAT YOU NEED TO KNOW ABOUT THIS JOB OPPORTUNITY**

This position performs the duties and skill level required to provide clean and safe drinking water to the residents and businesses of the Town of Norwell that meet or exceed all State and Federal standards with the highest level of customer service. On the job training for tasks and preparation for licensing will be provided by the Town; the self-motivated employee who is hired will have up to two years from the date of hire to successfully obtain the two required water licenses. You must be able to perform all required physical labor tasks and essential job functions, enjoy working outdoors in all weather conditions, have an excellent attendance record and work performance record with current/past employers and possess a positive “can do” attitude in all interactions with supervisors, co-workers, contractors and the public. You must have reliable transportation to and from work, be able to work both the standard work schedule as well as be available for Standby and Emergency calls 24/7.



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**JOB SUMMARY**

**Water System:** Performs any and all work as directed or required in the maintenance, repair and/or operation of the water system including, but not limited to, the installation and repair of water services, water meters, water gates, water mains, fire hydrants and connections. Performs installations, repairs, maintenance, testing and reading of water meters as required. Performs any other related work required. Communicates with citizens and water users of the community relative to the water system, water use and water rates. Reports to Water Superintendent; routinely works under the direction of the Foreman and/or the Superintendent's designee.

**Water Treatment:** Monitors equipment and records appropriate parameters relative to the routine operation of water treatment and/or corrosion control facilities. Routinely required to work under the direction of the Superintendent, Assistant Water Facilities director, and/or the primary Treatment Plan Operator. Duties may include the following: handling hazardous chemicals under pressure in liquid and gas form, maintenance of high-pressure chemical feed lines, pumps and flow meters; maintenance of high pressure chemical feed lines and flow meters in confined spaces; collection of water quality samples from public drinking wells, treatment points and water distribution system.

**Standby Duties (Water System & Water Treatment):** When properly licensed, the individual is required to be on standby duty for emergencies, making unscheduled repairs, and monitoring of the pumping station and treatment facility.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience:** High School graduate or GED. Two years of experience in the operation and maintenance of municipal pumping stations and a municipal water distribution system desirable; or any equivalent combination of education and experience.

**Knowledge, Ability & Skills:** Working knowledge of the operation and maintenance of a municipal distribution system and a general knowledge of service provided by a municipal water department. Basic knowledge of water treatment processes and their impact on public health. Knowledge of industry accepted safety operations and practices with respect to the handling of hazardous chemicals. Ability to exercise sound judgement and to take appropriate action relative to equipment and instrumentation failure. Ability to follow oral and written instructions. Ability to record information in prescribed form and to interpret the significance of variation from norms.

**REQUIRED LICENSES & CERTIFICATIONS**

A valid Class D Massachusetts motor vehicle license and proof of driving record is required at time of offer. Incumbent must obtain MA Drinking Water Supply Facility Operators Certification licenses IID and IIT within two (2) years from date of hire.