



**Town of Pepperell**  
**Department of Public Works**  
**Water System Equipment Operator**  
**Job Description**

**Job Title:** Water Equipment Operator  
**Supervisor:** Chief Water Systems Operator  
**Hours Worked:** Full-Time (40hrs./week)

**Department:** Dept. of Public Works  
**Division:** Water  
**Salary:** Wage Table (D5)  
**FLSA Status:** Non-Exempt

**DPW WATER SYSTEM EQUIPMENT OPERATOR**

**Position Purpose:**

The purpose of this position is to perform responsible operation and maintenance work for the municipal water system under the management and/or control of the Pepperell Department of Public Works and all other related work as required. The Water System Equipment Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

**Supervision:**

*Supervision Scope:* Performs skilled manual work of a routine nature and operates vehicles and other equipment which requires independent judgement and initiative while performing duties within established guidelines. Is able to work independently in the performance of the work. Is required to act cooperatively with other Town employees, vendors and contractors in the performance of the work.

*Supervision Received:* Works under the supervision of the Chief Water Systems Operator (or his designee) receiving written and/or verbal directions daily. The position is subject to review and evaluation according to the Town's personnel plan.

*Supervision Given:* Provides oversight of Water System Laborers relating to the performance of routine day to day duties.

**Job Environment:**

Work is frequently performed outdoors at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Employee is required to traverse

uneven terrains and is subject to the hazards associated with construction sites and working with toxic chemicals. Work environment is moderately noisy, and at times very loud.

Part (<20%) of time is administrative work that is performed in an office environment.

Employee is required to work outside of normal business hours. Employee will be required to work on weekends and evenings as dictated by emergencies and other situations. Employee may be contacted at home at any time to respond to important situations and emergencies. Employee must be able to be on-site within one hour. Employee may be required to work alone.

Operates a variety of vehicles, some requiring specialized licensing, light trucks, equipment, hand/power/pneumatic tools, computers, telephones and like equipment/tools in the execution of the work.

Interacts frequently with other Town employees, vendors, contractors, regulatory agencies, and the general public. Communication is generally in person and by phone, involving information exchange dialogue. Employee must conduct themselves professionally.

Errors in judgment may impose undue and substantial expense. Errors may result in delays, loss of service, and may cause damage to buildings and equipment and injury to others.

**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 similar, related, or a logical assignment to the position.)*

- Ensures all work complies with regulatory, industry and town standards.
- Performs inspections of water system components. Conducts sub-surface explorations of water mains and services for condition and material of manufacture.
- Makes repairs and performs maintenance of facilities including piping, pumps, machinery and structures.
- Keeps complete and accurate water system records. Updates and maintains computer records. Assists in the preparation of regulatory and Town reports.
- Conducts system maintenance of hydrants. Includes repairs, winterization and annual flushing activities.

- Conducts water sampling at various facilities.
- Installs, repairs and tests water meters. Reads water meters and records readings.
- Installs water main extensions and new water services. Maintains and repairs water distribution system lines.
- Conducts housekeeping activities at water facilities. Conducts grounds keeping and snow removal at water facilities and easements.
- Notifies Chief Operator of materials, parts and equipment inventories. Advises as to the replacement of inventories.
- Other related duties as assigned.

**Minimum Qualifications:**

- High School graduate (or GED)
- Possession of a valid MA Class B CDL Motor vehicle license.
- Possession of a valid MA Class 2A Hydraulics license.
- Two years' experience working with municipal water systems.

**Preferred Qualifications:**

Additionally, preferred candidates will have the following licensure and experience.

- Possession of a valid MA Class 1B Hydraulics license.
- Four years' experience working with municipal water systems.
- Experience with processes and equipment utilized by the Pepperell Water Division.

The Town reserves the right to accept any combination of experience, education and licensure in the selection and hiring of employees.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the operation and maintenance of municipal water systems, including water treatment plants and distribution systems; knowledge in the principles, procedures, methods, equipment, materials, and tools used in the daily operation of same; familiar with the laws/rules/regulations pertaining to division operations. Familiar with regulatory reporting requirements.

*Ability:* Ability to organize time, multi-task, work independently, and maintain detailed records. Aptitude and attention to detail and accuracy. Water System Equipment Operator must possess the ability to read, understand, and interpret technical documents; the ability to work effectively under time constraints to meet deadlines.

*Skill:* Expertise and skill in utilizing heavy equipment used in the performance of water system inspection and maintenance activities; sampling and testing procedures; personal computers, and spreadsheet applications.

*Special Requirements:* Ability to establish and maintain an effective working relationship with associates, subordinates, and the public.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical effort is generally required which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. While performing the functions of this job the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools or controls; reaches with hands and arms, crawls and climbs. Vision and hearing must be at or correctable to normal ranges.

Ability to use and wear personal protective equipment and clothing such as head protection, hearing protection, eye protection, foot and hand protection, and respiratory protection.

*(This job 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 requirements of the job change)*

**Equal Employment Opportunity (EEO) Employer**

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of

employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.

Apply online or by email to [water@town.pepperell.ma.us](mailto:water@town.pepperell.ma.us) Position will remain open until filled. EOE

