

TOWN OF SOMERSET WATER DEPARTMENT SHIFT OPERATOR

DATE: May 15, 2024

POSITION AVAILABLE: Water Department – Shift Operator
PERSONNEL BY-LAW: Grade 2
SALARY RANGE: \$888.42 to \$1,343.57 Per Week
REPORTS TO: Chief Operator/Plant Manager

REQUIREMENTS: High School diploma and a Massachusetts Grade T2 Public Drinking Water Treatment License or the ability to obtain the necessary license within 6 months. The position also requires a valid Class D motor vehicle Driver's License. As a condition of employment, the employee must pass a pre-employment physical examination and maintain physical condition in order to carry out essential functions of the position in a fast and efficient manner.

LETTER OF INTEREST AND RESUME MUST BE SUBMITTED TO:

Personnel Director's Office
Town Office Building, Room 23
140 Wood Street, Somerset, MA 02726

DEADLINE: When position is filled.

Statement of Duties: The Water Department Shift Operator is responsible for assisting in the proper treatment operation of the Town's Water Treatment facility, pumping stations and distribution system to provide safe, clean and potable drinking water to the residents of the Town of Somerset and firefighting activities in accordance with MA D.E.P and Federal E.P.A. regulations. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief Operator/Plant Manager, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Department Head provides instruction for new or unusual assignments. Unusual situations are referred to the Department Head or immediate supervisor for further advice and/or further instruction. The department head usually reviews work to remain aware of progress, work methods being utilized, and technical accuracy in compliance with established rules, regulations or laws.

Supervisory Responsibility: The employee, as a regular part of the job, is not required to supervise other department employees.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in personal injury, danger to public health and safety, legal repercussions, adverse public relations and labor/material costs.

Confidentiality: In accordance with the State Public Records law. The employee does not have regular access to confidential information.

Judgment: Work assignments require the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: The work consists of a variety of duties which generally follow standardized operating practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The employee is exposed on a regular basis to equipment/machinery found at a water treatment facility including but not limited to noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, pressurized hoses that can result in personal personal injury and loss of time from work. The employee is required to work beyond normal business hours at nights, or on holidays, and/or on weekends in accordance with the department's work schedule and in response to natural or man-made emergencies or during inclement weather on a 365 days per year, 24/7 basis.

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public may occur on an occasional basis. Ordinary courtesy and tact is required.

Occupational Risk: Duties present frequent exposure to risk. Personal injury could occur if the employee fails to properly follow safety precautions or procedures. Examples of personal injury include cuts or burns, or muscular strains from lifting, pushing or carrying heavy equipment or work materials, or chemicals used in the treatment process.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type 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.

Participates in the daily operation, repair, and maintenance of the Town's Water Treatment Plant and the monitoring of pump stations involving the use of department equipment and machinery, performs inspection of tanks and the physical plant, mixing and adjusting the chemical feed systems,, monitors and maintain adequate storage tank levels, and the monitoring of S.C.A.D.A. system in order to provide potable drinking water in accordance with Federal and State regulations as well as department standard operating practices. May read water meters when needed.

Performs skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps and valves to regulate and control water flow rates and levels.

Assists in the collection and testing of samples for water quality, total coliform and E Coli testing including the calibrating and cleaning of all meters in the lab and the plant and making adjustments as necessary; enters data into the department's computer system; refills chemical harpers, loads and unloads chemicals with machines as necessary in accordance with standard operating procedures.

Keeps detailed and accurate written and electronic records of laboratory test results and facility maintenance activities.

Participates in the maintenance, cleaning, snow plowing of the water treatment plant facility and the facility's immediate surrounding grounds and walkways.

Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements as well as treatment procedures and practices as well as to maintain certifications or licenses that are required as a condition of employment.

Recommended Minimum Qualifications: The essential functions or duties listed below are intended only as illustrations of the various type 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.

Education and Experience: Position requires a minimum of an Associate's degree or a journeyman's level of trade knowledge; a minimum of one to three (1-3) years prior work experience preferably in a water treatment facility. or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Position requires a valid Class D Motor Vehicle Driver's License; Grade T-2 Public Drinking Water Treatment License. As a condition of employment, the employee must pass a pre-employment physical examination and maintain physical condition in order to carry out the essential functions of the position in a safe and efficient manner.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of methods, practices, tools and equipment used in the operation and maintenance of the Town's water treatment plant; working knowledge of the safe and efficient operation of department equipment, use of chemicals, tools and machinery. Knowledge of technology in support of department operations including but not limited to office software (i.e. word processing and spread sheet applications), SCADA systems, and the Internet.

Abilities: Identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner. Mechanical ability to operate machinery and equipment in a safe and efficient manner. Ability to handle

hazardous chemicals in a safe manner and to work in confined spaces. Ability to analyze water samples in a thorough, detailed manner.

Skills: Fine motor skills for the operation of department tools and equipment. Proficient computer skills. Proficient oral and written communication skills. Proficient business mathematical skills.

Physical and Mental 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 position's essential functions.

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.

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/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences. 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.