



## O&M Tech III

<b>POSITION SPECIFICATIONS:</b>		<i>To be completed by Compensation:</i>	
<b>Date:</b>	05/28/2024	<b>Job Code:</b>	OPMAIT3USH071
<b>Title:</b>	Operations & Maintenance III	<b>FLSA Status:</b>	Non-exempt
<b>Department:</b>	Contract Operations	<b>Job Family:</b>	Operations
<b>Reports To: (Title)</b>	Assist. Project Manager/Operations Supervisor	<b>Pay Grade:</b>	\$30.00-35.00 Per Hour
<b>Direct Reports:</b>		<b>Survey Source:</b>	
<b>POSITION PURPOSE</b>			
<i>Provide a brief description as to the primary purpose of this job (no more than three to five sentences).</i>			
Under the direction of Project Management, performs work involving the day-to-day operation and maintenance of the Drinking Water facility including all related infrastructure, equipment, buildings and grounds.			
<b>PRIMARY DUTIES / RESPONSIBILITIES</b>			
<i>List essential job functions; describe in terms of actions (verbs) and desired outcomes in order of most important first.</i>			
<ul style="list-style-type: none"> <li>✓ Performs technical O&amp;M activities related to the Drinking Water facility, including all related infrastructure, equipment, processes, and systems.</li> <li>✓ Performs routine PM activities related to the including all related infrastructure, equipment, processes, and systems.</li> <li>✓ Conducts Drinking Water sampling and laboratory monitoring per Project and Regulatory requirements.</li> <li>✓ Assists in ensuring all equipment and processes are well maintained and functioning properly.</li> <li>✓ Perform work in a safe and professional manner by following all corporate and regulatory policies, procedures, and emergency response procedures.</li> <li>✓ Work weekends, holidays, and be on-call on a rotating basis/schedule with fellow operators.</li> <li>✓ Respond to emergencies, work additional hours as required to complete tasks as/and when needed.</li> <li>✓ Assists project and department to develop a culture of focus and engagement at the project to achieve EH&amp;S excellence.</li> <li>✓ Completes and maintains proper operational and maintenance documents and records.</li> <li>✓ Operates equipment and processes manually and through instrument control panels.</li> <li>✓ Operates project vehicles.</li> <li>✓ Performs cleanup/housekeeping activities at all facilities, buildings and grounds.</li> <li>✓ Carries out other duties as assigned.</li> </ul>			
<b>QUALIFICATIONS</b>			
<i>List the minimum requirements to be considered for this position.</i>			

<b>Education / Experience / Background</b>	<p><b><u>Education/Equivalent:</u></b></p> <ul style="list-style-type: none"> <li>✓ High School diploma or equivalent.</li> <li>✓ Valid Massachusetts T-2/D-2 or higher Drinking Water Treatment/ Distribution License</li> <li>✓ Willingness to upgrade licenses in a mutually agreed upon amount of time.</li> <li>✓ Valid MA Driver’s license.</li> </ul> <p><b><u>Work Experience Needed:</u></b></p> <ul style="list-style-type: none"> <li>✓ 5+ years’ experience working in the Drinking water or industry or related fields.</li> <li>✓ Experience in a laboratory or utility related field, or a combination of education and experience required.</li> </ul>
<b>Knowledge / Skills / Abilities</b>	<ul style="list-style-type: none"> <li>✓ Strong reading, math, writing, and verbal communication skills</li> <li>✓ Strong mechanical aptitude and ability to read, interpret, and record data from meters, gauges, scales, panels, computer consoles, and other equipment.</li> <li>✓ Computer skills, knowledge of Windows/Google, Office, Operations, Lab and CMMS programs, SCADA and PLC equipment and systems.</li> <li>✓ Troubleshooting/problem solving skills, provides input for corrective actions and implements corrective actions as needed.</li> <li>✓ Ability to understand/execute written and oral instructions, read/understand technical instructions and manuals.</li> <li>✓ Working knowledge and skills to operate specialty tools specific to Departmental needs and requirements.</li> <li>✓ Ability to operate complex controls, processes, and equipment.</li> <li>✓ Ability to maintain and repair equipment, have a strong mechanical aptitude.</li> <li>✓ Knowledge of Drinking water treatment systems, processes, and equipment.</li> <li>✓ Knowledge of Drinking water regulations, requirements &amp; reporting.</li> <li>✓ Cooperative interactions with fellow employees and within the project organization.</li> <li>✓ Must be able to work as a team in a teamwork-oriented environment.</li> <li>✓ Must be safety conscious and at times be able to work independently with little/no supervision.</li> <li>✓ Must be able to work closely with local contractors.</li> </ul>
<b>Required Certification / Licenses / Training</b>	<ul style="list-style-type: none"> <li>• Valid Massachusetts T-2/D-2 or higher Drinking Water Treatment/ Distribution License</li> <li>• Willingness to upgrade licenses in a mutually agreed upon amount of time.</li> </ul>

## WORK ENVIRONMENT

**Essential Functions:**

**Physical Demands.** 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; climb stairs; sit; use hands to finger, handle, or feel. They may periodically reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to distinguish color, close vision, and distance vision.

**Work Environment.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside with exposure to all kinds of weather conditions. Incumbent may be occasionally exposed to some noise, silica, dust, fumes, smoke, gases, greases, oils, electrical energy, solvents, and vibrations. Incumbent may work on slippery/uneven surfaces, around machinery with moving parts, moving objects/vehicles, and ladder/scaffolding, below ground and may be exposed to water and other liquid materials.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*