

## PEPPERELL DPW – WATER OPERATOR 1

### **General Statement of Duties and Responsibilities**

*(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.)*

Responsibilities include;

- Conducts routine visual inspections of the system's source, source water -protection area, storage facilities, treatment and chemical addition systems.
- Monitors, operates, and maintains process control to meet specified water quality standards.
- Ensures all work complies with regulatory, industry and town standards.
- Obtains readings at stations, reading meters and gauges.
- Makes repairs to 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.
- Installs water main extensions and new water services. Maintains and repairs water distribution system lines. Sets and repairs fire hydrants.
- Installs, repairs and tests water meters. Reads water meters and records readings.
- Conducts housekeeping activities at water facilities. Conducts groundskeeping and snow removal at water facilities and easements.
- Advises on measures related to water treatment, distribution and supply decisions and performs similar or related work as required, directed or as the situation dictates.
- Notifies Foreman or Chief Operator of materials, parts and equipment inventories. Advises as to the replacement of inventories.
- Other related duties as assigned.

### **Supervision**

*Supervision received:* Works under the general supervision of the Water Lead Operator and Chief Water Systems Operator.

*Supervision given:* None

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.

### **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. Administrative work is performed in an office environment. Employee is required to work outside of normal business hours. In addition, employee will be required to work on weekends and evenings, and may be contacted at home at any time to respond to important situations and emergencies. Employee may be required to work alone.

Operates 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, 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.

**Minimum Qualifications**

- High School graduate (or GED)
- Two years' experience in municipal water systems.
- Possession of a valid Class D driver's license.
- Massachusetts Grade 1 Drinking Water Treatment License Grade 1T, or ability to obtain within twelve months of hire.
- Massachusetts Grade 1 Drinking Water Distribution License Grade 1D, or ability to obtain within twelve months of hire.

**Preferred Qualifications**

- Hydraulic License Grade 2B
- Commercial Driver's License Class B

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

**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 the 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.

Equal Opportunity Employer

*(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.)*

Please submit resumes to Paul Brinkman, DPW Business Manager, at [pbrinkman@town.pepperell.ma.us](mailto:pbrinkman@town.pepperell.ma.us), Further information can be found on the Town's website, [town.pepperell.ma.us](http://town.pepperell.ma.us) or by calling (978)433-0359.