



The Town of North Andover is accepting applications for the position of:

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## **WATER TREATMENT PLANT OPERATOR**

### **Department of Public Works**

#### **Full-Time with Excellent Benefits**

**\*Starting Pay: \$32.53 (Grade 3 License); \$34.16 per hour (Grade 4 License)**

\*The compensation for this position is governed by the collective bargaining agreement between the Town and AFSCME Local 3687.

Candidates are ***REQUIRED*** to submit a completed Town of North Andover Employment Application along with a resume and cover letter to [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov) in order to be considered for this position. The Employment Application is available on the Town's website [here](#). Completed application materials must be received by **6:00 p.m. on Tuesday, August 09, 2022.**

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#### **GENERAL PURPOSE**

Water Treatment Plant Operators perform all water treatment plant maintenance and operations functions and operate all associated water treatment equipment and vehicles. Candidates who possess a Grade 4 license serve at a senior level among Water Treatment Plant Operators. Perform all other related work as required.

#### **HOURS OF WORK**

*Summer Schedule:*

Wednesdays 12:30 pm – 9:00 pm  
Thursdays and Fridays 8:30 am – 9:00 pm  
Saturdays 12:00 pm – 8:00 pm.

*Winter Schedule:*

Wednesdays 10:00 am – 6:30 pm  
Thursdays and Fridays 6:00 am – 6:30 pm  
Saturdays 10:00 am – 6:00 pm.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Makes potable water for the Town.
- Operates monitors and maintains the North Andover Water Treatment Plant and related facilities.
- Makes sure the water pressure is high enough for fire protection throughout the Town.
- Maintains and repairs services at the Treatment Plant; Booster Stations and Storage Tanks.
- Maintains and rebuilds pumps.
- Works on standby/backup as Sewer Mechanic when needed.
- Performs monthly sampling and Lake samples when weather permits.
- Performs laboratory tests and adjusts equipment to optimize the treatment processes.
- Diagnoses individual equipment problems and makes corrections where appropriate.
- Diagnoses entire process problems based on all available information and makes repairs and corrections to chemical feed and mechanical systems where appropriate.
- Operates, monitors, and tests building generators and transfer switches.
- Performs maintenance and repairs on generators.
- Conducts monthly and quarterly State required tests for Water Quality and Safety.
- Maintains grounds and surrounding grounds of Water Treatment Plan, Booster Station, and Storage Tanks. Handles cleaning, painting and vegetation control.
- Performs snow removal of all sites; plowing, snow blowing and shoveling.
- Communicates with other Town Departments when needed.
- Monitors/operates computerized supervisory, control and data acquisition (SCADA) equipment.
- Handles potentially dangerous chemicals (chlorine, sodium hypochlorite, polyaluminum chloride, zinc orthorhosphate, hydrofluosilic acid, ozone, LOX, and sodium hydroxide) using proper safety equipment, including preparing solutions of chemicals and transferring chemicals between facilities where appropriate.
- Receives, unloads, and properly stores all materials and supplies including chemicals (chlorine, sodium hypochlorite, polyaluminum chloride, zinc orthorhosphate, hydrofluosilic acid, ozone, LOX, and sodium hydroxide) used in the various treatment processes.
- Answers telephones, receives deliveries, speaks with building visitors, dispatches messages via telephone, radio, or in writing, etc.
- Operates all water treatment vehicles and equipment.
- Troubleshoot, balance, and adjust mechanical and electrical systems.
- Responds to emergencies and carries an emergency paging device.
- Errors could result in delay of department services, and have legal and/or financial repercussions.
- Performs similar or related work as required, directed or as situation dictates.

## **QUALIFICATIONS**

*Education, Training, and Experience:*

A High School Diploma or GED equivalent plus a minimum of three (3) to five (5) years of directly

related experience; or an equivalent combination of education, training and experience which provides the following knowledge, ability, and skills:

*Knowledge of:*

- Perform water treatment methods and practices and tools and equipment used in the operation and maintenance of a public drinking water treatment plant and satellite pumping stations.
- Maintain safe and efficient operation of equipment, use of chemicals, tools and related machinery.
- Perform safety procedures and be able to demonstrate the proper use of all required safety equipment.
- Basic knowledge of sewer systems and sewer lift stations.
- Perform distribution samples and Lake samples, etc.
- Knowledge of water quality control.

*Ability to:*

- Operate equipment, to use various hand tools to perform manual labor and to exercise prolonged physical labor under adverse weather conditions.
- Handle hazardous chemicals, operate high pressure hoses in a safe manner and to work in confined spaces.
- Read and understand various manuals, blueprints, schematics and instructions, to maintain records/logs and strictly adhere to and enforce all safety rules and regulations is required.
- Establish and maintain effective working relationships with other employees and the general public is required.
- Read and interpret blueprints and plans.
- Compose correspondence, prioritize and complete multiple tasks at one time with frequent interruptions.
- Operate a computer with basic MS Office skills and use telephone system.

*Skill in:*

- SCADA;
- Use of tools and equipment such as various hand and electric tools, monitoring equipment.
- Excellent customer service skills and strong organizational skills.
- Use of all equipment used in maintenance and repair duties of the department are required, as well as proficiency in the latest technologies available.

**SPECIAL REQUIREMENTS/LICENSES**

- Certification of a Grade 3/TC for a MA Drinking Water Treatment Plant Facility is required.
- Employee may start with a Treatment Grade 3 Operator-in-Training License.
- A MA Grade 4T/C is preferred.
- A valid Class D Driver's license is required.
- Required to work nights and weekends as necessary, especially in response to system failures.

## **PHYSICAL REQUIREMENTS**

*The physical elements listed 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 qualified individuals with disabilities to perform the essential functions:*

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb and balance, stoop, kneel, bend, crouch or crawl, talk, see or hear.
- Lifting/pushing of 60 pounds or more is regularly required.
- Special physical effort will be required when performing routine and emergency maintenance.
- Work consists of prolonged work under adverse weather conditions with exposure to hazards, strong odors and noise.
- Vision and hearing at or correctable to normal ranges.

## **JOB ENVIRONMENT**

- Indoor work is performed under typical shop conditions; field work environment is moderately noisy and subject to outdoor conditions.
- This role is exposed to wet or humid conditions, moving mechanical parts, strong odors, fumes, gases or airborne particles, toxic or caustic chemicals, confined spaces, heights; risk of explosion, electrical shock, and strong vibration.
- Operates water treatment equipment, computer, and standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including technical records, which requires discretion and professional office protocols.
- Errors could result in delay of department services, and have legal and/or financial repercussions.

## **SUPERVISION**

*Supervision Received:* Works under the general supervision of the Water Superintendent.

*Supervision Given:* Grade 4 operators may oversee the work of Grade 3 Operators.

## **SELECTION GUIDELINES**

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job posting 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.*

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## **APPLICATION PROCESS**

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter to: [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov), or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

***Applicants will be required to undergo CORI screening***

<p><b>Application materials must be received by the Human Resources Department no later than 6:00 p.m. on Tuesday, August 9, 2022.</b></p>
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Individuals who need accommodations in order to participate in this process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be addressed to:

Human Resources Department  
Town of North Andover  
120 Main Street  
North Andover, MA 01845  
(978) 688-9526

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