



Town of Pepperell

Department of Public Works

Water System Operator II

Job Description

Job Title: Water System Operator II **Department:** Dept. of Public Works
Supervisor: Chief Water Systems Operator **Division:** Water
Hours Worked: Full-Time (40hrs./week) **Salary:** Wage Table (D6/D6a)
FLSA Status: Non-Exempt

DPW WATER SYSTEM OPERATOR II

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 Operator II is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Performs semi-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 receiving written and/or verbal directions daily. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

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 be part of the Water Division on-call and scheduled weekend duty rotation. In addition, 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.)

- 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. Operates Supervisory Control and Data Acquisition (SCADA) systems.
- Ensures all work complies with regulatory, industry and town standards.
- Obtains readings at stations, metering equipment 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 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)
- Four years' experience in municipal water systems
- Possession of a valid Class D driver's license
- Massachusetts Grade 2 Drinking Water Treatment License Grade 2T. Candidates must obtain within twelve months of appointment.
- Massachusetts Grade 2 Drinking Water Distribution License Grade 2D. Candidates must obtain within twelve months of appointment.

Preferred Qualifications:

Additionally, preferred candidates will have the following licensure.

- Class B Commercial Driver's License
- Class 2A Hoisting License/Hydraulic License
- Experience with processes and equipment utilized by the Pepperell POTW

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: Extensive 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 Operator II 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 water sampling and testing procedures; personal computers, SCADA systems, electrical controls, 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.

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.)