

TOWN OF HAMILTON, MA
SECONDARY WATER DISTRIBUTION OPERATOR

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| Department | Public Works |
| Reports to: | Primary WTP/Distribution Operator or Director of Public Works |
| Position Status: | Non-Exempt |
| Weekly Hours: | 40 |
| Salary Classification: | Grade 7 |

Position Summary/Purpose:

This position is responsible for the safe and efficient operation of the water distribution system under the direction of the Primary Water Treatment & Distribution Operator, which may entail equipment and hand tool use, maintenance, and inspection. The individual in this position will to perform many different types of mechanical maintenance work and manual labor such as; repair service lines, mainline, meters, valves, hydrants, as well as the maintenance of grounds; snow plowing, and other general operation functions. A Secondary Water Distribution Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied technical and manual labor duties requiring knowledge of water distribution operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of Primary Water Treatment & Distribution Operator or Director of Public Works following technical standards related to water distribution projects, procedures and policies.

Supervision Given: None

Essential Job 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.)

- Supervises and/or operates all heavy equipment (mostly backhoe and front-end loader) for various water related projects.
- Supervises and performs manual and machine assisted maintenance, repair and construction work of water distribution systems (including water pipe breaks or repair and hydrant repair and replacement),
- Reads water meters, installs water meters, assist with connections related to water service
- Investigates complaints from citizens and resolves various problems with water service, meters, and connections to water service

- Mark out the locations of water lines for contractors under the Dig Safe Program and for those working with the Town.
- Work with department to purchase appropriate supplies and materials for water distribution maintenance operations
- Optional coverage available at water treatment plant during days, weekends, vacations, and vacancies with appropriate license.
- May fill in for other divisions to handle construction projects or daily activities as needed
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Loads own truck with salt for snow operations
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Assists with preparing, maintaining and performing job site and follow all work safety practices and ensures workers are following safety procedures
- Is subject to call out to respond to emergencies after normal working hours
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, grease, clean and washes vehicles and equipment reports problems to mechanic
- On a limited basis, assists Water Primary and Secondary Treatment Operators with water plant and well maintenance projects.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- May perform any work required of the other Public Works operations if needed
- Continue training; keeping current with trends especially for water distribution related equipment, leak detection, and meter and software upgrades
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with 3-5 years of mechanical experience (water distribution experience preferred) and heavy vehicle driving experience; or any equivalent combination of education, experience and training

Special Requirements:

Must have and maintain a Commercial Driver's License (CDL) Class B with airbrakes endorsement and a hoisting machinery license class 2B. A Water Distribution 1 Operator-in-Training License is required or ability to acquire within 6 months of hire. A Water Treatment 1 Operator-in-Training License or higher desirable. Confined Space Training preferred. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

- Working knowledge of water distribution hydraulics, operations, and procedures
- Plumbing and mechanical maintenance knowledge and abilities
- Thorough knowledge of the safe practices of driving heavy vehicles ,
- Knowledge of proper tools to use for different public works maintenance or construction projects;
- Working knowledge of safety procedures for working with hazardous materials, and working with mechanical equipment;
- Ability to follow written and oral instructions;
- Ability of work as an individual or part of a team to accomplish a project;
- Ability to read and follow safety procedures;
- Ability to work for long hours and perform physical labor is necessary
- Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service

Job Environment:

Work is performed in a garage, water treatment plant, yard, and field locations including working with mechanical equipment, laboratory equipment and chemicals as well as traffic and road work; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places and confined spaces. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles, brush cutter, etc. Also requires the operation of hand tools, power tools, chainsaws and jackhammers and water testing equipment.

Makes occasional contacts with the general public to handle resident's questions onsite and works with contractors, suppliers or vendors various state and federal agencies. Most contacts are with fellow employees in the department or other town departments. Communication is frequently in person or by phone.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | | X | |
| Work in high, precarious places | | X | | |
| Work with toxic or caustic chemical | | | | X |
| Work with fumes or airborne particles | | | | X |
| Non weather related –extreme heat/cold | | X | | |
| Work near moving mechanical parts | | | X | |
| Risk of electrical shock | | X | | |
| Vibration | | | X | |
| Other- Traffic/Roads/Trenches | | X | | |
| Other- Insects/nature | | X | | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Standing | | | X | |
| Walking | | | X | |
| Sitting | | X | | |
| Talking & Hearing | | | X | |
| Using hands/fingers to handle/feel | | | | X |
| Climbing and balancing | | X | | |
| Stooping, kneeling, crouching, crawling | | | X | |
| Reaching with hands and arms | | | | X |
| smelling | | X | | |
| Bending, pulling, pushing | | | | X |
| Other-Driving | | | X | |
| Other-Standing in Water or Confined spaces | | X | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds | | | X | |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | | X | |
| Up to 75 pounds | | X | | |
| Up to 100 pounds | | X | | |
| Over 100 pounds | | X | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | X | | | |
| Moderate noise (computer, light traffic) | | | | X |
| Loud Noise (heavy equipment/traffic) | | | | X |
| Very Loud (jack hammer work) | | X | | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)