

## **WATER FACILITIES APPRENTICE**

**Department:** Department of Public Works

**Grade:** W8

**Division:** Water Facilities

**Revision Date:** 11/19

**Appointing Authority:** DPW Director

**Bargaining Unit:** W

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### **Definition:**

Performs responsible work of a routine and semi-skilled nature in the operation and maintenance of a large Water Pollution Control Plant (WPCP), Water Supply & Treatment Facilities (WS&T), water/wastewater pumping stations, other City buildings and other DPW divisions.

### **Supervision:**

Works under the direct supervision of the Operations Supervisor and the policy direction of the Water Facilities Superintendent, works collaboratively with associative personnel.

No supervisory duties but may from time to time incidentally instruct one or two helpers such as temporary seasonal employees or custodial staff.

Works independently within established procedures and policies.

### **Job Environment:**

Work is done under typical WPCP or WS&T and DPW conditions indoors and outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including raw sewage, chemicals, substances, powders or fluids requiring adherence to safety and usage protocol; may involve electrical wires, testing and service requiring adherence to safety protocol; may involve mechanical testing and service requiring adherence to safety protocol.

Work conditions may involve walking and climbing over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring some physical strength and endurance. Office setting work may include use of personal computers and standard office conditions.

Has intermittent contact with employees in answering questions, assisting in solving problems.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Errors in equipment operation, interpretation of data/instrumentation and changes in process control may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety.

Must drive self and/or equipment to job sites and locations as necessary.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Performs custodial duties and maintains grounds. Cleans equipment such as bar screens, intake screens, mixer blades, pumps, and filters; hoses down and removes debris from clarifiers and filters; washes and cleans vehicles, tools, and equipment. Lubricates machinery and performs simple maintenance procedures and tasks.

Collects samples and logs routine meter readings; performs basic laboratory analyses.

Performs general grounds maintenance including but not limited to the mowing of lawns, trimming shrubs, controlling weeds and insects, raking leaves, removing snow and ice, using manual or small unregistered power equipment; loading and unloading trucks, spreading sand, gravel, dirt; cleaning drains, tanks, and culverts, and other labor duties as assigned.

Performs general building maintenance tasks such as painting, window washing, and minor maintenance and repair tasks that require little or no special skills.

All other work as assigned. Work may include such duties as maintenance in city buildings, solid waste collection and snow/ice operations.

**Minimum Qualifications:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

**Education and Experience:**

One or more years of experience and familiarity with the methods, materials, equipment, and results required for the duties in the particular type of work involved.

High School or trade school diploma required; or, a combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:**

Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.

Familiarity with the operations, services and activities of a comprehensive wastewater treatment system; of the methods and techniques of operating maintaining and repairing wastewater treatment plant equipment; of the materials methods, practices and equipment used in construction and maintenance of wastewater treatment facilities; of the operational characteristics of wastewater treatment plant tools and equipment, including instrumentation and electronic equipment.

Familiarity with standards, laws, codes or regulations that affect operations and the principles and practices of record keeping and reporting.

**Physical Requirements:**

Ability to read and understand meters, gauges, labels, or instructions; mechanical ability, aptitude and skill to perform maintenance and repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of moderate to heavy objects, and using tools and equipment that require manual dexterity.

Work is performed in an environment with exposure to noise, chemicals and machinery with moving parts. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices.

**Special Requirements:**

Must have valid Class B CDL Operator’s License with Air Brake Certification to operate a vehicle, a Massachusetts 1C and 2B or higher hoisting license; overtime hours are required on alternating weekends and staggered holidays. Must possess or be able to possess a Grade 4 Municipal Wastewater Treatment Plant Operator’s license from the Commonwealth of Massachusetts within one (1) year from award of this position or from hire date. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city’s policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations.

*(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.)*

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**Approved:**

**EXECUTED 02/05/2020 AND ON FILE IN THE HR DEPARTMENT**

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Human Resources Director

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Date

Revision History: 9/02; 8/05, 6/08, 6/15, 11/19

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Department Head

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Mayor