

CRAFTSMAN

Department: Department of Public Works
Division: Water Distribution
Appointing Authority: Director

Grade: 9
Revision Date: 11/19
Bargaining Unit: W

Definition:

Skilled manual work in the construction, maintenance and operation of water delivery systems; and, semi-skilled manual work in the repair, testing and maintenance of water meters. Incidental responsibility for instructing, directing, and organizing small work crews in the operation of those activities.

Supervision:

Works under the direct supervision of the Assistant Field Superintendent and the general direction of the Field Superintendent.

Has no formal supervisory responsibility other than the incidental responsibility for directing small work crews.

Job Environment:

Work is done under typical conditions indoors and in the field 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 mechanical testing and service requiring adherence to safety and usage protocol.

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

Has frequent or intermittent contact with employees in answering questions, solving problems, providing instructions, and organizing small work crews.

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 may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, or 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.)

Responsible for the installation and repair of water mains, water services, water gates, fire hydrants, water meters, valves and all related connections and fittings to ensure conformity to standard delivery and service requirements and regulatory standards; including cuts, taps, and threads of water pipe and the making of copper, plastic or other joint connections; opens and closes main valves (manually or with a valve operating machine) for water main extensions or repairs; locates valves and water meters using quarter section maps or electronic detectors; raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements; sets meter boxes and water meters and records meter readings and other required meter identification information.

Responsible for performance of hydrant flow tests, interior plumbing work, thawing of frozen services, house interior leak detection, exterior street leak detection, water service and main taps, be safely able to operate gate and curb stops.

Responsible for repair, testing and accurate operation of city water meters with ability to disassemble, clean, adjust, repair and overhaul all types and makes, including taking apart single and dual chamber meters; repair or replace worn and defective parts, make adjustments and reassemble; may also install or replace water meters; including calibrating meters to departmental standards, keeping records of installations and exchanges; reports defects, leaks in mains and irregularities such as grounding electrical wires to water lines and illegal water connections.

May be required to operate or oversee the operation of equipment such as service tapping machines, leak detectors, pipe locators, metal detectors, backhoes, and front end and compact loaders.

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:

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

Five or more years of responsible experience with a working familiarity of the operational methods, materials, equipment required to perform the duties involved; and, ability to effectuate results for a wide variety of problems in the particular type of work.

Knowledge, Ability and Skill:

Working knowledge of the methods and techniques used in the installation and repair of water mains and service connections. Familiar with Confined Space Entry procedures, trench safety, hard hat and vest policies, and other safety issues inherent in the work.

Skill in the use and care of the tools and equipment used in the installation, maintenance, and repair of water distribution systems. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Familiarity with knowledge of Federal, State, or local standards, laws, codes or regulations that affect operations; knowledge of the principles and practices of record keeping and reporting. Ability to inspect, analyze, evaluate, diagnose and correct equipment and process failures; ensure safety and professional work standards are set and maintained.

Must demonstrate appropriate organizational and time management skills. Ability to communicate effectively orally and in writing. Must perform all aspects of job responsibilities with honesty and integrity; must work effectively and independently in situations where deviations and irregularities occur.

Physical Requirements:

Ability to read and understand construction and equipment plans, drawings, sketches, specifications, meters, gauges, labels, or instructions; mechanical ability, aptitude and skill to perform inspections and repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity or flexibility.

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. May be required to move heavy objects (50 pounds or more) long distances (more than 20 feet).

Knowledge and ability to work in small, cramped places such as ditches, to install or repair water mains, service connections, hydrants or valves and ability to coordinate the movement of more than one limb simultaneously; ability to work with cleaning fluids, paints, chemicals, cleaning agents or similar solutions using only normal protective equipment; ability to work safely without presenting a direct threat to self or others.

Special Requirements: Overtime hours may be required in unusual situations or emergencies. Must possess valid Massachusetts Class B Operator’s License or equivalent from reciprocal State (CDL) with Air Brake Certification and Tanker; applicable hoister’s license(s) for position; any other licenses/endorsements required by State or Federal law; and a Grade 2D water distribution operator’s license. 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.)

Approved:

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 7/77, 9/02, 8/15, 7/18, 11/19

Department Head

Mayor