

OPERATOR / POTABLE WATER SPECIALIST

Department: Department of Public Works
Division: Water Facilities
Appointing Authority: DPW Director

Grade: T3
Revision Date: 11/19
Bargaining Unit: W

Definition:

Technical and highly responsible work in the operation and maintenance of a Public Water Supply & Treatment Facilities (WS&T), and water/wastewater pumping stations. Responsible for instructing, directing, and setting up for a group of employees in the operation of the water/wastewater facilities.

Supervision:

Works under the direct supervision of the Water Facilities Operations Supervisor and the direction of the Water Facilities Superintendent.

May supervise up to eight (8) employees from time to time and as assigned.

Environment:

Work is done under typical Water Treatment Facilities 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, solving problems, providing instructions, and supervising subordinates.

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.)

Operates water treatment facilities, and chemical feed, pumping and disposal equipment. Monitors gauges, meters, and control panels. Observes and interprets variations in operating conditions, records meter and readings. Interprets routine test results to determine processing requirements.

Operates valves and gates, starts and stops pumps, motors, and equipment to control and adjust flow and treatment processes. Maintains shift log and records meter and gauge readings. Interprets and follows manufacturer's specifications and instructions and reads blueprints. Collects samples and conducts tests indicating the proper functioning of the Water treatment facilities and pumping stations. Performs repair and preventative maintenance functions, such as the repair and lubrication of mechanical and electrical equipment used in the treatment facilities and pumping stations: including pumps, motors, compressors, blowers, chemical feed systems, valves, conveyors, gear drives, chain collector drives or other similar equipment, and electrical and air control equipment and instrumentation.

Recognizes improper operating characteristics in equipment or processes and may initiate or institute necessary remedial actions or corrective procedures, when needed, due to emergencies to continue or restore normal operations and ensure public safety. Operates computers to maintain data and maintenance programs.

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:

Five or more years of increasingly responsible water treatment plant operations and maintenance experience; familiarity with the operation methods, materials, equipment, and results for a wide variety of problems in the particular type of work involved.

High School or trade school diploma required; Associates Degree with a concentration in environmental science or related field preferred. Shall have completed a minimum of 20 class hours in technical courses or workshops related to the water field, engineering, water quality or mechanical or control systems field; or, a combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill:

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

Will also maintain and keep the appropriate Wastewater license, and will from time to time be scheduled/required to work at the WPCF, WW pump Stations and with the operators assigned to the WPCF as directed by the Operations Supervisor or Superintendent.

Working knowledge of Federal, State, or local standards, laws, codes or regulations that affect operations; Ability to operate office equipment including computers and supporting applications; and 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 a high level of organizational and time management skills and possess computer expertise. 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.

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: Overtime hours are required on alternating weekends and staggered holidays. Must possess valid Massachusetts Class B Operator’s License (CDL) with Air Brake Certification; Hoisting Engineer License Code 2B or higher; and the appropriate level license from the Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities in order to operate all city potable water facilities; and Certification for the Testing of Backflow Prevention Devices. 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 02/05/2020 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 3/01, 7/14, 11/19

Department Head

Mayor