

## **JOB DESCRIPTION**

### **WATER OPERATOR/ SECONDARY OPERATOR**

#### **WATER/SEWER DEPARTMENT**

#### **DOUGLAS, MASSACHUSETTS**

### **DEFINITION**

The Water operator/ Secondary operator performs professional, technical, and maintenance work related to controlling, operating, and maintaining the Drinking Water Distribution and Treatment facilities. Assists sewer department as needed. Performs other related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are illustrations of the type of work that is 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 under the direction of the Primary Operator and/or the Systems Manager, the Water Operator assists the Primary Operator and performs any combination of the following tasks pertinent to the operation and maintenance of the Water treatment facilities and associated appurtenances, including but not limited to, The Public Water System, including wells, distribution system, water storage tanks, booster station(s), and water treatment plants. Monitors gauges, meters and control panels. Observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements. Operates facility valves either manually or by remote control. Operates and maintains distribution valves, curb stops, distribution system hydrants, buildings and grounds. Starts, stops and maintains pumps, motors and equipment to control the water treatment and distribution system. Maintains a shift log and records meter and gauge readings, daily residual testing, and results. Maintains inventory of supplies. Assists the Primary operator with routine maintenance functions such as the repair and lubrication of mechanical and electrical equipment used at the water treatment facilities and distribution system. Resolves water main breaks, or service leaks throughout the distribution system, new service installations, tapping water mains of all types, including but not limited to, Cast Iron, AC, and Ductile Iron on an as needed basis. Assists with flow tests, flushing program, and valve exercising program. Performs housekeeping duties at all facilities. Performs other related work as required. In the absence of the Primary Operator, performs the duties assigned to that position.

### **SUPERVISION**

Works under the direction of the Primary Operator or other designated supervisor; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of applicable federal, state and local regulations regarding the operation of a public water system in compliance with 310 CMR 22.00.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities at this time.

### **WORK ENVIRONMENT**

The employee performs work under a wide variety of conditions and work environments. Inspection, operation and maintenance, and emergency repairs conducted in the field, with exposure to variable weather conditions, loud noise and the hazards associated with Water treatment facilities and distribution system components, as well assist with wastewater treatment facilities, sewer lift station, and collection systems, including exposure to potentially dangerous materials. The employee performs weekend checks of Drinking water treatment facilities and distribution system, as well as wastewater treatment facility on a rotating schedule with other personnel. The employee responds to emergencies. The employee operates standard office equipment, an automobile, hand and power tools, and various equipment. The employee has contact with town departments, state agencies, contractors, homeowners, builders, and the public. The employee has access to department-oriented confidential information. Errors could result in damage to property, personal injury, delay or loss of service, monetary loss or legal repercussions.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

High school diploma and advanced technical training; four years of experience in the operation and maintenance of Public Water Systems. Valid Massachusetts motor vehicle operator's license. Must have and maintain a grade 1 Water Treatment license or higher, a grade 2 Water Distribution license or higher. Must have or be able to obtain and maintain a grade 4M wastewater operator certification within 1 year.

### **KNOWLEDGE, ABILITY, AND SKILL**

Ability to perform equipment maintenance and service. Ability to maintain and interpret records. Knowledge of equipment operations and repair of pumps, motors, and electrical equipment. Reasonable knowledge of methods, principals, techniques, and practices of laboratory procedures. Above-average initiative and judgement, ability to organize and direct employees in carrying out specific assignments. Ability to deal effectively with the public and associates. Knowledge of the processes and equipment employed in the operation of a Public Water System. Ability to perform all required duties. Ability to communicate effectively in written and oral form.

### **PHYSICAL AND COGNITIVE REQUIREMENTS**

Significant physical effort is required to perform operational, maintenance and repair duties. The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate and repair equipment, stoop, crawl, work in trenches, climb water storage towers, and climb ladders; must be able to access all areas of the Public Water System as well as the treatment facilities, collection system, and lift stations. The employee must be able to see, read and analyze documents including laboratory analysis and drinking water regulations, use a computer, analyze blueprints, and operate a motor vehicle.

*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.*

*The Town of Douglas is an equal opportunity employer and service provider.*