

**Ayer Department of Public Works
AFSCME Local 1703**

**WATER / WASTEWATER DIVISION
METER READER / LABORER**

DEFINITION:

1. Read, repair, and replace water meters.
2. Assist in maintenance and construction of Town's water and sewer systems.
3. Assists in daily custodial duties for all water and wastewater facilities.
4. Assists in grounds keeping and snow removal at all water and wastewater facilities.
5. Skilled work of a routine nature in operating required equipment.
6. Related work as required.

JOB ENVIRONMENT:

1. Work hours to be divided between Water Division and Wastewater Division depending upon weekly work schedules. Division work priorities will be determined by the Superintendent.
2. Works under direct supervision of the Superintendent and the daily supervision of the Division Foremen or Assistant Foremen.
3. Makes frequent contact with general public. Must be polite and courteous while maintaining good public relations.
4. Work assignment may require frequent heavy physical effort as well as working under varying weather conditions, confined spaces with limited access (meter pits, crawl spaces).
5. Errors made in work assignments could result in delays in work projects, damage to equipment, increased project costs and/or damage to private property and loss of revenue to water and sewer enterprise funds.
6. Works well with minimum supervision.
7. Ability to use a variety of hand tools and operate power equipment.
8. Ability to establish and maintain effective working relationships with fellow employees and the general public.
9. Ability to understand and follow oral and written instructions.

Work is performed outdoors at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Work is also performed indoors with possible exposure to exhaust fumes, oil, caustic chemicals, dust and other airborne particles; may occasionally be exposed to hazardous materials. Work involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is noisy and at time very loud.

Operates light and heavy motorized vehicles such as truck and front-end loader.

Make frequent contact with the general public requiring courtesy in responding to complaints; makes periodic contact with the other town departments and utilities to cooperate on public works related activities.

Required Qualifications:

1. High School Diploma or equivalent
2. Ability to follow oral and written instructions.
3. Ability to maintain good public relations is critical.
4. Possession of or ability to obtain required licenses during first six months of probationary period.
5. General knowledge of power and hand tools.
6. Ability to operate electronic meter reading equipment.

ESSENTIAL FUNCTIONS:

1. Reading of all the Town's water meters.
2. Repair and replace water meters as needed.
3. Requires frequent interaction with the general public.
4. Operation of all DPW equipment within the limit of licenses held.
5. Services and performs routine preventive maintenance on assigned equipment.
6. Performs custodial and general maintenance duties at water and wastewater facilities.
7. General laborer on water and sewer system repairs and maintenance which sometimes occurs at night and weekends.
8. Assists and participates in water and sewer system flushing programs.
9. Participates in general snow plowing and removal.
10. Assists in grounds keeping and painting of hydrants.
11. May be temporarily assigned to other departments in emergencies.
12. Assists the Department Foremen in any other work or activity required to insure proper and efficient operation of the water and sewer systems.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

1. High School Diploma or equivalent.
2. Ability to follow oral and written instructions.
3. Must be polite and courteous at all times while maintaining good public relations.
4. General knowledge of power and hand tools.
5. Ability to operate electronic meter reading equipment.

Special Requirements:

1. Possession of or ability to obtain CDL B Driver's License during first six months of probationary period.
2. Possession of or ability to obtain a Massachusetts Hoisting Engineer (2B) license during the first six months of probationary period.
3. Possession of or ability to obtain Distribution 1 Water License during the first twelve months of probationary period.

KNOWLEDGE, ABILITY AND SKILL:

Knowledge: General knowledge of related work assignments in the labor force of a department of public works. Familiarity with the Towns' geography.

Ability: Strong mechanical abilities. Ability to respond to inquiries and complaints with discretion and tact. Ability to work calmly and effectively under emergency conditions. Ability to work with and maintain service records.

Skill: Good customer service skills. Skill in operating heavy motorized equipment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly lifts and/or moves objects. Accesses all levels of a vehicle, traverse uneven terrain, climb a ladder and enter and exit from vehicles. Manually operates all tools and vehicle controls. Must be able to detect odors and vibrations. Must be able to operate equipment/trucks for extended periods of time during snow emergencies. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

PROBATION:

After an employee has completed his probationary period of twelve (12) months as the Water / Wastewater Division Meter Reader/Laborer, the employee will be considered a full time Water / Wastewater Division Meter Reader/Laborer.

An employee in-house with seniority of over one year in Public Works must have a six (6) month trial and training period:

An employee in-house or new hire must obtain the following licenses as specified in Recommended Minimum Qualifications – Special Requirements

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|---|----------------------------|
| 1. CDL B Massachusetts Driver's License | \$0.41 per hour additional |
| 2. Class 2B Hoisting Engineer (Hydraulic) License | \$0.46 per hour additional |
| 3. Distribution 1 Water License | \$1.12 per hour additional |



APPLICATION FOR EMPLOYMENT

TOWN OF AYER

DEPARTMENT OF PUBLIC WORKS
25 Brook Street, Ayer, Massachusetts 01432
T:978.772.8240 F:978.772.8244



An Equal Opportunity Employer

The Town of Ayer is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, genetic information or any other class protected by federal, state or local law.

A fully completed application is required for each position applied for. Responses such as "SEE RESUME" are not acceptable in any field.

POSITION APPLIED FOR: _____ **DATE:** _____

I. Contact Information:

NAME _____
Last First Middle

ADDRESS _____
Number Street Address City State Zip Code

HOME PHONE (_____) _____ **MOBILE PHONE** (_____) _____
Area Code Area Code

II. Personal History:

- a. Are you currently employed? Yes [] No []
- b. May we contact you at work? Yes [] No []
- c. Are you lawfully eligible for employment in the United States? Yes [] No []
Proof of citizenship or immigration status will be required upon employment.
- d. Have you ever been employed by the Town of Ayer in the past? Yes [] No []
If yes, please give department, position, and approximate dates of employment.

- e. Do you have a relative employed by the Town of Ayer? Yes [] No []
If yes, please give name, relationship, department and position:

- f. Do you personally know any employees working for the Town of Ayer? Yes [] No []
If yes, please give name, department and position (if known):

III. Education:

	School Name & Address	Course of Study	Graduated Yes / No Year	Degree
High School				
College				
Graduate				
Other: Equivalency, etc.				
Courses Now Studying				

IV. Employment History:

Please account for the last 3 positions you have held.

Dates of Employment		Hourly Rate of Pay		Name, Address and Phone Number of Employer	
From Mo./Yr	To Mo./Yr	Start:	Finish:		
May we contact this Employer?		Yes [] No []	Your Position or Title:	Supervisor's Name & Title:	
Reason for Leaving:					

Dates of Employment		Hourly Rate of Pay		Name, Address and Phone Number of Employer	
From Mo./Yr	To Mo./Yr	Start:	Finish:		
May we contact this Employer?		Yes [] No []	Your Position or Title:	Supervisor's Name & Title:	
Reason for Leaving:					

Dates of Employment		Hourly Rate of Pay		Name, Address and Phone Number of Employer	
From Mo./Yr	To Mo./Yr	Start:	Finish:		
May we contact this Employer?		Yes [] No []	Your Position or Title:	Supervisor's Name & Title:	
Reason for Leaving:					

VI. Office Skills: (if applicable)

Check the column that best describes your ability:

	✓ Beginner	✓ Intermediate	✓ Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Power Point			
Bookkeeping Ability			
Transcription Ability			
Other:			

VII. Licensure & Certificates:

List all licenses you possess that are relative to the position sought. A valid license is a condition of employment where required.

- a. Do you have a valid driver's license (Class D Auto)? ✓Yes _____ ✓No _____ If yes, expiration date _____
- b. Do you have a valid CDL license (Class A or B)? ✓Yes _____ ✓No _____ If yes, expiration date _____
- c. Do you have a valid Massachusetts Hydraulic license? ✓Yes _____ ✓No _____ If yes, expiration date _____
- d. List other valid licenses or certificates you possess (job related) in the space below:

License Type	Licensing Authority	Number	Expiration Date

VIII. Business / Professional References: (Do not include any family members)

Name	Address	Phone	Relationship

IX. Additional Information:

List any specialized training or job related skills acquired through military, civic, business or other activity, either paid or unpaid.

State any additional information which might be helpful to us in considering your application.

X. Employment of Minors:

The Town of Ayer is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? ✓Yes _____ ✓No _____ If YES, please indicate your age _____

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING

- I understand that acceptance of this application by the Town of Ayer does not imply that I will be employed.
- The information that I provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- I understand that any offer of employment that I receive from the Town of Ayer is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Ayer receiving satisfactory references, a satisfactory CORI check, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- In processing my application, the Town of Ayer may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting: my present and former employers; individuals listed as business, educational or personal references; and other individuals to provide or further clarify information about me.
- I hereby release the Town, my present and former employers and all individuals contacted for factual information about me, from any and all liability for damages arising from furnishing the requested information.
- If employed by the Town of Ayer, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a CORI check on me, investigate my driving record or verify my license(s) or certifications as required for employment at any time during my employment. I hereby authorize the Town to conduct a CORI check on me as a condition of applying for a position with the Town, where applicable, and agree to sign a CORI Request Form reflecting my authorization of the CORI check. I further release the Town and its agents from any and all potential claims associated with the Town's performing a CORI check on me in connection with my application for a position with the Town. As a condition of employment an employee may be required to provide additional or updated information and may require both drug testing and employment physical in order to allow us to have necessary information for making a proper decision or reasonable accommodations, if necessary.
- I understand that all appointments are probationary in accordance with the most recent Collective Bargaining Agreement between the Town of Ayer and AFSCME Local 1703 (DPW). If employed, I understand that my employment may be terminated with or without cause at any time unless there is an appropriate bargaining unit contract covering the position to which I am appointed.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREED WITH THE ABOVE STATEMENTS AND ALL STATEMENTS CONTAINED IN THIS EMPLOYMENT APPLICATION.

Signature of Applicant: _____ Date : _____

Please Print Name: _____

Office use Only		
Application Received:	Date:	Time:
Received by:		