

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

**WATER DIVISION
WATER DISTRIBUTION SYSTEM OPERATOR**

DEFINITION:

1. Assist in maintenance and construction of Town's water distribution system.
2. Perform hydrant inspections, valve and hydrant exercising and flushing.
3. Perform water quality sampling under the direction of the Water Division Foreman.
4. Supervise water meter installation and testing.
5. Locating and marking of water pipes for Dig-Safe mark-outs.
6. Operate various types of equipment including large trucks and medium-sized construction equipment.
7. Respond to emergencies involving water main and service leaks and stoppages; restore service.
8. Assist in repair and replacement of water mains, hydrants, valves, and services.
9. Maintain accurate records of work performed.
10. Use required safety equipment and procedures for all work tasks.
11. Perform routine maintenance on tools, equipment and vehicles used in the work; stock vehicles with adequate supply of tools and equipment needed to perform the work.

JOB ENVIRONMENT:

1. Works under direct supervision of the Superintendent and the daily supervision of the Water Division Foreman or Assistant Foreman,
2. Makes frequent contact with general public. Must be polite and courteous while maintaining good public relations.
3. Work assignment may require frequent heavy physical effort as well as working under varying weather conditions, confined spaces with limited access (meter pits, manholes, crawl spaces).
4. 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.
5. Works well with minimum supervision.
6. Ability to use a variety of hand tools and operate power equipment.
7. Ability to establish and maintain effective working relationships with fellow employees and the general public.
8. Ability to understand and follow oral and written instructions.
9. Ability to use electronic and computer equipment for inspections and record keeping.

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.

ESSENTIAL FUNCTIONS:

1. Operation, maintenance and repair of Town's water distribution system
2. Requires frequent interaction with the general public.
3. Operation of all DPW equipment within the limit of licenses held.
4. Services and performs routine preventive maintenance on assigned equipment.
5. General laborer on water system repairs and maintenance which sometimes occurs at night and weekends.
6. Assists and participates in water system flushing programs.
7. Participates in general snow plowing and removal.
8. Assists in grounds keeping and painting of hydrants.
9. May be temporarily assigned to other departments in emergencies.
10. Assists and participates in the inspection of new service connections on private property and keeps and maintains records of inspections.
11. Assists the Department Foreman in any other work or activity required to insure proper and efficient operation of the DPW.

QUALIFICATIONS .

Education, Training and Experience:

1. High School Diploma or equivalent
2. Ability to follow oral and written instructions.
3. Ability to maintain good public relations is critical.
4. General knowledge of power and hand tools.
5. General knowledge of maintenance and operation of water distribution systems and structures.
6. 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 2 Water License during the first six months of probationary period.
4. Possession of or ability to obtain Backflow Surveyors License during the first six 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 in-house employee with over one year in Public Works has satisfactorily completed a six (6) month trial and training period as the **water distribution system operator**, the employee will be considered a full time.

After a new hire has completed his probationary period of twelve (12) months as the **water distribution system operator**, the employee will be considered a full time.

An employee in-house or new hire must obtain the following licenses within six months of obtaining position.

* **REQUIRED LICENSE INCREMENTS:**

1. CDL B Massachusetts Driver's License
2. Class 2B Hoisting Engineer: (Hydraulic) License
3. Distribution 2 Water License
4. Backflow Surveyor