
TOWN OF MEDWAY

JOB POSTING

WATER SEWER SYSTEM OPERATOR

The Town of Medway seeks qualified candidates for a full time (40) hour position in the Water & Sewer Division of the Department Of Public Services.

Responsibilities include: Participates in the construction and maintenance of extensions to water distribution and sanitary sewer systems; installs water mains and lines, hydrants, valves, and pumps; excavates trenches and backfills excavations; cleans and repairs mains and manholes; repairs water mains, hydrants, and gates. Installs and reads water meters. Performs daily water sampling of water supply and adjusts treatment as necessary.

Minimum Qualifications: High School graduate; (3) three years experience in municipal water supply and wastewater collection operations; current MA Drinking Water Operators License; wastewater collection system certificate; Cross Connection Backflow Test and Survey; MA CDL Class B & MA Hoisting License.

Please send resume to: Human Resources Coordinator, kbird@townofmedway.org

Date of Posting: April 6, 2017

Salary: Grade 8 Step position \$22.25 - \$29.30

Closing Date: April 21, 2017

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

POSITION DESCRIPTION

TITLE: System Operator
DEPARTMENT: Public Services
DIVISION: Water and Sewer
DATE: January 26, 2011
GRADE: 8

General Summary:

Under the general supervision of the Water and Sewer Superintendent or designee, performs duties associated with water supply, source protection and wastewater collection programs including safety and security initiatives, regulatory compliance initiatives and emergency response initiatives. Acting under Assistant Superintendent guidance, conducts activities including but not limited to water quality sampling and testing, well inspection and maintenance, meter inspection, reading and replacement, leak location and repair, system markouts and the general repair and maintenance of water and sewer systems. Performs varied and responsible duties requiring a working knowledge of federal and state environmental and drinking water and wastewater policies and regulations, departmental operations, goals, and practices and exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details involving Public Health and Safety each varying from the other in substance, content, and schedule requiring incumbent to approach workload with flexibility.

Position Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Job Functions:

- Ensures that water quality testing is accurately performed with thorough understanding of purpose (regulatory compliance or service optimization) including the recommendation of sample sites and schedules as well as pertinent collections, analytical and reporting protocols
- Participates in source assessments and distribution system water quality monitoring and compliance activities such as well head protection and cross connection control.
- Completes logs and recordings of station activities and performance; compiles related reports and records for compliance with state and federal regulations.
- Performs water sampling and analysis for the evaluation of treatment systems and processes changes, chemical dosages, online and field monitoring equipment, and makes necessary adjustments, or communicates needs to other responsible parties to correct.

- Under the direction of the supervisor, responds to consumer inquiries, requests, and complaints regarding the town's water and wastewater systems and conservation issues. Researches and provides information as appropriate; may investigate through site visits and sampling. Refers unresolved matters to supervisor.
- Under the direction of the supervisor, performs construction activity associated with the operation and maintenance of the water supply/distribution and wastewater collection systems. Evaluates, recommends and performs remedial work related to system conditions and performance.
- Perform activities related to metering systems such as reading, repairing, replacing and testing of water meters and associated systems.
- Receives, completes and submits work orders in various paper and electronic formats.
- Utilizes hardcopy and electronic data, such as scanned plans, tie cards, account information, SCADA and geographic information to perform operational and field activities.
- Performs maintenance and routine and non-routine water main flushing activities including hydrant inspections and repairs, maintain and optimize drinking water quality. Performs distribution gate valve maintenance and inspections annually, records findings on accepted forms and repairs defective valves as needed.
- Performs tasks associated with water distribution and wastewater collection systems such as, but not limited to, inspections, repairs, preventive maintenance and overall best management operations.
- Conducts inspections of facilities and watershed area for safety and security compliance with all regulations and reports deficiencies to supervisor.
- Reviews environmental impact on work to be performed and recommends implementation of remedial and/or corrective actions.
- Provides for compliance with Hazardous Materials storage.
- Shall respond to any departmental or broader municipality declared emergency which requires interdepartmental or intercommunity support and coordination such as, but not limited to, events associated with public safety, public health, storm or disaster response.
- Reviews existing policies relating to areas of responsibility and recommends and implements approved new systems and policies to effect continual improvement in operations and programs.
- Performs special projects and related responsibilities as initiated and requested.

Education and Experience:

High school graduate, three (3) years experience in municipal water supply and wastewater collection operations; Current Massachusetts Drinking Water Operators License and must continue to maintain same; wastewater collection systems certificate; Cross Connection Backflow Test and Survey License, CDL Class B Massachusetts driver's license; possession of a Massachusetts Department of Public Safety Hoisting Engineers License with appropriate endorsements to operate complete line of Department equipment; knowledge of DEP and EPA rules and regulations; computer experience

Knowledge, Skills, & Abilities:

Knowledge of federal and state drinking water and wastewater rules and regulations; drinking water testing procedures; local, state and federal environmental regulations. Familiarity with state and federal toxic and hazardous materials storage, handling and disposal regulations. Ability to analyze and apply technical information as it relates to water quality and related water supply interest. Ability to communicate effectively and tactfully with the public, coworkers and other employees, departments, officials, and other agencies. Ability to communicate efficiently both verbally and in writing. Ability to work under pressure and time constraints to meet deadlines.

Employee shall have a demonstrated knowledge of personal computing skills employing Microsoft Windows based software as well as other integrated software systems; Demonstrated report preparation employing the effective use of the written word, the compilation of analytical data, and the use of other documentary evidence outlining the progress of enforcement and educational efforts.

Ability to identify areas to be improved upon and subsequently prepare and recommend modifications to systems and procedures; Monitor, identify, develop and guide Division employees so that Division goals and objectives are attained.

Employee shall have the ability to recognize conditions requiring maintenance and repair; supervise personnel toward these repairs as necessary; exercise proper professional and technical judgment; supervise multiple projects, successfully scoping projects from start to finish, including determining resource allocation and monitoring of project completion. Ensure projects are delivered on time and within recommended budget; recommend and monitor budget for the operations and maintenance of the solid waste and parks program areas; read and interpret engineering blueprints and specifications as they pertain to municipal activities; comply with Town and Department policies and procedures.

Keeps abreast of the latest technological innovations pertaining to Division activities by attending courses and reviewing trade journals. Employs methods of work designed to promote and maintain safety and well being and to instill safety awareness; teaches awareness of hazard prevention; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs.