

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Water Treatment-Pumping Station Operator

Department/Appointing Authority: Water Department

Date: April 15, 2014

Originator: Eric R. Hooper, Superintendent of Public Works

Personnel Board Use Only

Classification: MP-2

Effective Date of Classification: 7/10/14

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

The Water Treatment-Pumping Station Operator is responsible for operation and maintenance of all water pumping and treatment stations in order to ensure that residents have safe and clean water in accordance with Federal, State and municipal legislation, policies and standards.

Position requires thorough knowledge of Federal and State regulations governing municipal water supply; computerized distribution system alarms, chemical feed alarms and pump systems; and main pumping systems. The position also requires basic electrical wiring and plumbing knowledge sufficient to maintain proper operation of the chemical feed and main pump systems. The position also requires skilled knowledge of sample collection techniques.

2. Essential 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 the work is similar, related or a logical assignment to the position.

Maintains the water treatment plant systems in order to ensure the availability of a clean community water supply. Failure to provide adequate services will jeopardize the health and well-being of the community. Failure to meet Federal and State legislation and water quality standards will significantly jeopardize the health and well-being of residents and may result in liability for the Town.

- Maintains the pumping stations and treatment plant systems including filtration and chemical treatment processes
- Inspect, services and repairs components of the water treatment plant including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, and valves
- Performs lab tests daily for fluoride, pH, and chlorine; collects water quality samples required by State and Federal legislation
- Arranges for major repairs to pump station and chemical feed systems
- Inspects the treatment plant systems on a daily basis to ensure effective operations

Maintains the physical plant and mobile equipment

- Conduct regular inspections of the physical plant
- Establish a preventative maintenance program
- Conduct inspections of mechanical, generators, electrical and other building components and systems in accordance with the preventative maintenance program
- Make arrangements for major repairs to the physical plant and mobile equipment

Maintains the general administration of the Water Department under supervision of the Water Department Supervisor in order to ensure effective operations and regulatory compliance which includes the following:

- Assist with capital planning for pumping and treatment requirements
- Establish pumping station component preventative maintenance schedules
- Prepare activity and work order reports
- Recommend the purchase of goods and equipment
- Maintain inventories of treatment chemicals, monitoring equipment reagents and other pump station operating equipment
- Provide reports to government agencies, departments and other organizations as required
- Ensure records are maintained

Assigned regular plow route and operates heavy equipment during DPW snow removal and sanding operations.

Perform similar or related work as required, or as situation dictates.

3. Supervision

Provides technical assistance to others by troubleshooting standard facilities maintenance issues and determining their cause.

Performs routine functions, requiring the exercise of responsibility and independence in the performance of facilities systems operations and maintenance.

4. Reporting Structure

Works under the administrative direction of the Water Department Supervisor.

Performs highly responsible duties requiring considerable initiative and independent judgment in the development, planning, and execution of municipal water supply..

5. Physical Environment

The Water Treatment Plant Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and objects including chlorine barrels. The Operator will have to work in all weather, and must be prepared for both extreme heat and cold. The Operator will be handling potentially dangerous chemicals and other materials. Consequently, he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others. Some work is performed under typical office conditions; other work is performed outside with seasonal exposure to unpleasant working conditions related to outdoor and/or maintenance functions, required to work outside normal business hours at least four times per month during mandatory daily station inspections and during cyclic or seasonal busy periods in winter or early spring; on call 24 hours a day.

6. Education/Basic Knowledge

Education: High school diploma; or an equivalent combination of education and experience.

General knowledge of electrical, plumbing, and cleaning methods.

Proficient knowledge of water distribution and pumping systems, sampling techniques, SCADA alarm systems, chemical feed pumps and systems and water plant operations and maintenance including pumps, valves and chemical treatment systems.

Special Requirement:

Massachusetts Water Distribution Operator's License Grade I

Massachusetts Water Treatment Operator's License Grade III

Massachusetts Class B Commercial Driver's License

Massachusetts Class B Hoisting Engineer's License.

7. Experience

At least five years experience in municipal water supply facilities operation and maintenance; or an equivalent combination of education and experience.

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.