

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Water Worker 2

Department: Department of Public Works

Appointing Authority: Public Works Director

Affiliation: Teamsters

Grade: D-7

Personnel Board Approved: 7/20/09
Revised by CBA: 12/8/14

Summary of Duties

Performs skilled manual and technical work in construction and maintenance of the water distribution and treatment systems.

Supervision Received

Works under general supervision of the Foreman or Superintendent following state, town and departmental rules, regulations and policies; performs operations and maintenance duties as directed; may, at times, act independently to complete assigned tasks; refers more difficult questions to Foreman or Superintendent.

Supervision Exercised

May on occasion direct the work of a Water Worker 1 or a non-divisional employee assigned to a work-site.

Job Environment

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates water distribution and treatment equipment, testing equipment, hand tools, light equipment and light trucks; operates additional equipment for system maintenance; may operate standard office equipment to include a personal computer.

Has frequent contact with other Town personnel; has occasional contact with contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, loss of a vital public service, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

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.

Lays, installs, connects, maintains and repairs water mains, hydrants, gates, connections, curbstops, meters and associated sleeves and fittings as needed.

Is responsible for the operation and maintenance of pumping stations, booster station and distribution system; performs diagnostic and system maintenance as required and directed.

Takes required samples at all departmental facilities; computes and records accurate values.

Operates specialized tools and equipment related to the distribution and treatment process; operates light trucks, compressors and hand tools as required for the construction, maintenance, distribution and treatment of the system.

Checks service and hydrant pressure; corrects deficiencies; repairs and installs hydrants.

Installs, replaces or fixes faulty meters and cellar valves.

May assist in the planning and layout of work; may prepare cost figures for materials and labor.

May inspect work being performed by contractors to ensure adherence to plans and specifications.

Maintains accurate and detailed records; records locations of underground structures for incorporation into department plans and records; maintains accurate daily logs of the pump station, booster station and treatment facility.

Interacts with and responds to calls and inquiries from customers regarding service interruptions, meter problems, billing, and other related departmental issues.

Operates vehicles and equipment engaged in DPW construction and maintenance work, as well as snow & ice and emergency operations.

Is expected to make every effort to work overtime during water emergencies, storm and adverse weather conditions.

May perform the duties of a lower graded position provided that all licensing requirements are satisfied.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

High School diploma; additional related education or training is preferred.

Experience:

Two (2) years of experience working in public water systems.

Substitutions:

None.

Licenses/Certificates:

Minimum of a full Grade 2 Distribution (2D) and full Grade 2 Treatment (2T) at time of hire or in training Grade 2 Distribution (2D) and in training Grade 2 Treatment (2T) as soon as possible within DEP regulatory guidelines and applicable laws.

Must have a valid Class B driver's license.

Must have a valid 2B hoisting license, 2A preferred.

Individuals promoted from Water Worker 1 positions have 1 year from the date of appointment to the Water Worker 2 position to obtain a valid 2B hoisting license.

Note - Incumbents holding the position on 7/1/14 who do not possess Class B and 2A Hoisting licenses agree to make a good faith effort to obtain the Class B and 2A Hoisting licenses.

Knowledge, Abilities and Skills

Knowledge of general methods, techniques and principals used in constructing and maintaining water distribution and treatment assets.

Knowledgeable on the practices, procedures, methods, equipment, materials and tools associated with the operation of a water distribution and treatment system.

Knowledgeable in the hazards and safety precautions associated with the operation of a water distribution and treatment system.

Knowledge and ability to operate a computer for the purpose of data input, retrieval and record keeping.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and implement applicable regulations, policies and procedures.

Ability to follow directions.

Ability to work independently and as a crew member.

Ability to communicate effectively both orally and in writing.

Ability to utilize all the tools and equipment required to perform the duties of this position.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

Ability to operate commercial vehicles preferred.

Strong record keeping skills.

Good communication, organizational and planning skills.

Skill in equipment maintenance.

Skill in interpreting data and record keeping.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

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.