

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Water Worker 3

Department: Department of Public Works

Appointing Authority: Public Works Director

Affiliation: Teamsters

Grade: D-9

Personnel Board Approved: 11/16/09
Revised by CBA: 12/8/14

Summary of Duties

Performs technical and skilled manual work in the operation of a water treatment plant and water treatment systems; performs skilled manual and technical work in construction and maintenance of the water distribution system.

Supervision Received

Works under general supervision of the Water Treatment Plant Operator following state, town and departmental rules, regulations and policies in the operation of a water treatment plant and water treatment systems; works under the direction of the Water Working Foreman when performing non-water treatment plant functions; performs operations and maintenance duties as directed; may, at times, act independently to complete assigned tasks; refers more difficult questions to the Superintendent or Foreman.

Supervision Exercised

May on occasion direct the work of a lower graded or a non-divisional employee.

Job Environment

Work is performed in a typical water treatment plant environment as well as outdoors and on site 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; operates 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.

Is responsible for assisting in the efficient operation and maintenance of the water treatment plant; inspects and repairs pumps, valves, filters, motors and related equipment.

Is responsible for assisting in the water treatment processes to include the pump stations.

Reads and evaluates treatment plant information; maintains data and records as required.

As directed, performs and completes necessary mechanical repairs to water treatment plant equipment.

Takes water samples and performs tests to ensure water quality; computes and records test results; compiles data and prepares reports as required.

Reads and interprets blueprints, plans and specifications.

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

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

Assists in the operation and maintenance of pumping stations, booster station and distribution systems; performs diagnostic and system maintenance as required and directed.

May lay, install, connect, maintain and repair water mains, hydrants, gates, connections, curbstops, meters and associated sleeves and fittings as needed.

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

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:

Three (3) years of experience working in public water systems. Experience in a water treatment plant is desirable.

Substitutions:

None.

Licenses/Certificates:

Minimum of a full Grade 2 Treatment (2T) at time of hire; full Grade 2 Distribution (2D) at time of hire or in training Grade 2 Distribution (2D) 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.

Note - Incumbents holding the position on 7/1/14 agree to make a good faith effort to obtain the Class B and 2A Hoisting licenses.

Knowledge, Abilities and Skills

General knowledge regarding the operation of water treatment plant.

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 operate and maintain a water treatment plant.

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.