

## **JOB DESCRIPTION**

Position Title: **WATER DIVISION CHIEF TREATMENT PLANT OPERATOR**

### **SUMMARY/OBJECTIVE**

Administrative, supervisory, technical and manual work in directing the operations of the municipal water supply and distribution system; Chief Water Treatment Plant Operator; and, all other related work as required

### **SUPERVISION**

Serves under the supervision of the DPW Superintendent

Performs highly skilled and responsible duties requiring the exercise of independent judgment in supervision and operation of the water treatment plant, pumping and distribution system, in providing for emergency repairs and in planning and scheduling maintenance projects.

Supervises three (3) full-time employees. Recommends hiring and discipline of employees to the Superintendent of Public Works and participates in employee performance evaluations, which are conducted on an ongoing basis.

### **MAJOR DUTIES (essential job functions)**

1. Plans, supervises and participates in the operation, maintenance and construction work of the Water Division to provide an adequate supply of potable water to residential and commercial users.
2. Serves as the chief operator of the town's one million GPD water treatment facility and water supply and distribution system; operates and maintains the water treatment plants in order to meet Environmental Protection Agency (EPA) and Massachusetts General Laws requirements.
3. Plans, schedules and implements, maintenance, operation and construction activities designed to provide quality water treatment for the town; inspects work on installations and main extensions, general water line maintenance and emergency repairs; and participates in the town's permit review process.
4. Recommends policy and other operational changes to the Board of Public Works. Participates in determining water rates.
5. Responds to the questions of the general public; investigates complaints; investigates requests for abatements.
6. Provides for regularly scheduled preventative maintenance on treatment equipment and pumping stations.
7. Supervises and carries out field operations of the division; schedules and oversees work done by water division employees, including repairs and relocations of service lines, motorized equipment and division buildings and grounds.
8. Prepares reports to local, state and federal officials; oversees the maintenance

of records, attends meetings of various town boards, committees, engineers, contractors, etc.

9. Assists the Superintendent of Public Works in the preparation and administration of the division's annual operating budget and in the planning of equipment needs and capital improvements to the municipal water treatment and distribution system.
10. Assists the Public Works Secretary in ensuring that proper billing has been processed by office; checks all payrolls, bills payable, etc.
11. Responsibilities require being on call 24 hours per day by phone for emergencies such as a plant malfunctions or a water line break.
12. Establishes and maintains a public relations program.
13. Maintains discipline and good employee relations. Receives and handles employee complaints and grievances within limits of union contracts and/or departmental policies.
14. Promotes water conservation.
15. Cross trains to operate Wastewater Treatment Plant when needed.
16. Provides assistance to other divisions as needed.
17. Performs other similar or related duties as required or as situation dictates.

## **WORK ENVIRONMENT**

Work is generally performed under shop and pump station conditions with some exposure to hazardous chemicals, oils, solvents and toxic conditions and electrical hazards; many junctions are performed within a typical office setting; some work performed under varying field conditions with exposure to variable weather conditions and periodic exposure to personal injury.

Operates computers, other office equipment, facility machinery and laboratory equipment as required.

Makes frequent contacts with other town departments, local, state and federal officials, engineering firms and the general public. Communication is by telephone, in-person discussion, writing, email and zoom.

Errors could result in lower standards of service, danger to public health, personal danger, damage to buildings and equipment, and monetary loss to the town. Errors could also result in delay, confusion and have significant legal repercussions.

Has access to department-oriented confidential information such as personnel records and bid proposals.

**PHYSICAL REQUIREMENTS**

Moderate physical effort required in performing work under office, plant and field conditions, with some exposure to bad weather and hazardous conditions during emergencies.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move objects up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**RECOMMENDED MINIMUM QUALIFICATIONS****Education and Experience**

Associates degree in environmental science, chemistry or related field; four-year practical experience; or any equivalent combination of education and experience.

**Knowledge, Ability and Skills**

Thorough knowledge of the policies and operation procedures of water supply systems. Thorough knowledge of the materials, methods and techniques related to surface water treatment facilities. Ability to plan, assign and supervise the work of employees performing varied functions related to water projects. General knowledge of plumbing. Ability to meet and deal with people appropriately and effectively. Possession of a Class II motor vehicle operator's license required. Possession, as a minimum, Grade 2D and 4T certification under the Massachusetts Board of Certification of operators of drinking water supply facilities.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are roughly Monday through Friday 7:00 a.m. to 3:30 p.m. Occasional morning, evening and weekend work may be required as job duties demand.

**TRAVEL**

Travel is primarily locally during the business day, although some out of the area travel may occur.