

**TOWN OF HAMILTON, MA**  
**SECONDARY WATER TREATMENT PLANT OPERATOR**

Department	Public Works
Reports to:	Primary Water Treatment Plant Operator or Director of Public Works
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 7

**Position Summary/Purpose:**

The purposes of this position are to be responsible for the safe and efficient operation of the water treatment plant under direction which may entail equipment maintenance and inspection; use of laboratory testing equipment; analysis of adjustments needed to maintain water quality and record keeping. An individual in this position is also expected to perform many different types of mechanical maintenance work and manual labor such as: repair to pumps and valves; maintenance of grounds; snow plowing; inspection, maintenance and repair of pumping station and wells. A Secondary Water Treatment Plant Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs varied technical and manual labor duties requiring knowledge of water treatment operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

*Supervision Received:* Works under the direction of Primary Water Treatment Plan Operator or Director of Public Works following technical standards related to water treatment projects, procedures and policies.

*Supervision Given:* None

**Essential Job 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.)*

- Under direction monitors the operations of the Town’s water supply, treatment plant and related facilities through proper inspections of equipment, testing of water, analyzing water samples to adjust chemicals; monitoring for proper flow of water and treatments; records all activities per regulations, etc.
- Responsible for maintenance of water treatment plant and pumping stations to insure safe working environment and maintenance of all laboratory equipment; including building maintenance such as painting and cleaning.
- Shall perform water quality analysis and testing or sending out samples as required
- Work with water treatment chemicals and chemical feed equipment to ensure proper

dosage and treatment of drinking water

- Maintain records of pumping statistics, weather, and chemical usage,
- Under direction maintain and regulate flow of raw and finished water and wells to meet needs
- Ensures wells have proper water levels and are operating properly; adjust flow of water if necessary based on regulations and procedures
- Monitors pump station located near water treatment plant and monitors pump stations located all around town.
- Operates and checks pump for correct fluid levels, pressures and general operating condition. Services, maintains, clean and washes equipment as required
- Handles mechanical maintenance and repair of pumps, valves and all mechanical parts in plant or pump stations. Handle lawn and grounds maintenance such as mowing, snow plowing, landscaping, etc. Handle light plumbing and electrical work to maintain water treatment plant or pump stations.
- On a limited basis, assists Water Distribution Foreman with reading meters or manual labor
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Loads own truck with salt for snow operations
- Assists with preparing, maintaining and performing job site and follow all work safety practices and ensures workers are following safety procedures
- Is subject to call out to respond to emergencies after normal working hours
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, grease, clean and washes vehicles and equipment reports problems to mechanic
- Occasional compensated weekend coverage

### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- May perform any work required of the other Public Works operations if needed
- Continue training; keeping current with trends especially for water treatment plants and wells
- Assists other department staff as needed to promote a team effort to serve the public.

### **Minimum Required Qualifications:**

#### Education, Training and Experience:

Must have a High School Diploma or GED with 3-5 years of mechanical experience (municipal water treatment and water distribution experience preferred) and heavy vehicle driving experience; or any equivalent combination of education, experience and training

#### Special Requirements:

Must have and maintain: Commercial Driver's License (CDL) Class B with airbrakes endorsement Hoisting machinery license class 2B preferred. Water Treatment 1 Operator-in-

Training License required with Water Treatment 1 License or higher preferred. Confined Space Training preferred. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

- Working knowledge water treatment and water distribution hydraulics, operations, and procedures
- Plumbing and mechanical maintenance knowledge and abilities
- Thorough knowledge of the safe practices of driving heavy vehicles ,
- Knowledge of proper tools to use for different public works maintenance or construction projects;
- Working knowledge of safety procedures for working with hazardous materials, and working with mechanical equipment;
- Ability to follow written and oral instructions;
- Ability of work as an individual or part of a team to accomplish a project;
- Ability to read and follow safety procedures;
- Ability to work for long hours and perform physical labor is necessary
- Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service

**Job Environment:**

Work is performed in a garage, water treatment plant, yard, and field locations including working with mechanical equipment, laboratory equipment and chemicals as well as traffic and road work; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places and confined spaces. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles, brush cutter, etc. Also requires the operation of hand tools, power tools, chainsaws and jackhammers and water testing equipment.

Makes occasional contacts with the general public to handle resident's questions onsite and works with contractors, suppliers or vendors various state and federal agencies. Most contacts are with fellow employees in the department or other town departments. Communication is frequently in person or by phone.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical				X
Work with fumes or airborne particles				X
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration			X	
Other- Traffic/Roads/Trenches		X		
Other- Insects/nature		X		

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting		X		
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing and balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
smelling		X		
Bending, pulling, pushing				X
Other-Driving			X	
Other-Standing in Water or Confined spaces		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

