

Town of Egremont

Position Description

Position: Certified Water Operator Trainee

Position Purpose:

The purpose of this position is to assist the Certified Operator and become familiar with the Egremont Water Department system and treatment plant and to ensure the delivery of safe drinking water at all times by complying with the Executive Office of Energy and Environmental Affairs, Massachusetts Department of Environmental Protection CMR and Policies and Regulations.

Supervision:

Supervision Scope: Forwards instructions and provides for the implementation of actions taken by the Water Commissioners. Represents the Water Commission's interests and prerogatives in the routine delivery of safe drinking water to Town residents. Attends the Water Commission's meetings and participates in the Water Commission's deliberations.

Supervision Received: Works under the general and specific direction of the Water Commissioners and according to adopted policies, procedures and actions taken. Receives and distributes information on the Water Commission's behalf.

Supervision Given: none

Job Environment:

Work is performed under varied conditions including in the field, at the Town water plant, and along the Town's water distribution network. Work performed inside and out of doors in all weather conditions. Work is usually performed during normal business hours and as required, during non-work hours to address water plant and water distribution emergencies. Requires the use of lawn equipment, power tools, hand tools, and occasionally uses common office equipment.

Has frequent contact with the water users, business owners, department heads, town employees, members of the Water Commission, other board and committee members and contractors. Communication is frequently in person, by telephone, fax, and email.

Essential Job Functions:

1. Be familiar with the day-to-day-operation and maintenance of the Town's water system. Have familiarity with all aspects of the treatment and distribution operation of the water system.
2. Be familiar with and assist with the maintenance of the site plan showing the water source, a map of the water distribution system, sample location, and disinfection process.
3. Under the guidance of the Certified Operator, inspect the system daily (source, storage facilities, treatment process, and distribution). Test, flush, clean and disinfect the water distribution system and tanks as required. Measure and record the chemical dosage daily making adjustments as necessary. Monitor, operate, and maintain process control to meet

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- specified water quality standards.
4. Collect water samples as specified by MassDEP. Add chemicals when necessary and alternate use of main pumps.
 5. Ensure that all samples are delivered to and analyzed by a Massachusetts certified laboratory to allow sufficient time for testing. Report all results to MassDEP within the time frames specified.
 6. Respond to consumer complaints promptly and maintain a complaint log.
 7. Attend all inspections conducted by regulatory agency personnel. Keep abreast of changes in the drinking water and safety regulations.
 8. Review the sample monitoring schedule and locations quarterly. Monitor water meters and other flow measuring devices to ensure accuracy.
 9. Be familiar with the source water protection plan, watershed protection, and other activities associated with DEP waivers or otherwise required by regulatory agencies.
 10. Carry out all reporting requirements including submitting complete monthly reports to the regulatory agencies. Assist with preparing the Consumer Confidence Report and Annual Statistical Report.
 11. Keep complete and accurate water system records. Record quantity of water pumped from source daily. Be knowledgeable about the public water system Operational and Maintenance (O&M) Manual.
 12. Assist in performing monthly customer meter readings.
 13. Regularly report to the Commission, verbally and/or in writing, regarding the status of the various pending matters and projects.
 14. Make order suggestion for chemicals and necessary supplies as needed.
 15. Maintain all associated Water Department equipment.
 16. Utilize as a reference duties and responsibilities required by the Massachusetts Department of Environmental Protection.
 17. If operator's own vehicle is needed to fulfill job requirements, mileage incurred will be reimbursed at the current IRS rate.

(The essential functions or duties listed above 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.)

Other Job Functions:

1. Assists with the evaluation of the Department's use of current water department technology including the areas of software and distribution.
2. Be familiar with and cultivate relationships with other local and regional water departments as well as state and federal officials to obtain and provide information to the Commissioners and to look for best practices for implementation in the Town's Water Department.
3. Performs similar or related work as required or as the situation dictates.

Errors and Omissions:

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Errors could result in service delays, the costs of rework and error correction, potential harm to employees and consumers, loss of income and liability litigation.

Physical and Mental Effort:

The work is primarily of an intellectual nature requiring good judgment in dealing with people and information. A variety of physical capabilities are required. While performing the duties of this job, the employee is frequently required to sit and move from a sitting position to a standing position and talk or listen. Frequently required to use hands and fingers for computer and paper work. Occasionally required to walk, or feel objects, tools, or controls, and reach with hands and arms. Employee may be, but seldom is, exposed to fumes and electrical shock. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using clear American business English. In the Water Plant, the employee is exposed to machinery that can cause a hazard.

Minimum Required Qualifications:

- Must have a High School Diploma or GED with more than 2 years of experience in municipal government, or any equivalent combination of education and experience.
- Requires the operation of water department equipment, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Special Requirements:

Must have and maintain a valid motor vehicle operator's license.

Must possess a Treatment (T1) Operator License.

Must possess a Distribution (D1) Operator License.

Knowledge, Ability and Skill:

Knowledge: Develops and maintains a thorough knowledge of applicable laws and regulations, their interpretations, and the appropriate methods and procedures to provide for compliance. Develops and maintains a strong knowledge of the Water Plant and related infrastructure. Must have a thorough knowledge business English, spelling, and arithmetic, a knowledge of word processing, how to use a personal computer or other office equipment, and a knowledge of public or business administrative practices.

Ability: Ability to plan, organize, follow through on selected municipal operations, and effectively apply limited resources. Maintains a positive work environment and instills confidence in the Water Department by residents. Maintains a positive working relationship with local, regional, state and federal governmental agencies, employees, department heads, the public and officials. Communicates effectively verbally and in writing and keeps detailed and accurate records. Must possess an ability to maintain an overview and details of multiple projects. Must possess an ability to be self-motivated, take initiative and assume responsibility.

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Skill: Must have excellent verbal and written communication skills, and an aptitude for working with people, numbers and details. Good organizational skills and use of independent judgment are also required.

This job description does not constitute an employment agreement between the Town of Egremont and the employee. It is used as a guide for personnel actions and is subject to change by the Town of Egremont as required.

Approved by: _____

Date: _____