

<b>Title: Operator - Distribution</b>	<b>Adopted: July 20, 2023 Updated:</b>
<b>Reports to: Assistant Foreman</b>	<b>FLSA Status:</b> Non-exempt

### Summary

This position performs technical work regarding the maintenance and repair of the Water system. Performs all other related work as required.

### 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.*

- Works on a regular basis with station operations and maintenance.
- Performs meter installations, meter readings and transponder replacements.
- Conducts hydrant flushing according to the hydrant flushing program.
- Performs gate valve maintenance. Exercises and repairs valves and gates.
- Performs hydrant maintenance; maintains and rebuilds hydrants and inspects hydrants.
- Responsible for water system mark outs; marks out water mains, service lines for Dig Safe calls.
- Responds to complaint calls received.
- Responsible for equipment and grounds maintenance.
- Supervises contractor work.
- Conducts inspections; inspects new water main and service lines.
- Performs snow plowing and sanding and drives snowplow trucks for District facilities.
- Operates heavy equipment.
- On call operator as scheduled.
- Available for emergencies as needed.
- Performs all other duties as required.

### Supervision

*Supervision Scope:* Performs various duties of a routine nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the general direction of the Assistant Foreman.

*Supervision Given:* May provide oversight to contractors and other District personnel.

### Recommended Minimum Qualifications

#### Education, Training and Experience

High School Diploma and Advanced Technical Education; 3 years of water distribution experience, or any equivalent combination of education, training. MA Drinking Water licenses Grade D2 and T2. A valid U.S. driver's license.

#### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of water distribution systems; knowledge of the operation of a water treatment plant; knowledge of water metering. Some knowledge of local, State and Federal regulations. Must have

knowledge of all safety procedures and be able to demonstrate the proper use of all required safety equipment.

*Ability:* Ability to read blueprints and construction designs; ability to organize work, write reports, maintain records and interpret data; ability to perform strenuous physical effort under adverse conditions; ability to work extended hours and understand and follow directions and standard operating procedures; Ability to establish and maintain effective working relationships and to communicate effectively with supervisors, other employees and the public.

*Skill:* Skill in repairing and installing water meters; skill in the assembly and repair of mechanical and electrical equipment. Skills in the use of all equipment used in maintenance and repair duties of the division are required, as well as proficiency in the latest technologies available to include varied computer applications including the SCADA system.

### **Job Environment:**

- Administrative work is performed under typical office conditions; some field work is performed with some exposure to variable weather conditions, loud noise and hazards associated with heavy equipment and construction sites.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and light trucks, pneumatic tools and hand and power and hand tools.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments, vendors, contractors, and the general public, and consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in delays or loss of service, personal injury or injuries to others, damage to buildings and/or equipment, and monetary loss and/or legal repercussions.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally required to work in the field; regularly convey information to employees and the public. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and meter reading equipment. Employee may occasionally lift and/or move objects weighing up to 75 pounds. Vision and hearing at or correctable to normal ranges.

*The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. 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.*