



**TOWN OF MAYNARD**  
**Department of Public Works**

MUNICIPAL BUILDING  
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[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

*Administration*

*Highway*

*Water & Sewer*

*WWTP*

<b>JOB TITLE:</b>	<b>Secondary W &amp; S Pumping Station Operator</b> <b>Pay Grade E (LIUNA 1156 Collective Bargaining Agreement )</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water &amp; Sewer Foreman</b>

**SUMMARY**

Responsible for assisting in the maintenance of the water and sewer system, including monitoring the quality of the water supply. Work includes operating and maintenance of assigned plants, repairing water mains and related systems, installing and repairing meters, and conducting water sampling and testing.

**ESSENTIAL FUNCTIONS**

Maintain existing water and sewer system; assist in the repair of water mains; service hydrants, and gates. Install and repair meters; reads meters and maintains complete records of readings. Conduct water sampling and test water quality. Operate hand tools including pick and shovel; operate power tools including drills, pipe cutter, pipe locator, leak locator, tapping machine, jack hammer, water pumps; operate trucks and other heavy equipment in construction and maintenance projects. Respond to requests to turn-on and shut off service. Respond to emergency situations; make repairs of main leaks. Inspect work of work crews constructing extensions to the water and sewer system.

**Performs other position-related duties, as assigned.**

**QUALIFICATIONS**

**Minimum Training and Experience**

High school education and 3 to 5 years' technical experience, pump mechanics or other technical trade; or any equivalent combination of education and experience.

Requires a Massachusetts Class 2B Hoisting License and CDL Class B Motor Vehicle Operator's License, Massachusetts Drinking Water Distribution License, Grade II and Massachusetts Drinking Water Treatment License, Grade II.

### **Minimum Knowledge, Skills and Abilities**

Requires general knowledge of the principles, procedures and techniques of water system operation. Requires working knowledge of the materials and techniques required for construction, maintenance, and repair of water facilities and structures. Must be able to read blue prints. Must have basic electrical knowledge, basic plumbing skills and basic drafting skills. Requires working knowledge of state regulations affecting water and sewer system operations. Ability to perform water quality tests. Ability to work calmly and effectively under emergency conditions. Good communication skills to deal with the public in a courteous, tactful and diplomatic manner. Requires demonstrated skill in operating a backhoe, tapping machine, jack hammer, water pumps and other equipment and tools related to water and sewer system maintenance.

### **Knowledge Proficiency**

In order to be considered proficient in this position, the employee must demonstrate:

- basic knowledge of the functions and operations of other Town departments, with specific knowledge of buildings and grounds maintenance, health & sanitation,
- familiarity with the layout of the streets and systems within the Town,
- working knowledge of the Town's bylaws,
- working knowledge of the functions and operations of the Public Works department,
- working knowledge of safety rules and regulations and demonstrated commitment to following safety precautions and the wearing of protective safety clothing.

### **Tools and Equipment Used**

The employee is required to use hand and power tools, water kit, light motorized equipment as well as heavy equipment such as a backhoe. The employee is required to operate a Class 2B and D motorized vehicle/equipment.

### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, bend/stoop, crawl/kneel, reach, lift and drive motorized equipment. The work requires strenuous physical exertion including the regular lifting of objects of more than 60 pounds.

The position requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

### **Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Work is performed predominantly outside with exposure to weather extremes, loud noise, and disagreeable odors. The employee occasionally works around moving mechanical parts and confined/cramped quarters.