

**TOWN OF NORTHBOROUGH**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Water/Sewer Maintenance Worker	<b>DATE:</b>	March 2022
<b>DEPARTMENT:</b>	Department of Public Works	<b>GRADE:</b>	4
<b>REPORTS TO:</b>	Water/Sewer Operations Manager		

**DEFINITION**

Under the direct supervision of the Water/Sewer Operations Manager, responsible for assisting in the maintenance of the water and sewer system, including monitoring the quality of the water supply. Work includes repairing water and sewer infrastructure and related systems, installing, and repairing meters, and collecting samples.

**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.*

- Preventative and emergency maintenance and repair of the existing sewer and water distribution systems; includes work on pump stations, mains and service lines, fire hydrants, curb stops, water gate valves, tanks, and backflow prevention devices.
- Install and repair meters; meter system to evaluate accountability issues; respond to customer concerns with water meter accuracy.
- Respond to emergency situations; make repairs of main or service line leaks and/or breaks, sewer backups, and utility mark outs.
- Conduct water sampling to ensure compliance with regulatory standards.
- Inspect private contractors' installations of water and/or sewer mains, manholes and ensure testing is done to meet State and local regulations.
- 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 including excavator, dump trucks.
- Respond to requests to turn-on and shut off service.
- Perform Dig Safe mark outs.
- Perform snow and ice operations for all major storm events.
- May perform cross connection and backflow inspections for municipal buildings, schools, and pump stations.
- Perform other position related duties as assigned.

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### **SUPERVISION RECEIVED**

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

### **JUDGMENT AND COMPLEXITY**

The work consists of a variety of duties which follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

### **EDUCATION 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 2A Hoisting License and Class D Motor Vehicle Operator's License; Commercial Driver's License Class A, 3A and 1A Hoisting Licenses preferred.

Within two years of hire, employee must obtain: Massachusetts Drinking Water Drinking Water Operator Distribution license Grade D2, Massachusetts Wastewater Treatment Plant Operator's License Grade M1, Massachusetts Drinking Water Treatment License, Grade T1; OSHA Class II asbestos-cement certification.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Require working knowledge of the principles, procedures, and techniques of water and sewer operations and distribution systems; working knowledge of materials and techniques required for construction, maintenance, and water and sewer distribution infrastructure; basic knowledge of federal and state regulations pertaining to water and wastewater systems; basic knowledge of electrical, plumbing, and drafting work.

Abilities: Ability to read construction drawings and blueprints; ability to work calmly and effectively under adverse conditions; ability to safely operate a variety of light and heavy motorized equipment used in the repair and maintenance of water and sewer infrastructure; ability to work long hours in response to emergencies, often in weather extremes.

Skills: Tact and diplomacy in communicating with and dealing with contractors, co-workers, and the general public.

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### **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations. May perform work in confined spaces.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full workday may also be involved. The work requires strenuous physical exertion including the regular lifting and carrying of objects of more than 60 pounds or working in awkward positions.

**Motor Skills:** Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

**Visual Skills:** Visual demands require routinely reading documents for general understanding and analytical purposes.