

City of New Bedford, MA

Job Description

Job Title: Lead Water Treatment Plant Operator

Pay Grade: M-09

Pay Range: \$56,950 – \$71,193

JOB SUMMARY

Supervises and supports water treatment plant operator to ensure they are providing safe drinking water for the City; oversees preventative maintenance and safety programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Substitute for Assistant Water Superintendent as required in all aspects of the water supply and treatment process.
- Assist in matters involving supervision, scheduling, technical problems and reports, buildings and grounds, watershed preservation and upkeep, pond management, reservoir facilities, maintenance, performance reviews, training programs, tours, public relations, safety and housekeeping.
- On a daily basis, critically reviews Daily Observation Sheets, Operation Logs, Daily Water Analysis Reports, all routine checklists and logs, and takes appropriate action when necessary.
- Complete all forms and reports necessary on a daily, monthly, and yearly basis for in-plant and State and City files.
- Ensure that chemical and fuel inventories are adequate at all times; establish daily workloads, assign work, ensure quality control.
- Schedule vacations for plant personnel and schedule overtime in accordance with proper procedures, as well as maintenance of corresponding records.
- Establish with the Maintenance Department repair priorities and ensure faithful adherence to the Preventive Maintenance Program.
- Review pond elevations and ground inspections and take any necessary action.
- Prepare the annual Watershed Condition Report for the Department.
- Review weekly work schedules for payroll purposes.
- Keep Chemist informed of all process changes without delay, as well as assists with required data needed for laboratory reports.
- Oversee the Preventive maintenance program for the Water Treatment Plant and High Hill Reservoir; plan and assign maintenance tasks, and work with staff to perform maintenance.
- Maintain facility heating systems, chemical feed systems, treatment basin equipment, and High Hill Reservoir treatment facility.
- Oversee maintenance of City-owned watershed lands and an eight mile transmission main pipeline; plan and assign maintenance tasks and sometimes working with staff to perform maintenance.

- Keep watershed access roads open for passage of maintenance and emergency vehicles; cut brush and remove fallen trees and overhanging branches; keep open many miles of fire break lanes that run along the town roads in the watershed; utilize brush cutting equipment, tractors, mowers, and backhoes.
- Oversee operations staff; ensure that all shifts are covered, filling vacant shifts with available operators; review leave requests forms; ensure that all scheduled vacations do not conflict with the ability to cover those shifts.
- Perform related work as required and assigned.

The 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. The 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.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduate or GED equivalent.
- Four years of experience in a water treatment facility.
- Any equivalent combination of education and experience.

Licensing/Certification

- Possession of or ability to obtain a Grade IV Certification from the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities within the time-frame designated by the rules and regulations of said Board.
- Possession of a valid Massachusetts driver's license and good driving record.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over all water treatment plant employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the Assistant Water Superintendent.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing 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 works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.