

# City of New Bedford, MA

## Job Description

**Job Title:** Head Water Treatment Plant Operator

**Pay Grade:** M-07

**Pay Range:** \$52,139 - \$63,602

### **JOB SUMMARY**

Supervises and supports Water Treatment Plant Operators 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.*

- Substitutes for Assistant Superintendent of Water as required in all aspects of the water supply and treatment process.
- Assists 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.
- Completes all forms and reports necessary on a daily, monthly and yearly basis for in-plant, State and City files.
- Ensures that chemical and fuel inventories are adequate at all times; establishes daily workloads, assigns work and ensures quality control.
- Schedules vacations and overtime for plant personnel in accordance with proper procedures, and maintains corresponding records.
- Establishes, with the Maintenance Department, repair priorities and ensures faithful adherence to the Preventative Maintenance Program.
- Reviews pond elevations and ground inspections and takes any necessary action.
- Prepares the annual Watershed Condition Report for the Department.
- Reviews weekly work schedules for payroll purposes.
- Keeps Chemist informed of all process changes without delay, as well as assisting with required data needed for laboratory reports.
- Oversees the Preventive Maintenance Program for the Water Treatment Plant and High Hill Reservoir; plans and assigns maintenance tasks, and works with staff to perform maintenance.
- Maintains facility heating systems, chemical feed systems, treatment basin equipment and High Hill Reservoir treatment facility.

- Oversees maintenance of City-owned watershed lands and an eight mile transmission main pipeline; plans and assigns maintenance tasks, and sometimes works with staff to perform maintenance.
- Keeps watershed access roads open for passage of maintenance and emergency vehicles; cuts brush and removes fallen trees and overhanging branches; keeps open many miles of fire break lanes that run along the town roads in the watershed; utilizes brush cutting equipment, tractors, mowers and backhoes.
- Oversees operations staff; ensures that all shifts are covered, filling vacant shifts with available operators; reviews leave requests forms; ensures that all scheduled vacations do not conflict with the ability to cover those shifts.
- Performs 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.

### **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.

## **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 Superintendent of Water

## **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.

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