

**Town of Williamstown**  
Department of Public Works  
Water & Sewer Systems Operator Job Description

Starting Salary Range (DOQ): \$20.43/hour-\$31.14/hour

**Definition**

Skilled manual and technical work in the operation, maintenance, construction, repair, and testing of the Town's water supply distribution system and sanitary sewer system.

**Supervision**

The position works under the general direction of the Water and Sewer Operations Supervisor.

Performs responsible tasks and duties in accordance with established procedures and techniques, requiring some independent judgment in evaluating conditions and repair methods.

**Job Environment**

Work is generally performed in all weather conditions, with exposure to hazards associated with chemicals used for treating domestic sewers, trenches, confined spaces, construction sites, and depending on qualifications, heavy equipment operations. Responsibilities include responding to emergencies during non-working hours. Must be available to respond to emergencies, and assist with corrective actions and repair procedures. Periodically required to work at night and on the weekends.

The position involves routine contact with customers, other Town employees, and contractors, which requires courteous behavior.

Errors in the field could result in inadequate service delivery, insufficient water pressure, poor water quality, damage to equipment or facilities, or result in a potential danger to the health and safety of the public.

**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.

The position requires work as part of a field crew and participates in the construction, repair, and maintenance of water and sewer mains, fire hydrants, service lines, meters, pumps, valves, catch basins, and other appurtenances relative to the water distribution system and sanitary sewer collection system.

The position requires the safe operation of a tapping machine, mechanical rodder, jackhammer, pipe cutters, water pumps, and other tools and equipment related to water and sanitary sewer system maintenance and construction.

The position will help maintain and potentially operate heavy and specialized equipment, in connection with construction, maintenance, and repair activities; excavate and backfill trenches, service lines, gates, and additional facilities.

Assist with the testing a monitoring of the safety of the water supply for the Town. Must read and record information on charts weekly at various pumping stations regarding chlorination, pressure, and usage.

Landscapes and repairs roadways, sidewalks, and other surfaces disturbed in gaining access to other infrastructure needing repair, replacement, or maintenance as it relates to water and sewer maintenance

**Recommended Minimum Qualifications:**

**Education and Experience**

High School graduate; five years of experience in public drinking water and sanitary sewer collection system operation; or equivalent combination of education and experience. Applicants must possess a valid drivers license.

**Preferred Requirements:**

Massachusetts Commercial Driver's License Class B with air brakes endorsement, Class A preferred.

Massachusetts Hoisting Engineers License Grade 2B minimum, Grade 2A preferred.

**The position requires applicant to obtain the following Water Systems Operators Licenses within five years of the hire date:**

Massachusetts Drinking Water Operators License Grade 2 Distribution

Massachusetts Drinking Water Operators License Grade 1 Treatment

Massachusetts Backflow Tester's License

Massachusetts Backflow Surveyor's License

**Knowledge, Ability, and Skill:**

*Knowledge:* General knowledge of the principles, procedures, and techniques of water distribution and sanitary sewer collection system operations. Working knowledge of the materials and techniques required for the construction, maintenance, and repair of water and sewer facilities and structures. Basic knowledge of state and federal regulations affecting water system operations.

*Ability:* Ability to collect water samples. Ability to respond to inquiries and complaints from customers with discretion and empathy. Ability to work calmly and effectively under emergency conditions. Ability to perform heavy physical labor for extended periods under adverse conditions. Ability to read and interpret design plans and construction drawings.

*Skill:* Advanced mechanical skills and abilities. Demonstrated skill in operating equipment pertinent to the job.

*Physical Requirements:*

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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.