



The Town of Concord

is currently accepting applications for the full-time position of:

Water-Sewer Systems Maintainer

Water-Sewer Division, Public Works Department

Salary range: \$22.97 - \$32.57/hour,
plus paid leave, health insurance and pension benefits.
Starting salary will be based on experience & qualifications

Are you looking for a rewarding and stable job where you can see the impact of your work? Concord Public Works is seeking a Water/Sewer System Maintainer to join our team. Concord is a progressive, customer-focused municipality, and we take pride in providing a safe and reliable water supply, as well as wastewater collection and treatment for residential, commercial and institutional users. In this position, you will install, repair and maintain water and sewer mains, services and related structures, and plow snow during winter storms. Must be able to obtain Class B CDL, with airbrake endorsement, and other required licenses within 6 months of hire.

Base work schedule: 7:00 AM – 3:30 PM, Monday-Friday. **Full pay range: \$22.97 - \$32.57 hour**, plus paid leave, health insurance and pension benefits. Starting salary is based on qualifications. We value diversity and welcome candidates from all backgrounds to apply.

Applications will continue to be accepted until filled. The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community. After the deadline, the most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions, including a criminal and motor vehicle record check, a physical exam, and a drug screening. Costs of these pre-placement requirements will be borne by the Town. **Drug and alcohol testing is a condition of employment.**

For more information or to apply, visit www.concordma.gov/jobs or contact Human Resources at 978-318-3025. EOE

Water/Sewer System Maintainer

Department:	Public Works; Water/Sewer	Salary Grade:	TCL-3
Reports to:	Public Works Supervisor – Water/Sewer	FLSA Status:	Non-Exempt
Appointed by:	Town Manager	Date:	December 2022

GENERAL SUMMARY:

Under the general supervision of the Water/Sewer Superintendent, ensures customers receive clean and plentiful water to their properties, and associated wastewater is effectively collected and delivered to the treatment plant. Installs, repairs and maintains water and sewer mains, services and related structures. Plows snow during winter storms. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The Water/Sewer System Maintainer is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring the Water/Sewer System Maintainer to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Works with other field crews and participates in the inspection, maintenance, repair and installation of town water and sewer infrastructure including water mains, sewers and manholes, water and sewer services and all associated appurtenances.
- ◆ Performs inspection, maintenance, repair and installation of infrastructure involving the operation of specialized equipment including, but not limited to tapping machines, backhoe, front-end loader, skid-steers, sewer rodding and jetting equipment, snow plowing equipment, and hand operating equipment and power tools.
- ◆ Excavates trenches and backfills excavations.
- ◆ Assists in inspections of town hired contractors on public works projects, requiring coordination with the police, town engineers and residents.
- ◆ Works with town contractors to get public projects accomplished.
- ◆ Performs routine water meter inspection, maintenance and installation activities including investigation of readings for possible error, equipment failure or malfunction.
- ◆ Aids residents with problems or questions they have concerning water and sewer problems. Responds to routine customer inquiries and requests related to installation and repair activities. Conducts checks for water main leaks for residents in response to their requests.

- ◆ Marks locations of underground water/sewer lines in conformance with Dig Safe regulations. Prepares rough sketches of work performed and submits to supervisor.
- ◆ Participates in the general upkeep and landscaping of water and sewer facilities including reservoirs, water production sites and sewer stations.
- ◆ Restocks trucks with correct fittings and tools. Repairs and replaces hardware.
- ◆ Plows snow on town streets and sidewalks and assists in related snow emergency response activities.
- ◆ Responds to after-hour water/sewer and storm management emergencies to perform time sensitive system maintenance and repairs, and to operate snow plowing/removal equipment.
- ◆ May respond to any departmental or broader municipally declared emergency which requires interdepartmental or intercommunity coordination.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Education and experience equivalent to:

- ◆ High school diploma or GED
- ◆ Two to three years related experience in construction or municipal water and sewer system operations; or any equivalent combination of education and experience.
- ◆ Position requires the following licenses which must be obtained within the first six (6) months of employment (possession of license upon hire preferred):
 - Class B Commercial Driver's License with air brake endorsement
 - Massachusetts Hoisting Engineer Licenses 1B & 2B
 - Massachusetts Water License, Grade 1D

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ General knowledge of the principles, procedures and construction techniques of water and sewer system operations.
- ◆ Working knowledge of State regulations affecting water system operations.

- ◆ General knowledge of related work assignments in the labor force of a department of public works.
- ◆ Ability to work calmly and effectively under emergency conditions.
- ◆ Ability to work with schematic maps and maintain service records.
- ◆ Proficient in operation of backhoe, front-end loader, skid-steers, and snow plowing equipment, as well as power tools and hand tools is preferred, or the ability to develop operation proficiency within the first six months of employment.
- ◆ Proficient in basic operation of electronic and computer technologies.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work requires constant heavy and strenuous physical effort. The incumbent must have the physical ability to use hand and power tools and to operate heavy construction and maintenance equipment including, but not limited to specialized equipment including but not limited to tapping machines, backhoe, front-end loader, skid-steers, sewer rodding and jetting equipment, snow plowing equipment, and hand operating equipment and power tools for long periods of time during all types of weather conditions. This position requires the physical ability to frequently lift heavy materials in excess of 100 pounds, utilizing proper body mechanics and techniques. Incumbent must have the physical agility to access all areas at a construction site.

Work may involve recurring applications of considerable physical effort, such as lifting, jumping and occasional awkward positions.

Continuous walking, standing, climbing, frequent periods requiring sustained uncomfortable physical positions and work in cramped quarters.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

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.