Service / Repair Technician
Auburn Water District
Auburn, MA

The Auburn Water District is seeking qualified applicants for a full-time Service / Repair Technician. This position is responsible for the construction, operation, maintenance and repair of the District's water system, as well as other related duties within the District. The successful candidate shall be a self-motivated individual with a strong work ethic who enjoys working in a small organization.

Duties include, but limited to, performing construction-related activities to install, maintain, and repair water mains, valves, service piping and water meters, regulatory water sampling and lab analysis, and maintenance of water facilities components. The candidate will have basic computer skills including familiarity with Windows-based programs.

The candidate must possess, at a minimum, a MA Water System Class 1 Treatment license and a Class 2 Distribution license, or obtain Operator-in-Training Treatment and Distribution Licenses within 12 months of employment. Obtain a MA Backflow Device Tester license within 12 months employment. A valid MA Class D driver's license is required. Hoisting license and CDL are encouraged. The position includes participation in on-call duties with weekend and holiday overtime. Candidates must live within a 40-minute travel time of the District office.

Pay commensurate with experience and licensure, with salary starting at $25.50 per hour for those new to the industry.

Qualified candidates should submit a letter of interest, resume and references to:

Greg Woods, Superintendent
Auburn Water District
PO Box 187
Auburn, MA 01501
gwoods@auburnwater.com

The District is an EEO/AA employer. All applicants must be eligible to work in the United States. Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job Title: Service Repair Technician	**Hours per week:** 40	**FLSA Status:** Non-Exempt
Reports To: Operations Manager and the Superintendent	**Department**: Auburn Water District	
Created date: 04/14/23	**Revised date:**	**Approved date:**

AUBURN WATER DISTRICT
SERVICE REPAIR TECHNICIAN JOB DESCRIPTION
(April 2023)

GENERAL SUMMARY

Under general direction of the Superintendent and the daily supervision of the Operations Manager, installs, repairs and maintains the District's distribution system in accordance with Massachusetts Department of Environmental Protection (MassDEP) rules and regulations for Public Water Suppliers. Incumbents must be available to work overtime to respond to after-hours needs and participate in the on-call rotation.

SUPERVISION RECEIVED: Works under the general supervision of the Operations Manager, and/or the Superintendent.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES & 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. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Daily duties include performing construction related activities to install, maintain, and repair water mains, valves, service piping, water meters, fire hydrants and associated appurtenances;
- Responds to emergencies 24/7 and be available for scheduled overtime and on call duties and holidays; must be available to respond within 40 minutes when on call;
- Monitors, operates, and maintains process controls to meet specified water quality standards;
- Ensures all work complies with regulatory and District standards;
- Obtains readings at stations, treatment plants, meters and gauges, including backflow testing devices;
- Makes repairs to facilities including piping, pumps, machinery and structures;
- Keeps complete and accurate water system records;
- Installs, repairs and troubleshoots water meters. Reads water meters and records readings.
- Operates a variety of heavy equipment including backhoes, loaders, rollers, dump trucks for the repair and maintenance of District property;
- Operates light trucks, equipment, hand/power/pneumatic tools, computers, telephones and like equipment/tools in the execution of the work;
- Maintains District buildings, facilities, grounds and property sites. Conducts groundskeeping and snow removal at water facilities and easements;

- Responds to emergencies and problems after hours, on weekends and holidays, as directed. Participates in on-call duties on a rotating weekly basis; and
- Performs such other duties as may be assigned.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty competently and satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Service Repair Technician must have knowledge of:

- Basic principles of water hydraulics and plumbing;
- Federal and State laws and regulations governing treatment plant operation and water quality standards;
- Safe operation of hand tools and equipment;
- Safe working practices and procedures;
- Characteristics of chemicals used in water treatment processes;
- Basic laboratory testing methods, and mechanical principles.

The Service Repair Technician must be able to:

- Learn via on-site training to operate water treatment plant equipment;
- Read meters and gauges accurately;
- Perform physical and chemical tests on water samples and accurately record results;
- Perform maintenance and repair of plant and distribution system equipment and devices;
- Respond appropriately under pressure and exercise sound judgment;
- Keep accurate records and prepare clear reports;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE, LICENSES

A combination of training and experience that provides the required knowledge, skills and abilities for the position, including the following requisite qualifications:

- Graduation from high school, or G.E.D. equivalent
- Possession of a valid Massachusetts Class D driver's license.
- Possession of a valid State of Massachusetts Grade T1 Water Treatment Operator certificate, or obtain Operator-in-Training license within 12 months of hire.
- Possession of a valid State of Massachusetts Grade D2 Water Distribution Operator Certificate, or obtain Operator-in-Training license within 12 months of hire.
- Massachusetts Backflow Device Tester License within 12 months of hire.

The District reserves the right to accept any combination of experience, education and licensure in the selection and hiring of employees.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment 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 is regularly required to use hands and fingers to manipulate, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and listen. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. Vision and hearing must be at or correctable to normal ranges.

Work is frequently performed outdoors at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Employee is required to traverse uneven terrains and containment walls, climb stairs and ladders, access underground pits and vaults, and is subject to the hazards associated with construction sites, vehicular traffic and working with toxic chemicals (with the appropriate personal protective equipment – PPE). Work environment is moderately noisy, and at times very loud.

Errors in judgment may impose undue and substantial expense. Errors may result in delays, loss ofservice, and may cause damage to buildings and equipment and injury to self and/or others.

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.