Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: **Water Quality Control Coordinator**

DEPARTMENT: DPW – Water and Sewer

HOURS OF WORK: Full-time (40 hours/weekly) Monday through Friday, 7:00 AM - 4:00 PM. Emergency 24/7 on call as needed.

SALARY: Union CAF - PW 15 ($1,450.06 - $1,576.75 week)

The position is responsible for routine, but responsible skilled work in construction maintenance while also keeping detailed records, collecting samples, gathering field data and utilizing asset management software. Daily use of computer programs, technical specifications, and handling of complex equipment.

SUPERVISION RECEIVED AND EXERCISED

- Receive general supervision from the Supervisor of Water and the Superintendent of Water and Sewer.

RESPONSIBILITIES: *Descriptions are not intended to reflect all the duties performed within the job.*

- Performs functions which are generally well defined and limited in scope, but which may involve the choice of two or more alternative approaches to well-precedented problems.
- Work is generally limited to contacts with immediate associates, but may on occasion require that the incumbent provide simple information in direct response to routine questions.
- Work involves partial supervision over another employee such as checking, instructing, or training while performing similar work most of the time. Checking and reviewing procedures assures ultimate detection of errors of omission or commission.
- Probable consequences would include losses through damage to facilities, equipment, loss of materials and /or impacts on community health.
- Considerable exposure to accidental injury which could result in occupational disability or future work incapacity.
- Work includes recurring periods of continuous strain due to strenuous work positions and may include. operating a motor vehicle during storm conditions.
- Oversees and conducts the on-going bacterial monitoring of the water distribution system.
- Operates and Maintains CCTV Equipment.
- Initiates and manages the difficult lead and copper compliance program as mandated by the U.S. Environmental Protection Agency (EPA) and the Department of Environmental Protection (DEP).
- Establishes site criteria, selecting and documenting appropriate sampling sites.
- Instructs consumers in proper collecting techniques.
- Requires arranging for analyses, reporting of results and public education of the City's rate payers.
- Requires interface with State and Federal Regulatory Officials, city Officials and citizen groups, the media, MWRA representatives, and Medford's consultants.
- Locates water or sewer line leaks utilizing various technical equipment such as acoustic leak detection, correlators, and various other methods.
- Conducts hydrant flow testing and maintains hydrant color coding system in accordance with the National Fire Protection Association (NFPA).
- Operates sewer rodding equipment, locates, and removes sewer line blockages.
- Operates other heavy motor equipment when directed, in connection with assigned work.
- Performs manual labor incidental to water and sewer system installation, maintenance, or repair tasks.
- Repairs, inspects, and maintains fire hydrants.

- Conducts pressure test and chlorination inspections per AWWA Standards.
- May be asked to produce reports and provide presentations for the sanitary survey.
- Develop and conduct yearly training courses for water quality.
- Available 24/7 for water quality related emergencies.
- Will assist other departments during emergencies including snow & ice control.

EDUCATION & EXPERIENCE:
Minimum Requirements:

- Equivalent to a high school diploma

License or Certification:

- High School Diploma or Equivalent
- Class 2 Mass Motor Vehicle Operator's License
- D1 Drinking Water Operator License

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 the essential functions: must be able to sit, stand, walk, bend, and reach on a consistent basis; must be able to lift at least 25 lbs.; must be able to see, hear, speak, and read; must be able to sit in front of a computer for extended periods of time; must be able to take and give direction effectively; must be able to communicate with others; must be able to drive and possess a valid driver's license; must be able to work in an office setting; may need to work in inclement weather, noise that may register above a normal office environment, must be able to communicate effectively and work with the vast population of the city especially those with a wide-range of abilities.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send a cover letter and resume with the job title in the subject line to jobs@medford-ma.gov.

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans, and Persons with Disabilities are encouraged to apply.

Name	Dept	Title	Signature