

## TOWN OF WESTFORD NOTICE OF JOB OPENING

**Position:** Licensed Well Specialist (*2<sup>nd</sup> of 2 Postings*)

Union position: Yes / CWA  
Hours: 40 hrs/week

**Position Summary:** The Licensed Well Specialist, under the direction of the Superintendent, Water Treatment Manager, and Foreman, performs work to insure efficient Water Department operations on a daily basis. Responsible for maintenance and routine assignments as necessary for drinking water treatment and distribution system operations. Requires thorough knowledge of distribution and treatment system design and must be able to diagnose and determine problems and take steps to make repairs and corrections. Must be able to operate heavy equipment such as backhoe, front-end loader, dump truck, etc. and obtain necessary license to do so. Performs preventative maintenance and moderately complex repairs on treatment plant equipment, distribution system components, and heavy/light equipment used for piping installation and maintenance. Requires frequent interface with the public that requires good communication and customer service skills. Frequent strenuous physical effort required. Overtime is often required.

### **Principal Responsibilities:**

1. Monitor pumping information to determine daily usage and alert the Superintendent or Water Treatment Manager of any unusual situations. Monitor pumping stations and plant operations on routine basis.
2. May be on-call to oversee all Water Department operations.
3. Conduct laboratory testing and water quality monitoring. Collect water samples and deliver to laboratory as required. Coordinate with Environmental Compliance Manager to adhere to state required monitoring plan and complete Chain of Custody forms.
4. Conduct day to day operations and maintenance of water treatment plants and pumping stations, and other distribution system components under supervision of Superintendent and/or Water Treatment Manager.
5. Assist with laying, installing, and connecting water mains, services, valves, and meters in accordance with drawings and specifications.
6. Conduct preventative, scheduled maintenance on pumps, motors, gasoline engines, valves, and switches. Perform minor repairs on electrical and plumbing systems.
7. Operate, maintain, and repair heavy equipment/department vehicles and operate power tools.
8. Perform scheduled and special readings of residential, commercial, and/or industrial water meters. Work with Business Manager and Office Staff to obtain second readings to ensure accuracy of billing.
9. Record and maintain information such as locations of service lines, gates, hydrants, water mains, meters, back-flow prevention devices, and valves. File materials for Department record keeping and prepare copies for field data books.
10. Inspect the installation of water mains performed by private contractors.
11. Understand distribution system components and be able to detect water main and service leaks, maintain hydrants and valves, troubleshoot problems and make repairs as required.
12. Maintain all Water Department properties, including mowing and snow removal.
13. Maintain and repair meters and meter interface hardware.
14. Utilize basic computer skills.
15. Complete forms to assist in compilation of results for state required tracking and reporting.
16. Respond to emergencies.
17. Perform other duties as assigned.
18. Work unsupervised at times.

**Required Experience, Skills, Knowledge and Abilities:** Requires a minimum of 2 years experience in the drinking water supply industry and possession of current Massachusetts Grade 1 Drinking Water Treatment and Distribution License. Must be willing and able to acquire Treatment Grade 2 license within 2 years. Requires basic knowledge of water hydraulics, electrical systems, plumbing, construction, treatment plant operations, and pump station and distribution systems. May be required to operate plants and hold proper license to meet state regulatory requirements.

Must possess verbal and written communication skills and basic computer and office skills. Be familiar with

Supervisory Control and Data Acquisition (SCADA) system and MA DEP Drinking Water Standards. Must adhere to safety practices pertaining to the water and construction industry. Primarily a field position and must be able to respond to an emergency regardless of weather. Must respond within 30 minutes if on call. Must be able to analyze situations and make independent decisions to limit damage, organize work teams, and notify appropriate authorities.

**Education, Training, Special Licensure/Certification Requirements:** Must have a High School Diploma, valid driver's license, and MA Grade 1 Distribution and Treatment License. May require the following licenses: hydraulic (backhoe), Class II Commercial Drivers License, back flow prevention, and/or cross connection tester/surveyor.

**Contacts (boards & committees, vendors, general public, etc.):** Frequent contact with the public, Water Department personnel, contractors, public utility representatives, other town department employees, and regulatory agency representatives.

**Supervisory Responsibility (Include Positions Supervised):** N/A

**Responsibility for Operating Budget:** N/A

**Summary of Occupational Exposures:** Frequent strenuous physical effort required. Ability to lift and carry weights of 50 to 75 pounds on a frequent and continuous basis. Required to bend, kneel, reach, and squat frequently throughout a work shift as well as move in and out of vehicles. Exposure to hazardous chemicals and elevated noise levels on a regular basis. Work assignments may change on a seasonal basis.

**Environment:** Inside: 10%          Outside: 90 %

**Salary:** Step 1 – Step 9 / \$26.81 - \$35.02 /hr ; Dependent on qualifications and experience

**Location:** Water Department, Westford, MA

**Approximate Start Date:** January 6, 2025

**Direct Report:** Operations Manager, Water Dept.

**Status:** Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: [HR@westfordma.gov](mailto:HR@westfordma.gov)

**Please reference Requisition #:** 25-545-W

**The Town of Westford is an equal opportunity employer committed to workforce diversity.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific 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 Town and requirements of the job change.**

Post: 12/19/2024

Remove: Open Until Filled