

**OFFICE OF HUMAN RESOURCES  
TOWN OF NORWELL**

345 Main Street, Norwell, MA 02061  
TEL: 781-659-8060 Email: bchilds@townofnorwell.net

**PUBLIC JOB POSTING  
WATER SYSTEM MAINTENANCE MECHANIC, WATER DEPARTMENT**

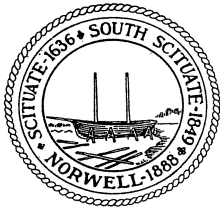
<b>Reports To:</b> Water Superintendent and/or Designee	<b>FLSA Status:</b> Non-Exempt	<b>Union Affiliation:</b> AFSCME #93, Local 1700  <b>Standard Work Hours:</b> 7am to 3:30pm, Monday-Friday  Additional hours as needed for Standby/Emergencies	<b>FY'23 Regular Pay* (40 Hours):</b> <b>Trainee Rate:</b> Experienced Water Maintenance <b>Mechanic Rate:</b> \$25.03/hr. (no license) \$26.55/hr. (one license) Standby Pay: \$40.00/hr. (per weekday) \$50.00/hr. (per weekend/holiday)
<b>FY'23 Regular Pay (40 hours)</b>			
<b>Water Maintenance Mechanic:</b>	\$25.03/hr. (no license); \$26.55/hr. (one license)		
<b>Trainee:</b>	\$22.46/hr. (no license); \$24.02/hr. (one license)		
<b>Fiscal Year Stipends/Other:</b>			
<b>Two or more licenses Above D2 and T1 Additional licenses</b>	\$1,800 paid on hourly basis; not included in base rate for wage increases \$ 300 additional; paid on hourly basis; no included in base rate \$ 200		
<b>Annual Clothing Allowance:</b>	\$800.00 Reimbursement		
<b>Longevity:</b>	10 years-\$750, 15 years-\$1,000, 20 years-\$2,000, 25 years-\$2,500		
<b>Benefits:</b>	Health Insurance, Life Insurance, Paid Time Off (Vacation, Holidays, Personal, Sick), Flexible Spending (Medical & Daycare), Plymouth County Retirement Pension Plan		

**JOIN OUR DEDICATED TOWN OF NORWELL TEAM**

We are looking for an individual who is customer focus driven, highly ethical, strongly motivated, dedicated and a quick-learner who will enjoy serving the public in a municipal environment. This is an opportunity for the incumbent to learn from the ground up all the skills needed to provide clean and safe drinking water to the residents and businesses of the Town of Norwell that meet or exceed all State and Federal standards with the highest level of customer service. On the job Training for tasks and preparation for licensing will be provided by the Town; the self-motivated employee who is hired will have up to two years from the date of hire to successfully obtain the two required water licenses. The individual must be able to perform required physical labor tasks, enjoy working outdoors in all weather conditions, have an excellent attendance record with current and prior employers, and possess a positive "can do" attitude in all interactions with supervisors, co-workers, contractors and the public. The incumbent must have reliable transportation to and from work. The incumbent may be assigned a Town vehicle to use; a valid license is a condition of employment.

**JOB SUMMARY**

**Water System:** The Trainee performs any and all work as directed or required in the maintenance, repair and/or operation of the water system including, but not limited to, the installation and repair of water services, water meters, water gates, water mains, fire hydrants and connections. Performs installations, repairs, maintenance, testing and reading of water meters as required. Performs any other related work required. Communicates with citizens and water users of the community relative to the water system, water use and water rates. Reports to Water Superintendent; routinely works under the direction of the Foreman and/or the Superintendent's designee. **Water Treatment:** The Trainee will monitor equipment and record appropriate parameters relative to the routine operation of water treatment and/or corrosion control facilities. Routinely required to work under the direction of the Superintendent, Assistant Water Facilities director, and/or the primary Treatment Plan Operator. Duties may include the following: handling hazardous chemicals under pressure in liquid and gas form, maintenance of high-pressure chemical feed lines, pumps and flow meters; maintenance of high pressure chemical feed lines and flow meters in confined spaces; collection of water quality samples from public



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drinking wells, treatment points and water distribution system. **Standby Duties (Water System & Water Treatment):** When properly licensed, the individual is required to be on standby duty for emergencies, making unscheduled repairs, and monitoring of the pumping station and treatment facility.

#### **DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience:** High School graduate or GED. Two years of experience in the operation and maintenance of municipal pumping stations and a municipal water distribution system desirable; or any equivalent combination of education and experience.

**Knowledge, Ability & Skills:** Working knowledge of the operation and maintenance of a municipal distribution system and a general knowledge of service provided by a municipal water department. Basic knowledge of water treatment processes and their impact on public health. Knowledge of industry accepted safety operations and practices with respect to the handling of hazardous chemicals. Ability to exercise sound judgement and to take appropriate action relative to equipment and instrumentation failure. Ability to follow oral and written instructions. Ability to record information in prescribed form and to interpret the significance of variation from norms.

#### **REQUIRED LICENSES & CERTIFICATIONS**

A VALID Class D Massachusetts motor vehicle license and proof of driving record is required at time of offer. Incumbent must obtain MA Drinking Water Supply Facility Operators Certification licenses IID and IIT within two (2) years from date of hire.

#### **APPLICATION PROCESS/DEADLINE**

Please submit a Town of Norwell Application (downloadable @ [www.townofnorwell.net](http://www.townofnorwell.net) under Human Resources) and resume via email to [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net) (PDF format) or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA.