

## Town of Bellingham DPW - Job Description

### FACILITIES SUPERVISOR

#### General Information:

The position is in the Bellingham Professional Administrators Association (BPAA) bargaining unit. Annual Salary is per BPAA collective bargaining agreement. This is a salary position no overtime is paid to the individual in this position.

#### Salary Effective 7/1/2023

- Extensive benefits package included.
- Annual base salary is \$82,091.00 FY24.
- Annual base salary is \$84,553.73 FY25.
- Upon obtaining the required licenses listed below, annual stipends include:
  - Manager on Call \$4,000
  - Treatment I \$800 or Treatment II \$1,000 or Treatment III \$1,300
  - Distribution I \$500 or Distribution II \$700 or Distribution III \$1,000
  - Backflow Tester \$600
  - Primary Treatment \$5,000

#### DPW Facilities currently include:

- Drinking Water - wells, pump stations, controls, treatment plants, standpipes, etc. and all parts of the drinking water supply system from source to distribution system (2 Greensand Filtration Plants, 8 pumping station buildings, 15 raw groundwater wells, 3 standpipes)
- Wastewater – pumping stations, controls, metering stations, etc. and all parts of the wastewater collection system that is not gravity or force main sewers. (10 sewer pumping stations, 3 sewer metering stations)

#### Reports to:

- Assistant DPW Director

#### Supervises:

- DPW Facilities Operators
- Other DPW Staff when assigned to Facilities, on Special Projects, and during On Call Duty (Water Main Breaks, Snow & Ice Events, etc.)
- Various Consultants and Contractors working on Facilities
- DPW Interns or Part-time Staff (if specifically assigned)

#### Function of Position

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- Manage and Supervise Facilities Operators & Mechanics, Part Time help, & Contractors
- Manage the Operation & Maintenance of DPW Facilities
- Primary Drinking Water Treatment Operator (Full T-2 Required\*)
- Coordinate MassDEP Drinking Water Regulation Compliance
- Maintain Facilities Equipment Maintenance Records (Facilities Dude)
- DPW Management team member

### Required Licenses:

- Drinking Water Operator
  - T-1 per 236 CMR 1.00 (or obtain within 545 days of hire)
  - T-2 per 236 CMR 1.00 (or obtain within 920 days of hire)\*
  - (\* It is required that the Primary Treatment Operator have an active and Full T-2 License)
- Drinking Water Operator Distribution - Exam
  - D-1 per 236 CMR 1.00(or pass exam within 180 days of hire)
- CDL\* Class B  
(\*Any employee holding a CDL will be subject to random drug and alcohol tests according to policy and CDL laws.)
- Hoisting Engineers Licenses (or able to attain in 365 days of hire)
  - Grade 1B or higher,
  - 2A,
  - 4E, and
  - 4G

### Desired Licenses (Willing to pursue)

- Backflow Tester
  - Cross Connection Surveyor
  - CDL\* Class B
    - Tanker (Endorsement N or X)
    - Hazardous Materials Hauling (Endorsement H or X)
- (\*Any employee holding a CDL will be subject to random drug and alcohol tests according to policy and CDL laws.)

### Responsibilities and Duties:

- Supervise and Manage and work with Facilities Operators and other staff specifically assigned to work at Facilities
- Define, Assign, and Perform work on Facilities (Water: Filtration Plants, Wells, Pump Stations / Sewer: Pump Stations, Metering Stations)
- Fulfill the regulatory requirements of 310 CMR 22.11B as Primary Drinking Water Treatment (Full T-2 Required\*)
- Manage Facilities Work Order System (issue, update, close out with Facilities Dude software)
- Manage and at times perform Drinking Water quality sample collection and in house analysis
- Purchase facilities related materials (chemicals, pumps, controls, etc.) with verbal approval of expenses over \$3,000 by the Director
- Maintain DPW Facilities manuals and inventory
- Complete Monthly Permit Report (example: City of Woonsocket - Wrentham Road FP)

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- Complete MassDEP Monthly Chemical Use Reports
- Coordinate Semi Annual Large Water Meter and Sewer Meter Calibration
- Coordinate & Manage MassDEP Drinking Water Sanitary Survey
- Manage Monthly check of alarm system and regulatory automated lock outs.
- Complete Monthly water pumping spreadsheets daily pumping of all wells and treatment plant.
- Track Wastewater pumping information entering weekly records on spreadsheets.
- Train fellow managers to be able to take On Call duty for Water SCADA and Sewer Mission Dialer Responses to Alarm
- Member of the manager team
  - Answer DPW complaints and question from the public
  - Participate in daily 6:45AM Managers Meeting – discuss daily work proposed, concerns, projects status, and issues (“What’s up today?”)
  - Manager On Call – On rotating schedule with the other Managers for off hours DPW emergency calls
    - Voice calls which require, call back to resident/customer, determination of level of urgency, need for staff call back
      - From the Police
      - From Answering Service
      - From Staff on Duty (weekend or clerical)
      - Recorded Alarm system calls, which require, online check of status and alarm acknowledge, determination of level of urgency, need for staff call back, ability to handle online,
      - Sewer auto-dialers
      - Water SCADA system
    - Staff OT List - Dispatch and Update Call List
      - Update OT list (Send via email - Smart Phone) With info on reason for OT
      - Update Call List on PC in the Office (post paper copy)
      - Update Weekend OT Assignment tracking sheet (Water list only)
      - Update Leave Tracking
      - Prepare Absentee Report Forms for Staff to Sign
  - Snow and Ice Event – On rotating schedule with the other Managers for in office management of plow vendors.
  - Assist in planning DPW projects and purchases
  - Assist in drafting and revising staff procedures, protocols, and directives
  - Emergency Response and Planning – Attend emergency planning committee meetings with all DPW managers.
  - Incident Investigation and Reporting – Coordinate with other managers regarding any written complaint levied against any DPW staff.
  - Assist Training AFSCME staff in use of latest technology.
  - Assist in maintenance and updates GIS maps and databases.
  - May require occasional off-hours meetings as needed.

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### Other Requirements (NEW HIRE)

- Criminal Offense Record Inquire will be requested and completed on applicants with a form requiring signature for permission to run the CORI required prior to any interviews.
- This is a position that requires physical labor. Candidates (new hire) will be required to pass a physical exam prior to the start of employment.
  - Must have vision correctable to 20/20 with good field and depth perception to operate equipment and motor vehicles safely and efficiently.
  - Must have vision correctable to be able to read written materials, notes, project plans, & sketches.
  - Must be able to sit at a desk or stand at assigned locations and walking continuously for long periods of time
  - Able to climb ladders to enter/exit excavation, vehicles, access various levels in the facilities
  - Work in variable weather conditions for long periods of time, i.e., cold weather, hot weather, etc.
  - Ability to move around construction sites safely.
  - Able to lift 100 pounds from ground to waist height and hold for 10 seconds.
  - Able to lift 20 pounds from the ground to hold over shoulder height for 10 seconds.
  - Must be able to lift and use laborer's tools such as shovels, bars, picks, brooms, jack hammers, pavement breakers, and other typical laborer's tools.

### Benefits:

- A Smart Phone is provided to the individual in the position. It is to be carried 24/7 for emergency call response. A weekly payment of roughly one half the cost of the basic is deducted from weekly paycheck to allow the same phone for personal use. (If the individual hired wishes to use his or her own smart phone, compensation will be discussed.)
- A vehicle to use during workday is provided. *(If a town vehicle is used to commute, there will be a taxable amount per day added to your income, in accordance with Federal tax laws. The Town Policy on personal use of the Town's vehicle must be observed.)*
- Benefits are detailed in the Bellingham Professional Administrators Association (BPAA) agreement. The following is a brief list of a few items covered in the agreement: leave (vacation, sick, personal, and bereavement), paid holidays, cost-shared health insurance (HMO Blue or Harvard Pilgrim). There are many other benefit options which the HR Department will share on request.

The Town of Bellingham is an AA/EOE.