



The Town of North Andover is accepting applications for the position of:

WATER/SEWER MAINTENANCE CRAFTSPERSON

**Public Works Department
Full-time with excellent benefits**

Salary Range: \$25.91 (Step 1) to \$30.05 (Step 7) per hour (W5)*

** Please note the salary for this position is subject to the terms of the AFSCME
Local 3687 Public Works Collective Bargaining Agreement*

All candidates are REQUIRED to submit a completed Town of North Andover Employment Application. Applicants who are interested in a position that requires a CDL, or applicants who possess a CDL, must also complete a CDL/DOT application. The Town of North Andover Employment Application can be accessed [here](#). The CDL/DOT application can be accessed [here](#). Only those applicants who complete both a Town of North Andover Employment Application and a CDL/DOT application will be considered for employment.

GENERAL PURPOSE

Performs skilled manual and technical work in the operation and maintenance of water and sewer equipment, the water distribution system, wastewater collection and pumping systems. Responds to emergency situations at all hours/conditions. Performs all other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Repairs broken fire hydrants damaged by motor vehicles and/or replace the hydrants.
- Shuts down gate valves in the event of a water main break and restores water back to the residents when the repairs are done.
- Marks out water main and/or services for Dig Safe.
- Conducts hydrant flushing and/or flow testing.
- Services line and/or box repairs or replacement.
- Conducts pressure and bacteria testing of new water mains.
- Inspects water main, sewer, and excavation before back filling.
- Repairs broken gate valve boxes or puts risers on them when roads are hot topped.
- Installs water meters and/or gets the final readings on meter. Assists the meter craftsman with the heavy meters.
- Jet rod sewer or drains that may be backed up.
- Pulls sewer covers and/or drain covers for inspections of the man holes.
- Pass out notices door to door for water or sewer work to be done.
- Tests water at Treatment Plant.

- Takes ties and locates gate valves and service lines.
- Plow and salt streets and town owned parking lots. Change plow cutting edges.
- Makes small repairs on jet rod truck and/or truck.
- Occasionally performs work as Working Foreman during absences.
- Performs work related to tree work, hot topping, parks/grounds cutting grass, etc.
- Follows OSHA training guidelines.
- Performs similar or related work as required, directed or as situation dictates.
- Orders materials as directed.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

High school graduation or equivalent; Five (5) years of experience in public works construction, water/wastewater or maintenance activities; or any equivalent combination of education, training and experience.

Special Requirements/Licenses:

- Valid CDL, Class B
- Distribution Grade 1 or ability to obtain within two years of hire.
- OSHA 10-Hr Construction Safety and Health Training.
- Required to work nights and weekends as necessary, especially in response to system failures.

Knowledge of:

- Materials and methods used in the operation and maintenance of the water and sewer system operations, equipment and maintenance of small engines.
- Safety rules and regulations and demonstrated commitment to following safety precautions and the wearing of protective safety clothing.

Ability to:

- Repair, maintenance and troubleshoot applicable and assigned equipment.
- Establish and maintain effective working relationship with personnel.
- Communicate effectively orally and in writing.
- Respond to emergency situations in all hours/conditions to assist Certified Operators and Assistant Superintendent.

Skill in:

- Operating above mentioned equipment and physical labor in inclement weather.

PHYSICAL REQUIREMENTS

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.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites and sewer locations. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. Certain tasks require the ability to view computer screens for extended periods of time.

SUPERVISION

Supervision Scope: Perform a variety of skilled and semi-skilled tasks which require the exercise of judgment and initiative while performing duties within established guidelines.

Supervision Received: Works under the general direction of the Working Senior Foreman.

Supervision Given: None.

JOB ENVIRONMENT

- Work is performed predominantly outdoors with intermittent office and maintenance shop environment. Outdoor work involves exposure to all weather conditions (rain, snow, extreme heat and cold), and hazards associated with biological hazardous conditions pertaining to sewer work, wastewater and sludge, foul smells, exhaust fumes and confined spaces, busy roads, extremely dusty and muddy conditions, excavation sites with landscape and soil hazards, and heavy mechanical equipment. Occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in work environment is very loud in field settings. Responds to emergencies, hours and shifts varies daily, scheduled weekend and holiday work is required. Wears protective equipment and uniform.
- Operates light trucks, hand/power/pneumatic tools, water treatment and pumping equipment, sewer collection and pumping equipment, PLC's and telemetry equipment under direct supervision of certified operators, a computer, telephones, and standard office machines as needed.
- Interacts frequently with other Town department employees, and contractors, limited contact with public under direct supervision. Communication is generally in person and involves an information exchange dialogue.
- Errors in judgment may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment and injury to others, and could result with inadequate or improper delivery and storage of drinking water within the distribution system.

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.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

The 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.

SELECTION GUIDELINES

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application and a CDL/DOT application, along with a cover letter and resume by e-mail to: jobs@northandoverma.gov. Application materials will also be accepted by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. The Town of North Andover employment application may be accessed [here](#). The CDL/DOT application can be accessed [here](#). Both applications are also available on the Town's website under Employment Opportunities or by visiting the Human Resources Department or by calling (978) 688-9526. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application.

This posting will remain open for a minimum of ten (10) calendar days and will remain open until filled. Selected candidate will be required to successfully complete a CORI screening, pre-hire physical, drug & alcohol testing, functional capacity assessment, and driving record review.

Qualified candidates will be invited to one or more interviews. Individuals who need accommodations in order to participate in this process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be addressed to: Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845
(978) 688-9526
