

## Grafton Water District *Job Description*

**Job Title:** Water System Operator  
**Department:** Grafton Water District  
**Reports To:** Superintendent  
**FLSA Status:** Hourly

**SUMMARY:** Grafton Water District is a publicly run water utility with a full-time staff of 6 and serves drinking water to portions of Grafton, Massachusetts. This position will be primarily responsible for all facets of water operations in the company. This individual is required to have a Grade 2D & 2T Drinking Water Treatment license, (or higher) Backflow testing and Survey License or will need to obtain one within an agreed upon term by the superintendent and the Board of water commissioners not to exceed 2 years.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (includes the following):** Performs daily operation activities with water system including, monitoring of treatment facilities, monitoring of pump stations and tanks. Trouble shoots problems at water facilities and takes corrective action. Performs daily pump station inspection rounds; drives to the pump station locations throughout the area to inspect the facilities and records data as required. Follows the proper standard operating procedures (SOP) for each facility. Verifies readings to confirm proper pump station activity and records readings. Takes daily water quality samples from facilities and throughout town to monitor water quality. Fills chemical tanks, adjusts chemical feed systems, monitors analyzers, and monitors SCADA system at facilities. Adjusts pumps, valves and operational equipment as needed. A thorough understanding of water treatment operations and SCADA systems is highly desirable.

Assists with excavations and repairs to water system appurtenances including but not limited to water mains, services, hydrants, and related facilities/equipment and meters. Installs new facilities and equipment. Performs system maintenance on facilities and equipment and/or replacement of existing equipment as required. Work will also include landscaping activities. This position requires a proper understanding of excavation safety practices and entails following company safety procedures and practices. A good understanding of water distribution construction and operations is highly desirable.

Position requires overtime/weekend/holiday/nightwork. This includes pump station rounds and emergency repairs.

Conduct service calls to customer locations and interact with customers to meet customer needs. May collect water meter readings.

The above description should not be construed as to limiting miscellaneous functions the employee may be asked to perform outside of those listed.

This job description outlines the primary tasks, other tasks may be required as directed by the supervisor or Board of Water Commissioners.

**QUALIFICATIONS:** To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) at a minimum; technical degree/certification is desired. Three to five years' experience in a similar position is desired.

Technical experience with SCADA controls and/or water system controls desired. Basic knowledge of using a computer is required. Knowledge of using Microsoft office is desired.

**LANGUAGE SKILLS:** Ability to read, analyze, interpret, and respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to present information to top management or public groups. Basic understanding both written and verbal, of English language is required.

**MATHEMATICAL SKILLS:** Exceptional mathematical skills are required for this position. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Plan interpretation and regulation comprehension is essential. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Drivers License and Commonwealth of Massachusetts Grade 2 Drinking Water Treatment license (or higher) or ability to obtain. Commonwealth of Massachusetts Grade 2 Drinking Water Distribution license (or higher) or ability to obtain. Backflow testing and survey License or ability to obtain.

**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. The work envisioned in this job category includes facility and water system operation and maintenance. Indoor and outdoor work in all types of weather.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to reach, climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts, fumes and or airborne particles, risk of electrical shock, and vibration. The employee may be asked to work inside an earth excavation. The employee is occasionally exposed to elevated areas, outside weather conditions; cold, and heat. The noise level in the work environment may be loud.

**Benefits:** Health insurance, Dental, vision, and long/short term disability, vacation, sick time, and holiday time off. Boots and clothing allowance and education reimbursement.

**COMPENSATION:** This position is a minimum 40-hour position, Monday through Friday 7:30 a.m.-4:00 p.m., with rotating shift on-call duties weeknights and weekends. Compensation may be negotiable based on certification levels and experience, minimum of \$23.50 to start with no license. Increase with each license grade and yearly step increases.

Grafton Water District is an Equal Opportunity Employer.

Resumes can be emailed to the superintendent at [derickson@graftonwaterdistrict.org](mailto:derickson@graftonwaterdistrict.org) posting will run until job is filled.

