



**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER DIVISION
WATER TREATMENT PLANT CHIEF OPERATOR**

Unit: AFSCME II

Reporting To: Public Works Director or Deputy Public Works Director

Wages: G-7-1 \$1,495.84/wk - \$1,749.92/wk

Hours: 40 hours/ weekly

Location: Butters Row Water Treatment Plant, 54 Butters Row, Wilmington, MA 01887

Application Deadline: Open until filled

DEFINITION

Supervisory work in the production of high quality, safe drinking water and the maintenance of water treatment plant equipment; all other related work as required.

ESSENTIAL FUNCTIONS

Works under direct supervision of Public Works Director or Deputy Public Works Director, performing the following functions:

- Exercises considerable judgment as to work methods and assignments, adopting or modifying methods and procedures to meet changing conditions.
- Makes occasional contacts with the Police Department, Town officials, state and federal agencies and general public.
- Supervises and instructs all Water Treatment Plant personnel in methods of performing tasks which are pertinent to the job.
- Work requires the use of independent judgment to maintain safe water and avoid damage to equipment.
- Errors could jeopardize personal and public safety, damage equipment or cause excessive costs. Work in general is performed under typical shop conditions, but with occasional heavy physical effort, including lifting 110 lb. drums.
- Supervises the operation and maintenance of the water treatment plants.
- Supervises and trains water treatment plant operators and attendants.
- Tests water quality and laboratory equipment.
- Operates valves, pumps, motors and chemical pumps; checks equipment used in treatment process and remote wells; maintains lime slurry piping system and sump pump.
- Takes and records readings of instruments monitoring treatment process; maintains operation logs and maintenance and repair records.
- Monitors chemical usage; calibrates chemical solution pumps and chemical dry feeders; adds treatment chemicals as needed; handles chlorine cylinders.
- Schedules, takes, prepares and packages various water quality samples for delivery to laboratories.
- Performs regularly scheduled preventive maintenance on plant machinery and equipment.
- Maintains a clean and orderly condition of the treatment plant and well buildings; provides general custodial care of grounds and buildings.
- Ensures that stocks of chemicals, laboratory equipment and other necessary equipment are adequate.

MINIMUM QUALIFICATIONS

High School graduation; five years experience in water field with emphasis on treatment activities; or any

equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILL

Considerable knowledge of treatment plant operation and maintenance. Mechanical ability. Ability to motivate, communicate with and lead employees. Ability to follow oral and written instructions. Ability to deal with contracts and maintain good public relations. Minimum Drinking Water Supply Facilities License Grade III (Treatment) required, Grade IV preferred.

EOE

To Apply:

Submit completed application, resume, and cover letter to:

Town Manager's Office
Attn: Human Resources Director
121 Glen Road
Wilmington, MA 01887

or via email at:
jobs@wilmingtonma.gov

If submitting by email please use "Position: Water Treatment Plant Chief Operator " in the subject line. Completed application, resume, and cover letter may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.

Town of Wilmington
PHYSICAL REQUIREMENT CHECKLIST

Position: Water Treatment Plant Chief Operator Department: Public Works

CHECK (✓) EACH REQUIREMENT THAT MATCHES ALL FUNCTIONS OF THE JOB ON A DAILY BASIS:

PHYSICAL MOVEMENT	WEIGHT					REACH				
	15 LBS OR LESS	15 TO 35 LBS.	35 TO 50 LBS	50 TO 100 LBS	100 LBS OR MORE	FLOOR TO 18"	FLOOR TO 36"	18" TO 36"	36" TO 48"	OVERHEAD
CARRYING: TO TRANSPORT PATIENTS OR THINGS FROM PLACE TO PLACE WHILE BEARING THE WEIGHT	✓	✓	✓	✓		✓	✓	✓	✓	✓
LIFTING: RAISING OBJECTS FROM A LOWER TO A HIGHER POSITION, FROM A HIGHER TO LOWER POSITION, HORIZONTALLY	✓	✓	✓	✓		✓	✓	✓	✓	✓
PULLING: USING UPPER EXTREMITIES TO EXERT FORCE	✓	✓	✓	✓		✓	✓	✓	✓	✓
PUSHING: USING UPPER EXREMITIES TO PRESS AGAINST SOMETHING WITH A STEADY FORCE	✓	✓	✓	✓		✓	✓	✓	✓	✓
REACHING: EXTENDING HAND(S) AND ARM(S)	✓	✓	✓	✓		✓	✓	✓	✓	✓

PHYSICAL MOVEMENT/MENTAL REQUIREMENTS	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
BALANCING: MAINTAINS BODY EQUILIBRIUM TO PREVENT FALLING WHEN WALKING, STANDING OR CROUCHING ON NARROW, SLIPPERY OR ERRATICALLY MOVING SURFACES					✓
BENDING: TO CURVE SPINE DOWNWARD				✓	
CARRYING: TO TRANSPORT PATIENT OR THINGS FROM PLACE TO PLACE WHILE BEARING THE WEIGHT				✓	
CLIMBING: ASCENDING OR DESCENDING LADDERS, STAIRS, RAMPS, POLES AND THE LIKE, USING FEET				✓	
COLLATING/FILING: REPETITIVELY PUTTING IN ORDER AND IN PILES AND INTO APPROPRIATE ORDER					
CRAWLING: MOVING ABOUT ON HANDS AND KNEES OR HANDS AND FEET		✓			
CROUCHING: SENDING THE BODY DOWNWARD AND FORWARD BY BENDING LEG AND SPINE			✓		
DECISION-MAKING: ABLE TO PRIORITIZE WORKLOAD					✓
DIALING: PUSHING BUTTONS OR MOVING A WHEEL WITH FINGER					✓
DRIVING: SET OR DIRECT IN MOTION A VEHICLE				✓	
FEELING: PERCEIVING OBJECTS, SUCH AS SIZE, SHAPE, TEMPERATURE OR TEXTURE BY TOUCHING WITH SKIN		✓			
FINGERING: PICKING, PINCHING, TYPING OR OTHERWISE WORKING, PRIMARILY WITH FINGERS			✓		
GRASPING: APPLYING PRESSURE TO AN OBJECT WITH THE FINGERS				✓	
HANDLING: TO TOUCH, MANIPULATE OR MANAGE WITH HANDS				✓	
HEARING: TO RECEIVE DETAILED INFORMATION THROUGH COMMUNICATION AND TO DETECT SUBTLE DIFFERENTIATIONS IN SOUND					✓
HOLDING: KEEP FIRMLY AS IN A GRASP OF THE HAND				✓	
INSERTING: TO PUT ITEMS INSIDE OR AMONG SOMETHING		✓			
JUDGEMENT: PERFORMS WITH FREQUENT INTERRUPTIONS AN MAKES GENERAL DECISIONS REGARDING RESPONSIBLITIES					✓
KNEELING: BENDING LEGS AT KNEE TO COME TO A REST ON KNEE OR KNEES			✓		
LEARNING: TO GAIN KNOWLEDGE, UNDERSTANDING OR SKILL BY STUDY, INSTRUCTION OR EXPERIENCE					✓
LIFTING: RAISING OBJECTS FROM LOWER/HIGHER POSITION, FROM HIGHER/LOWER POSITION, HORIZONTALLY				✓	
PULLING: USING UPPER EXTREMITIES TO EXERT FORCE				✓	
PUSHING: USING UPPER EXTREMITIES TO PRESS AGAINST SOMETHING WITH STEADY FORCE				✓	

PHYSICAL MOVEMENT/MENTAL REQUIREMENTS	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
REACHING: EXTENDING HAND(S) AND ARM(S)				✓	
READING: THE ABILITY TO LEARN FROM WHAT ONE HAS SEEN OR FOUND IN WRITING OR PRINTING					✓
REPETITIVE MOTIONS: SUBSTANTIAL MOVEMENTS (MOTIONS) OF THE WRISTS, HANDS AND/OR FINGERS				✓	
SITTING: FOR PROLONGED PERIODS OF TIME				✓	
SMELL: DIFFERENTIATE ODORS, VAPORS, FUMES, DUST				✓	
SORTING: SEPARATE PHYSICALLY FROM THINGS THAT DIFFER				✓	
STANDING: PARTICULARLY FOR SUSTAINED PERIODS OF TIME			✓		
STOOPING: BENDING BODY DOWNWARD AND FORWARD BY BENDING SPINE AT THE WAIST			✓		
TALKING: EXPRESSING OR EXCHANGING IDEAS ACCURATELY, LOUDLY OR QUICKLY					✓
THREADING: TO PASS A THREAD THROUGH AN EYE (OF A NEEDLE) QUICKLY	✓				
TYPING/KEYBOARD CODING: TO PRODUCE TYPEWRITTEN COPY USING FINGER AGILITY AND ACCURACY				✓	
VISION: ADEQUATE TO PERFORM FUNCTION					✓
ACUITY: NEAR, 20 INCHES OR LESS		✓			
DEPTH PERCEPTION 3-DIMENSIONAL VISION DISTANCE JUDGEMENT		✓			
ACCOMMODATION SHARPNESS OF VISION/FOCUS		✓			
COLOR VISION		✓			
FIELD OF VISION – ENTIRE SCOPE OF VISION/PERIPHERAL					✓
WALKING: MOVING ABOUT ON FOOT TO ACCOMPLISH TASKS, PARTICULARLY FOR LONG DISTANCE				✓	
WRITING: TO FORM LETTERS OR CHARACTERS ON A SURFACE BY HAND				✓	
OTHER: PLEASE SPECIFY					

WORKING CONDITIONS	% OF TIME PER DAY				
	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
DUST, VAPORS, FUMES			✓		
EXPOSURE TO WEATHER			✓		
EXTREME COLD			✓		
EXTREME HEAT			✓		
NOISE			✓		
VIBRATION			✓		
WET/HUMID			✓		
POTENTIAL HAZARDS					
CHEMICAL				✓	
COMPUTER				✓	
ELECTRIC SHOCK		✓			
EXPLOSIVES		✓			
HIGH, EXPOSED PLACES		✓			
INFECTIOUS EXPOSURE	✓				
MOVING MECHANICAL PARTS			✓		
PATIENT CONTACT	✓				
NEEDLES/SYRINGES	✓				
RADIATION, IONIZING	✓				

RADIATION, NON-IONIZING	✓				
WASTE HANDLING		✓			

