

Job Description
Town of Bellingham
Revised Dec 2019

Assistant Facilities Operator & Mechanic - Bellingham Department of Public Works (Water & Sewer Division)

General Description:

The primary responsible of the person holding this position will be to operate, maintain, repair, and ensure safety standards at the water and sewer pumping stations, and the treatment facilities in the Town of Bellingham, under the general and sometimes direct supervision of the DPW management.

In addition to the above duties, the person holding this position will be expected to operate snowplows, sand, and salt roads, perform manual labor and perform any other public works related duties as deemed necessary by DPW management.

Illustrative Duties:

OPERATIONS

1. monitoring and logging the pumping of sewage, water, and chemicals,
2. mixing of chemical batches,
3. transporting chemicals to various stations and facilities,
4. receiving chemical deliveries and picking up chemicals,
5. monitor and log all changes or adjustments to chemical feed and other pieces of equipment
6. performing routine tests to verify and analyze the condition of equipment and facilities
7. monitoring water treatment plant and filter operations and adjusting operations to maximize performance
8. performing simple laboratory tests related to water quality

MAINTENANCE

1. performing routine preventative maintenance on all equipment located at all facilities
2. cleaning, replacing, repairing of chemical lines, pumps, valves, and other such equipment,
3. cleaning of buildings,
4. inspecting, filling and applying of lubricants or grease are recommended for all pieces of equipment
5. repainting of buildings and piping as needed,
6. working with contractors and technicians hired to perform specialized facilities maintenance at facilities

REPAIRS & IMPROVEMENTS

1. repairing equipment, when possible,
2. dismantling and rebuilding of equipment,
3. removing and replacing packing and other standard wear items,
4. working with contracted service personnel to repair equipment,
5. dismantling and retrofitting of piping system related to chemical feed, water pumping and treatment and sewer pumping (this work does not include any work which should be performed by a licensed plumber)
6. performing minor wiring repairs (this work does not include any work which should be performed by a licensed electrician)

7. working with outside contractors and technicians hired to perform repairs, construction, or specialized work such as electrical or electronics work at facilities
8. report equipment repair needs and status to the DPW management

SAFETY

1. maintaining knowledge of all safety requirements and needs regarding all materials and equipment which will be handled as routine part of the work
2. making employees in other work classifications aware of safe operation and safety practices related to any facilities at which the other work classification employee may work to assist the AFO&M staff or cover weekend shift responsibilities.

Minimum Qualifications:

- High School Graduate.
- Experience in plant management and facilities maintenance preferred.
- Must be able to read, understand, and follow the instructions in operations and maintenance manuals that apply to a wide variety of equipment and facilities.
- Must be able to communicate with, and follow instructions from, service representatives related to repairs, operations, and maintenance of a wide variety of equipment.
- Must have a Massachusetts Drinking Water Operators License (Class T1) or obtain within 12 months of the start of his employment in this position.

New Hire

Physical Capabilities:

- Must be able to lift and install parts, accessories, tires, for installation and adjustment.
 - 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 hold and use mechanic's tools such as wrenches, bars, impact hammers, and other typical mechanic's tools from a reclined position working above body (creeper work), and from a standing position with vehicle on lift above the top of the head.

Minimum Qualifications:

- High School Graduate or GED.
- Possess when hired or achieve before the end of the 365 day probation period:
- Commercial Driver's License (CDL) – Class B or higher
- Hoisting Engineers License
 - Grades:
 - 1B (Crane on Service Truck & Forklift) or higher,
 - 2A (Loader, Backhoe & Excavator) or higher, and
 - 4E (Catch Basin Truck) or higher
 - 4G (Special Boom Mower)
- Massachusetts Drinking Water Operators Treatment License T1 or pass T1 exam
- Massachusetts Drinking Water Operators Distribution License D1 or pass D1 exam