



# FITCHBURG

Massachusetts

## JOB POSTING

<b>Position:</b> <b>Secondary Water Treatment Plant Operator</b>	<b>Department:</b> Department of Public Works Division of Water Supply 1200 Rindge Road, Fitchburg, MA	<b>Supervisor:</b> Chief Treatment Plant Operator and/or Designee	
<b>Salary Range:</b> \$30.91/Hr. - \$40.31/Hr./Grade 7 FLSA/Non-Exempt	<b>Hours:</b> Monday – Friday 7AM – 3PM Overtime as required	<b>Civil Service:</b> No	<b>Union Affiliation:</b> Teamsters/Local 170
<b>Posted:</b> May 12, 2023		<b>Deadline:</b> Posted until Filled	
<b>Applications are accepted online ONLY. Please visit <a href="http://www.fitchburgma.gov">www.fitchburgma.gov</a> to apply.</b> Required application documents include a cover letter, (Attn: Susan Davis, Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

*The responsibilities and duties listed below are illustrations of the various types of work performed. 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.*

### **JOB SUMMARY**

Works under the direct supervision of the Chief Treatment Plant Operator and under the direction of a Primary Treatment Plant Operator. Performs tasks associated with the construction, repair and maintenance of the water treatment plants, pump/pressure reducing stations, and related facilities.

### **RESPONSIBILITIES AND DUTIES:**

- Assist in monitoring and regulating operations, which involve start up and shut down of water treatment facilities according to prescribed procedures;
- Perform routine control tests and adjusts chemical feed systems as needed;
- Perform water quality tests for control of treatment process;
- Maintain operator logbooks, process control and other records for plant and associated pump stations and storage tanks;
- Assist in the preparation of annual, monthly, and daily reports as required for monitoring and tracking all phases of plant and system operations;
- As directed by an employee of higher grade collects and prepares water samples for in house and or contract laboratory testing, maintains chain of custody and other records to track and record sample collection and results;
- Assist in making operational decisions and adjusts treatment process and flow utilizing SCADA and other control systems;
- Perform routine preventative and corrective maintenance to plant equipment;
- Perform housekeeping and grounds maintenance activities;
- May be subject to call in as required;
- Work assigned rotating shifts necessary to provide required staffing including weekends and holidays;



## City of Fitchburg

### **DPW/Water Div., Secondary Water Treatment Operator, Responsibilities and Duties, continued:**

- Required work may be inside or outside. Outside work will be completed in all types of weather conditions, day and night;
- Respond to call-ins after regular working hours, including nights, weekends and holidays as needed. Extensive overtime may be required during emergency situations;
- Other duties as assigned by a supervisor or other employee of a higher grade.

### **QUALIFICATIONS, SKILLS and ABILITIES:**

- High School Diploma or GED;
- Must possess and maintain a valid Massachusetts Class D driver license;
- Valid Grade 2T Drinking Water Operator Certification as issued by the Commonwealth of Massachusetts;
- Must have OSHA 10 Training or complete within six months of hire;
- Proven ability to communicate effectively both in a verbal and written format;
- Must possess ability to:
  - Follow directions and complete tasks in a timely manner;
  - Read, interpret and understand written instructions, including: operation and maintenance manuals, laboratory procedures and safety procedures;
  - Keep and maintain accurate and legible written records;
- Ability to use MS office applications, including Word and Excel;
- Knowledge of water chemistry, physics, and math as they apply to the water treatment field;
- Knowledge of pumps and pumping, mechanical and electrical systems as they apply to the water treatment field;
- Ability to establish and maintain effective working relationships with fellow employees, supervisors, municipal officials and the general public;
- Demonstrate the required skills and the ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Must successfully complete pre-employment physical, drug screening and background check;
- Bilingual in English and Spanish a plus.

### **PHYSICAL COMPONENT RATED:**

*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.*

### **RATED: Heavy to Very Heavy.**

May require heavy physical labor, including lifting, bending, twisting lifting, frequent bending and twisting, and carrying objects that may exceed 100 pounds in weight. May require sitting at computer terminal or desk for prolonged periods. Exposed to discomforts such as high noise levels, damp surroundings and extreme weather conditions, during the day and/or night. Operation of hand and mechanically operated tools for short or extended periods may also be required.

### **The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)**

*This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.*