

BYFIELD WATER DISTRICT

*2 Fruit Street
P.O. Box 64
Byfield, MA 01922
(978)462-3023*

The Byfield Water District is seeking applicants for the position of Primary Operator. This is currently a Full-time position and participant of the Essex County Pension System, with BBS Health & Dental Insurance. A full job description is attached and contact information is listed below.

Salary Range: \$66,500 - \$75,000, Hourly Rate \$32.00 - \$36.00 respectively.

On Call Stand-by Pay is an additional \$300/Wk and included in the base pay.

4 Hr Minimum @ time and a half for weekend station checks and emergency call ins.

Summary:

Byfield Water District is a small community water system located within the boundaries of Newbury. The district has approximately 850 service connections and serves a population of 2,400 people, in addition to 2 school districts. The distribution system has 20 miles of water main which are 80% AC pipe, and the remaining is ductile iron and PVC. Byfield is a groundwater system comprising of 3 wells which are treated by chlorination and treatment of manganese through sequestering. The ideal candidate will have operational and technical experience in public water systems. A full grade 1T and 2D Massachusetts drinking water certification, or higher, is required. Certification in Backflow Testing and Surveying is desired. This position serves at the desire of the Board of Water Commissioners.

Essential Duties and Responsibilities:

- Water sampling and reporting.
- Maintaining accurate records of all water sampling and water usage.
- Water meter reading.
- Water meter replacement and installations.
- Maintenance to well stations.
- Maintenance of equipment.
- Maintenance of fire hydrant (flushing, winter pumping, marking, painting).
- Maintaining inventory of parts and materials.
- Dealing with any problems related to the distribution system or water quality that are being experienced by the customer.
- Written and oral communication with staff, water commissioners, customers and consultants.
- Testing Backflow Devices and maintaining associated reports.
- Water shut-offs and turn-ons as needed by plumbers or seasonal customers.
- Assist in repairs to leaks in water mains and services.
- Mandatory Rotation "on call" to respond to water system emergencies outside of normal working hours.
- Perform required daily duties at well stations on weekends and holidays.

- Water service "shut-offs" or "turn-ons" as required by the customer or their plumbers.
- Duties as required by the Director.

Resumes excepted until position is filled.

Mail Resume to: Byfield Water District
PO Box 64
Byfield, MA 01922

Email Resume to: tcusick@byfieldwaterdistrict.org

Contact:
Thomas D Cusick jr., Director Tcusick@byfieldwaterdistrict.org

BYFIELD WATER DISTRICT

POSITION DESCRIPTION: Primary Operator

1. **POSITION SUMMARY:** The Primary Operator is responsible for:
 - Accountability for the upkeep of the water system.
 - Day to day operation and maintenance of the wells.
 - Customer service.
 - Interaction with the Director and Office Manager.

2. **MAJOR CHALLENGES OF THE JOB:**
 - Keeping the water system operational at all times.
 - Reading meters to meet required deadlines for billing.
 - Dealing with customer related problems.
 - Being able to respond to emergencies on short notice.

3. **REPORTING RELATIONS:** The Primary Operator reports directly to the Director.
The Water Commissioners have the accountability to annually review the manager's performance and to make compensation decisions relative to the Primary Operator's salary. Additionally, the Commissioners have the accountability of having a nonmonetary performance conversation with the Primary Operator at any time.

3. **PROBLEM SOLVING & DECISION MAKING:**
 - **DECISIONS MADE:** Day to day decisions around the maintenance, operation and upkeep of the Water System.
 - **DECISIONS REFERRED:** State and Federal Policy, procedural changes, and those decisions requiring, according to the bylaws, a vote of either the Commissioners of the District or the members of the District.

5. RESPONSIBILITIES & SPECIFIC DUTIES:

- Water sampling and reporting.
- Maintaining accurate records of all water sampling and water usage.
- Water meter reading.
- Water meter replacement and installations.
- Maintenance to well stations.
- Maintenance of equipment.
- Maintenance of fire hydrant (flushing, winter pumping, marking, painting).
- Tracking inventory of parts and materials.
- Testing backflow devices and maintaining associated records.
- Dealing with any problems related to the distribution system or water quality that are being experienced by the customer.
- Water shut-offs and turn-ons as needed by plumbers or seasonal customers.
- Assist in repairs to leaks in water mains and services.
- Mandatory Rotation "on call" to respond to water system emergencies outside of normal working hours.
- Perform required daily duties at well stations on weekends and holidays.
- Water service "shut-offs" or "turn-ons" as required by the customer or their plumbers.
- Duties as required by the Director.

The Ideal candidate should have 3 to 5 years of experience and education operating a grade 2 or higher water system. Working independently and self-motivation are key attributes. Communication skills are considered to be mandatory, in order to interact with staff, customers and vendors.