



GEORGETOWN WATER DEPARTMENT

OPERATIONS MANAGER

Definition: Responsible supervisory and technical in the construction, repair, maintenance and operation of Town's water system; related work as required.

Distinguishing Characteristics: Works independently or as a group leader of a crew under the general guidance of the Water Department Utility Director.

Exercises considerable independent judgment in water plant or distribution system operations and performs duties considerable experience, discretion and technical knowledge.

Performs precise and accurate duties while sampling, testing and repairing system equipment.

Required to keep records, generate reports, monitor and operate the water systems using computer based software.

Is in frequent contact with Town Department and with the general public.

Normal physical effort demanded, except that field inspections more than normal effort and knowledge of water treatment and distribution systems may be required.

Examples of work: Inspection, supervise, installation, maintenance and operational work of the Town's water system, maintain accurate records and maps of the water treatment and distribution system. Assures that underground structures in the water distribution system are accurately recorded on Town maps.

Supervises water systems construction, required to do maintenance, repair work, sampling, data collection in connection with wells, pumping station, telemetering, testing, mains, services, hydrants, meters and all phases of production, treatment, distribution and meter reading.

Assures safe and adequate supply of portable water to residents and sufficient supply at proper pressures for fire department and industrial use. Assists in the review of plans and inspections of water services for proper installation and use of water meters, isolation valves and Backflow prevention devices.

Purchases supplies and materials with the approval of the Utility Director; handles complaints, maintains pumping and distribution system records.

Minimum Qualifications: High school graduate; or any equivalent combination of education and experience. Thorough knowledge of 310 CMR regulations for water treatment and distribution systems operation, thorough knowledge of pumping station operation, water supply and distribution system. Ability to exercises considerable independent judgement in water treatment plant and distribution systems operations, work independently or with other department employees, and to maintain good public relations. Ability to lift heavy materials and to work continuously under varying weather conditions. Ability to understand and follow written and oral instructions. Ability to use hard tool and operate power equipment. Certified GR. 2T and 2D with 5 years' experience in Water Systems. May be required to obtain a Massachusetts Backflow Prevention Surveyor certification (M.C.L. 310 C.M.R. 22.22 Cross Connections Regulations), if so requested by the Utility Director. Must possess a driver's license valid to operate CDL Class B motor vehicles in the State of Massachusetts. Must possess a hoister's license valid to operate Class B hydraulic machinery (Back hoe-loader)

Please send cover letter and resume to Marlene Ladderbush via email
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