

WE'RE HIRING!



Water and Sewer Specialist
Department of Public Works – Water and Sewer Division

Contact Human Resources with any questions at
jobs@shrewsburyma.gov

Date Posted: August 4, 2023	Document Type: Job Posting
Weekly Hours: 40 Hours/Week	Title: Water & Sewer Specialist
Department: Public Works	FLSA: Non-Exempt
Supervisor: Water Sewer Crew Leader	Bargaining Unit: Union - SEIU
Pay Range with Licenses: \$25.42 - \$30.82 per hour	Pay Range without Licenses: \$24.15 – \$29.38 per hour

Summary

Under the general supervision of the Water and Sewer Division Crew Leader, performs routine but responsible manual work in the construction, maintenance and repair of facilities for water supply and distribution systems and sewage collection systems, including pumps and motor equipment. Performs various skilled and manual labor related duties pertaining to the maintenance and repair of a large water and sewer utility. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures.

Essential Functions

- Performs skilled manual work in the construction, maintenance and operations of either the water and/or sewer systems, including mains and service connections, pumping stations, supply sources, manholes, gates, hydrants and shut-offs.
- Repairs water and sewer breaks; installs, repairs, and tests water meters, installs remote readers for water consumption. May supervise a small crew of employees at a lower skill level.
- Performs inspection, maintenance, repair and installation of infrastructure involving the operation of specialized equipment including, but not limited to tapping machines, backhoe, front-end loader, skid-steers, sewer rodding and jetting equipment, snow plowing equipment, backflow testing equipment, and hand operating equipment and power tools.
- Excavates trenches and backfill excavations.

- Assists in inspections of town hired contractors on public works projects, requiring coordination with the police, town engineers and residents.
- Works with town contractors to get public projects accomplished. Performs routine water meter inspection, maintenance and installation activities including investigation of readings for possible error, equipment failure or malfunction.
- Participates in the daily checks and maintenance of the water and sewer pumping stations and storage tanks, including landscape maintenance, trimming, small tree cutting and clearing fences and easements.
- Aids residents with problems or questions they have concerning water and sewer problems. Responds to routine customer inquiries and requests related to installation and repair activities. Conducts checks for water main leaks for residents in response to their requests.
- Marks locations of underground water/sewer lines in conformance with Dig Safe regulations. Prepares rough sketches of work performed and submits to supervisor.
- Participates in the general upkeep and landscaping of water and sewer facilities including water production sites and sewer stations.
- Restocks trucks with correct fittings and tools. Repairs and replaces hardware. Required to keep assigned trucks or equipment in good working order.
- Responds to after-hour water/sewer emergencies to direct repair operations; operates related equipment as conditions dictate.
- Shall respond to snow emergencies to operate equipment as directed.
- Responds to after-hour water/sewer and storm management emergencies to perform time sensitive system maintenance and repairs, and to operate snow plowing/removal equipment.
- May respond to any departmental or broader municipally declared emergency which requires interdepartmental or intercommunity coordination.
- Marks locations of underground water/sewer lines in conformance with Dig Safe regulations. Prepares sketches of work performed and submits to supervisor.
- Performs other related duties as required, directed or as the situation dictates.
- Regular attendance at the workplace is required.
- Ability and willingness to attend classes and seminars relating to job functions, safety or equipment handling etc.

Work Hours

The hours are conveniently 7:00 AM – 3:30 PM Monday through Friday, with overtime as required. A daily 30-minute lunch as agreed upon by the Water Sewer Crew Leader.

Minimum Qualifications

As to Training and Experience:

High school graduation plus sufficient work experience or technical training to perform assigned duties; or any equivalent combination of education or experience.

Massachusetts Commercial Driver's License Class A, or ability to obtain within six (6) months

2A Massachusetts Hoisting License, or ability to obtain within six (6) months

Distribution and Treatment Licenses Preferred

As to Knowledge, Abilities and Skills:

- Knowledge of water and sewer operations, construction and maintenance principles. Knowledge of state and local laws as well as OSHA safety rules and regulations related to operations. Ability to utilize heavy motorized equipment in water/sewer operations.
- General knowledge of the layout of the Town. Ability to carry out oral and written instructions.
- Ability to deal effectively with the public and communicate semi-complex solutions.
- Ability to respond to emergency situations 24 hours a day. Ability to establish and maintain effective working relationships with others.

How to Apply

When applying for this position a cover letter and resume may be sent via email to Human Resources, at jobs@shrewsburyma.gov indicating the position you are applying in the subject line. Open until filled.