

Adams Fire District Position Description

JOB CLASSIFICATION TITLE: Laborer/Operator

DEFINITION:

- Skilled manual labor in the operation of the Adams Fire District's water supply and pumping facilities.

QUALIFICATIONS:

- Must possess a Class D Driver's License.
- Must possess a Hoisting Engineer's License - Grade 2B or higher, *or obtain this license within six (6) months from date of hire or at the discretion of the Adams Fire District Superintendent.*
- Must possess a Class I Water Distribution License, *or obtain this license within twenty-four (24) months from date of hire or at the discretion of the Adams Fire District Superintendent.*
- Must possess a Class I Water Treatment License, *or obtain this license within twenty-four (24) months from date of hire or at the discretion of the Adams Fire District Superintendent.*
- Must possess a Backflow Prevention Device Testing License, *or obtain this license within eighteen (18) months from date of hire or at the discretion of the Adams Fire District Superintendent.*
- Must possess a Cross-Connection Surveyor License, *or obtain this license within eighteen (18) months from date of hire or at the discretion of the Adams Fire District Superintendent.*

RECOMMENDED QUALIFICATIONS:

- High School graduate or G.E.D. equivalent.
- Experience in water works construction and maintenance or any equivalent of education and experience preferred.
- Possess knowledge of basic electrical theory.

PHYSICAL REQUIREMENTS:

- Frequent moderate physical effort required.
- Some heavy lifting.
- Ability to work within confined areas, inside, and outdoors, in all weather conditions.

DUTIES & RESPONSIBILITIES:

- Works under the direct supervision of the Fire District Superintendent, and Assistant Superintendent.
- Be responsible for the day to day operations and assignments of the Public Water Supply (PWS), under the purview of obtained licenses.
- Conduct routine inspections of the PWS source, source water protection areas, storage facilities, chemical addition, treatment systems, and distribution system.
- Develop and maintain accurate on site drawings, and project ties to all infrastructure repaired/replaced, or installed for AFD records.
- Ability to read and decipher maps/plans.
- Maintain knowledge of infrastructure, and be responsible for dig safe mark outs in accordance with maps, and pipe detection.
- Have familiarity with all aspects of treatment and distribution system operations.
- Be responsible for setting, measuring, and recording of all chemical addition changes, daily treatment, production logs, and maintenance logs.
- Be responsible for monitoring, operating, and maintenance of process control equipment to meet specified MassDEP water quality standards.
- Maintain oversight of chemical supply inventories, and fill chemical feed day tanks.
- Clean, flush, disinfect, and test distribution system piping, tanks, hydrants, and keep abreast of changes in drinking water and safety regulations, under the purview of appurtenance.
- Collect and complete required water samples and documentation.
- Attend and pass trainings/classes/seminars for license and certification renewals.
- Complete cross-connection surveys, backflow device testing, and required paperwork.
- Performs responsible duties requiring the use of independent judgment in day-to-day operations of the Water Department.
- Have occasional contact with other Town employees and the general public.
- Operate all Water Department equipment and have working knowledge of water pipe installation, and general construction procedures for repair/replacement of public works infrastructure.
- Must be available for unscheduled water main repairs and other related emergencies after regular working hours.
- Performs Water Department maintenance and repairs including buildings, machinery, trucks, hydrants, meters and all Fire District property in Adams and Cheshire.
- Read meters, and replace meters, meter sets, and backflow prevention devices.
- May perform duties of other Adams Fire District employees as necessary.

The essential functions, or duties listed herein, are intended only as a general illustration of various duties, and does not exclude the assignment of additional duties as required of this position.

TERMS OF EMPLOYMENT

- This position requires a 40-hour work week, with scheduled and unscheduled overtime, in addition to weekend, paid on-call rotation.
- This position is hourly, with time and a half for overtime. The Prudential Committee sets the hourly rate
- In the event of resignation of employment, employee may be required to reimburse the District for training/test costs received in the previous 12 months.

PAY SCALE - FY2023

Position: Laborer/Operator

	<u>START</u>	<u>6 MO</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>
Laborer/Operator	\$23.60	\$24.19	\$24.79	\$25.41	\$26.05	\$26.70	\$27.37	\$28.05	\$28.75	\$29.47	\$30.21	\$30.97