



**TOWN OF HOLLISTON
JOB DESCRIPTION**

JOB TITLE:	CHIEF WATER OPERATOR FOR TREATMENT	DATE:	09/16/2021
DEPARTMENT:	WATER DEPARTMENT	GRADE:	L6
REPORTS TO:	DEPUTY DPW DIRECTOR	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Provides supervision of the operation and maintenance of the water treatment facilities, pump stations, and performs oversight of water quality management.

ESSENTIAL FUNCTIONS:

Duties include but are not limited to, consistently lead assigned water personnel in all operational aspects associated with water treatment plants, booster and pumping stations, chemical feed systems, operation of VFD units, emergency generators, system calibration and other related equipment as needed.

Oversees coordination of and compliance with water sampling schedule. Responsible for preparation, editing and submission of monthly reports and chemical ordering as required. Supervises applicable preventive maintenance and coordinates corrective maintenance with personnel. Provides technical guidance, troubleshoots, resolves or coordinates resolution of technical issues/problems on a pro-active basis. Maintains and reviews operational records and data. Reports needs for major equipment repair to avoid serious breakdown. Performs regular inspections to monitor and document facility conditions. Makes necessary adjustments to operational procedures based on best practice to insure continuous operation of facilities. Requests materials, equipment and supplies necessary to maintain said operation.

Provides direction and training of water department personnel assigned to treatment operations.

SUPERVISION:

Works under the general direction of the Director of Public Works and in close coordination with the Water Department Distribution Foreman.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

10 years' experience with working knowledge of methods, techniques, principals, and practices of water treatment is desired.

Minimum of a Massachusetts Certified Water Operator License, Grade 4T (Treatment) or equal level of other state with ability to transfer through reciprocity.



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Must have proven ability to efficiently operate all equipment in facility which may include pumps, engines, centrifugal and vertical turbine pumps, generators, valves, gates, mixers, blowers, chemical feed, disinfection equipment, measuring devices, testing equipment and material handling equipment.

ADDITIONAL REQUIREMENTS:

Ability to work in outside and inside environments with noise and in all temperature and climatic conditions and must be able to work under adverse weather conditions for extended periods of time. Requires ability to be available during any emergency and available to work on a rotational on call basis.

KNOWLEDGE, ABILITY AND SKILL:

Thorough knowledge of water operations, practices, and procedures is required. A high level of proficiency in computer technology is required including SCADA for process control.

Ability to utilize personal computers, data terminals, and specialized software application packages to perform related duties such as pump flow and chemical usage data, etc. Includes coordination of daily pumping data entry into the H2O software.

Must possess the ability to communicate clearly both verbally and in writing. Must consistently exhibit a professional and courteous manner and be able to cultivate effective working relationships with the public, contractors and staff.

PHYSICAL REQUIREMENTS:

Employee is regularly required to walk, stand, sit, and speak. Vision and hearing at or correctable to a normal range. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 50 pounds.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.