

**Town of Southhampton, Massachusetts**  
**Final Job Description Approved by Water Commission 2023**

<b>Position Title:</b>	Water Service Technician	<b>Grade Level:</b>	4
<b>Department</b>	Water Department	<b>Date:</b>	1/25/2024
<b>Reports to:</b>	Water Superintendent	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The employee is responsible for assisting in the proper operation of the Town's Water Treatment facility, pumping stations and distribution system to provide safe, clean and potable drinking water in accordance with State Department of Health and Federal E.P.A. regulations. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general direction of the Water Superintendent or Water Operations Field Supervisor, the employee is required to plan, prioritize, and carry out the regular work in accordance with standard operating practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** The employee, as a regular part of the job, is not required to supervise other department employees.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in personal injury, danger to public safety, adverse public relations and labor/material costs.

**Confidentiality:** In accordance with the State Public Records law, the employee does not have regular access to confidential information.

**Judgment:** Work assignments require the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determine actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:** The work consists of a variety of duties which generally follow standardized operating practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The employee is exposed on a regular basis to equipment/machinery found at a water treatment facility and within the Distribution System, including but not limited to noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, pressurized hoses that can result in personal personal injury and loss of time from work. The

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employee is required to work beyond normal business hours at nights or on weekends in accordance with the department work schedule and in response to emergencies on a 365 days per year, 24/7 basis.

**Nature and Purpose of Relationships:** Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public may occur on an occasional basis. Ordinary courtesy and tact is required.

**Occupational Risk:** Duties present frequent exposure to risk. Personal injury could occur if the employee fails to properly follow safety precautions or procedures. Examples of personal injury include cuts or burns, or muscular strains from lifting, pushing or carrying heavy equipment or work materials.

The employee operates standard office equipment, hand, power and pneumatic powered tools. Including, jack hammer, tapping machine and cut off saws, light truck and heavy trucks.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.*

Participates in the daily operation, repair and maintenance of the Town's Water Treatment Plant equipment and machinery including the Distribution System to provide safe and potable drinking water in accordance with Federal and State regulations as well as department operating practices.

Performs skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps and valves to regulate and control water flow rates and levels.

Assists in the collection and testing of samples for water quality and making adjustments as necessary; enters data into the department's computer system; refills chemical hopper, loads and unloads chemicals as necessary.

Keeps detailed and accurate written and computer records of testing and facility maintenance activities.

Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements as well as treatment procedures and practices as well as to maintain certifications or licenses that are required as a condition of employment.

Participates in the maintenance of the Drinking Water Distribution System, the treatment plant facility and the facility's immediate grounds and walkways including seasonal duties which may

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include snow and ice control and ground maintenance for the Water Department and or other Town Departments as assigned by The Water Department Superintendent.

Maintains satellite pumping stations as part of the water distribution system.

**Recommended Minimum Qualifications**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.*

**Education and Experience:** Position requires a minimum of an Associate's degree or a journeyman's level of trade knowledge; a minimum of three to five (3-5) years prior work experience preferably in a water treatment facility and or a Public Drinking Water Distribution System. or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**

Position requires a valid Class B Commercial Driver's License; Massachusetts Drinking Water Distribution License, Grade 1D preferred. Candidates with a Massachusetts Treatment License 1T will be considered. Employee will be required to obtain a Massachusetts Drinking Water Treatment/Distribution License 1T or 1D within one year of employment. As a condition of employment, the employee is required to participate in the Town's Randon Drug and Alcohol Testing Program

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of methods, practices, tools and equipment used in the operation and maintenance of the Town's water treatment plant, pumping stations and distribution system; safe and efficient operation of equipment, use of chemicals, tools and machinery.

**Abilities:** Identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner. Mechanical ability to operate machinery and equipment in a safe and efficient manner. Ability to handle hazardous chemicals in a safe manner and to work in confined spaces.

**Skills:** Fine motor skills for the operation of department tools and equipment. Proficient computer skills. Proficient oral and written communication skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations*

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*may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Work requires moderate intermittent physical strength and effort on a regular basis, such as, lifting heavy objects, carrying object(s) and stacking them or placing them in a vehicle or storage area. In addition, the employee is required to bend, stand, or walk for extended periods of time.

**Motor Skills:** Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using hand and power tools, operating department equipment, or climbing a ladder.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

*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.*

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