

## **Laborer/Operator-UE-Grade B**

The Town of Montague Water Pollution Control Facility is seeking applicants for the full-time position of Laborer/Operator. This position is responsible for semi-skilled and unskilled labor in areas of maintenance and repair for the wastewater department. Responsibilities include ensuring the safety and cleanliness of pump stations and treatment plant. Also ensuring the proper working condition of equipment and supplies, and performing a variety of equipment operation, maintenance and repair duties. A candidate for this position is required to have a valid driver's license, a High School diploma or equivalent and obtain or ability to obtain a Grade 3M wastewater license within one year of employment. A full job description is available on request. This position is eligible for municipal benefits and pension. Submit letter of interest, resume and references via email titled "Operator/Laborer Search" to [WPCF.SUPT@montague-ma.gov](mailto:WPCF.SUPT@montague-ma.gov). Applications are due July 22, but will be accepted until position is filled. *The Town of Montague is an equal opportunity provider and employer.*

<b>POSITION TITLE:</b>	Operator/Laborer	<b>DATE:</b>	December 12, 2016
<b>DEPARTMENT:</b>	Montague WPCF	<b>GRADE:</b>	B
<b>REPORTS TO:</b>	Lead Operator	<b>FLSA:</b>	Non-Exempt

**Statement of Duties**

Position provides semi-skilled and unskilled labor in areas of maintenance and repair for the Wastewater Pollution Control Facility department. Responsibilities include ensuring the safety and cleanliness of pumps stations and treatment plant. Also ensuring the proper working condition of equipment and supplies, and performing a variety of equipment operation, maintenance and repair duties.

**Supervision/Guidance Received**

Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Supervisor checks employee’s work only to ensure that completed work, methods used are technically accurate, and that instructions are being followed.

**Job Environment**

Position responsibilities require the use of judgment and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation.

Errors can result in personal injury/loss, delay, or loss of service, injury to other employees, and damage to buildings or equipment.

The position has occasional contact with the public in person or on the phone for responding to inquiries and complaints and providing information and assistance. The position has daily contact with other town departments, employees, contractors, and vendors for the purpose of giving or receiving information, and providing information and assistance regarding departmental operations. Contact usually occurs in person, or on the phone.

**Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types 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, or extension of, the position.*

### **Essential Functions**

1. Ensures the safety of fellow employees and yourself at all times.
2. Provides for the operation, maintenance, and repair of equipment and machinery; maintains and updates maintenance records.
3. Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal, State and Local regulations governing the wastewater treatment process, storm water and sludge management.
4. Reports to Lead Operator for daily instructions. In Lead Operator absence report to Chief Operator.
5. Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
6. On call to respond to emergencies and breakdowns at the plant and pump stations.
7. Conduct necessary weekend checks of the treatment plant on a rotating basis.
8. Operates a variety of vehicles and equipment ensuring that all safety precautions are followed.
9. Perform all work in conformance to Occupational Safety and Health Act regulations.
10. Record all data in laboratory and process when required.
11. Maps location of sewer collection lines for flow and size of pipes.
12. May enter data onto computer database related to catch basin locations, sewer flow data, marking out deadheads, and separating out sewer from storm drainage lines.
13. Maintain open communication with the Lead Operator regarding the treatment process and pump stations and malfunctions. Plus make recommendations for repairs of equipment to improve to these systems.
14. Prepares for and responds to seasonal challenges including snow removal, snow and storm water.
15. As requested, participates in all snow and ice removal operations and other emergencies declared by the department.

## **Recommended Minimal Qualifications**

### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent and or a degree in a related field of science.

### **Additional Requirements**

A candidate for this position is required to have a valid driver's license... Acquire a Grade 3 Ma. Wastewater license within one year of employment.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Monitor operating conditions, meters, and gauges. Collect and test water and sewage samples. Record meter and gauge readings and operational data. Operate equipment to purify and clarify water or to process or dispose of sewage. Clean and maintain equipment, tanks, filter beds and other work areas. Follow U.S. Environmental Protection Agency (EPA) regulations. Ensure safety standards are met; inspect equipment on a regular basis. Add chemicals, such as polymers or chlorine, to disinfect water or other liquids.

Skill in:

- Safe and effective equipment and vehicle operation techniques. Awareness of safety concerns.

And ability to:

- Follow directions

### **Tools and Equipment Used**

Use of laboratory equipment, operate valves and pumps, operate fire hoses, light truck, automobile, power tools, hand tools and office machines.

### **Physical Requirements**

The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, and drive motor equipment during work hours. The employee regularly lifts or carries up to 60 pounds and occasionally lifts up to 100 pounds. Normal vision is required for this position.

**Work Environment**

Employee works at an unpleasant atmosphere due to the sewer smells and conditions. They are exposed to outdoor weather conditions, fumes and/or airborne particles, moving mechanical parts and extremes of temperature constantly; toxic and/or caustic chemicals.

*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.*

Approved:

\_\_\_\_\_ Date \_\_\_\_\_  
Steve Ellis  
Town Administrator

\_\_\_\_\_ Date \_\_\_\_\_  
Board Chair, if necessary