

BARNSTABLE FIRE DISTRICT WATER DEPARTMENT

SERVICE PERSON II JOB DESCRIPTION

DEFINITION:

This is an hourly position based upon a forty-hour work week. The individual hired for this position will be selected by the Superintendent with the approval of the Board of Water Commissioners. The incumbent will be responsible for technical and manual work related to the installation, operation and maintenance of the District's treatment and distribution facilities. The incumbent performs similar or related work as required. Proper record keeping, in accordance with Department and State regulations, is an essential function of this position.

SUPERVISION:

The incumbent works under the general direction of the Assistant Superintendent and will be required to abide by the Personnel Policies of the Department.

JOB REQUIREMENTS:

The position requires that the incumbent possess a valid Class D Massachusetts Motor Vehicle Operators License. The incumbent must obtain a Massachusetts Drinking Water Operators License with a certification of Distribution Grade D-1 and Treatment Grade T-1 within a period of one year of being hired for the position. These licenses must be maintained for the duration of the employee's tenure in the position. The position will require overtime, weekends, holiday or night work. The position requires Well Duty coverage on a rotating basis for weekends, holidays, vacations, and illness which will be compensated for. The individual will also be required to participate in a rotating 24-hour emergency Standby/On-Call Duty from the end of normal working hours Friday afternoon to the beginning of successive working hours Friday morning which will be compensated for. This position requires the incumbent to have the ability to exercise considerable judgement.

DUTIES:

The position requires manual and technical work in the total water system. Duties include installation, operation, and maintenance of water supply facilities including well fields, pumping stations, treatment facilities, and water storage structures. Duties include construction, maintenance, and repair of the water distribution system including water mains, water services, water meters, gate valves, and other ancillary equipment. Duties include administrative office work including record keeping, computer data entry, and interpretation of plans or schematics. Duties include operating and controlling the Department's Supervisory Control and Data Acquisition system. The position requires customer service, vendor relations, and duties as required by the Superintendent and Assistant Superintendent. The position requires mandatory training in the delivery, safe handling, and the introduction of chemicals into the water system.

WORK ENVIRONMENT:

Work is performed in office, shop, and field environments. The individual may be exposed to adverse weather conditions, roadwork traffic, water under pressure, communicable diseases, and confined spaces with potentially explosive and/or toxic environments. Operates a variety of machinery and equipment, including but not limited to light trucks, power tools, auxiliary engines, pumps, lawn mowers, and hand tools. The individual may be exposed to hazardous chemicals, electrical hazards, motors, and machinery with rotating parts. The individual will have the ability to establish and maintain effective working relationships with superiors, other personnel, vendors, contractors, and the general public.

QUALIFICATIONS:

A high school diploma or GED certificate will be required. Basic oral, written, and communication skills required. Skill in the use of hand tools and equipment is required. The ability to make sound decisions to maintain a safe work environment is required.

PHYSICAL REQUIREMENTS:

Moderate physical effort is generally demanded. The position will require the individual to have the ability to stoop, bend, squat, kneel, and work in cramped quarters. The position will occasionally require the ability to lift heavy objects up to 50 pounds.

Probation Period:

The position is subject to a one-year probationary period.

I understand that any job offer is contingent on a Criminal background Check (CORI). I understand that a pre-employment physical examination by a physician of the Department's choosing will be required for newly hired employees. I also authorized the Barnstable Fire District to contact former employers to verify information and release any liability resulting from the verification process.

I have read and understand the information contained in the above Job Description.

(Signature of Applicant)

(Date)

This Job Description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change.

11/16/2023