

**TOWN OF AVON  
POSITION DESCRIPTION**

AVON TOWN CLERK  
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**Title:** Water System Technician

**Department:** Public Works

**Appointing Authority:** Board of Selectmen

**Pay Rate:** PW2

**Affiliation:** Union, Non-Exempt

**Schedule:** 40 hours per week Mon - Fri  
Scheduled and non-scheduled overtime  
Standby in rotation

The Town of Avon, population 4,400, and 4.4 square miles in area, is approximately 15 miles south of Boston. The Department of Public Works has 10 employees (8 field personnel, split between water and highway divisions) and an operating budget of \$1.4M, plus capital. Water includes groundwater source production, treatment and distribution, which currently includes six groundwater sources and well pump stations; corrosion control and green sand/GAC filtration; 1,600+ service connections, 35 ½ miles of distribution mains.

**Summary of Duties**

Assists in the operation of the Avon water treatment and distribution system, insuring the safe provision of drinking water meeting local, federal and state standards.

**Supervision Received**

Works under the direct supervision of the Lead Operator, other water division staff, the Director, and Assistant Director; may work assisting assigned consultants and contractors.

**Supervision Exercised**

May work with other DPW field and administrative personnel, seasonal help, contractors, consultants, service providers and interns as scheduled or assigned periodically assigned

**Job Environment**

Primarily non-office environments, including water treatment and distribution facilities, garages, storage and other support facilities, well and source protection lands, water facility grounds, system repair sites, including in roads, public and private construction sites. May include access to homes and buildings for water system repairs and inspections.

Regular periods spent outside subject to weather conditions while inspecting or directing work. Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions. Some exposure to high noise and vibration levels from heavy equipment. May operate equipment. Emergency and on-call response in severe weather, including hurricanes and snow storms, and may

include night and weekend work.

Must be in good physical condition, able to work sometimes under adverse weather circumstances and in times of community-wide emergencies and must be able to respond to work at unusual hours to deal with these situations

May spend periods at terminal or on telephone. Normal office environment; regular lifting and carrying of files, documents, records, etc.

Some travel within the Town to plan, oversee, and provide departmental services; and outside the town for departmental needs, training, etc.

### **Essential Functions**

The essential functions or duties listed are intended as illustrations of various types 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.

Under the direction of the Lead operator and other senior water division personnel and technical assistance providers, as assigned, the overall purpose of the position is to manage the operations and maintenance the Town's water system, using personnel and resources provided. Ensures the continued operation of the system to provide water for domestic and fire protection. Maintains and operates the system in compliance with appropriate federal, state and local authorities, including but not limited to the federal Safe Drinking Water Act, Massachusetts Water Management Act, MADEP regulations including 310 CMR 22.00, DEP guidance, Mass Department of Public Health DPH regulations and policies, drinking water board of certification regulations and policies, and system specific permits.

- Undertakes daily and other periodic work for the operations and maintenance of the system, following instructions, standard operating procedures and workflows.
- Inspect work in the field as needed to monitor special, projects or problem areas.
- Respond to all emergencies in a timely manner, normally less than 30 minutes
- Records and maintains all records including pumping reports, chemical addition reports, maintenance activity, preventative and corrective maintenance activities, monitor standpipe levels
- Installs, repairs and replaces water meters, including radio read attachments
- Reads meters for billing purposes
- Operates and tests emergency generators
- Under the direction of supervisors, assists in sampling in accordance with sampling schedules, and special samples.
- Maintenance and repair of mechanical equipment, including but not limited to analyzers, pumps and other treatment equipment; hydrants, gate boxes and curb boxes
- Assists in flushing the water system
- Performs weekly inspection of tanks. Obtains water quality samples for testing. Participates in annual water main flushing program.
- Installs, repairs and maintains in operational condition distribution equipment and appurtenances, including but not limited to hydrants and hydrant gates (street & yard), street gates, curb boxes, services, water meters and reading equipment. Operates hydrants during flow tests. Exercise gate valves to confirm location and operating condition.
- Use of pipe and leak detection equipment
- Perform final water reads, assists in investigating high water bill complaints

- Work with office staff for accurate billing and revenue collection, including consumption measurements. May include water shutoffs for related to non-payment of violations of rules and regulations
- Assists in tracking unmetered water use, and investigate other sources of Unaccounted for Water
- May coordinate with backflow/cross connection service providers to provide access to facilities.
- May review blueprints & schematic drawings; prepares sketches such as tie cards
- General maintenance of garage, other support facilities, grounds tools, vehicles and equipment
- As directed, implements source and watershed protection measures, including inspections
- Mark out water service locations for contractors, utilities, the Town and others
- Maintain all tools and store when not in use
- Report to the Lead Operator all problems with the distribution system, pump stations, and standpipes
- Assist in Town oversight of contractors, including public and private construction projects, and compliance with plans and standards
- Insures work undertaken is safe and compliant per town and other standards in facilities and the field, including trenching, shoring, competent person, work with and storage of hazardous or potentially hazardous materials, use of proper safety equipment
- Follows Emergency Response Plans as relates to operation of municipal water and public works systems. Assists in periodic review and updating
- Maintains system of organizing and making accessible water infrastructure records materials, methods and techniques relative to public works installations.
- Provide exceptional customer service. Respond to inquiries, requests and complaints a directed
- Attend continuing education assigned in order to maintain licenses required by state and federal requirements.
- Provides exceptional customer service
- Performs other duties as assigned

### **Minimum Qualifications**

#### **Experience:**

One year of progressively responsible water system experience, including operations, maintenance and construction, including supervisory responsibilities.

#### **Education:**

High School diploma, GED or equivalent. Water quality program certification and/or associate degree in a related discipline desired. equivalent field.

#### **Licenses:**

- Mass Drinking Water T1/D1 licenses
- Commercial Drivers' License (CDL) – Class B or better with air-break endorsement
- Hoisting license, 1C/2A
- Other water system-related licenses and certifications considered in candidate evaluation:
  - Competent Person
  - Asbestos-Cement Pipe Worker Safety 8 Hour Osha Class II Asbestos Training

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

- Knowledge and success in compliance with applicable federal, state and local laws, codes and regulations, in particular the Safe Drinking Water Act 310 CMR 22.00
- Ability to manage and coordinate personnel in specific task-oriented projects
- Must also be able to allocate and schedule associated equipment and material resources to ensure the efficient conduct of these tasks and projects
- Knowledge of vehicle and equipment maintenance practice, including assistance in specification of vehicles and equipment, preventative maintenance, etc.
- Ability to deal tactfully with the public, other department and division heads, boards and committees, agencies, and with public officials to explain the programs, priorities and needs of the Department
- Consensus-building skills and inclusive supervisory style desired
- Experience with water system software, including SCADA, reporting, workflow/asset management and office software.

#### Physical Requirements

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions.

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 the requirement of the job change.