TOWN OF TEWKSBURY

TOWN HALL
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TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: SHMEO-Water Sewer Craftsman (Department of Public Works)

QUALIFICATIONS: Candidate for this position is required to have two (2) years' experience as a Heavy Motor Equipment Operator (HMEO) in a municipal public works operation of general maintenance or construction experience, including experience and proficiency in excavation techniques or an equivalent and relevant combination of education and experience in a related field; working knowledge of maintenance and construction techniques as they would apply to Public Works infrastructure. Must have a valid Massachusetts CDL with airbrakes, tanker and appropriate endorsements to operate Water and Sewer Division equipment and Hydraulic Hoisting Class 1b/2a license.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: $46,994 – 64,870

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: September 13, 2016
To: Until filled

TYPE OF POSTING: AFSCME Union and Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office on the 2nd Floor of Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 3A

TOWN OF Tewksbury
DEPARTMENT OF PUBLIC WOKRS
Job Description

Job Title: Special Heavy Equipment Operator/SHMEO Water/Sewer Craftsman **Grade:** 3A
Division: Water and Sewer Division, DPW
Prepared: September, 2016

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are ***not*** *intended to reflect all duties performed within the job or assigned within the Department.*

SUMMARY

Performs various types of manual labor related to the construction, maintenance, operation and repair of town infrastructure and equipment; undertakes a variety of maintenance activities pertaining to public works. Makes necessary repairs and/or recommends and coordinates corrective action by subcontractors. Responds to emergencies; and works with minimal supervision. Works closely with Water and Sewer Division supervisors and personnel to safely perform duties.

DUTIES & RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Operate a variety of motorized equipment such as flushing and vacuum equipment, front-end loaders, backhoes, dump trucks, snowplows, tractors with various attachments, and other related hoisting, maintenance and construction equipment as assigned to assist with construction, repair and/or maintenance projects in the Water/Sewer Division or as assigned.

- Participate in the repair, construction and maintenance of the town infrastructure as may be assigned. Works around all types of construction equipment as appropriate for assigned project, establish work safety zones and place zonal/warning signs around work sites; assemble/install appropriate barricades, pylons, signage, etc.

- Operate a variety of electric, hydraulic, pneumatic and gas powered tools to conduct a variety of maintenance and construction operations. Maintain and care for all equipment, machinery and vehicles used during work assignments; perform preventive maintenance tasks regularly; report required maintenance and repair of equipment and vehicles to division supervisors.

- Perform cleaning, maintenance and repairs on collection system and pump stations as required. This includes ability to clear obstructions, troubleshoot and replace components and pumping equipment. Employs confined space entry equipment and

procedures where necessary. Inspects collection system piping using pipeline video inspection equipment.

- Monitors the operation of wastewater pump stations by checking operational status of equipment, meter readings, and annunciator panel statuses. Responds to equipment fault alarms. Records various readings and completes report forms.

- Participate in installation, inspection, disconnection and repair of water/sewer service connections, boxes, gates, meters, lines, and other related components; respond to utility service customer requests and then participate in appropriate response. Perform a variety of tasks related to the excavation of sewer and/or water lines; install, maintain and repair lines; clean up residences, commercial buildings and other facilities following leakages and breaks. Participates in the repair of the town roads associated with water breaks.

- Assist with flushing water and sewer lines; installation, maintenance, and repair of fire hydrants;

- Respond to emergency services calls/alarms during working and non-working hours; identify problems and take corrective actions; Participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather/emergency operations and services.

- Provide functional and technical guidance to junior members of assigned crew; may assist with training other employees on operations of equipment and in maintenance, repair and construction techniques on projects.

- Perform other work that may be assigned by the Superintendant of Public Works or his/her designee.

QUALIFICATIONS

Knowledge of:

- Proper operation techniques and maintenance requirements of hand and power-driven tools.
- Methods and techniques of general construction, maintenance and repair related to Public Works or the area of work assigned.
- Operation and maintenance of large commercial power generators, wastewater pumps and motors
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Understand a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Operate and maintain hoisting and excavation equipment, flushing and vacuum equipment and pump station equipment.

- Troubleshoot, make decisions and take appropriate remedial actions to maintain and repair pump station equipment and ensure their proper operation.
- Must have good stamina and not tire easily; ability to lift, handle, and manipulate on occasion at least 75 lbs. normally less; able to work under moderate noise level; capable of pro-longed repetitive bending from waist and have sufficient hand and leg strength to use manual and/or powered equipment for extended periods of time.
- Communicate clearly and concisely with public, and show leadership qualities with coworkers, supervisor(s) and contractors.
- Establish and maintain effective working relationship with those contacted during course of work.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

Two years experience as a Heavy Motor Equipment Operator with a municipal public works operation of general maintenance or construction experience, including experience and proficiency in excavation techniques or an equivalent and relevant combination of education and experience in a related field; working knowledge of maintenance and construction techniques as they would apply to Public Works infrastructure.

Licenses or Certifications:

- Possession of an appropriate level, valid Class B commercial driver's license with airbrakes, tanker and appropriate endorsements to operate Water and Sewer Division equipment
- Possession of a Class 1b and 2a hoisting license is required.
- Possession of or ability to obtain, appropriate licenses and/or certificates for assigned activities.

SUPERVISION RECEIVED and EXERCISED

- Receives supervision from Superintendant of Public Works or his Designee.
- May exercise supervision.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments with extreme hot/cold weather conditions; exposure to vibrations and noise; work on slippery or uneven surfaces, work around electrical energy; work around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible hazardous chemicals; overtime and irregular working hours for inclement weather situations and other circumstances deemed an emergency by the Superintendant of Public Works.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting and carrying, pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; and operate assigned vehicles and equipment.