

DEDHAM-WESTWOOD WATER DISTRICT

JOB DESCRIPTION – DISTRIBUTION DEPARTMENT

JOB TITLE: UTILITY PERSON “A”

FUNCTION: To efficiently assist the Sub-Foreman in the operation, maintenance and construction of distribution facilities so as to maintain a safe, adequate supply of water to meet customer demands.

AUTHORITY: Works under the direction of the Sub-Foreman; can make necessary decisions to properly complete assigned tasks; in emergency situations, may take necessary steps to prevent interruption of water service as well as prevent personal and property damage.

REPORTABILITY: Reports to superiors in the following sequence: (1) Sub-Foreman and in the absence of number one, (2) the Distribution Superintendent, (3) the Operation manager, and in his absence, (4) the Executive Director.

ACCOUNTABILITY: Reports immediately to Superiors any occurrences which interrupt completion of daily assigned tasks, malfunction of any equipment; any main, service, hydrant breaks; or any damage or vandalism to District property.

ADA Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case bases.

RESPONSIBILITIES:

A. GENERAL:

- 1.) To know and follow the District's Employee Guide for Conduct.
- 2.) To know and follow all OSHA and District Safety Rules and Regulations relative to the work performed in the Distribution Department, to work safely, to suggest the elimination of physical hazards that could lead to an accident of any type, and to prevent the occurrence of accidents.
- 3.) Immediately, or before the end of the normal work day, report accidents that involve personal injury, vehicle damage, and/or property damage.
- 4.) To maintain a neat, clean, and well-groomed appearance at all times as well as to maintain a courteous manner when speaking to customers and fellow employees so as to make a positive impression.
- 5.) To have and retain a valid driver's license so as to operate District automobile or truck. and a Mass. Certified Drinking Water Operators License D2.
- 6.) Ability to obtain a commercial driver's license.

To maintain tools, equipment, and vehicles in a neat, clean, orderly and safe operating condition.
- 7.) To attend training courses as required by the District.
- 8.) To be available for emergency work on an overtime basis when required by work conditions.
- 9.) To properly prepare and complete various District records and report forms such as, but not necessarily limited to, daily time sheets, daily job sheets.

B. OPERATIONAL:

- 1.) To properly perform designated housekeeping duties.
- 2.) Assist Sub-Foreman in maintaining stockrooms and stockyards in an orderly clean manner.

- 3.) Assist Sub-Foreman in locating mains, service lines, fire hydrants, gate valves, curb stops, and associated appurtenances.
- 4.) Assist Sub-Foreman in thawing mains, services, and hydrants.
- 5.) To assist in taking physical inventory of stock materials.
- 6.) To be able to interpret and obtain information and sketches for locating facilities from District records.
- 7.) Assist in the inspection and operation of public fire hydrants.
- 8.) Assist in leak survey program.
- 9.) Assist in valve inspection program.

C. **MAINTENANCE:**

- 1.) Assist Sub-Foreman in maintaining and repairing mains, service lines, fire hydrants, gate valves, and associated appurtenances.
- 2.) To cut and replace pavement, to excavate and backfill trenches in accordance with accepted safety practices.

D. **CONSTRUCTION:**

- 1.) Assist Sub-Foreman in installing pipelines, service lines, fire hydrants, gate valves, and blow-off's and associated appurtenances.
- 2.) Assist Sub-Foreman when required to make wet taps from $\frac{3}{4}$ inch to 12 inch in size in various size pipelines up to 16 inches in diameter.

The foregoing outline of responsibilities list only principal duties and assignments to other types of responsibilities may be made when work conditions require.

DEDHAM-WESTWOOD WATER DISTRICT

MINIMUM ENTRY LEVEL REQUIREMENTS

POSITION: UTILITY PERSON "A" – DISTRIBUTION DEPARTMENT

EDUCATION: It shall be necessary to have a Certificate of graduation either from an accredited high school, vocational school, night school, correspondence school, or their equivalent, which has developed the candidate's ability to read, write and perform simple arithmetic as well as the ability to follow oral and written instructions.

PHYSICAL: Candidate shall pass a physical examination certifying to good health when required by the District, and be capable of working a regular eight (8) hour shift, as well as work overtime when required, without showing abnormal physical or mental signs of fatigue under varying climactic conditions.

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. Candidate shall be able to perform all of the following but not limited to:

- walk hills and uneven ground as found in the well field
- climb ladders and stairs as to access hatches and manholes as needed
- lift heavy objects safely. At a minimum must be able to lift 55lb potassium permanganate drums.
- wear personal protective equipment (PPE) including but not limited to respirators, goggles, face masks, gloves, and lab coats.

SKILLS: Candidate shall have a working knowledge of and know how to add, subtract, and divide number; shall have the knowledge and ability to safely operate light automotive trucks and/or vehicles and associated equipment; shall have the knowledge of and ability to use small hand tools related to mechanical and electrical activities in the distribution of water; shall have knowledge of and the ability necessary to

make positive impressions on customers and others encountered in the performance of responsibilities; and shall have the ability to understand and follow simple oral and written instructions.