

CHERRY VALLEY ROCHDALE WATER DISTRICT/CHERRY VALLEY SEWER DISTRICT

JOB DESCRIPTION

TITLE: DISTRIBUTION/COLLECTION SYSTEM OPERATOR

DIVISION: OPERATIONS

CLASSIFICATION: NON-EXEMPT

General Description:

The distribution/collection system operator performs routine operation and maintenance functions associated with the pumping, treatment and distribution of drinking water throughout the water district and such functions as associated with the operation and maintenance of the wastewater collection system serving the sewer district. This position is essential to the provision of a continuous, uninterrupted supply of safe drinking water to District customers in an efficient and economic manner, and, to promote public health and safety, commercial development and environmental quality throughout the Districts. The position functions under the direction and supervision of the Superintendent and in cooperation with the respective Boards of Commissioners of the Water and Sewer Districts.

Reporting Relationships:

The distribution/collection system operator reports to the Superintendent. This position also receives direction and job assignments from the Clerk and/or Treasurer in response to customer reports, complaints and emergencies.

Essential Duties and Responsibilities:

- Ability to lift 70 pounds.
- Shoveling, mowing, and landscaping of District facilities.
- Repair and installation of water mains, customer services, valves and hydrants.
- Water meter installation.
- Monitoring of SCADA.
- Response to alarms.
- Water quality sampling.
- Diagnosis and repair of water and sewer pumps.
- Interaction and communication with District customers, in the field and in the office.

MINIMUM QUALIFICATIONS REQUIRED:

General Knowledge of:

- Water well pumping and treatment,
- Basic water distribution system hydraulics and components,
- Operation, installation, repair and maintenance of valves, hydrants and service connections,
- Mapping and maintaining field information on customer service connections, valve and hydrant locations, and related information,
- Updating and referencing of customer tie card information,
- Basic operation, maintenance and repair of wastewater collection system components, pumps, meters, and sewer connections,
- Reading and interpreting maps, plans and system descriptions and reports.

Ability to:

- Provide Holiday and Weekend shift coverage as assigned by the Superintendent.
- Respond to Emergencies including availability on a 24 hour/7 day per week basis and respond within thirty (30) minutes for emergency operations.
- Serve in a rotating on-call schedule as assigned
- Assist in the day-to-day maintenance and repair of the Districts water treatment and distribution and wastewater collection systems, facilities and grounds.

Minimum Experience/Education: The Distribution/Collection System Operator position requires a minimum of a high school diploma at the time of hire. A valid Massachusetts driver's license is required at time of hire. This position is considered an entry level, non-exempt position with employee benefits as explained in the Employee Handbook. Incremental raises and advancement are subject to performance reviews, accumulated years of experience and approval by the Boards of Commissioners, in consultation with the Superintendent.

Operator License/Certification Requirements:

- Massachusetts Treatment 2T License preferable or obtainable within 1 year of hire.
- Massachusetts Distribution 2D License preferable or obtainable within 1 year of hire.
- Voluntary Collection System Certification as may be determined necessary or appropriate in consultation with the Superintendent and Board of Sewer Commissioners.
- OSHA 10 Certification
- Competent Person trained
- Hoisting Engineering license Class 2D (minimum)

Physical Requirements: This position involves a wide range and variety of physical activities including sitting, standing, walking (including construction sites and similar conditions), driving automobiles, trucks, operating machinery and tools, operating heavy equipment when called upon, speaking, listening, reading, writing, and computer utilization. This position frequently requires lifting and assembly of various water and sewer system components, supplies, chemicals and other materials.

Work Environment: Duties are generally performed in the field within the boundaries of the respective water and sewer districts. Operator is responsible for driving and operating vehicles and other equipment as provided by the Districts. Occasional work in office and on-site laboratory and computer settings. Occasional travel to meetings, conferences and construction sites as directed.

Other: This position serves at the discretion of the Superintendent subject to the review and approval of the Boards of Commissioners. This is an "at will" position.

NOTE: This job description does not constitute an employment agreement and may be subject to revision or amendment at any time to meet the needs of each respective District.

Please Print Clearly

APPLICATION FOR EMPLOYMENT

Cherry Valley and Rochdale Water District

Please Answer All Questions. *Résumés Are Not A Substitute For A Completed Application.*

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Applicant Name _____ Position Applied For _____ (list only one)

Telephone Number () _____ - _____ Alternate/Cellular Telephone Number () _____ - _____

Present Address _____

Street, Apartment, or Unit Number

How long have you lived there _____ / _____ Years/Months

City

State

Zip

Email Address (optional) _____ Desired Salary/Hourly Rate _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No Date on which you can start work if hired _____

Have you previously applied for employment with this Company? Yes No

If Yes, when and where did you apply? _____

Have you ever been employed by this Company? Yes No

If Yes, provide dates of employment, location and reason for separation from employment. _____

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College					
Graduate/ Professional					
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see *résumé*?"

Employer

Name _____ **Address** _____ **Type of Business** _____

Telephone (____) _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? _____

How much notice did you give when resigning? If none, explain. _____

Employer

Name _____ **Address** _____ **Type of Business** _____

Telephone (____) _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? _____

How much notice did you give when resigning? If none, explain. _____

- Have you ever been terminated or asked to resign from any job? Yes No If Yes how many times? _____
- Has your employment ever been terminated by mutual agreement? Yes No If Yes how many times? _____
- Have you ever been given the choice to resign rather than be terminated? Yes No If Yes how many times? If _____

you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE

Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE	NUMBER OF YEARS KNOWN

DRIVING INFORMATION

Do you have a current valid driver's license? Yes No If yes, License No.: _____ State: _____
 Expiration Date: _____

If you do not have a driver's license for the state in which you currently reside, why not?

Has your license ever been suspended or revoked? Yes No
 If yes, explain: _____

Do you have personal automobile insurance? Yes No
 If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? Yes No If yes, explain:

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY. IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. If applicable and allowed by law, I will receive separate written notification regarding the Company's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

Applicant Signature _____ **Date** _____ / _____ / _____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

FEDERAL AND/OR STATE LAW MAY PROHIBIT THE USE OF LIE DETECTOR, POLYGRAPH OR SIMILAR TEST AS WELL.