



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

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January 12, 2022

JOB #2022-003

«DEPARTMENT»

«ROOM_» «AUTOMERGEFIELD»

PLEASE POST

ANTICIPATED JOB OPENING

POSITION: Senior Water Treatment Plant Operator
Water Treatment Plant (Civil Service Position)

HOURS OF WORK: 40 hours per week

SALARY: \$29.56 - \$32.97 per hour
(According to contractual salary schedule)

General Statement of Duties and Responsibilities:

The senior water treatment plant operator performs all duties related to operation and maintenance of a grade IV surface water treatment plant, water booster pumping stations, water supply facilities, and water storage tanks.

Supervision Received/Exercised

Works under the supervision of the water treatment manager. Takes on role of working foreman by leading, supervising, and instructing staff of certified water treatment plant operators and seasonal labor staff. Supervise outside vendors and contractors.

Examples Of Duties And Responsibilities

Monitors and operates the entire water treatment plant process to ensure established water quality parameters are being met. Monitors water levels in the water distribution system to maintain adequate water volume to meet the system demand. Operates various source water supply and distribution water booster pumping stations. Maintains all equipment by assigning and tracking all preventative and corrective work performed on water treatment plant and pumping station assets.

Maintain an adequate level of chemicals and supplies incidental to the operation of the water treatment plant and pumping stations. Coordinates with vendors and contractors as needed. Perform general building and grounds maintenance. Assists laboratory and collects samples throughout the water treatment plant process, watersheds, water distribution system, and construction sites when needed. Performs basic water quality analysis for process control.

Receives and analyzes bulk chemical deliveries. Enters lab analysis data into the facility database. Participates in plant safety and training program and responds to associated needs. Interact with the public and respond to resolve customer inquiries, and complaints related to water quality in a courteous, effective and timely manner. Assists in plant personnel management by tracking attendance, compiling payroll, and managing overtime scheduling. Perform the duties of the water treatment plant manager in his/her absence.

The position is required to be on-call on a rotating, weekly basis with other employees. When on call, will be the primary responder for the water treatment plant, water pumping stations, water storage tanks and related emergencies outside regular working hours, including weekends, holidays, and during inclement weather conditions. When not on call, willing to work scheduled overtime and respond to emergencies.



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The duties listed above are intended only as illustrations of the various types of work that may be performed, and additional duties may be assigned by the supervisor. 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.

Qualifications:

High school diploma or equivalent. Associate or Bachelor of Science degree in environmental science, environmental or civil engineering, biology, microbiology, chemistry, or closely related field beneficial. A minimum of three (3) years full-time experience as a water treatment plant operator. Possession of a valid driver's license. Certification as a Commonwealth of Massachusetts grade IV drinking water treatment plant operator. Must reside within one (1) hour response time from the City of Haverhill.

Skills, Knowledge, And Abilities

Thorough knowledge of the drinking water treatment process for a dissolved air flotation surface water treatment plant and applicable chemistry. Thorough knowledge of current Commonwealth of Massachusetts and USEPA drinking water regulations and reporting requirements. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with associates and the public.

Proficient in the operation of a personal computer and windows operating system with proficiency using Microsoft Excel and Word. Experience with supervisory control and data acquisition (SCADA) systems and it's use in water operations including knowledge of GE Digital software such as iFIX and Historian. Experience with computerized maintenance management systems (CMMS).

Skills in written and oral communication at a level necessary for efficient job performance. Skills in using basic hand-held and power tools to perform typical equipment maintenance activities. Skills in using lab equipment such as pH meters, turbidimeters, glassware, and other precision instruments.

Physical Requirements:

Occasional strenuous physical effort required; ability to lift and carry weights up to 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequently remains standing for lengthy periods of time while working. Must have dexterity to properly collect samples and work with lab equipment. Frequently moves in and out of vehicles. Ability to use and wear personal protective equipment as required for working in around chemical handling equipment and a laboratory environment. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, JANUARY 28, 2022

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT: www.cityofhaverhill.com/departments/human_resources

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB #2022-003 WHEN APPLYING ONLINE.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: www.cityofhaverhill.com/departments/human_resources