



# Haverhill

Human Resources Department, Room 306

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December 6, 2021

Job # 2021-047

**PLEASE POST**  
**ANTICIPATED OPENING**

**POSITION:**                   **Water Distribution Operator III (Civil Service position)**  
**Department of Public Works – Water Division**

**HOURS OF WORK:**           **7:00 a.m. – 3:00 p.m.**  
**Monday through Friday**

**SALARY:**                       **\$26.76 - \$29.63 per hour**  
**(According to Contractual Salary Schedule)**

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Water Distribution Operator III performs skilled to unskilled tasks in operation, maintenance, repair, construction, and inspection of the City of Haverhill public drinking water distribution system. Perform work according to accepted practices and procedures and protect the safety, health, and welfare of the public.

**SUPERVISION RECEIVED:**

Works under the Water Maintenance Supervisor's supervision or his/her representative as assigned by the Water Maintenance Supervisor or General Foreman.

**SUPERVISION EXERCISED:**

Supervise equipment operators, laborers, and other assigned staff of a lower grade. Supervise outside vendors and contractors.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Inspect, operate, maintain, install, and repair water mains, valves, fittings, fire hydrants, water service lines, and appurtenances. Lead, direct, and instruct assigned work crew.
- Operate equipment including, but not limited to, backhoes, excavators, loaders, single and tandem axle trucks, compressors, pumps, and jackhammers. Uses a variety of hand tools and power tools to complete installation, maintenance, and repair tasks.
- Inspect, clean, and perform routine maintenance and repair to vehicles and equipment to keep them in good working condition. Keep assigned vehicle clean, serviceable, and stocked with supplies and materials.
- Utilizes hand-held digital data collection tools, computers, or paper forms to document operational status and maintenance requirements, initiate and complete work orders, and update water system assets in the City's Geographic Information System (GIS). Complete and submit work orders and daily record of the day's activities
- Perform pressure tests, hydrant flow tests, water main disinfection, and flushing. Inspect and exercise distribution system valves and fire hydrants to ensure proper and reliable operation.

- The position is required to be on-call on a rotating, weekly basis with other employees. When on call, will be the primary responder to water distribution and related emergencies outside regular working hours, including weekends, holidays, and during inclement weather conditions. Direct emergency work crews working on water leaks and breaks.
- Find and mark locations of underground water pipes, valves, and other appurtenances. Check and update as-built drawings and maps.
- Test backflow devices and perform cross-connection surveys.
- Perform general building and grounds maintenance.
- Interact with the public and respond to resolve customer service requests, inquiries, and complaints related to the water distribution system in a courteous, effective and timely manner.
- Perform manual labor, including digging, lifting, and moving parts and equipment.
- Read and install water meters and remote-read transmitters.
- The duties listed above are intended only to illustrate the various types of work that may be 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.

**QUALIFICATIONS:**

At least three (3) years of relevant experience working for a public drinking water distribution system or related field. Applicants must have a high school diploma or equivalent.

Must possess and maintain in good standing a Massachusetts Water Distribution Grade D-3 Operator-in-Training (OIT) license or higher, Massachusetts certification to test backflow devices and perform cross connection surveys, Massachusetts Class B Commercial Drivers' license, and Massachusetts 2B hoisting license to operate a backhoe. A Massachusetts 2A hoisting license to operate an excavator is preferred over a 2B license.

When not on call, willing to work scheduled overtime and respond to emergencies.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Skills in the use of hand and power tools, and the operation of equipment and vehicles used in the operation, maintenance, repair, and construction of municipal water systems.
- Thorough knowledge of the regulations, practices, procedures, tools, supplies, materials, and equipment used to inspect, operate, maintain, repair, and construct a municipal water distribution system and related facilities.
- Thorough knowledge of health and safety practices used in the operation, maintenance, repair, and construction of water systems.
- Working knowledge of water distribution system hydraulics.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, associates, subordinates, outside vendors, contractors, other city departments, and the public.
- Ability to operate hand-held digital data collection tools, computers, equipment, and tools used to maintain a water distribution system.
- Ability to read and interpret maps (paper, electronic, and GIS), construction plans, prints, specifications, and operation and maintenance manuals.
- Skills in written and oral communication at a level necessary for efficient job performance.
- Skills and ability in troubleshooting, problem-solving, and maintenance and repair of equipment, tools and facilities typical of water distribution systems.
- Ability to lead, direct, organize, train, and instruct assigned crew.

**PHYSICAL REQUIREMENTS:**

- This position works mostly outdoors and is exposed to changes in the weather.
- Requires frequent movement in and out of vehicles and equipment, in and out of trenches and excavations, construction sites, confined spaces, and related facilities. Frequent travel is required by motor vehicle to work site.
- The position requires frequent to constant strenuous physical activity including, but not limited to lifting, pushing, pulling, bending, squatting, kneeling, twisting, carrying, standing, walking, sitting, and reaching.
- Ability to move and manipulate objects that weigh up to 100 pounds. Employees are able to get help with lifting heavy objects and are encouraged to if something weighs over 100 pounds.
- Attendance and reporting for work on-time are mandatory.

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

**CLOSING DATE:**

**THURSDAY, DECEMBER 16, 2021**

**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:

[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-047 WHEN APPLYING ONLINE.**

