



# 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: Crew Leader –Water/Sewer Division (2 openings in the DPW)

QUALIFICATIONS: Candidate for this position should have a minimum of two (2) year's experience with municipal public works operation as a Special Heavy MEO or an equivalent and relevant combination of education and experience in a related field, with preferable experience as a Crew Leader. Must have experience in the operation, maintenance, and repair of electromechanical equipment and proficiency in construction, mechanical and hydraulic disciplines as they are relate to water/sewer maintenance and repair work; basic knowledge of computer software, such as Microsoft Word and Excel, with an ability to prepare reports and enter data into spreadsheets; and ability to learn, understand and use the Mission control systems for monitoring pump station activity. A CDL license with airbrakes and tanker endorsement, Hydraulic license, Class 1b/2a hoisting license and a Grade 2D for Water Distribution License is required. A DEP Certified Cross Connection Tester Survey License is preferred but not required. Also is responsible for Call Duty and a Route Supervisor during Snow/Ice Operations.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: Negotiable up to \$64,702

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

POSTING DATES: From: February 20, 2015  
To: Until filled

TYPE OF POSTING: AFSCME Promotional and Open

Applications may be obtained online at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office on the second floor of the temporary Town Hall located at 464 Main Street.

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

This is an AFSCME Local 833 position Group 3B

**TOWN OF Tewksbury**  
**DEPARTMENT OF PUBLIC WORKS**  
**Job Description**

**Job Title:** Special Heavy Motor Equipment Operator – Crew Leader **Grade:** 3B  
**Division:** Water and Sewer Division, DPW  
**Prepared:** September, 2014

*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**

Participates in the planning, supervision and conduct of services and operations within the Water and Sewer Division; coordinates assigned activities with other divisions, departments and outside agencies; provides support to Supervisor within the Division. Exercises direct supervision over skilled, semiskilled, and unskilled personnel using independent judgment and decision making. This position requires proficiency within an assigned discipline including sewer collection and/or water distribution, inclusive of pumping system operations and maintenance. Makes necessary repairs and/or recommends and coordinates corrective action by contractors. Responds to emergencies; and works with minimal supervision.

**DUTIES & RESPONSIBILITIES**

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

Essential Functions:

- Supervise, monitor and participate in the services and operations of the Water/Sewer Division; As required participate in the conduct of all services, activities and operations as those personnel supervised within the division; assist the division supervisor in the development and implementation of annual budget, operating procedures, plans and priorities for the division;
- Identify, schedule, and perform preventative maintenance and repairs within assigned operational area; investigate and troubleshoot problems/trends, replace components, and perform other mechanical repairs and activities as necessary to ensure the proper working order of the Utility; Orders supplies and equipment as needed and approved; Document and report all work and findings in writing and/or through electronic means;
- Respond to emergency services calls/alarms during working and non-working hours; identify problems and take corrective actions; Participation in snow and ice removal and treatment operations, some of which occur after normal work hours; participates in other inclement weather/emergency operations and services; Participation in afterhours stand-by duty as assigned is required;
- Exercise direct supervision over assigned personnel requiring continuous judgment and

resourcefulness in directing a working unit and deciding on a course of action; Maintains discipline within the work unit; Make frequent contact with other departments, contractors and the general public;

- Motivate, train and evaluate assigned personnel performance for compliance with instructions and conformance with accepted trade practices; schedule tasks, projects and employee time; work with employees to correct deficiencies by providing and coordinating staff training; Ensure a safe working environment through the establishment of work safety zones and safety practices;
- 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 the division supervisor.
- Perform other work within the Department that may be assigned by the Superintendent of Public Works or his/her designee.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a Public Works Department, including general construction methods and techniques.
- Operational, maintenance and repair activities required for a Water and Sewer utility enterprise
- Pertinent Federal, State and local laws, codes and regulations
- Operations of appropriate equipment, tools, machinery and facilities, including pumps, motors and operating controls used in water/sewer systems
- Occupational hazards, safety rules, equipment and principles related to the operation of motorized equipment, construction practices and work within confined space areas

### **Ability to:**

- Develop and administer work plans and procedures; Monitor and supervise assigned employees
- Provide evidence of demonstrated ability to identify, schedule and perform all maintenance, troubleshooting, operational and repair activities related to water system, sewer collection system and pump station infrastructure to ensure their efficient and effective operation.
- Communicate clearly and concisely, in writing and orally with public; demonstrate leadership qualities with coworkers, supervisor(s) and contractors.
- Establish and maintain professional, effective working relationship with those contacted during course of work.
- Perform strenuous manual labor tasks and operate vehicles and equipment relevant to assigned operations.

## **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:**

Candidate for this position shall have a minimum of two years' experience with a municipal public works operation as a Special Heavy Motor Equipment Operator or an equivalent and relevant combination of education and experience in a related field, with preferable experience as a Crew Leader; must have experience in the operation, maintenance and repair of electromechanical equipment and proficiency in construction, mechanical and hydraulic disciplines as they relate to

water/sewer maintenance and repair work; basic knowledge of computer software, such as Microsoft Word and Excel, with an ability to prepare reports and enter data into spreadsheets; and ability to learn and understand and use the *Mission* control systems for monitoring of pump station activity.

**Licenses and Certifications:**

- Possession of a valid Class B commercial driver's license with airbrakes, tanker and appropriate endorsements to operate Water and Sewer Division equipment is required.
- Possession of a Class 1b/2a hoisting license is required.
- Possession of a Grade 2D Water Distribution License, or higher, issued by the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities is required, no OIT will be considered.
- A Department of Environmental Protection Certified Cross Connection Tester Survey License is preferred, but not required.
- Possession of or ability to obtain, New England Water Environment Association Voluntary Collection Certification is preferred, but not required.
- Possession of or ability to obtain, appropriate licenses and/or certificates for assigned activities.

**SUPERVISION RECEIVED and EXERCISED**

- Receives supervision from the Superintendent of Public Works or his Designee.
- Exercises supervision directly over staff in the Water/Sewer Division and in collaboration with the Water & Sewer Division Supervisor.

**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 Superintendent 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 (75 lbs. normally less) and carrying, pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; and operate assigned vehicles and equipment.