

## **LEAD OPERATOR**

### **GENERAL STATEMENT OF DUTIES**

Highly skilled technical and physical work responsible for the monitoring, inspection, laboratory analysis, adjustment, record keeping, reporting and the overall efficient operation of the water filtration plant, equipment, chemical systems, and process controls including the stand-by electric generator and community pumping facilities. This position reports to the Supervisor of Operations and Deputy Director.

### **QUALIFICATIONS**

#### **Education and Experience**

Associates Degree in business or science and at least five (5) years of experience in the operation and maintenance of a comparably sized water treatment, industrial or manufacturing facility, or an equivalent combination of education and experience. A Bachelor's Degree in business, science, or other related field of study is highly desirable. Operator Driven and other Maintenance Reliability training is highly desirable.

#### **Licenses and Certifications**

- Massachusetts Driver's License – Class D (Required)
- Massachusetts Operator of Drinking Water Supply Facilities – Treatment 4 License (Highly Desirable) | Treatment 3 License (Required)
- Massachusetts Operator of Drinking Water Supply Facilities – Distribution System License (Desirable)
- Massachusetts 1B/2A/3A Hoisting License – (Desirable)
- OSHA 10 and 30 Training – (Required or ability to attain within one (1) year)
- Massachusetts Commercial Driver License with Air Brake Endorsement – (Desirable)

### **KNOWLEDGE, ABILITY AND SKILLS**

#### **Knowledge**

Thorough knowledge of water filtration treatment plant operations, regulations, and reporting. Knowledge of equipment operations and maintenance, mechanical machinery, pumps, motors, drives, electrical, instrumentation, valves, chemical handling, feed systems and process controls. Knowledge of water treatment laboratory and operations best practices. Knowledge of Supervisory Control and Data Acquisition (SCADA) systems and Computerized Maintenance Management Systems (CMMS) work order systems. Working knowledge of OSHA, occupational hazards, and safety precautions, pertaining to water treatment or industrial facilities.

## **Ability**

Ability to monitor, inspect, and troubleshoot to maintain efficient plant operations that meets or exceeds state and federal regulations. Ability to react promptly and efficiently to alarms and in emergencies. Ability to promptly identify changes with the water quality and make necessary process adjustments and changes to maintain plant operations. Ability to perform water treatment related laboratory analysis. Ability to interpret lab and plant performance data, performance metrics, technical manuals, reports, blueprints, drawings, and schematics. Ability to use all types of hand, cordless and motorized tools and equipment including cranes and hoists. Ability to perform light mechanical maintenance, cleaning, and custodial work. Ability to use CMMS work order and SCADA systems. Ability to supervise and train other employees.

## **Skill**

Excellent communication skills, including reading, writing, and speaking English. Must be proficient in computer usage and interface skills with Microsoft Products, equipment and process automation controls, SCADA, and CMMS work order systems. Excellent observation and troubleshooting skills are required.

## **PHYSICAL REQUIREMENTS**

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift, or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Frequently required to operate hand, power, and various tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

## **JOB ENVIRONMENT**

Work is performed both inside and outside under varying weather conditions with potential exposure to loud noises, heights, toxic or caustic chemicals, fumes, or airborne particles, near moving parts, and with risk of electrical shock. Employee is required to work varying hours during emergencies and or process control situations.

Sometimes works without day-to-day supervision and performs duties proactively, safely, effectively and on-time sometimes as part of a team.

Supervises and trains other Board staff if assigned.

Has some contact with other Board staff, general public, regulatory agents, vendors, consultants, and employees of the local Cities and Towns.

Errors in judgment could cause injury to self or other employees, damage to equipment, monetary loss, loss of service, and legal ramifications to the Board.

Adheres to the Board's safety rules, regulations, policies, and procedures.

## ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of 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 related, or a logical assignment to the position.*

- Performs work of a highly technical nature, requiring the use of efficient diagnostics, best practices, and responsible independent judgement, with limited supervision, to sustain the Board's filtration plant operations.
- Performs complete plant inspections, monitors all control panels, charts, and displays, and SCADA system.
- Records and inputs plant and pumping facility operation and performance data as assigned.
- Reviews the operator logbook at start of work shift and maintains the logbook with all pertinent activities while on shift.
- Follows all Operational Standard Operating Procedures.
- Performs routine laboratory sampling and analysis of the water systems in the treatment process and distribution system. Makes and/or recommends process adjustments to maintain prescribed water quality standards.
- Responsible for bulk chemical deliveries and other chemical solutions required for all treatment processes.
- Monitors chemical and chemical solution inventories, and proactively notifies supervisor of needed bulk and other chemicals.
- Identifies equipment and system issues, diagnoses problems, properly documents, and ensures communication to appropriate personnel for corrective work.
- Attends end of shift meeting and conveys all pertinent information to operator coming on duty.
- Responsible for light maintenance work related to maintaining plant operations.
- Responsible for perimeter and building security on night shift.
- Operates and monitors the stand-by electric generator.
- Performs Operator Driven Reliability work activities as assigned.
- Remotely monitors and adjust operations of the distribution pumping stations to meet system demand.
- Corrects unsafe conditions in the work areas and reports any unsafe conditions, which are not immediately correctable, to supervisor.
- Responsible for the overall cleanliness of the treatment related areas with the plant. Performs custodial work and assists other Divisions with plant cleaning projects, as necessary.
- Completes assigned work orders. Inputs and records data in the CMMS.

- Attends, participates, and assists with employee training.
- Attends and participates in meetings as assigned.
- Performs other duties as assigned.

Occupational Category Code: O3