**Job Opening**

**Wastewater/Plant Systems Operator I**

The Town of Essex is looking for a self-motivated team player who is willing to learn. The Essex Water/Wastewater Department seeks a qualified applicant to fill the position of Wastewater/Plant Systems Operator I. The position requires the ability to perform a wide range of tasks in both the Water and Wastewater Departments. The position requires weekend and holiday coverage, as well as responding to emergency and overtime situations as needed. The applicant must possess or have the ability to obtain required water licenses, and any necessary wastewater collections licenses within two years. Any experience in wastewater, water distribution systems and /or water treatment preferred. Applications and job descriptions are available at the Department of Public Works office, 44 Centennial Grove Road, Essex MA. Or at [www.essexma.org](http://www.essexma.org) under the water and wastewater pages. A pre-employment physical and drug tests are required.

Wages as of April 2, 2024:

**Step 1 Step 2 Step 3**

 $29.50 $30.24 $30.97

Applications will be accepted until the position is filled.

Dates posted: 4/3/24, 4/4/24, 4/5/24, 4/8/24, 4/9/24, 4/10/24, 4/11/24, 4/12/24, 4/16/24, and 4/17/24

JOB DESCRIPTION

Wastewater/Plant systems operator I

**General Statement of Duties:**

The Wastewater/Plant Systems Operator I will be responsible for the daily operation and maintenance of the Town’s Wastewater and storm water collection systems and will be part of the Water/Wastewater Department. The Collection System includes lift stations, grinder pumps, manholes, catch basins, data collection systems (SCADA & meter reading), gravity collection, low-pressure collection, force mains, vehicle maintenance, equipment maintenance and maintenance of associated appurtenances. This position is envisioned to work approximately 25 hours per week for the Wastewater Department and 15 hours per week for the Water Department. The candidate will be required to work in all aspects of the Wastewater/Water Department and be available to assist other Department of Public Works departments in emergency situations or when a supervisor deems it necessary. Must be available for weekend/holiday shifts. The candidate must have or have the ability to maintain all appropriate required water/wastewater licenses as per DEP regulations, (currently 2T & 1D) The candidate must be able to operate a wide variety of electronic, chemical, and physical equipment used in water treatment and distribution process and the sewer collection system.

**Supervision:**

Received: General supervision will be from Wastewater Technician/Plant Systems Operator II, Chief Operator/Assistant Superintendent or Superintendent with the present chain of command being the same.

Exercised: Exercises working supervision over DPW/Water employees when they are working in the Wastewater/Plant Systems Operator I area of expertise.

**Duties:**

Operation and maintenance of the Towns’ collection systems to assure continuous reliable function and maintain regulatory compliance of these systems.

Maintains the safety and safe operation of these systems and has adequate knowledge of all safety requirements of the job.

Responds to and rectifies all emergency conditions and alarms.

Makes regular inspections to observe and monitor the operation and condition of all of the related equipment, and keeps appropriate records of the inspections.

Makes regular observations and maintains the appropriate records to control inflows and infiltration (I&I) into the wastewater collection system.

Maintains and records all conditions of equipment, their operations and repairs.

Effects or schedules the repair of all equipment.

Operates all equipment required to oversee, maintain, record and charge for the safe and reliable operation of the system.

Operates and maintains the odor control systems and keeps records of all media and chemical usage.

Does environmental sampling as required to monitor pollution.

Prepares reports as required for maintenance and compliance.

Alleviates plug ups, removes and/or repairs pumps, motors etc., as necessary to restore collection service.

Provides customer service when necessary.

Works in the Water Department schedule when necessary as a licensed operator.

Oversees connections and hookups to the system. Including processing all paperwork.

Obtains and/or maintains required licenses to operate all required systems and equipment.

Works with Engineers, contractors etc. on construction and repair of the systems.

Operates valves and gates either manually, or by remote control; starts and stops pumps to control and adjust flow in the treatment process and distribution system.

Observes variations in operating conditions and interprets meter and gauge readings and test results.

Takes appropriate safety precautions when handling various chemicals used in water and wastewater.

Makes regular inspections to observe and check the operation and conditions of process equipment within water and wastewater departments.

In the event of emergencies, takes necessary steps to restore normalcy.

Works on grounds, buildings, roadways, tanks, piping systems, etc. normally associated with Department of Public Works activities.

Is familiar with and capable of performing all duties in regards to chemical and biological monitoring in the water system.

Will work overtime on a first priority basis on water breaks, plant emergencies, sanding, plowing, funerals, etc.

Must work various shifts (including Saturdays and Sundays) to facilitate safe operation of the water system.

**Qualifications:**

At least two years of full time paid experience in the operation of water, wastewater or similar distribution and/or collection systems.

Ablity to obtain the appropriate licenses that may be required by the state for a collection system in the Town of Essex.

Mechanical, electrical, computer and control experience.

Construction methods experience.

Ability to establish and maintain effective working relationships with associates, subordinates, engineers, contractors, and the public.

Ability to follow oral and written instructions.

Ability to maintain a clean, safe and sanitary workplace.

Ability to record and maintain repair and maintenance files, by hand and computer.

Ability to detect and alleviate system problems.

**Incentive pay for water licenses**.

# TOWN OF ESSEX

# APPLICATION FOR EMPLOYMENT

**Personal Data**

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_\_\_

Phone: day ( ) \_\_\_\_\_\_\_\_\_\_\_\_ eve ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a United States Citizen? Yes ( ) No ( )

If not a United Sates Citizen, are you a permanent resident of the United States or otherwise authorized to work by the United States Immigration and Naturalization Service? Yes ( ) No ( ) *You may be required to present immigration papers.*

Have you ever been denied a fidelity bond? Yes ( ) No ( ) If “yes” please explain:

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Have you previously been employed by the Town? Yes ( ) No ( ) If “yes” give dates and reason for leaving:

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# Education

High School Name and Address (years are not required)

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Years Completed (please circle) 9 10 11 12

College/University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Completed (please circle) 1 2 3 4

Degree(s) Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate/Professional School(s)

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Degree(s) Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you possess an Occupational License, Registration, Certification, etc. that you want considered, please attach a copy or list the exact title, date of expiration, etc.)

## Employment Experience

Current/Last Job Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact your current employer? Yes ( ) No ( )

Prior Job Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Job Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 References not related to you with daytime phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List any military service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that this application is not and is not intended to be a contract of employment. I certify that the answers given herein are true and complete to the best of my knowledge and that misrepresentation or omission of facts herein may be cause for dismissal. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Essex to obtain my previous work records, employment records, education, certification, professional licenses, driver’s license and history (if job related), professional references and any other information concerning knowledge, skills, and abilities and all other necessary information. I further grant authority to the keeper of these records to release said records to the Town of Essex for the purpose of making its hiring decision. I hereby voluntarily release, discharge and hold harmless the Town of Essex, its officials, employees and representatives, and any person so furnishing information and hereby release them from all liability for damages and claims for requesting or providing this information.

I understand that any offer of employment that I receive from the Town of Essex may be contingent upon my successful completion of the pre-employment screening process, including, but not limited to, the Town of Essex receiving satisfactory references, review of my driving history, completion of a complete criminal background check and/or a Sex Offender Record Information (“SORI”) check, and if appropriate, pre-employment drug test, physical examination, and/or psychological screening. I understand that any such test results will be communicated in a confidential manner.

I further understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

**Applicant’s Signature: Date:**

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities because of political or religious opinions or affiliations, or because of age, color, disability, criminal records (inquiries only), gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, sexual orientation, gender identity, marital status, pregnancy, parenthood, or disability which is unrelated to the person’s occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liability.

For Office Use Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Received Initials of Receiver