



ORDER NO. 2023-001-001  
REQUEST OF THE FINANCE SUBCOMMITTEE

UPON THE REQUEST OF THE FINANCE SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

The Council votes to approve the compensation and classification of the following positions within the Water & Sewer Department, as attached;

- Ops Manager Regulatory Devices, PW19**
- Pump Station Instrumentation Electrician, PW16**
- Senior Meter and Backflow Technician, WH1**
- Senior Pump Station Technician, WH1**
- Water Meter Medium Equipment Operator, W9**

YEAS: Alexander, Bryant, Cannon, King, Leombruno, Long, Mallach, Ottaviani, Stefanini, Steiner, Stewart- Morales

NAYS: None

ABSTAIN: None

ABSENT: All members were present in person

PASSED IN COUNCIL: February 7, 2023

A True Record, Attest:

2/13/23  
Date Approved  
[Signature]  
Lisa A. Ferguson, City Clerk  
Emily L. Butler, Assistant City Clerk

2/14/23  
Date Approved  
[Signature]  
Charlie Sisitsky, Mayor

# CITY OF FRAMINGHAM

## Department of Public Works

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### **POSITION DESCRIPTION**

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**TITLE:** Operations Manager | Regulatory Devices

**GRADE:** PW-19

**DATE:**

**DIVISION:** Water

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#### **1.00 GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Regulatory Device Operations Manager provides management support and supervisory work in the maintenance and operation of water meters, meter reading devices, backflow and cross connection testing and surveying and associated hardware and software. Assures that operations are carried out in accordance with State, Federal, and City regulations

Coordinates work activities with other Supervisors and Departments, contractors, consulting agencies, State and Federal agencies and the general public. Delegates and assigns work orders to appropriate personnel in accordance with the schedules of programs; estimates personnel requirements.

The incumbent shall be able to equitably and fairly instruct, supervise, coach and when necessary discipline subordinate employees to maximize the efficiency of each work unit.

#### **2.00 SUPERVISION RECEIVED:**

- 2.1. Works under the general supervision of the Water and Sewer Division Director or Assistant Director.

#### **3.00 SUPERVISION EXERCISED:**

- 3.1. The Regulatory Device Operations Manager will manage the operation, administration and maintenance of the Cities assets as they relate to meters, backflows, and cross connections. This includes the management of Division personnel and their involvement in Division activities.

#### **4.00 DUTIES AND RESPONSIBILITIES:**

- 4.1. Responsible for the day to day operation of the Division including planning, coordinating, directing, inspections, reviewing, and reporting of the work of subordinates.

Gathers researches and analyzes information and facts for the preparation of reports, documents and recommendations as required by the department for effective utility management. These reports include but are not limited to; Massachusetts Drinking Water Regulations, 310 CMR 22, Drinking Water Regulations of Massachusetts Cross Connection 310 CMR 22.22, Annual Water Supply statistics 310 CMR 22.15 (5), DEP Water System Sanitary Inspection, and others as required. This includes Program scheduling, operations capital programming, and budget planning.

- 4.2. Ensures that proper direction, supervision, evaluation, training and discipline of divisional personnel are maintained.
- 4.3. Plans and schedules meter replacements, backflow testing, cross connection surveys etc.
- 4.4. Addresses complaints and answers questions from customers and the general public. Conducts investigations of complaints and/or claims related to personnel, contractors or the operations of the water and wastewater systems.
- 4.5. Reviews and approves irrigation meter applications and cross connection device installations.
- 4.6. Implements and manages the Division's meter replacement program. Oversees personnel, meter stock and all related documentation as it pertains to scheduling of staff and installation of meters. Coordinate with customer-billing staff and the documentation and recording of meter change-outs with all pertinent account information.
- 4.7. Oversees all duties related to the installation and replacement of water meters and water metering devices.
- 4.8. Works with blueprints, drawings, and sketches or oral instructions, to Plan and coordinate work. Determines the extent and type of work, estimated the required labor hours, materials and equipment in order to develop and provide cost estimates upon request. Ability to read and interpret engineering blueprints and specifications as they pertain to the municipal water and wastewater systems.
- 4.9. Oversees contract work performed on City systems as it relates to water meters or backflow devices/cross connection surveys. Coordinate with engineering consultants and Division staff with regard to the administration of contract work.
- 4.10. Prepares accurate work order forms detailing labor, equipment and material costs pertaining to a particular task. This may be done in conjunction with automated and computerized work order management system. Ensures all personnel prepare electronic work orders documenting daily tasks performed.
- 4.11. Works with other departments during emergencies so that maximum protection to environment, water, sewer, and other infrastructure is protected.

- 4.12. Orders and maintains an adequate inventory of essential stock items, tools, and supplies.
- 4.13. Directly responsible for managing and administering the Division's cross-connection program in accordance with state and federal regulations. Oversee the Division's cross-connection survey and backflow testing programs. Maintain a working knowledge of the programs mandated record-keeping procedures including all associated software packages. Ensures that all required program documentation is recorded and mandated reports are filed with the appropriate regulatory agencies
- 4.14. Troubleshoot and maintain existing meter reading devices, backflow testing equipment, and backflow device testing data base.
- 4.15. Physically able to enter and to make observations in manholes and meter pits.
- 4.16. Ability to operate and maintain a confined space entry program.
- 4.17. Works as part of a management team toward the proper administration of snow and ice operations and other such emergencies.
- 4.18. Keeps abreast of the latest technological innovations pertaining to water meters and cross connection devices by attending courses and reviewing trade journals.
- 4.19. Employs methods of work designed to promote and maintain safety and well-being and to instill safety awareness; teaches awareness of hazard prevention; performs regular safety appraisals and takes prompt corrective action as need; maintains current safety and training programs.
- 4.20. Performs any and all of the duties relative to the proper administration and operations of the Department of Public Works; available for call at any time in case of emergency.

## **5.00 QUALIFICATIONS AND ENTRANCE REQUIREMENTS**

- 5.1. WORKING KNOWLEDGE OF THE FOLLOWING:
  - 5.1.1. Principles, practices and techniques of construction, repair and maintenance of Water and Wastewater systems.
  - 5.1.2. Equipment required for the construction, repair and maintenance of Water and Wastewater systems.
  - 5.1.3. Proper management of programs and personnel toward efficient system operations.
  - 5.1.4. Rules and regulations relative to proper safety codes.
  - 5.1.5. Accurately read and interpret drawings, schematics, blueprints, maintenance manuals, technical bulletins, ladder diagrams, troubleshooting guides and preventive maintenance instructions for equipment, controls, and devices.
  - 5.1.6. Principles, practices and techniques of installation, repair and maintenance of water meters, meter reading and backflow devices.

- 5.1.7. Knowledge of confined space precautions, procedures, and construction trench safety.
- 5.1.8. Commonwealth of Massachusetts backflow testing and surveying regulations.
- 5.1.9. Computers and computer applications related to cross connection and meter reading program administration.
- 5.1.10. Knowledge of Advanced Metering Infrastructure (AMI) systems.

5.2. THE ABILITY TO:

- 5.2.1. Recognize conditions requiring maintenance and repair; perform these repairs as necessary.
- 5.2.2. Exercise proper professional and technical judgment.
- 5.2.3. Manage multiple projects, successfully scoping projects from start to finish, including determining resource allocation and monitoring of project completion. Ensure projects are delivered on time and within recommended budget.
- 5.2.4. Recommend and monitor budget for the operations and maintenance of water meters and the cross connection control program.
- 5.2.5. Read and interpret engineering blueprints and specifications as they pertain to municipal Water and Wastewater systems.
- 5.2.6. Comply with all Federal, State, and City policies and procedures.
- 5.2.7. Take the lead role toward customer response and problem resolutions related to the department.
- 5.2.8. Perform data processing using a personal computer and office software including word processing, database and spreadsheet applications.
- 5.2.9. Show Progression towards Massachusetts Certified Public Procurement Certificate.
- 5.2.10. Be available for after-hours calls and response to emergency operational situations

5.3. ENTRANCE REQUIREMENTS:

- 5.3.1. 10 years of paid supervisory/managerial experience in the profession.
- 5.3.2. Demonstrated ability to construct or maintain from engineered design drawings and specifications.
- 5.3.3. Demonstrate the ability to construct or maintain from engineered design drawings and specifications.
- 5.3.4. Licensed to operate a motor vehicle.
- 5.3.5. Must possess, or be able to obtain within 12 months, a Grade 4 Drinking Water Operators License issued by the Commonwealth of Massachusetts Division of Registration.
- 5.3.6. Must possess a Massachusetts Department of Environmental Protection Backflow Tester and Cross-Connection Surveyor Licensees.
- 5.3.7. Demonstrate knowledge in meter reading and backflow testing hardware, software, and regulatory tracking requirements.

**6.00 PERFORMANCE EVALUATIONS:**

- 6.1. Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.

- 6.2. A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

# CITY OF FRAMINGHAM

## Department of Public Works

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### POSITION DESCRIPTION

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**TITLE:** Pump Station Instrumentation Electrician

**Grade:** PW16

**Date:**

**Division:** Water and Wastewater

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#### 1. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

1.1. Perform a variety of highly skilled professional and responsible duties related to the technological operations and improvements of the Supervisory Control and Data Acquisition (SCADA) systems (a.k.a telemetry) and other control systems.

1.2. Work is characterized by specialized, professional-level expertise in the technical design and programming of existing telemetry, control, and radio systems. Work assignments include, but are not limited to, responsibility for wiring, designing, installing and programming control systems and remodeling existing systems; maintaining and upgrading the SCADA system; training personnel on the operation of new systems; providing technical expertise and input in the operations of the SCADA and various other control systems.

#### 2. SUPERVISION RECEIVED:

2.1. Works under the general direction of the Pump Station Operations Manager, or his designee and coordinates work with the Pump Station Supervisor.

#### 3. SUPERVISION EXERCISED:

3.1. Management of the Divisions Pump Station Electrician and occasionally the Pump Station staff.

#### 4. DUTIES AND RESPONSIBILITIES:

4.1. Design, wire, and install hardware for upgrading controls systems within Public Works Operations; install, and remodel and/or upgrade control systems as necessary.

4.2. Read, write, troubleshoot, and revise Programmable Logic Controller (PLC) programs for existing systems and new installations.

4.3. Maintain, upgrade, and add to the radio telemetry and voice radio systems.

- 4.4. Maintain, upgrade, and make improvements to the SCADA system. Work with Information Technology Department staff and other vendors to maintain and update the SCADA computer network for continuous operation.
- 4.5. Program Human Machine Interfaces (HMI) and supervisory control screens for monitoring and control purposes.
- 4.6. Request, coordinate, and oversee work done by contractors or consulting firms to repair or improve all aspects of the SCADA and radio systems.
- 4.7. Generate and/or assist in the development of as-built drawings and documentation of improvements or upgrades to the SCADA and other associated control systems.
- 4.8. Review electrical plans of new and existing facilities for accuracy, completeness, and consistency and make appropriate recommendations.
- 4.9. Perform electrical maintenance and improvements at facilities as required.
- 4.10. Interface with vendors as needed.
- 4.11. Train operators and maintenance personnel on using software for troubleshooting and maintaining systems and/or the operation of new systems.
- 4.12. Perform special projects and produce reports related to the SCADA system.
- 4.13. May perform equivalent, or lower, classification work in the Divisions as assigned.
- 4.14. Perform related duties as assigned.
- 4.15. Assists other crews as needed.
- 4.16. Actively support the vision, mission, values, and goals of the department and the City.

## **5. QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

### **5.1. WORKING KNOWLEDGE OF THE FOLLOWING:**

- 5.1.1. General electrical installation and maintenance procedures.
- 5.1.2. General construction methods and processes.
- 5.1.3. Work hazards and applicable safety precautions and practices entailed in work activities.
- 5.1.4. Control, radio, and telemetry system operations, improvements, and maintenance.
- 5.1.5. PLC's
- 5.1.6. Motor controls and drives.
- 5.1.7. HMI and supervisory control programming software.
- 5.1.8. SCADA telemetry and radio modems and software.
- 5.1.9. General water and sewer utility systems.
- 5.1.10. Applicable laws, codes, regulations, policies, and procedures.
- 5.1.11. Information technology used for planning, executing, and documenting work.

### **THE ABILITY TO:**

- 5.1.12. Prioritizing work schedule to maintain several projects in different stages.
- 5.1.13. Communicating effectively both orally and in writing.

- 5.1.14. Troubleshoot of control systems, motor drive systems, radio telemetry and voice radio equipment, and computer systems.
- 5.1.15. Programming PLC's and HMI systems.
- 5.1.16. Documenting control systems for maintenance and troubleshooting.
- 5.1.17. Training operators and maintenance personnel on new systems.
- 5.1.18. Effective use of interpersonal skills in a tactful, patient, and courteous manner in the completion of daily tasks and assignments.
- 5.1.19. Maintaining records and preparing reports.
- 5.1.20. Use of cell phone/mobile technology, windows programs, and web applications.
- 5.1.21. Understand programmable controllers with their logic diagrams and programs, and resolve associated problems easily.
- 5.1.22. Show a high level of initiative and resourcefulness in completing projects and tasks in a timely manner.
- 5.1.23. Understand, analyze, and convert existing electrical controls systems and recommend upgrades.
- 5.1.24. Work with vendors and various construction trades to ensure a project is completed within budget and in a timely manner.
- 5.1.25. Read, interpret, apply, and explain codes, rules, regulations, policies, procedures, and drawings.
- 5.1.26. Present information in one-on-one and group situations to supervisors, the public, and other employees of the City.
- 5.1.27. Add, subtract, multiply, and divide; compute fractions, rates, ratios, proportions, percentages, volume, area, circumference, and distance; and draw and interpret graphs, charts, and sketches.
- 5.1.28. Analyze situations and adopt an effective course of action.
- 5.1.29. Utilize electronic equipment such as computers, laptops, tablets, and mobile devices.
- 5.1.30. Learn hardware, software and I.T. tools needed for planning, operating, and documenting work.
- 5.1.31. Work under varying weather conditions
- 5.1.32. Work scheduled and unscheduled overtime as may be required.

## 5.2. **ENTRANCE REQUIREMENTS**

- 5.2.1. Graduation from a standard high school, vocational school course or GED. Graduation from a recognized electrical apprenticeship program or school and additional three (3) to five (5) years journeyman level experience. Must possess a current Massachusetts Class A (Master Electrician License).

- 5.2.2. Demonstrated ability to perform electrician's duties in a commercial or industrial setting.
- 5.2.3. Must possess a valid Commonwealth of Massachusetts Class B license with air brake endorsement and a good driving record.
- 5.2.4. Good physical condition as evidenced by a physical examination at the Occupational Health Clinic.

**6. PERFORMANCE EVALUATIONS:**

- 6.1.1. Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement. A good performance evaluation and compliance with all licensing requirements of the position held shall be the minimum requirement in order to achieve an annual step increase in wage.

# CITY OF FRAMINGHAM

Department of Public Works

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## POSITION DESCRIPTION

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**TITLE:** Senior Meter and Backflow Technician

**Grade:** WH-1

**Date:**

**Division:** Water

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### 1. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

- 1.1. The Senior Meter and Backflow Technician will work in the maintenance and operation of water meters, meter reading devices and backflow devices.
- 1.2. Is responsible for ensuring that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing and equipment are utilized.
- 1.3. Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and with efficiency.
- 1.4. Performs skilled tasks involving, but not limited to; installation, maintenance, repair and replacement of pipe, water hydrants, valves, mains, services, meters and other appurtenances that are part of the water system. The incumbent is responsible for carrying out various other assignments essential to the water and Wastewater Division and shall have a thorough knowledge for the principles and practices of water system related maintenance and experience working with, installing and repairing bituminous concrete.
- 1.5. Due to the importance of emergency response during the winter weather events, vacation usage is very restricted from December 1<sup>st</sup> to April 1<sup>st</sup> each year.

### 2. SUPERVISION RECEIVED:

- 2.1. Works under the direct supervision of the Regulatory Device Operations Manager or their designee.

### 3. SUPERVISION EXERCISED:

- 3.1. Train any unskilled personnel performing a variety of tasks in connection with the maintenance and operation of meters, reading and regulatory devices. May on occasion be responsible for the conduct of subordinates and training of subordinates.

### 4. DUTIES AND RESPONSIBILITIES:

- 4.1. Performs backflow device testing and surveying, as part of the Division's cross-connection survey and backflow testing programs in accordance with state regulations.
- 4.2. Ensures that all required program documentation is recorded and mandated reports are filed with the appropriate regulatory agencies.
- 4.3. Performs all duties related to the installation and replacement of water meters and water metering devices.
- 4.4. Assist customer-billing staff in the documentation and recording of meter change-outs with all pertinent account information.
- 4.5. Prepares electronic work orders documenting daily tasks performed.
- 4.6. Performs daily vehicle condition inspections and reports as required by law or by department policy.
- 4.7. Read and interpret engineering blueprints and specifications as they pertain to the water distribution system and interior plumbing of a building.
- 4.8. Utilize computer systems to enter and track backflow tests.
- 4.9. Substantial participation in the operations of the Department as may be required in both scheduled and unscheduled overtime assignments.
- 4.10. Establish and maintain effective working relationships with supervisors, co-workers, contractors, and the general public.
- 4.11. Effectively train Meter Medium Equipment Operators in the operation and maintenance of water meters and water meter reading devices and programming.
- 4.12. Effectively train Meter Medium Equipment Operators in the backflow device testing and cross connection surveys.
- 4.13. Work with the Regulatory Device Operations Manager to ensure the execution of the cross-connection control program performed by either the City's contractor or City staff.
- 4.14. Any other related duties as may be required.

**5. QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

### 5.1. WORKING KNOWLEDGE OF THE FOLLOWING:

- 5.1.1. Principles, practices and techniques of construction, installation, repair and maintenance of water meters, meter reading and regulatory devices.
- 5.1.2. Equipment required for the construction, repair and maintenance of water and sewer systems.
- 5.1.3. Rules, regulations, and applicable laws relative to job related safety.
- 5.1.4. Computer applications related to cross connection and meter reading program administration.
- 5.1.5. Water meter resolutions and meter programming.

### 5.2. THE ABILITY TO:

- 5.2.1. Recognize conditions requiring maintenance and repair; perform these repairs and manage personnel toward these repairs as necessary.
- 5.2.2. Exercise proper professional and technical judgment.
- 5.2.3. Read and interpret engineering blueprints and specifications as they pertain to municipal water and sewer systems.
- 5.2.4. Take lead role toward customer response and problem resolution related to the Division.
- 5.2.5. Comply with all Federal, State, City and Department policies and provisions.
- 5.2.6. Frequently lift, move, push, pull and/or carry up to 45 lbs.
- 5.2.7. Occasionally lift, move, push, pull and/or carry up to 100lbs.
- 5.2.8. Balance, stoop, bend and crouch; reach and handle tools with both hands.
- 5.2.9. Regularly enter manholes, meter pits, pump stations, trenches, sewer lift stations, and other confined spaces.
- 5.2.10. Work under varying weather conditions.
- 5.2.11. Work scheduled and unscheduled overtime as may be required.

### 5.3. ENTRANCE REQUIREMENTS:

- 5.3.1. Graduation from a standard high school, vocational school course or GED.
- 5.3.2. Minimum 5 years in the operation and maintenance of a public water system or relevant construction experience, particularly in the water meter and backflow device field.
- 5.3.3. Must possess a valid Commonwealth of Massachusetts Class B license with air brake endorsement and a good driving record.
- 5.3.4. Must possess a class 1B, 2B Massachusetts Hoisting License.
- 5.3.5. Must possess a D2 Water Distribution license issued by the Commonwealth of Massachusetts Division of Professional Licensure.

5.3.6. Must possess a Massachusetts Department of Environmental Protection Backflow tester and cross connection surveyor license.

5.3.7. Display progressive Water Treatment and Distribution licensing issued by the Commonwealth of Massachusetts Division of Registration.

5.4. Performance Evaluations:

5.4.1. Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement. A good performance evaluation and compliance with all licensing requirements of the position held shall be the minimum requirement in order to achieve an annual step increase in wage.

# CITY OF FRAMINGHAM

## Department of Public Works

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### POSITION DESCRIPTION

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**TITLE:** Senior Pumping Station Technician

**Grade:** WH-1

**Date:**

**Division:** Water and Wastewater

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#### **1. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- 1.1. The Senior Pump Station Technician will work in the repair, maintenance and operation of all pumping stations, tanks and appurtenances.
- 1.2. Responsible for care of equipment, leads in operation, repair and maintenance of pumps, motors, and other equipment.
- 1.3. Exercises frequent independent judgment to identify a problem and to determine appropriate remedial action.
- 1.4. Responsible to ensure that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing and equipment are utilized.
- 1.5. Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and with efficiency.
- 1.6. Performs skilled tasks involving, but not limited to; installation, maintenance, repair and replacement of pipe, valves, mains, pumps and other appurtenances that are part of the water and wastewater pumping system. The incumbent is responsible for carrying out various other assignments essential to the water and wastewater Division and shall have a thorough knowledge of the principles and practices of water and/or wastewater pumping systems.
- 1.7. Due to the importance of emergency response during winter weather events, vacation usage is very restricted from December 1<sup>st</sup> to April 1<sup>st</sup> each year.

#### **2. SUPERVISION RECEIVED:**

- 2.1. Works under the direct supervision of the Pump Station Supervisor or their designee.

#### **3. SUPERVISION EXERCISED:**

- 3.1. Train any unskilled Pump Station Technicians performing a variety of tasks in connection with the maintenance and operation of the pump stations. May be responsible for the conduct of subordinates.

**4. DUTIES AND RESPONSIBILITIES:**

- 4.1. Insures the efficient operation of pump station equipment.
- 4.2. Operation, repair and maintenance of pump stations; maintains accurate pumping records, checks stations, changes charts, takes required readings and computes pumping data.
- 4.3. Operate equipment including but not limited to front end loaders, backhoes, cranes, compacting equipment, skid steer loaders and snow-fighters.
- 4.4. Performs routine water quality sampling and analysis including but not limited to: chlorine residual, fluoride, temperature and PH.
- 4.5. Takes and tests samples. Maintains accurate pumping and other records, including reports which are required by the state.
- 4.6. Maintains pumps, motors, chlorinators, SCADA systems, stand pipes and other auxiliary units.
- 4.7. Prepares electronic work orders documenting daily tasks performed.
- 4.8. Performs daily vehicle condition inspections and reports as required by law or by Department policy.
- 4.9. Cleans and maintains pumping station buildings and grounds.
- 4.10. Works with treatment process associated with the City's water supply connections and sewer discharge sites. Assists in the monitoring, records and reporting of chemical dosing associated with treatment applications.
- 4.11. Ability to read and interpret engineering blueprints and specifications as they pertain to water and wastewater pump stations and tanks in order to operate, repair and maintain pump stations and tanks.
- 4.12. Direct and oversee work performed by contractors.
- 4.13. Substantial participation in the operations of the Department as may be required in both schedule and unscheduled overtime assignments and response to pump station alarms.

- 4.14. Performs required cross-departmental Public Works tasks such as snow plowing, snow removal, water and wastewater emergencies, solid waste removal, standby and other emergency functions as required.
- 4.15. Establish and maintain effective working relationships with supervisors, co-workers, contractors and the general public.
- 4.16. Performs other related duties as may be required.

**5. QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

**5.1. WORKING KNOWLEDGE OF THE FOLLOWING:**

- 5.1.1. Principles, practices and techniques of construction, installation, repair and maintenance of water and wastewater systems.
- 5.1.2. Equipment required for the construction, repair and maintenance of water and wastewater pumping systems.
- 5.1.3. Rules, regulations and applicable laws relative to job related safety.
- 5.1.4. Principles and practices of basic electrical testing including lockout tag out protocols and trouble-shooting measures.
- 5.1.5. Computers and related computer programs.

**5.2. THE ABILITY TO:**

- 5.2.1. Recognize conditions requiring maintenance and repair; Manage personnel toward these repairs as necessary.
- 5.2.2. Exercise proper professional and technical judgment.
- 5.2.3. Read and interpret engineering blueprints and specifications as they pertain to water and wastewater pumping and tank systems.
- 5.2.4. Operate equipment with a high degree of skill and efficiency.
- 5.2.5. Work alone without close supervision.
- 5.2.6. Take lead role toward customer response and problem resolution related to the Division.
- 5.2.7. Comply with all Federal, State, City and Department policies and provisions.
- 5.2.8. Frequently lift, move, push, pull and/or carry up to 45 lbs.
- 5.2.9. Occasionally lift, move, push, pull and/or carry up to 100 lbs.
- 5.2.10. Balance, stoop, bend and crouch; reach and handle tools with both hands.
- 5.2.11. Regularly enter manholes, pump stations, trenches, sewer lift stations and other confined spaces.
- 5.2.12. Work under varying weather conditions.
- 5.2.13. Work scheduled and unscheduled overtime as may be required.

**5.3. ENTRANCE REQUIREMENTS:**

- 5.3.1. Graduation from a standard high school, vocational school course or GED.
- 5.3.2. Minimum five years in the operation and maintenance of a public water or wastewater system or relevant mechanical maintenance experience.
- 5.3.3. Must possess a valid Commonwealth of Massachusetts Class A license with air brake and tanker endorsements and a good driving record.
- 5.3.4. Must possess a Class 1B, 2B, 3A Massachusetts Hoisting Engineer License.
- 5.3.5. Must possess a D2 Water Distribution license issued by the Commonwealth of Massachusetts Division of Professional Licensure.
- 5.3.6. Good physical condition as evidenced by a physical examination.

## 6. **Performance Evaluations**

- 6.1. Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.
- 6.2. A good performance evaluation and compliance with all licensing requirements of the position held shall be the minimum requirement in order to achieve an annual step increase in wage.

# CITY OF FRAMINGHAM

## Department of Public Works

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### POSITION DESCRIPTION

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**TITLE:** Water Meter Medium Equipment Operator

**Grade:** W9

**Date:**

**Division:** Water

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#### 1. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

- 1.1. Drives and Operates assigned motor equipment in accordance with all applicable regulations and safety practices; Performs skilled laboring and related work incidental to assigned task; performs laborers duties when not performing operator duties.
- 1.2. Be responsible to make sure that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing is worn.
- 1.3. Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and with efficiency.
- 1.4. Works in the maintenance and operation of water meters and meter reading devices.
- 1.5. Assists Meter and Backflow Technicians in the maintenance, operation, and testing of backflow devices.

#### 2. SUPERVISION RECEIVED:

- 2.1. Works under the general direction of the Regulatory Device Operations Manager or his designee. Works with the Senior Meter and Backflow Device Technician.

#### 3. SUPERVISION EXERCISED:

- 3.1. May be intermittently responsible for the conduct of helpers as necessary.

#### 4. DUTIES AND RESPONSIBILITIES:

- 4.1. Operate equipment including, but not limited to front end loaders, backhoes, compacting equipment, gate valve exercising equipment, wastewater cleaning

- equipment, skid steer loaders, camera inspection vehicles, snow fighters or any other similar equipment used in the industry for water or wastewater related work.
- 4.2. Performs daily vehicle condition inspections and reports as required by law or by Department policy. Performs minor maintenance functions on assigned equipment such as checking and maintaining air pressures, fluid levels; lubrication of mechanical joints by applying necessary greases, routine cleaning of vehicle exterior and interior; etc. Maintains work area(s) in a clean and orderly manner.
  - 4.3. Performs general labor duties incidental to assigned duties. May be assigned as a laborer when not assigned to equipment operation; performs related work as assigned.
  - 4.4. Performs all duties related to the installation and replacement of water meters, and water metering devices. Assists in the duties related to testing of backflow devices and cross connection surveys.
  - 4.5. Assists in the installation and repair of pipe, mains, services, valves, gates, hydrants and other appurtenances in a skilled manner. Makes emergency repairs and takes necessary steps to restore water service as quickly and efficiently as possible.
  - 4.6. Ability to read plans, blueprints, sketches, diagrams of the Water or Wastewater system to locate operate, repair or maintain underground utilities and controls.
  - 4.7. In the case of breaks or failures, has the knowledge to determine cause, locating problem area; shutting off service. Make emergency or permanent repairs for the resumption of service using whatever methods, tools and procedures are necessary to complete the task in a safe, proper and proficient manner.
  - 4.8. Prepares electronic work orders documenting daily tasks performed.
  - 4.9. Performs miscellaneous maintenance, repair and landscaping tasks on municipal buildings and on City owned properties.
  - 4.10. Any other related duties that may be required.
  - 4.11. Performs required Department of Public Works tasks such as snow plowing, snow removal, standby and emergency duties, and other essential functions as may be required. Participates substantially in the operation of the Department as may be required in both scheduled and unscheduled overtime assignments.
  - 4.12. Establish and maintain effective working relationships with supervisors, co-workers and the general public.
  - 4.13. Any other related duties that may be required.

5. QUALIFICATIONS AND ENTRANCE REQUIREMENTS:

5.1. WORKING KNOWLEDGE OF THE FOLLOWING:

- 5.1.1. Principles and practices pertaining to the correct, proficient and safe operation of equipment and assigned vehicles.
- 5.1.2. Applicable State, Municipal and Department rules and regulations pertaining to safe operation of assigned motor equipment.
- 5.1.3. Rules, regulations and applicable laws relative to job related safety.

5.1.4. Principles, practices and techniques of, installation, repair and maintenance of water meters and meter reading devices.

5.2. THE ABILITY TO:

5.2.1. Recognize conditions requiring maintenance and repair, perform these repairs as necessary.

5.2.2. Operate equipment with a high degree of skill and efficiency.

5.2.3. Work alone without close supervision.

5.2.4. Work in difficult positions when necessary.

5.2.5. Work scheduled and unscheduled overtime as may be required.

5.2.6. Meet physical requirement necessary to perform duties as evidenced by a medical examination.

5.2.7. Comply with all Federal, State and City policies and procedures.

5.2.8. Demonstrate ability to exercise sound judgment consistently.

5.2.9. Frequently lift, move, push, pull and/or carry up to 45lbs.

5.2.10. Occasionally lift, move, push, pull and/or carry up to 100lbs.

5.2.11. Balance, stoop, bend and crouch; reach and handle tools with both hands.

5.2.12. Work under varying weather conditions.

5.2.13. Physically able to enter manholes, trenches, sewer lift stations, meter pits, and water and sewer pump stations.

5.3. ENTRANCE REQUIREMENTS

5.3.1. Graduation from a standard high school, vocational school course or GED.

5.3.2. Two years of qualified experience in the profession as a construction equipment operator or motor equipment operator, or equivalent.

5.3.3. Considerable experience and training in the operation of all types of assigned motor equipment utilized by the City.

5.3.4. Must possess a valid Commonwealth of Massachusetts Class B license with air brake endorsement and a good driving record.

5.3.5. Possession of a 2B Massachusetts Department of Public Safety Hoisting Engineers License

5.3.6. Good physical condition as evidenced by a physical examination.

6. **PERFORMANCE EVALUATIONS:**

6.1. Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.

6.2. A good performance evaluation and compliance with all licensing requirements of the position held shall be the minimum requirement in order to achieve an annual step increase in wage.