

## Town of Bellingham DPW – Job Description

### GENERAL FOREMAN:

#### General Information:

The position is in the Bellingham Professional Administrators Association (BPAA) bargaining unit. Annual Salary is per BPAA collective bargaining agreement. This is a salary position no overtime is paid to the individual in this position.

#### Salary Effective 7/1/2017

- Annual starting salary is \$79,600 depending on level of licensure (negotiable).
- Extensive benefits package included.

#### DPW Infrastructure Inventory (Non-Facilities) currently include:

- Roads & Right of Ways – Approximately 96 miles of public travel ways.
- Drinking Water – Approximately 112 miles of distribution mains, 7 miles of raw water transmission mains, 950 hydrants, 28 miles water service lines, 5,825 water customers
- Wastewater – Approximately 30 miles of gravity mains, 5 miles of force mains, 0.4 miles low pressure force mains, 880 manholes, 9 miles of sewer service lines, 1,835 sewer customers
- Stormwater – Approximately 40 miles of pipes, 2,100 catch basins, 1,000 manholes, 310 inlets and outfalls, 60 stormwater basins and swales, 10 in line BMPs
- DPW Garage - Blackstone Street
- Recycling Center - South Maple Street
- Various Access Roads and Storage Areas

#### Report to:

- DPW Director

#### Supervises:

- Field Staff (12)
- Part-time Staff (Specifically Assigned)
- Various Consultants and Contractors

#### Function of Position

- Field Operations Manager
- Supervise & Manage Field Staff, PT & Contractors
- Permitting Assistant (Water, Sewer, Street Opening)
- Primary Water Distribution Operator (Full-D3 Required)
- Maintain Infrastructure Repair & Maintenance Records (PeopleForms)
- Infrastructure Repair and Preventative Maintenance Manager
- Management team member
- Water Metering and Billing Manager

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### Required Licenses:

- Drinking Water Operator Treatment - Exam
  - T-1 per 236 CMR 1.00 (or pass exam within 180 days of hire)
- Drinking Water Operator Distribution - Full License
  - D-2 per 236 CMR 1.00 (or obtain within 920 days of hire)
  - D-3 per 236 CMR 1.00 (or obtain within 1,280 days of hire)\*
  - (\* It is required that the Primary Distribution Operator have an active and Full D-3 License)
- CDL Class B with Hazardous Materials Hauling (or able to attain during first year of hire)
  - (Successful applicant will be subject to random drug and alcohol tests according to policy and CDL laws)
- Hoisting Engineers License (or able to attain in 365 days of hire)
  - Grade 1B or higher,
  - 2A, and
  - 4E or higher

### Desired Licenses (Willing to pursue)

- Drinking Water Operator
  - T-3 per 236 CMR 1.00
  - Backflow Tester
  - Cross Connection Surveyor
- CDL Class A with Hazardous Materials Hauling  
(Any employee holding a CDL will be subject to random drug and alcohol tests according to policy and CDL laws.)

### Responsibilities and Duties:

- Define, Assign, and Perform work on public works infrastructure (Roads & Right of Ways - Water System Main to Meter - Sewer mains (force & gravity) -Storm drains)
- Supervise and work with field crews and other staff specifically assigned to perform field work on public works infrastructure
- Fulfill the regulatory requirements of 310 CMR 22.11B as Primary Drinking Water Distribution Operator. (Must hold D-3)
- Manage Infrastructure Work Orders (issue, update, close out with PeopleForms Software)
- Manage water & sewer meter reading in coordination with AFSCME Clerical (Accounts Receivable/Billing Clerk & Admin Asst)
- Maintain Water & Sewer Tie Book (Valves, Services, Etc.) tablet and hard copy
- In Assistant DPW Director's absence, prepare weekly payroll from time card for DPW hourly staff for processing by Clerical Staff
- Report inventory and stock needs to Assistant DPW Director
- Supervise part-time help
- Assist Director in issuing permit (Trench, Street Opening, Water Connection, Sewer Connection, Etc.)
- Manage the Inspection of work of private parties working under DPW permits
- Update Crew Assignment Dairy
- Complete Water Leak Report for all service and main leak/break repairs and file in office and with Director
- Member of the manager team
  - Answer DPW complaints and question from the public

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- Participate in daily 6:50AM Managers Meeting – discuss daily work proposed, concerns, projects status, and issues (“What’s up today?”)
- Manager On Call – On rotating schedule with the other Managers for off hours DPW emergency calls
  - Voice calls which require, call back to resident/customer, determination of level of urgency, need for staff call back
    - From the Police
    - From Answering Service
    - From Staff On Duty (weekend or clerical)
    - Recorded Alarm system calls, which require, on line check of status and alarm acknowledge, determination of level of urgency, need for staff call back, ability to handle on line,
    - Sewer auto-dialers
    - Water SCADA system
  - Staff OT List - Dispatch and Update Call List
    - Update OT list (Send via email - Smart Phone) With info on reason for OT
    - Update Call List on PC in the Office ( post paper copy)
    - Update Weekend OT Assignment tracking sheet (Water list only)
    - Update Leave Tracking
    - Prepare Absentee Report Forms for Staff to Sign
- Snow and Ice Event – On rotating schedule with the other Managers for in office management of plow vendors.
- Assist in planning DPW projects and purchases
- Assist in drafting and revising staff procedures, protocols, and directives
- Emergency Response and Planning – Attend emergency planning committee meetings with all DPW managers.
- Incident Investigation and Reporting – Coordinate with other managers regarding any written complaint levied against any DPW staff.
- Assist Training AFSCME staff in use of latest technology
- Assist in maintenance and updates GIS maps and databases

#### Other Requirements

- Criminal Offense Record Inquire will be requested and completed on applicants with a form requiring signature for permission to run the CORI required prior to any interviews.
- This is a position that requires physical labor. Candidates (new hire) will be required to pass a physical exam prior to the start of employment.
  - Must have vision correctable to 20/20 with good field and depth perception to operate equipment and motor vehicles safely and efficiently.
  - Must have vision correctable to be able to read written materials, notes, project plans, & sketches.
  - Must be able to sit at a desk or stand at assigned locations and walking continuously for long periods of time
  - Able to climb ladders to enter/exit excavation, vehicles, access various levels in the facilities

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- Work in variable weather conditions for long periods of time, i.e., cold weather, hot weather, etc.
- Ability to move around construction sites safely.
- Able to lift 100 pounds from ground to waist height and hold for 10 seconds.
- Able to lift 20 pounds from the ground to hold over shoulder height for 10 seconds.
- Must be able to lift and use laborer's tools such as shovels, bars, picks, brooms, jack hammers, pavement breakers, and other typical laborer's tools.

**Benefits:**

- A Smart Phone is provided to the individual in the position. It is to be carried 24/7 for emergency call response. A weekly payment of roughly one half the cost of the basic is deducted from weekly paycheck to allow the same phone for personal use. (If the individual hired wishes to use his or her own smart phone, compensation will be discussed.)
- A vehicle to use during workday is provided. (If town vehicle is used to commute, there will be a \$3.00 per day amount added to your taxable income in accordance with Federal tax laws. The Town Policy on personal use of the Town's vehicle must be observed. )
- Benefits are detailed in the Bellingham Professional Administrators Association agreement. The following is a brief list of a few items covered in the agreement: leave (vacation, sick, personal, and bereavement), 14 paid holidays, health insurance (HMO Blue or Harvard Pilgrim). There are many other benefit options which the HR Department will share on request.