



Town of Stoneham - Job Opportunity

Job Title: Water and Sewer Foreman Licensed Drinking Water Operator
Department: Department of Public Works
Supervision: Reports to the Deputy Director of Public Works
Scheduled Hours: 40 hours per week
Grade: 48
Salary Range: \$59,836 to \$70,407 Annually

Essential Duties and Responsibilities

The Town of Stoneham is seeking an individual to work under the general direction of the Deputy Director of Public Works. He /she will be responsible for the daily operations of:

- Water and Sewer

He/she will be directly responsible for planning, organizing, directing, inspecting, assigning personnel and equipment, controlling and monitoring the policies, priorities and work programs of the division listed above.

Additionally, he/she will be responsible for staffing, scheduling, motivating and supervising all activities and training including safety, for all personnel within the division above.

Other responsibilities include: budget control, record keeping, purchasing and vendor relations for the above mentioned division, and coordinating emergency operations.

Education and Experience

- High School diploma or equivalency and some vocational training.
- Five years of experience in Public Works maintenance programs, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- A Massachusetts Commercial Driver's License Class B with air brake and tank endorsement.
- Hoisting License Class 2A.
- Licensed Drinking Water Operator must be licensed by the Commonwealth of Massachusetts Drinking Water Board as a Class 3D Operator (minimum).

Application Process:

Interested qualified candidates should apply with the following materials:

- Cover Letter (indicating position applied for)
- Resume
- Three professional references
- Employment applications are **required**, a copy is available on the web site as well as full job description.

Applications can be sent via email to: dgaffey@stoneham-ma.gov or by mail:

Town of Stoneham
35 Central Street
Stoneham, MA
Attention: Donna Gaffey, Human Resources

The position will remain open until February 15, 2019

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer



Town of Stoneham
Department of Public Works
Job Description

Position Title:	Foreman Water and Sewer & Licensed Drinking Water Operator
Supervision:	Reports to Deputy Director
Scheduled Hours:	40 hours per week
Union Affiliation:	Stoneham Public Works Laborers Union, AFSCME Council 93, AFL-CIO
Grade:	48

General statement of Duties:

Skilled manual, administrative and supervisory work in directing men and utilizing equipment on public works projects while acting as a leader of a working party; all other related work as required.

Supervision:

Works under the general direction of the Deputy Director. Performs work functions of a diverse nature requiring the ability to exercise some independent judgement as to work methods and procedures; maintenance projects are for the most part conducted according to established procedure. Supervises ten or fewer full time employees.

Job Environment:

Work is generally performed outdoors under variable weather conditions and near hazards associated with construction sites; incumbent is on call and must respond during emergencies.

May operate a variety of light, heavy and special motor equipment such as snow plows, loaders, backhoes and dump trucks; also operates a variety of hand and power tools, including jackhammers. Makes occasional contacts with government, public utilities officials and the general public.

Essential Functions:

- Inspects work projects in progress and at completion; evaluates performance of manpower and equipment; assists in the preparation of equipment replacement program by recommending various types of equipment and writing specifications.
- Make recommendations and decisions with respect to new work programs or modifications of current programs.
- Makes inspections in areas assigned and makes recommendations concerning work to be done. Dispatches men and equipment to job sites.
- Assists in the preparation and maintenance of water and sewer division records including diagrams of services and extensions; maintains and checks inventory of supplies and equipment in accordance with established procedures.
- Determines materials needed for each job and authorizes the use of materials and orders materials or requisitions materials to be purchases.
- Gives safety instructions to employees. Interviews citizens on routine complaints or requests; and answers questions concerning work in progress or scheduled.
- Refers unprecedented or controversial problems to the Public Works Director/Deputy Director. Other duties as required or assigned. Performs all duties of a laborer.

Recommended Minimum Qualifications:

Education and Experience:

High school diploma or equivalency and some vocational training, five years of experience in public works maintenance programs or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Ability and Skill:

- Comprehensive knowledge of the principles and practices of public works maintenance and repair activities; ability to supervise the work of others on a large scale over a wide area; good physical condition.
- Ability to plan and organize public works construction projects from detailed instructions given by supervisor and to determine the proper amounts of various materials, tools and equipment needed.
- Ability to read blueprints.
- Ability to establish and maintain effective working relationship with the public in making service repairs.
- Ability to communicate effectively and orally with superiors and subordinates.
- A Massachusetts Commercial Driver's License Class B with air brake and tank endorsement. Hoisting License Class 2A.
- The licensed drinking water operator must be licensed by the Commonwealth of Massachusetts Drinking Water Board as a Class 3D Operator (minimum.)

Physical Requirements:

- Moderate to strenuous physical effort generally required.
- Frequently required to stoop, bend, squat and kneel.
- Eyesight and hearing at or correctable to "normal ranges."
- Frequently required to lift heavy objects.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.