



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Mary Carrington, HR Director – mcarrington@cityofhaverhill.com

Denise McClanahan, HR Technician – dmcclanahan@cityofhaverhill.com

January 11, 2010

ROOM 312

RON TUELL

ANTICIPATED OPENING **PLEASE POST**

Position: Collection System Operator/Catch Basin Cleaner Operator (Civil Service position)
Wastewater Treatment Plant

Hours of Work: Monday-Friday/7:00AM-3:00PM
(40 hours per week)

Salary: \$16.88 - \$21.56 per hour

General Statement of Duties and Responsibilities:

Responsible for the operation of the collection system and its' related pumping stations and storm water systems. Provides quality collection system maintenance utilizing current available technology and equipment.

Supervision received

Works under the supervision of the Senior Collection System Operator.

Examples of Duties and Responsibilities:

Provide maintenance on various types of wastewater pump stations. Provide corrective and preventive maintenance on the Wastewater Collection System. Utilize GPS and GIS to obtain infrastructure information. Maintain shift logs and records sewer calls. Makes regular inspection of pump station to insure proper operation. Maintain equipment and facilities under his/her care in a clean and orderly manner. Perform a variety of skilled and unskilled manual duties in the maintenance and care of the collection system. Perform other related unskilled duties such as cleaning debris, painting, shoveling snow, etc.

Meet with Senior Collection System Operators daily at 7:00 a.m. to receive daily work schedules. Perform all work assigned in a timely manner. Participate in the upkeep of all collection vehicles, including all safety equipment and tools.

Clean sewer lines using a variety of methods and equipment. Cleans catch basins with a catch basin cleaner truck. Assists in the repair of the collections lines or stations. Uses chemicals for cleaning and odor control. Knowledge of operation of pump stations instrumentation. Knowledge of traffic control safety procedures. Confer with other City departments on sewer problems. Dyes sewer services and determine if sewerred.

Implement safety rules and regulations. Participate in safety training; confine space entry; explosion atmosphere; traffic; general safety, etc. Performs other general duties as directed by the Senior Collection System Operator and Collection System Supervisor. Provide quality collection maintenance consisting of the optimum use of labor, equipment, and materials. Keep the system in good repair, so that it can accomplish efficiently its intended purpose of collection and transportation of wastewater to the treatment plant.



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The duties listed above 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 similar, related or a logical assignment to the position.

Qualifications:

Requires Civil Service eligibility. Ability to obtain a Class II Massachusetts Commercial Drivers License within 6 months. Must possess a New England Water Environment Association, Wastewater Collection System Operator License Grade II within 6 months.

Ability to obtain a Hydraulic License within 6 months. Educational training in recognized technical program will be substituted for the required experience on the basis of one year for one year; not more than two years substitution will be allowed.

At least four years full-time paid experience in positions of increasing responsibility in the operation and maintenance of Wastewater Collection Systems or similar related experience.

This position requires Drug and Alcohol testing in compliance with the Department of Transportation regulations and the City of Haverhill's Drug and Alcohol Policy.

Special Qualifications, Knowledge and Abilities:

Thorough knowledge of Water Environmental Federation Manual of Practice No. 1 "Safety in Wastewater Industry" and Sacramento Manual "Collection System Operation". Ability to establish and maintain an effective working relationship with associates, subordinates and the public.

Physical Requirements:

Frequent physical efforts required; ability to lift and carry weights of 50 to 75 pounds. Required to bend, kneel, reach, and squat frequently throughout a work shift. Frequently moves in and out of equipment and vehicles.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protections, and respiratory protection.

Closing Date:

OPEN UNTIL FILLED

Submit Letter of Intent and
Application to:

Mary Carrington, Human Resources Director
City of Haverhill
4 Summer Street, Room #306
Haverhill, MA 01830

"THE CITY OF HAVERHILL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER."