

The Town of Merrimac is looking to hire a full time (40hr/wk) Wastewater Treatment Operator.

The position will include overtime and on-call responsibilities. The pay is \$31.89 per hour.

Full description available on the town's website www.townofmerrimac.com/employment-opportunities.

Send completed resumes and application to Chris Perkins at CPerkins@townofmerrimac.com.

WASTEWATER TREATMENT OPERATOR

Position Purpose:

The purpose of this position is to diagnose, repair and maintain all pump stations and related systems and facilities. Responsible for Processing bio-solids; performs all other related work as required. The Wastewater Treatment Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible functions in accordance with established procedures and techniques, requiring some independent judgment in evaluating problems and conditions and in determining repair methods.

Supervision Received: Works under the general direction of the Wastewater Superintendent

Supervision Given: None.

Job Environment:

Work is performed in the field and in the treatment plant and involves exposure to hazards associated with extreme weather conditions, and work near moving mechanical parts. Frequent exposure to wastewater, septage and bio-solids; uses proper sanitary precautions and protective equipment. Works in wet, cramped, poorly ventilated environments. Responds to all emergencies. Frequent exposure to toxic/hazardous chemicals used in water treatment process.

Operates light trucks, heavy equipment, pneumatic tools, power tools, and hand tools associated with division operations.

Has frequent contacts with the wastewater treatment plant personnel.

Errors in judgment could result in confusion and delay and misuse of materials and could be costly to correct; in some cases, errors could endanger safety of employees and the general public; most errors are difficult to detect.

Essential Functions:

(The essential functions or duties listed below 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.)

Conducts regular inspections of treatment plant, pump stations and related equipment and facilities. Reviews logs and recordings of station activities and assists in collection of required information for the preparation of station activity reports.

Processes bio-solids utilizing process necessary for the plant to run in compliance.

Reads and records numbers at pump stations.

Performs lab work to see how biological treatment is working to keep the plant running in compliance.

Conducts preventative maintenance, greasing, oiling moving parts on rotating equipment; repairs and replaces necessary rotating moving equipment.

Performs housekeeping tasks inside and outside of the plant to include cleaning floors, tanks, and lawn mowing and snow removal.

Obtains water samples and performs laboratory tests to optimize water treatment processes. Adds water treatment chemicals to system as authorized following established procedures.

Performs pump station building and grounds maintenance duties including cleaning, painting, lawn care, snow removal, etc.

Performs all duties in accordance with applicable safety regulations.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education or equivalent and specialized knowledge and training required to diagnose, repair and maintain complex pumping mechanical and electrical equipment; experience in utilizing heavy motorized equipment; 3 years of progressively responsible related experience; or any equivalent combination of education and experience.

MUST BE AVAILABLE FOR MANDATORY ON-CALL, OVERTIME, AND ENTER INTO ON-CALL ROTATION.

Special Requirements:

Class IV Wastewater Treatment Operator's Certification, Hydraulic License, Collections Operator Certificate, Electrical License, or strong mechanical background preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of state and local laws and regulations related to division operations. Knowledge of pumps, mechanical systems, and all systems related to water treatment operation. Knowledge of basic chemistry.

Ability: Ability to carry out oral and written instructions. Ability to deal effectively with the public. Ability to read and interpret detailed construction drawings and blueprints.

Ability to obtain water samples and perform basic laboratory analysis. Ability to perform repair and maintenance duties. Ability to maintain and update equipment repair and maintenance records and other records.

Skill: Skill in all of the above-mentioned equipment. Skills to disassemble and assemble complex pumps, motors and related components.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequently required to sit, talk, and hear; majority of shift may be spent walking and/or standing. Must be able to manipulate objects, tools, or controls, and must be able to reach. Performance of the essential functions requires employee to climb or balance, stoop, kneel, crouch or crawl. Must frequently lift and/or move objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of the plant and its grounds, and traverse uneven terrain. Must be able to work within confined areas such as manholes for sample testing and repairs. Vision and hearing at or correctable to normal ranges.

(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.)

APPLICATION FOR EMPLOYMENT

Town of Merrimac
4 School Street
Merrimac, MA 01860
978-346-8862



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/> Advertisement Publication Name/Date _____	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Referral Employee Name _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
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Address	Number	Street	City	State	Zip Code
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Telephone Number(s)	Electronic Mail Address	Social Security Number
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Best time to contact you at home is: _____: _____ ☐ AM / ☐ PM

If you are under 18 years of age, can you provide required proof of eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If Yes, stated name, relationship and location _____

Are you currently employed? ☐ Yes ☐ No

May we contact you present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Are you available to work: ☐ Full Time

☐ Part Time (Please indicate ☐ Mornings ☐ Afternoon ☐ Evenings)

☐ Temporary (Please indicate dates available ____ / ____ thru ____ / ____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Applicants for positions which require daily use of company vehicles must provide a current Department of Motor Vehicles driving record upon application for employment. Bowers & Associates, Ltd. will reimburse the applicant for the associated cost. A copy of your valid drivers license must be attached for field survey positions.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				(attached copy of school transcript required)
Graduate/ Professional				(attached copy of school transcript required)
Other (Specify)				

WORK EXPERIENCE

Start with you present or lost job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer ¹	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra circular activities.

Describe any job-related training received in the United States Military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability or other product status.

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Skills/ Equipment Operated)

GENERAL / ADMINISTRATIVE

<input type="checkbox"/> Terminal	<input type="checkbox"/> Scanner
<input type="checkbox"/> PC/ MAC	<input type="checkbox"/> Spreadsheets
<input type="checkbox"/> Copier	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Facsimile	<input type="checkbox"/> Typing [WPM ____]

ENGINEERING / SURVEYING

<input type="checkbox"/> Plotter
<input type="checkbox"/> Total Station
<input type="checkbox"/> Level
<input type="checkbox"/> Data Collector

OTHER (list)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ Yes ☐ No

PERSONAL/ PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed forty-five days. Any application wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

Please note that Applications for Employment received from potential employees via electronic mail must be authorized with an original signature during the interview process.

This Application for Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

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