

The town of Merrimac is looking to hire a full-time (40hours/week) Wastewater Assistant Chief Operator. The rate of pay is \$55.57/hour. Full description available on the town's website: www.townofmerrimac.com/employment-opportunities. Send completed resumes and application to Marc Field at MField@townofmerrimac.com.

**WASTEWATER TREATMENT PLANT
ASSISTANT CHIEF OPERATOR**

Position Purpose:

The purpose of this position is to perform responsible technical work in the operation and maintenance of the municipal wastewater treatment plant and collection system; Performs all other related work as required. The Wastewater Treatment Plant Assistant Chief 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 duties requiring the use of independent judgment in operating and maintaining the wastewater treatment plant and collection system and in performing laboratory analysis.

Supervision Received: Works under the general direction of the Wastewater Superintendent, receiving specific instructions regarding projects and areas of assigned responsibility.

Supervision Given: Provides supervision on an as needed basis, assigning tasks and providing instructions in the absence of the Superintendent.

Job Environment:

Work is performed under typical shop conditions and outdoors, with exposure to the hazards associated with working with chemicals, electricity, and under explosive and toxic conditions. Work environment is moderately noisy, and at times very loud. On call to respond to emergencies.

Regularly operates computer, light trucks, blowers, compressors, pumps, electrical panels, pH meter, air scrubbers, and other equipment related to the operation of a wastewater plant.

Has occasional contact with the public. Other contacts include vendors, other wastewater professionals or other town departments for the purpose of customer oriented business, process equipment and technical support. Contact types are by email, telephone, in person or in writing.

Errors in judgment could result in damage to buildings and/or equipment, danger to public health, environmental pollution, and serious personal injury and injury to others.

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.)

Completes daily plant rounds and reports plant status to the Superintendent.

Assures that necessary chemicals are available to maintain water quality and reports shortages and needs to the Superintendent.

Operates and checks the operation of the plant equipment such as pumps, valves, motors, chlorinators, clarifiers, aeration devices, sludge thickening and dewatering, and other equipment necessary for the operation of the treatment plant.

Takes and records readings of instruments, makes adjustments in machinery as indicated and maintains operation logs.

Insures that routine cleaning and maintenance of the plant equipment is performed according to established maintenance schedules.

Performs corrective maintenance on equipment at the treatment plant and pumping stations as necessary.

Troubleshoots equipment malfunctions/failures.

Performs routine preventative maintenance on plant and station equipment to insure optimal performance and life of equipment.

Supervises staff on an as needed basis or in the absence of the Superintendent.

May be required to perform Plant Operator's job duties as necessary.

Assures that all work is performed safely, in accordance with procedures.

Assumes responsibilities of the Wastewater Treatment Plant Superintendent in his/her absence.

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

Recommended Minimum Qualifications:

Education and Experience:

High School Diploma or equivalent, and three to five years experience at a Class V plant or better; or any equivalent combination of education and experience.

Special Requirements:

Class V Wastewater Treatment Operator Certification.

Grade 4 Collections System License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and operating procedures of wastewater treatment and sanitary sewer systems. Working knowledge of the materials, methods, and

techniques of wastewater treatment, and state and federal pollution control regulations. Knowledge of water chemistry, hydraulics, electrical, plumbing, instrumentation and advanced wastewater treatment principles, design, operation and maintenance process control.

Ability: Ability to perform laboratory tests. Ability to maintain and repair the machinery and equipment of wastewater treatment operations. The ability to use and understand computers. Ability to manage multiple tasks in a prompt, efficient and safe manner. Ability to operate a computer.

Skill: Skills in operating above mentioned equipment.

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.)

Posted for open position on 8/12/26 at 2 PM through 8/19/26 at 2 PM



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please read this before filling out this application.

Thank you for your interest in applying for a position with the Town of Merrimac. All questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. If the question does not apply, please indicate by marking N/A. Please print legibly and use ink or complete online

While the Town of Merrimac does not require or request its employees to take a lie detector test, State Law requires the following notice: "It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

The Town of Merrimac is committed to a policy of Equal Employment Opportunity and will not discriminate on the basis of race, color, religion, sexual orientation or identity, national origin, sex, age, disability, veteran's status or any other class protected by law. No question in this application is intended to secure information to be used for such discrimination.

It is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA or the state fair employment practices law.

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Number Street City/Town State Zip Code

Mailing Address: _____
(If different) PO Box or Street Address City/Town State Zip Code

Home Telephone: _____ Cell Phone: _____

Email Address: _____ Date Available to start: _____

Position(s) of Interest: _____

How were you referred to the Town of Merrimac? _____

If you are hired and are under the age of 18, can you furnish a work permit? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you a veteran of the United States military? ☐ Yes ☐ No

Have you previously been employed by, or filed an application with the Town of Merrimac? ☐ Yes ☐ No

If yes, please list position and employment and/or application date(s)

Do you have any immediate family members working for the Town of Merrimac?

☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

May we contact your current employer?

☐ N/A ☐ Yes ☐ No

Do you have a valid Driver's License?

☐ Yes ☐ No

EMPLOYMENT EXPERIENCE

Start with your most recent position and account for all periods of time. You may include volunteer positions, internships and/or military experience. A résumé or supplemental sheet may be included; however, this section must be completed.

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving		May We Contact?	

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving		May We Contact?	

Employer Name		Dates of Employment	
Address			
Job Title		Work Performed	
Supervisor		Contact Info	
Reason for Leaving?		May We Contact?	

EDUCATION / QUALIFICATIONS

School	Name, City, State	Course of Study	Years Completed	Diploma, Certificate, or Degree
High School or Equivalent				
College or University				
Graduate School				
Military Information (Optional)				
Additional Training or Skills (Computer, Special License(s), Language Fluency)				
Professional Affiliations				

PROFESSIONAL REFERENCES

Please list below the name of three professional or work-related references.

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

Name	Position	Relationship to you
Company	Contact Phone	E-Mail Address

APPLICANT'S STATEMENT

1. I understand that neither the receipt of this application nor the granting of an interview implies that I will be employed.
2. I certify that answers given herein (and on any accompanying résumé) are true and complete. I understand that any false information, any misrepresentation or material omission of any fact in my application, résumé, or in any materials or/as provided during an interview, can be justification for refusal of employment or can be justification for termination of employment, if employed.
3. I authorize investigation of all statements contained in this application (and on any accompanying résumé) as may be necessary in arriving at an employment decision. I understand that any conditional offer of employment that I receive from the Town of Merrimac is contingent upon my successful completion of the pre-employment screening process, which may include, but not limited to, the receipt of satisfactory references, verification of education, past employment history and personal background. I authorize the Town of Merrimac to obtain such information from schools, persons, references, my current employer (if applicable), previous employers and organizations named in this application, unless otherwise directed, to provide the Town of Merrimac any relevant information that may be required to arrive at an employment decision.
4. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, green card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.
5. If required for the position I am seeking, employment may be conditional upon a favorable pre-employment physical examination and/or drug screen and/or a Criminal Offense Record Inquiry (CORI). I agree to comply with the request and offer the necessary information to complete such a check.
6. In the event of my employment I agree to abide by the bylaws, rules, regulations and policies of the Town of Merrimac or other communications distributed by the Town.
7. I understand that employment or appointments are at will and will be subject to a probationary period of six (6) months as detailed in the Personnel Policy Manual.

I hereby acknowledge that I have read and understand the Applicant's Statement:

Applicant's Name (Print)

Date

Applicant's Signature

AUTHORIZATION

I authorize persons, schools, current employers (if applicable) and previous employers and organizations named in this application (and accompanying résumé, if any) to provide the Town of Merrimac with any relevant information which may be required to arrive at an employment decision, and I voluntarily release such persons, schools, employers, and organizations from all liability which might result from their providing such information.

Signature

Date

Printed Name