

# Job Description



## Water Works Craftsperson

1 FTE | POS #100000475

|               |                                                       |                 |                            |
|---------------|-------------------------------------------------------|-----------------|----------------------------|
| Direct Report | Assistant Superintendent of Water/<br>Project Manager | Grade           | Gr-E \$19.53hr - \$27.28hr |
| Department    | Public Infrastructure                                 | FLSA            | Non-Exempt                 |
| Division      | Public Infrastructure                                 | Bargaining Unit | Union                      |
| Date          | April 2025                                            | Location        | 1105 Shawmut Avenue        |

Homeland Security Emergency Status: Essential

Safety Classification: Safety-Sensitive Position

### Summary

This position evaluates, repairs, maintains, and installs water meters, mains, valves, hydrants and other water distribution appurtenances used in the water distribution system; identifies and marks out utility assets within the City layout.

### Supervisory Responsibilities

*Supervision Scope:* Supervisors are responsible for signing performance reviews.

*Supervision Received:* This position receives general direction and supervision from the Foreperson.

*Supervision Given:* This position has no formal supervisory responsibilities.

### Essential Functions

*Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

1. Evaluates, repairs, replaces, and maintains various water meters and water utility appurtenances used in the operation of the water treatment and distribution systems.
2. Performs utility locates and mark-outs on behalf of the Department for private and municipal contractors.
3. Operates all types of power tools, hand tools and vehicles used in water utility installation, maintenance, and repair activities.
4. Maintains equipment used for programming and testing functionality of meters, hydrants, water mains and water infrastructure assets.
5. Performs fire flow testing, records and preserves associated data.
6. Maintains a clean and orderly workspace; performs light housekeeping at job sites.
7. Assists in snow and ice removal operations.
8. Assists with general labor duties on each job site as required.
9. Provides effective and efficient customer service and promotes and maintains responsive community and working relations.
10. Performs related duties as assigned.

**This position is deemed essential personnel and must report to work during emergency situations.**



*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. The job description does not constitute an employment agreement between the employer and*

# Job Description

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## Competencies

|                           |                       |                       |
|---------------------------|-----------------------|-----------------------|
| Asset Management Software | Independent Judgement | Plan Interpretation   |
| Communication Proficiency | Customer Service      | Organizational Skills |
| Multitasking              | Mechanical            | Data management       |

## Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation)
- Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis and subject to random drug/alcohol testing.

## Education and Experience

- Graduation from high school or GED equivalent.
- At least one to three years of water asset maintenance, utility mark-out and repair experience.
- Any equivalent combination of education and experience.

## Required Skills and Abilities

- Materials, methods, practices, techniques, and equipment used in water infrastructure installation, testing and repair.
- Operating standard and specialized water asset maintenance and repair equipment.
- Occupational hazards, and the proper safety methods and procedures used to avoid or minimize risks.
- Understand and carry out instructions
- Work independently and multi-task.
- Evaluate the performance of meters, hydrants, water laterals, valves and mains to determine necessary repairs or maintenance.
- Perform light and heavy physical tasks under varying weather conditions, and work in confined spaces.
- Water meter installation, programming, maintenance, repair, and removal.
- Establish and maintain effective working relationships with supervisors, coworkers, and the general public.

## Tools and Equipment Used

- Heavy equipment, vehicles, hand, and power tools.

## Work Environment

The **Water Works Craftsperson** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Water Works Craftsperson** is expected to operate in an environment where errors can be costly with regard to efficiency of the operation. The **Water Works Craftsperson** works in different adverse locations and at times outside during inclement weather.

## 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.

## Job Description

Work is performed mostly indoors; hand-eye coordination is necessary to operate tools, vehicles and various types of construction tools and equipment. Specific abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to be in a stationary position, move, communicate; operate to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to climb, balance, position self to. The employee is frequently exposed to adverse weather and other unpleasant conditions, such as heat, cold, wetness and humidity, dim or bright lights, dust, odors, noise, vibrations, fumes, airborne particles, and various risks. The employee must occasionally transport and/or move up to 50 pounds.

### Work Hours

This is a full-time non-exempt position with a typical 40 hours per week with possible availability for after normal hours of operation during emergencies and other departmental critical needs.