



TOWN OF MARLBOROUGH

WATER SEWER OPERATOR

JOB DESCRIPTION

Effective September 1, 2023

JOB SUMMARY:

The Town provides water and sewer collection to approximately 432 residences and industrial/commercial facilities. This position encompasses all aspects of management of the Town's water and sewer system. The successful candidate shall be the water system's Primary Operator and is responsible for the operation, maintenance, and proper function of the Town's water supply, water distribution system, and sewer collection system. It is preferred that the Water and Sewer System Operator live within a 30-minute commute of downtown Marlborough.

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

1. QUARTERLY: Read customer water meters and provide Marlborough Tax Collector with data for quarterly billing of user fees.
2. DAILY: Perform status checks on the tank, wells, chemical feed pumps and take readings as necessary. Be available 24 hours per day to deal with emergencies.
3. Own a reliable vehicle, maintain a cell phone, and reside within a 30-mile radius of the Town of Marlborough.
4. THURSDAYS: Read Sewer Meter, change chart recorder paper and deliver to Town Hall.
5. Maintain turn-on and shut-off notices and perform work as necessary.
6. MONTHLY: Take water samples and deliver them to the certified lab as required. Record data collected regarding Sewer Meter Readings, Water Well Production and report sewer readings to the City of Keene.
7. Organize, direct and control all resources of the department.
8. Maintain chemical feed equipment .
9. Develop, present and administer departmental budget.
10. Work with the public, town departments, public agencies, and private contractors.
11. Operate complex equipment and machinery, as well as manual power tools.
12. Perform preventative/routine maintenance.
13. Possess thorough knowledge of skills, equipment and materials used in the construction, maintenance and repair of water systems and related structures.
14. Possess the ability to read and interpret documents associated with water systems and the ability to prepare reports and maintain records.
15. Be available 24 hours per day for emergencies.
16. Perform other related duties as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Possession of New Hampshire Water Distribution and Treatment Certification (Grade I), a Collection Systems Operator Grade I Certification required. Possession of a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B) required.
- Possession of a New Hampshire Water Distribution and Treatment Certification (Grade II) and a Collection Systems Operator Grade II Certification preferred.
- Knowledge of asset management principles and practices and the principles and practices of both water distribution maintenance and repair and of water supply including; meter replacement, treatment, pump operation, chemical feed and basic control system troubleshooting required.
- Three years experience in water and sewer system operation and maintenance, computer software use, or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skill and abilities. The ability to work overtime and to be on-call for emergencies is required.
- Considerable knowledge of modern office practices. Skill and ability to use a computer system and Microsoft Office.
- Ability to communicate effectively both verbally and in writing and to work in a confidential environment.
- Ability to maintain accurate records and files.
- The ability to use ArcGIS for asset management is a plus.