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|--------------------------|-----------------------------------------------------|
| <b>Job Title</b>         | Public Works Technician                             |
| <b>Department</b>        | Department of Public Works – Water & Sewer Division |
| <b>Employment Status</b> | Full-time                                           |
| <b>FLSA Status</b>       | Non-exempt                                          |
| <b>Classification</b>    | N-5                                                 |

### Scope of Work

Under the supervision of the Assistant Superintendent of Water & Sewer Division, the Public Work Technician performs primarily general maintenance and repair functions related to backflow prevention and cross connection control tasks.

Employees classified in the Public Works Technician job title are expected to assist in other than their primary division and may therefore be requested to perform other tasks as assigned.

### Supervision

|                  |                                                    |
|------------------|----------------------------------------------------|
| <b>Received</b>  | Assistant Superintendent of Water & Sewer Division |
| <b>Exercised</b> | None                                               |

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Under the direction of the WSD Division Assistant Superintendent, perform general maintenance and repair functions in support of the DPW Department
- Perform skilled technical, maintenance, equipment operation, and laboring functions in one or more Public Works divisions, including the use of heavy and light hydraulic and motorized or specialized equipment as required.
- Administer the operation of the backflow prevention and cross connection control program to maintain the infrastructure and integrity of the water system
- Cross Connection Control: To perform the necessary surveys required by the Massachusetts Department of Environmental Protection annually of all commercially operated facilities in the Town of Needham for the purpose of identifying cross connections to the potable water supply
- Backflow Prevention: To conduct regular inspections and perform annual tests on various sizes of backflow prevention devices i.e., check valves
- Document, report, and record in database form of such backflow prevention devices, issue violations, and follow-up on required scheduled corrected solutions

- Operate light and heavy motorized equipment at an intermediate level and utilize hand and power tools as required
- Provide assistance to outside contractors engaged in construction and repair activities
- Maintain work area and equipment in a clean, safe and operable condition and adhere to applicable health and safety rules and regulations

### **Other Job Functions**

- Performs related duties as assigned.
- Follow safe work practices.

### **Requirements of Work**

To be considered for the position, applicants must have at least:

- A valid Driver's License and CDL (Class B) minimum,
- Requires the appropriate certifications in Backflow Prevention & Cross Connection Control endorsements and training
- The following requirements may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities required to perform the job:
  - o Four (4) years of High School, plus elementary technical training, acquired on the job or through one (1) year or less of technical or business school
  - o Four (4) to six (6) years' experience

Preferred, but not required:

- Water Distribution license grade 1 is preferred or the ability to obtain within 12 months will also be considered
- CDL Class A
- OSHA 10 Occupational Safety and Health Training Certificate

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*