



Town of Hanover
Department of Public Works
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TO: Bulletin Boards at Town Hall, School Department, DPW, Fire Department, Police Station, Town Clerk, Senior Center and Library and Town's Website

FROM: Kurt Kelley
Deputy Superintendent of Public Works – Field Operations

DATE: 05/03/24

Job Posting

Water Distribution Laborer – Full Time

The Town of Hanover DPW has a permanent, full-time position available as a Water Distribution Laborer. The ideal candidate will possess a high school diploma or equivalent and should be able to have a general knowledge of water distribution activities and equipment.

The successful candidate will be responsible for general labor work in the Water Distribution Division. Work may include meter reading, hydrant painting, general operation and maintenance of equipment, tools, pumps, and other equipment. The position will require work inside and outside during all weather conditions. This position is expected to respond to Department-wide off-hour emergency and weather-related events.

If selected for this position, the candidate shall undergo a pre-employment physical which shall include screening for drugs and alcohol and shall be subject to random drug and alcohol testing once hired.

The complete job description is attached. Application are available at the DPW Administrative Office, 495 Hanover Street, Hanover MA 02339 or on the Town's website. The posting will remain open until the position is filled. (Posted 5-3-24)

JOB DESCRIPTION

Job Title: **Water Distribution Laborer– P3**
Department: Department of Public Works
Reports To: Water Distribution Forman
FLSA Status: Non-Exempt
Prepared By: DPW Deputy Superintendent
Prepared Date: 6/2001
Approved By:
Approved Date:

SUMMARY

Assist water distribution personnel in the performance of all water distribution maintenance and operations functions and all other duties as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs all of the duties of lower water distribution classifications and in addition:

1. Efficiently read water meters using manual and electronic water meter reading equipment.
2. Enter data into computerized equipment.
3. Assists in the installation and maintenance of water pipes, gate valves, corporation cocks, water services (1" to 2"), gate boxes, curb boxes, curb stops, hydrants, meters, meter pits, and hydrant stakes.
4. Operate hydrants and valves
5. Operates all water distribution vehicles and equipment including jack hammers (60-90 pounds), compressors, pumps, saws, hydraulic and air operated tools.
6. Read and record data of pumping stations, pipe and service installations and inspections, private well inspections.
7. Assists in performing installations and maintenance activities in confined space areas .
8. Assists in performing all daily normal maintenance to water distribution equipment and facilities.
9. Plow snow.
10. Sets all types of valve and meter boxes in road shoulders and paved areas.
11. Use of all hand tools including but not limited to asphalt lutes, electric drills and hammers, jackhammers, brush cutters, chainsaws, shovels, rakes, ladders, lawnmowers, etc.
12. Painting including sandblasting and spray painting.
13. Normal preventative maintenance to tools.
14. General and specialized laborer tasks within the assigned division.

SUPERVISORY RESPONSIBILITY:

None

SUPERVISION RECEIVED:

Works directly under and reports to the Water Distribution Foreman or his/her designee. May be directed by working foremen of other divisions when assigned to activities supervised by these individuals.

EDUCATION and/or EXPERIENCE

Education - Requires a minimum of a high school diploma or equivalent.

Experience - None.

ACCOUNTABILITY

Makes decisions involving activities under his/her control. Responsible for the safe operation of the equipment under his/her control. Policy decisions are to be deferred to the responsible working foreman. Has input in all decisions affecting activity and safety.

LANGUAGE SKILLS

Must be capable of effectively communicating and consulting with residents and other town departments.

MATHEMATICAL SKILLS

Intermediate skills such as the ability to (using a calculator) add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Basic skills such as the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a minimum Class D Drivers License.

PHYSICAL DEMANDS

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.

Physical work inside and outside in all weather conditions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.