

<b>Job Title:</b> Director of Water and Sewer Department	<b>Hours per week:</b> 40 Hours (Flexible schedule)	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Town Manager	<b>Department:</b> Water and Sewer	

## **TOWN OF STOUGHTON**

### **DIRECTOR OF WATER AND SEWER DEPARTMENT**

#### **Statement of Duties:**

Under the general direction of the Town Manager, the Director (“Director”) of the Water and Sewer Department (“Department”) oversees all departmental functions related to the planning, training, directing and administering of the technical, operational and maintenance work for the Town’s water and sewer systems. The Director is responsible to ensure drinking water quality and uninterrupted water and sanitary sewer services.

#### **Supervision**

- Works under the general supervision of and accountable to the Town Manager.
- Directly supervises Water and Sewer staff and water and sewer functions.
- Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the water and sewer infrastructure.
- May exercise independent judgment and initiative in the performance of duties.

#### **Job Environment**

- Work is performed mainly in an office setting.
- Work may involve exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Work may involve working around moving mechanical parts and in confined/cramped quarters
- Required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.
- Access to confidential information, including personnel records and bid documents
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.
- May be required to respond to off hour emergency conditions.

#### **Essential functions**

- Plans, directs and supervises the work of the Water and Sewer Department, including the maintenance and repair of hydrants, meters, valves, remote pumping station(s), storage facility(ies), sewage collection and conveyance system(s), and other related activities, as well as the preparation and administration of Department budget

- Formulates policies, procedures, operations and Department plans, and assumes responsibility for Department results; evaluates programs, plans and services of the Department; formulates short and long range plans to meet community needs
- Plans and implements a comprehensive wastewater management plan for the town to include a multi-year plan of development of the wastewater facility and upgrading the town residents to the new system.
- Plans and implements a comprehensive safe water system throughout the town which includes regular upgrades and maintenance and an accurate billing and collection system for payments.
- Serves as the coordinator for the Town's cross connection control program.
- Reviews all proposed water and sewer projects; schedules and prioritizes projects; determines bid specifications and secures cost proposals, in accordance with state law and Town procurement policies and protocols; inspects progress, monitors budgets and approves costs; works closely with contractors to assure proper fulfillment of contracts
- Supervises full-time, part-time and seasonal personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records)
- Develops work schedule and assignments for all Department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards; orders necessary materials and supplies
- Responsible for the maintenance of all Departmental equipment, vehicles and machinery; performs routine maintenance and engine repairs when necessary
- Ensures compliance with applicable federal, state, and local health and safety laws, rules, regulations and guidelines; conducts and assists in regular sessions on safety methods in the use of equipment and vehicles
- Ensures that water and sewer system network and operation complies with federal, state, and local laws, rules, regulations and guidelines; monitors containment levels and practices
- Performs equipment operation as necessary, including hand/power/pneumatic and hydraulic tools; operates Department vehicles and heavy equipment as necessary
- Represents the Department at a variety of different meetings both within and outside of the Town system
- Maintains accurate Department records and information
- Completes periodic reports required by state and federal governments and regulatory agencies
- Oversees and is responsible for water and sewer billing
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others; attends board meetings and public hearings as necessary to present technical information and to respond to inquiries, requests, and complaints
- Identifies available grants and prepares and submits grant applications; administers grant funds received and ensures compliance with grant requirements

- Maintains current knowledge of profession through peer association, attendance at meetings and seminars, and the like; conducts periodic staff meetings to provide training and information
- Performs similar or related work as required or assigned

*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.*

## **Recommended Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree in Civil Engineering, Construction Management, Business Administration, Public Administration, Accounting, or related field required
- Minimum of five years of progressively responsible experience in municipal water and sewer operations and municipal finance, three of which are in a senior management position.
- Equivalent combination of education and experience with demonstrated knowledge and experience that meet the minimum requirements may be substituted
- Additional experience in specialty areas preferred

### **Special Requirements**

- Valid Motor Vehicle Operator's License
- Valid Class B CDL license required, Hydraulic license preferred
- Minimum of T2/D3 Licenses
- Preferred T3/D3 License
- Knowledge of municipal finance and business operations, laws, rules and regulations
- Knowledge of all applicable federal, state, and Town statutes, regulations, policies and procedures.
- General knowledge of engineering and water and sewer operations as they pertain to project planning and cash flow development
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile

### **Ability:**

- Ability to demonstrate strong interpersonal and organizational skills
- Ability to enforce policy directives
- Ability to interact in a positive and effective manner with senior staff, co-workers, and the general public.

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## **TOWN OF STOUGHTON**

### **SUPERINTENDENT OF PUBLIC WORKS**

Department:	Dept of Public Works	Date:	9-26-2023
Reports to:	Town Manager	Hours Worked:	40
FLSA Status			

#### **Statement of Duties:**

Under the direction of the Town Manager, the Superintendent of Public Works, oversees all departmental functions related to the planning, training, directing and administering of all divisions of the Department of Public Works, including administration, parks and forestry, highway, snow and ice control operations, solid waste, street lights, traffic signals, public facilities, and fleet maintenance; and including direct supervision of the Town's construction, maintenance and repair of town highways, municipal buildings and grounds.

#### **Supervision**

- Works under the supervision of the Town Manager
- Supervises all departmental functions of all divisions of the Department of Public Works
- Directly supervises the Associate Superintendent, the Assistant Superintendent for Public Works.
- Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the public works infrastructure.
- May exercise independent judgment and initiative in the performance of duties.

#### **Job 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 essential functions.*

- Work is performed, primarily in an office setting.
- Infrequent exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.
- Access to confidential information, including personnel records and bid documents
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **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.*

Include but not limited to the following:

- Plans, supervises, organizes, directs, and administers all aspects of the Department of Public Works, including the planning, design, maintenance and construction of town public projects, roads and bridges, public facilities, and other public works structures, and natural resources.
- Formulates policies and program objectives for the department's operation; provides overall direction to operating divisions; develops departmental goals and objectives, and development of the department's organizational structure; assesses departmental performance in relation to established goals and takes appropriate actions to improve department's efficiency and services provided.
- Responsible for the planning, design and construction of improvements to the Town's storm-water and roadway infrastructure; including plans and programs to provide for the construction, repair, and maintenance of Town roads, sidewalks, curbs, walls, and related structures and for snow plowing, snow removal, sanding and salting operations as well as planning for facility and equipment maintenance.
- Oversees and manages snow and ice removal and control; including the supervision of outside contract personnel performing snow and ice removal.  
Assists the Procurement Department with the preparation of specifications, bidding processes and the selection criteria for public contracts for outside construction, services, and major equipment and supply contracts.
- Manages all Public Works contracts to ensure compliance with the Uniform Procurement act and other laws and regulations associated with public procurement, including but not limited to, MGL Ch 30B, MGL Ch 149, and MGL CH 30, 39M.
- Conducts periodic and regular inspections to ensure the quality of construction and reconstruction and vendor performance and compliance.
- Oversees the preparation of the annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justification to the Town Manager.
- Monitors and approves expenditures in operational and capital budgets;
- Manages all funding derived from other Federal, State and local resources including; legislatively earmarked funds, Chapter 90 funds, mitigation funds from local development, and grant funds from various Federal, State and Local sources.
- Assists in reviewing and updating the development and implementation of the Capital Improvement Plan.
- Makes recommendations regarding department personnel matters, including recruitment, hiring, discipline, investigations, personnel actions and workers' compensation; ensure adherence to Human Resources policies, procedures and Collective Bargaining Agreements.
- Functions as the liaison for the Department of Public Works with other Town departments, outside agencies, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public works and emergency management, public finance, public administration, and human resources;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other similar or related work as required or as the situation dictates.  
Provides oversight of closed landfill and transfer station operations

Explores energy options for the town, including green energy projects and cost saving options

## **Recommended Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree in Civil Engineering, Construction Management, Business Administration, Public Administration, or related field required
- Minimum of five years of progressively responsible experience in municipal public works and municipal finance, three of which are in a senior management position.
- Equivalent combination of education and experience with demonstrated knowledge and experience in highway construction and maintenance that meet the minimum requirements may be substituted
- Master's Degree in Civil Engineering, Business Administration or Public Administration preferred.
- Additional experience in specialty areas preferred

### **Special Requirements**

- Valid Motor Vehicle Operator's License
- Valid Class B CDL license required, Hydraulic license preferred
- Class 2B Hoisting License preferred
- Massachusetts certification as a Public Purchasing Officer preferred
- Massachusetts Registered Professional Civil Engineer preferred;
- Familiarity with MUNIS Financial software preferred.

### **Knowledge, Ability and Skill:**

#### **Knowledge:**

- Considerable knowledge of the principles and practices of civil engineering and technical and practical knowledge of the materials, methods and techniques relative to public works project and issues;
- Thorough knowledge of public works financing, of municipal finance and business operations, laws, rules and regulations
- Knowledge of the principles and practices of personnel management public procurement, and budgeting,
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile

#### **Ability:**

- Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations.
- Ability to communicate effectively; orally and in writing.
- Ability to demonstrate strong interpersonal and organizational skills
- Ability to prepare and administer budgets and to prepare financial reports.
- Ability to enforce policy directives
- Ability to operate standard office equipment
- Ability to operate automobiles, light trucks and hoisting equipment.
- Ability to execute oral and written instructions in a precise manner.
- Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies, the general public, consultants, vendors and contractors.
- Ability to interact in a positive and effective manner with the general public.

#### **Skill:**

- Excellent management and leadership skills
- Skill in developing policies and procedures to accomplish goals and objectives.
- Strong customer service and communication skills
- Excellent computer skills.
- Independent judgment when addressing multiple and complex issues.
- Excellent public relations skills and ability to handle multiple tasks.

**Physical and Mental Requirements**

- Moderate physical effort required when performing field work with infrequent exposure to outdoor weather conditions.
- Frequently required to stand, walk, sit, speak and hear.
- Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.
- May have to walk or climb in rough terrain
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

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**TOWN OF STOUGHTON**  
**PROGRAM ADMINISTRATOR I**  
**PUBLIC WORKS/ SEWER & WATER**

Department:	Water/Sewer	Date:	9-26-2023
Reports to:	WS Superintendent	Hours Worked:	40
FLSA Status:	Non - Exempt		

**STATEMENT OF DUTIES:**

Highly skilled administrative and supervisory work in assisting various Board or senior management in discharging the duties of their office; all other work as required.

**SUPERVISION:**

Works under the administrative direction of senior management or senior Board staff. Generally establishes own work plan and priorities. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations.

Exercises considerable judgment in supervising subordinate staff; supervisory duties may include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate.

Exercises considerable judgment and initiative in coordinating the activities of the Board or department in assisting the public and in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

**JOB ENVIRONMENT:**

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Has access to highly confidential information, personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication from legal counsel, department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.



## **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 logical assignment to the position.*

- Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to department manager and other departments as necessary.
- Explains procedures, regulations and/or policies based on knowledge of Town Government.
- Must use initiative in providing assistance.
- Provides assistance to the department's manager or Board, as required, with frequent encounters with Board members and is responsible for addressing their needs and questions as they arise in the absence of senior staff.
- Assists senior management in fulfilling their responsibilities.
- Coordinates activities of the Board or department with others.
- Serves as a sounding board on various issues.
- Provides any information which may be helpful in accomplishing duties.
- Assists Board staff or senior management on policy matters and offers advice on all matters affecting departmental operations.
- Maintains all department confidential information, such as personnel records, bid proposals, reports, litigation documents, collective bargaining/union grievances, labor relations documents and other confidential communication between Town and legal counsel, department heads and citizens, employees, and other outside agencies.
- Gathers background information on issues, as directed.
- As requested, researches operations of
- Town government.
- Provides coordination for special projects or special events as assigned.
- Maintains and administers departmental budgetary accounts, payroll, and bills payable, and generates purchase orders. Prepare monthly vouchers as assigned.
- Supervises departmental employees and volunteers; coordinates and maintains all salary, overtime, and attendance information in compliance with Town's procedures, contractual and statutory obligations.
- Maintains daily departmental scheduling of assignments; processes vacation and other shift adjustments, in accordance with departmental manning procedures.
- Screens applications and interviews candidates to either make selection decisions or recommend individuals for hire.
- Trains new and continuing employees on departmental procedures and processes.
- Independently conduct performance evaluations, including communication with subordinates. Advise management on revising established performance standards or on setting new performance standards.
- Make recommendations for employee salary increases including merits and reclassifications.
- Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.

- Provides administrative support to the Department and/or Board, preparing agenda information and gathering background files for action items; prepares all necessary correspondence and follow-up actions.
- Prepares minutes of all meetings for approval.
- Posts meetings as required under Open Meeting Law.
- Maintains all office files and records; and coordinates use of Town Hall with the Town Clerk.
- Assists in the preparation of official document and correspondence to ensure accuracy and compliance with local and state laws and policies.
- Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date.
- Updates the department's or Board's webpage.
- Performs other related duties as required.

### **SPECIALIZED FUNCTIONS:**

*The 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.*

Assists in the management of the day to day activities of the sewer division and the water division including managing budgets and expenditures, coordinating meetings, and planning projects;

Maintains daily departmental scheduling of assignments; processes vacation and other shift adjustments, in accordance with departmental manning procedures.

Supervises departmental employees and volunteers to coordinate work assignments in compliance with department and Town's procedures, contractual and statutory obligations.

Advise management on revising established performance standards or on setting new performance standards. Make recommendations to management for employee salary increases including merits and reclassifications.

Make recommendations to management on what discipline should be imposed for subordinates to higher level management.

Manages and maintains the CBSW Billing System and Itron Reading System

Maintains and updates Town's water, sewer, and utility billing systems, including but not limited to adjustments, abatements, meter calibrations, and leak detection

Schedules, coordinates and manages work orders, readings, installs, repairs, and reviews

Coordinate and maintain water usage records

Coordinate quarterly and special billings

Assist in the preparation and filing of chemical, chlorination, and chlorine/chloramine reports with DEP

Assist in the recording and maintenance of water-testing samples and records

Assist in the recording and maintenance of backflow testing and records

Coordinate scheduling, billing, and performance of fire flow testing

Assist in the preparation of the Consumer Confidence Report, the Annual Statistical Report including attachments, the Haloacetic, Trihalomethane, & Disinfection By-products Rule Compliance Report, the Quarterly Nitrates Report, and the annual Non-Billed Water Consumption and Leakage Potential MWRA Report.

Maintain existing trash service records, change in service requests, and billings

Coordinate with Town Manager/Board of Selectmen staff regarding the issuance of licenses, grease trap maintenance certifications, meter maintenance, and billing issues

Assist in the preparation of the water, sewer, and sanitation divisions' spending plans, annual budgets, operational and capital, and financial reports

Respond to public inquiries concerning water, sewer, and sanitation services

Identifies technological tools to enhance and support department's programs. Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date. Updates the department's webpage.

**Special requirements:**

Working knowledge of TYLER/MUNIS software; CBSW Billing System, and Itron Reading System

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**Education, Training, and Experience:**

Associate Degree and a minimum of three (3) years of experience or any equivalent combination of education, professional training and experience.

Bachelor's Degree and one (1) year management experience preferred.

**Knowledge, Ability, Skill**

**Knowledge:** Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. General knowledge of computers and electronic data processing. Working knowledge of applicable office and financial software programs including TYLER/MUNIS software.

**Ability:** Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials. Ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner. Ability to use a personal computer and related office software. Ability to work effectively under time constraints to meet deadline. Ability to work independently and manage multiple unrelated projects at one time. Ability to maintain highly confidential information. Ability to use advanced computer and word processing skills including Microsoft Word, Access, Excel, Publisher, Outlook; advanced database skills including creating and maintaining multiple databases and spreadsheets.

### **Physical Requirements**

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.

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## **TOWN OF STOUGHTON**

### **PROGRAM ADMINISTRATOR – SOLID WASTE**

Department:	Public Works	Date:	7/2023
Reports to:	DPW Superintendent	Hours Worked:	40
FLSA Status:	Non-Exempt		

**General Statement of the Position:** Under the general direction of the Superintendent of Public Works or his/her designee, this position is responsible for overall management of solid waste and recycling activities in the Town. This position performs other related duties as assigned. Position exercises a high degree of independent judgment in selection of work methods and procedures, subject to executive direction and review by the department director. Work is reviewed through meetings, reports and documentation of the success of the implemented programs and the achievement of objectives. Performance is measured by one's ability to resolve residents service issues, coordination of profitable pick-up schedule, implementation of accurate invoice process and coordination with sanitation disposal vendors.

#### **Supervision**

- Works under direct supervision of the DPW Superintendent; works in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws and Board of Health Site Assignments, governing the handling of Municipal Solid Waste and Construction Demolition.
- Performs varied, responsible duties requiring comprehensive knowledge of applicable the solid waste program and applicable laws and regulations.
- Employee must exercise independent judgment and initiative in the evaluation of public health and environmental health concerns and may provide technical support to the DPW and the Board of Health.

#### **.Job Environment**

- Work is performed in an office environment and in constant contact with the departments work crew
- Will take many calls from residents who wish to schedule solid waste pick up. During the program startup phase, will be required to educate the public on the program details.
- May need to resolve issues with unhappy or uniformed customers/residents.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **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.*

- Develops, implements, and updates as necessary a Town-wide solid waste management/solid waste reduction plan.
- Researches, develops, recommends, implements, and monitors programs to help reduce the Town-wide volume of solid waste that is generated and/or disposed.
- Provides analysis and resolution to concerns and complaints related to solid waste and recycling.
- Educates Town staff, residents, businesses, and the general public on the benefits of waste reduction and diversion including developing, purchasing, and distributing educational materials. This may require attendance at events outside of normal office hours.
- Manages the Town's disposal contracts pertaining to solid waste and recycling.
- Tracks and monitors the progress of all solid waste programs and initiatives. Compiles data for analysis and submit reports as requested.
- Provides support to other departments to implement projects, programs, and policies regarding solid waste management and diversion.
- Pursues and administers funding opportunities from Federal, State, and local sources to assist with funding solid waste and recycling related programs.
- Acts as the primary point of contact to the public, other government agencies, and Town departments regarding solid waste, recycling, and waste diversion.
- Utilizes tools and equipment to prepare for and facilitate distribution and collection events related to solid waste and recycling.
- Performs emergency response duties as necessary.
- Processes, balances, and records payments received in person and by mail
- Issues receipts for payments
- Secures cash and checks in assigned, secure location
- Enters information to update accounts
- Performs related work as required.

## **Recommended Minimum Qualifications**

### **Education and Experience**

- Experience in conflict resolution planning and customer service
- Advanced organizational skills
- Ability to multi task
- Knowledge of Excel and online coordination and scheduling

### **Special Requirements**

- Valid Motor Vehicle Operator's License

### **Knowledge, Ability, and Skill**

- Knowledge of the principles, practices, and trends in solid waste management, recycling, and waste diversion including methods of program implementation.
- Knowledge of the principles of research, and of standard sources and uses of socio-economic information.
- Knowledge of municipal organization, programs and policy.

- Knowledge of the current state of solid waste in Massachusetts.
- Skilled in the use of computers, including word processing, database, spreadsheet, and selected job- specific software applications.
- Ability to effectively research, develop, plan, coordinate, promote, monitor, and evaluate programs and activities involving recycling, waste reduction, waste collection, and other aspects of solid waste management.
- Ability to communicate clearly and concisely both verbally and in writing, both technical and non-technical information.
- Ability to apply related technical knowledge to specific administrative and technical problems and tasks. Ability to research, compile, and analyze statistical data and submit comprehensive technical reports.
- Ability to establish and maintain effective working relationships with employees, the Town's management team, other governmental entities, and the general public.
- Ability to establish short- and long-term goals and priorities. Ability to develop and manage a budget.
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### **Physical and Mental 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.*

- Minimal physical effort generally required in performing administrative duties; moderate physical effort required when conducting field inspections during all types of weather conditions.
- Must be able to communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town.
- Specific vision requirements include close vision, distance vision, identify and distinguish colors and to adjust focus.

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## **TOWN OF STOUGHTON**

### **HEAD PUMP STATION OPERATOR**

Department:	DPW	Date:	9-26-2023
Reports to:	W/S Superintendent	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Skilled technical work in maintaining and repairing mechanical and electromechanical sewer pump station machinery; operates and maintains twelve (12) sewer pump stations and sewage collection system and including sewer pumps, backup generators, sewer equipment; all other related work as required.

#### **Supervision**

Works under the direct supervision of the Superintendent of Water and Sewer.

#### **Job Environment**

Work is performed both inside and outside, with exposure to varying weather conditions, and with additional exposure to loud noises, heights, treatment chemicals, fumes or airborne particles, extremes of heat and cold, near moving parts, and with a risk of electrical shock.

Errors in judgment could result in injury to self or other employees, damage to buildings or equipment, monetary loss, loss of service, and legal ramifications to the Sewer Department.

Adheres to the Water and Sewer Department safety rules, regulations and policies.

#### **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 related or a logical assignment to the position.

Responsible for keeping sewer pump stations in good working order. Performs preventive maintenance and repairs on the Sewer Departments 12 pump stations including generator maintenance (natural gas, propane and diesel) including tune-ups, oil changes, lubrication, adjustments and repair. Performs routine pump inspection and servicing and coordinate fuel delivery.

Available for emergency sewer calls at pump stations and in sewer collection system.

Available for snow removal emergencies.

Installs and sets up new and rebuilt equipment.

Keeping maintenance records.

Performs clean-up work after repairs are completed.

Helps set up and operate equipment for outside sewer line maintenance and wet well cleaning.

#### **Recommended Minimum Qualifications**



**Education and Experience**

High school graduation and at least seven years sewer related mechanical maintenance and equipment operation; or an equivalent combination of education and experience.

**Special Requirements**

Massachusetts Hoisting Machinery Operator's License Class 1B & 2A  
Massachusetts Commercial Driver's License (CDL - Class B) Preferred.

**Knowledge, Ability and Skill**

Thorough knowledge of wastewater pump equipment and controls, sewer jetting and TV equipment, operation and maintenance of the sewage system, generator equipment, and how this equipment is maintained and repaired.

**Ability.** Ability to prepare routine maintenance reports and accurate records; react promptly and efficiently to mechanical emergencies and clogs; interpret technical manuals, blueprints and schematics; SCADA controls and operations: operate small cranes, motorized hydraulic equipment, and hand and power tools.

Performs work of a technical and mechanical nature requiring the use of defined procedures and methods, under close supervision to keep the sewer pump stations mechanical, electromechanical, generator equipment, and SCADA equipment in good working order.

Lubricates equipment and checks for malfunctions; replaces motor shaft packing and seals, pump impellers and wear rings, clears sewer pump and valve clogs. Replaces bearings in motors, pumps, ware plates, rotating assemblies and other equipment; Cleans out pipes, clogs, and performs other pipe fitting tasks, as required.

Operates pipe jetting and CCTV camera equipment for cleaning and investigating the sewer collection system, such as sewer rodding and jetting for clogs and backups, cleaning and TV camera work of sewers and drains.

**Skill.** Good communication skills, including speaking and writing English.

**Special Requirements****Physical and Mental Requirements**

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Ability to work in confined areas for extended periods. Frequently required to operate hand, power, and various plumbing tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

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## TOWN OF STOUGHTON

### PUBLIC WORKS MAINTENANCE CRAFTSMAN/SPECIAL MOTOR EQUIPMENT OPERATOR, HEAVY MOTOR EQUIPMENT OPERATOR, MOTOR EQUIPMENT OPERATOR/LABORER

Department:	DPW	Date:	9-26-2023
Reports to:	Supt of DPW	Hours Worked:	40
FLSA Status			

**DUTIES AND RESPONSIBILITIES:** Performs journeyman level skilled labor duties in the construction, repair & maintenance of highway & traffic systems, water & sewer systems, building maintenance and similar public works projects, installs and maintains water and sewer services; lays main pipes, puts, put in water gates, packs and repairs gates; connects house services; taps, seals and caulks piping; installs and repairs water meters and hydrants, directs emergency repair crews working on water leaks and breaks; may perform cement work in putting in sidewalks or other structures; when working on highway projects, places curbs, sets catch basin, builds manholes and drains; sets up forms, spreads cement and/or asphalt for roads & walkways; operates power tools, tapping machines, rodding machines; performs blacksmith, welding, carpentry & building maintenance tasks. Checks for satisfactory completion. May supervise a small crew of workers at a lower skill level in absence of the foreman, or may at times perform manual labor or work in a lower classification. Operates any piece of motor-driven equipment, including trucks with a rated capacity of over 13 tons, rollers, mobile highway graders, sidewalk tractors, etc. Must be able to operate, repair and maintain a TV inspection vehicle and pipe jetting truck. Make minor adjustments; grease, oil, clean and perform preventative maintenance. May change tires and assist the mechanic in repairs to vehicles he would be operating. The title definitions include illustrative duties and are not all inclusive.

**WORKING CONDITIONS** (Hours, Location of Job, etc.): Same as the rest of the Public Works Dept., or as otherwise directed by the Supt. of Public Works or his Assistant. Must be available for ice and snow operations and other emergency operations during and after normal working hours.

**LICENSES OR EXPERIENCE REQUIRED:** Must have demonstrated by prior experience that he is capable of taking orders as well as directing others in the performance of their duties. Must have and be able to demonstrate experience in the operation of vehicles to be operated and work to be performed. **MUST HAVE CLASS B LICENSE WITH TANKER ENDORSEMENT.**

**PROCEDURE FOR MAKING SELECTION:** Selection of applicants for promotion in LABOR SERVICE will take into account an evaluation of such factors as: Seniority, Job Knowledge, Attendance Record, Dependability, Initiative and

## TOWN OF STOUGHTON

### SEWER PUMP STATION OPERATOR / MECHANIC

Department:	Water Sewer	Date:	9-26-2023
Reports to:	WS Supt	Hours Worked:	40
FLSA Status			

#### **Definition**

Skilled technical work in maintaining and repairing mechanical and electromechanical sewer pump station machinery; operates twelve (12) sewer pump stations, sewerage collection system and including sewer pumps, generators, sewer equipment; all other related work as required.

#### **Recommended Minimum Qualifications**

##### **Education and Experience**

High school graduation and at least three to five years related mechanical maintenance experience and related equipment operation experience; or an equivalent combination of education and experience.

##### **Special Requirements**

Massachusetts Commercial Driver's License (CDL) Class B.  
Massachusetts Hoisting Machinery Operator's License Class 2B.  
Massachusetts CDL Tanker Endorsement

##### **Knowledge, Ability and Skill**

**Knowledge.** Thorough knowledge of wastewater equipment and sewer jetting equipment and knowledge of how this equipment is maintained and repaired. Knowledge of the operation of sewerage system and generator equipment and knowledge of how this equipment is maintained and repaired.

**Ability.** Ability to prepare routine maintenance reports and maintain accurate records; ability to react promptly and efficiently to emergencies; ability to interpret technical manuals, blueprints and schematics; ability to operate small cranes, motorized equipment, hand and power tools.

**Skill.** Good communication skills, including speaking and writing English.

##### **Physical Requirements**

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Ability to work in confined areas for extended periods. Frequently required to operate hand, power, and various plumbing tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

##### **Supervision**

Works under the supervision of the Water and Sewer Superintendent and the direct supervision of the Chief Sewer Pump Station Mechanic

Performs work of a technical and mechanical nature requiring the use of defined procedures and methods, under close supervision to keep the sewer pump stations mechanical and electromechanical and generator equipment, and automotive equipment in good working order.

**Job Environment**

Work is performed both inside and outside, with exposure to varying weather conditions, and with additional exposure to loud noises, heights, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, near moving parts, and with a risk of electrical shock.

Errors in judgment could result in injury to self or other employees, damage to buildings or equipment, monetary loss, loss of service, and legal ramifications to the Sewer Department.

Adheres to the Public Works Department safety rules, regulations and policies.

**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 related or a logical assignment to the position.

Performs preventive maintenance and repairs on mechanical and electromechanical machinery, pump, motors, generators and equipment, in order to keep machinery and equipment in good working order.

Keeps sewer pump stations in good working order. Performs preventive maintenance and repairs on the Sewer Department's 12 pump stations and generator maintenance on 21 generator units, both gas and diesel generators, including tune-ups, oil changes, lubrication adjustments and repair. Performs routine pump inspection and servicing.

Lubricates equipment and checks for malfunctions; replaces packing and seals, impellers and wear rings in pumps, clears sewer pumps and valve clogs. Replaces bearings in motors, pumps, wear plates, rotating assemblies and other equipment; Cleans out pipes, clogs, and performs other pipe fitting tasks, as required.

Operates sewerage system, equipment and generators, including sewer rodding for clogs.

Operates snow removal equipment. Drives trucks, as needed, for solids removal and snow plowing.

Installs and sets up new and rebuilt equipment.

Assists in keeping maintenance records.

Performs clean-up work after repairs are completed.

Helps set up and operate equipment for outside sewer line maintenance and wet well cleaning.

**Annual Salary:     \$73,257.60 / year (Grade 4 step 4)**

**TOWN OF STOUGHTON**  
**CERTIFIED MECHANIC**  
**PUBLIC WORKS DEPARTMENT**

Department:	Public Works	Date:	9-26-2023
Reports to:	Supt of DPW	Hours Worked:	40
FLSA Status	Non-Exempt		

**Statement of Duties:**

Under the direction of the Superintendent and Assistant Superintendents of Public Works, the Certified Mechanic performs highly skilled and complex mechanical repairs including inspecting, repairing, fabricating, rebuilding and maintaining municipal light and heavy duty equipment. The Certified Mechanic performs all engine and emission maintenance as well as repairs on all trucks and equipment and, where necessary, performs all drive train component work, as well as suspension and steering systems repairs and maintenance on light and heavy duty trucks and other vehicles. This position requires advanced knowledge of engine drive trains, suspension and steering systems, electrical and hydraulic systems, advanced air brake and valve systems, as well as advanced knowledge of engine chassis, body control systems, and heating and air conditioning systems, to be able to perform advanced-level repair and maintenance in compliance with safety procedures and requirements. In addition, responsible for welding to repair equipment, ensuring adherence to all safety requirements at all times.

**Supervision**

- Works under direct supervision of the Assistant Superintendent - Public Works who indicates the general work to be performed and outlines the services to be provided
- Works under the supervision of the Superintendent and Assistant Superintendents who indicate the general work to be performed and services to be provided.
- Directly supervises employees of a lesser grade in the Department of Public Works.
- Employee may exercise independent judgment and initiative in the performance of duties.

**Job Environment**

- Work is performed mainly in an automotive/truck repair and mechanical shop setting.
- Possible exposure to all types of weather conditions and hazardous environments with a risk of exposure to noxious odors, fumes, loud noises, and pathogenic substances.
- May be required to perform duties during off-duty hours.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

**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.*

Include but not limited to the following:

- Diagnoses mechanical problems, repairs and rebuilds equipment; checks and schedules work with other departments; orders parts as needed;
- Diagnoses problems and repairs brakes, transmissions, rear-ends, clutches, hydraulic systems, valves, pumps and electrical problems
- Performs tune-ups on municipal vehicles routinely as needed
- Perform highly skilled and complex mechanical repairs on both light and heavy equipment such as trucks, loaders, rollers, graders, bulldozers, grade-alls, and tractors.
- Diagnoses problems and repairs rolling stock such as mowing tractors, endloaders, snow removal equipment, salt spreaders, etc. including using diagnostic equipment to detect and isolate faults in vehicles and interpreting test results
- Troubleshoots various systems including electrical, drive train, HVAC, brake, engine, and suspension, identifying needed repairs and performing corrective action
- Operates a variety of repair equipment including electric and pneumatic tools, floor jacks, hand and power tools, and metal grinding, welding/cutting and electronic test equipment; hydraulic presses; operates all DPW trucks and related equipment and apparatus.
- Adjust or repair hydraulic systems and components.
- Welds, sandblasts, repairs body, and paints equipment as needed
- Prepares shop work orders on equipment repair
- Orders parts as needed to maintain stock;
- Cleans shop, storage area and parts room
- Communicates to obtain or order the parts necessary to repair vehicles
- Performs road test on vehicles to assist in problem isolation or to verify repair
- Conducts training sessions for department employees on the proper and safe use of vehicles and equipment.
- Participate in the selection of equipment and in the preparation of specifications for purchase.
- Maintains advanced knowledge of a vehicle's engine, emission systems, transmission, brake, hydraulic and electrical systems to perform advanced preventive and repair maintenance functions, on site and on the road, including:
  - Advanced engine chassis repair and maintenance;
  - Advanced knowledge of vehicle body control systems, including hydraulics and electrical systems to maintain and repair the vehicles in a timely and safe manner;
  - Advanced knowledge of heating and air conditioning systems to effectively diagnose and repair complex heating and cooling systems in the vehicles in a timely and safe manner; and
  - Safely operating welding tools to fix heavy equipment in a safe and efficient manner to ensure the equipment is back in an operable condition as quickly and as safely as possible.
  - Identify the source of the malfunctions using a variety of electronic tools.
- Maintains documents and records on the daily procurement of supplies and materials as well as the maintenance on all equipment.
- Has ability in decision making of all major components to be repaired in house or subcontracted to outside vendor.
- Operates and maintains preventive maintenance records with Assistant Superintendent; repairs fuel systems; repairs electrical systems and alternators; maintains brake systems.
- Performs road service on equipment as required.
- Drives snow plow in emergency situations, as needed
- Participates in other DPW activities, as needed.
- Assigned to oversee special projects and additional responsibilities

- Performs other similar or related work as required or as the situation dictates.
- May perform duties during other hours not considered to be part of the normal work day

## **Recommended Minimum Qualifications**

### **Minimum Education and Experience**

- High school diploma or general education degree (GED) with advanced vocational or technical training in automotive theory and repair
- At least 5 to 7 years work experience as a mechanic with experience and considerable knowledge of the methods, materials and equipment used in the maintenance and repair of various types of heavy equipment, light equipment, hydraulic equipment, and other power driven equipment and tools.
- At least 5 to 7 years of experience in a mechanic position requiring knowledge and application of OSHA Haz Com; OSHA Lock Out Tag Out and all OSHA Fire Protection regulations.
- Massachusetts Commercial Class A Drivers License, OSHA 10
- Massachusetts Hoisting Engineer Operator License, 2-B and 4E, or better
- At least one year of supervisory experience in a mechanic position requiring purchasing and inventory control skills.
- Equivalent combination of education and experience that meet the minimum requirements may be substituted

### **Preferred Qualifications:**

- 3 years of experience as a technician working on light and heavy duty trucks with advanced knowledge in air brakes and tires as evidenced by ASE Certification.
- 3 years of experience as a technician working on light and heavy duty trucks with advanced training in hydraulics as evidenced by ASE Certification
- 3 years of experience as a technician working on light and heavy duty trucks with advanced electrical training as evidenced by ASE Certification.
- 3 years of experience as a technician working on light and heavy duty trucks with advanced suspension, steering and wheel-end components training, as evidenced by ASE Certification
- 3 years of experience as a technician working on light and heavy duty trucks with advanced drive train knowledge as evidenced by ASE Certification
- Certified as a Master Automobile Technician through the National Institute for Auto Service Excellence (ASE) or comparable certification approved by the Town of Stoughton with one or more of the following certifications:
  - ASE T4 Brakes.
  - ASE T5 Suspension and Steering.
  - ASE T6 Electrical/Electronic.
  - ASE T8 PMI.
  - Automotive Service Excellence (ASE) Certification T2 Diesel Engine.
  - ASE T-Master Certified.
  - ASE T3 Drive Train.
  - ASE T7 HVAC Systems
- Certification in welding and training in automotive body repair.

## **Knowledge, Ability, and Skill**

### **Knowledge:**

- Thorough knowledge of tools, techniques, equipment, and procedures used in DPW apparatus and equipment inspection, testing, repair and maintenance.
- Thorough knowledge of repair methods for heavy, diesel, and electrical equipment.
- Thorough knowledge of the repair of complex electrical and hydraulic power systems.
- Knowledge of various types of heavy and light equipment pumps
- Advanced knowledge in air brakes, tires as evidenced by ASE Certification and at least 3 years of experience as a technician working on heavy duty trucks.
- Advanced training in hydraulics as evidenced by ASE Certification and a minimum of 3 years of experience as a technician working on heavy duty Class 8 trucks.
- Advanced electrical training as evidenced by ASE Certification and a minimum of 3 years of experience as a technician working on heavy duty Class 8 trucks.
- Advanced suspension, steering and wheel-end components training, as evidenced by ASE Certification and at least 3 years of experience as a technician working on heavy duty Class 8 trucks.
- Advanced drive train knowledge as evidenced by ASE Certification and at least 3 years of experience as a technician working on heavy duty Class 8 trucks.
- Working knowledge of the occupational hazards and safety precautions of the trade
- Knowledge of procurement practices and familiarity with parts suppliers and sources
- Working knowledge and skill in the operation of hand tools, power equipment, light and heavy trucks, automobiles, and hydraulic equipment
- Working knowledge and skill in the operation of computers (Microsoft Office), and standard office machines,
- Basic computer skills as demonstrated by knowledge of and ability to use MS Excel and word processing applications.

### **Ability:**

- Ability to diagnose problems and repair light and heavy equipment and vehicles.
- Ability to use all tools and equipment as necessary in the performance of duties
- Ability to operate a variety of mechanical repair equipment, such as, drill press, grinder, torches, saws, and a variety of other hand tools.
- Ability to operate all pieces of equipment sufficient to accomplish the necessary maintenance or repairs.
- Ability to aid in the design and prepare specification for the purchase or rebuilding of all types of apparatus.
- Ability to work from schedules, drawings, work orders, operating and repair manuals, charts, schematics and written or verbal orders.
- Ability to read and interpret shop repair order forms, repair manuals, electrical schematics, blueprints, and various other technical bulletins
- Ability to 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 interpret miscellaneous drawings and schematics.
- Ability to perform heavy manual labor.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to prepare and maintain accurate records and reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to effectively present information to other employees of the organization
- Ability to work effectively and establish good working relationships with other employees.



- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to handle multiple tasks.

**Skill:**

- Skills in the operation of a variety of tools and equipment used in the repair of trucks and heavy equipment.
- Basic skills in the operation of computer scan tools and other electronic testing equipment
- Skill in the use and care of tools employed in automotive repair
- Supervisory skills in directing employees to assist in the repair and maintenance of equipment.
- Strong customer service and communication skills
- Independent judgment when addressing multiple and complex issues.

**Physical and Mental Requirements**

- Moderate physical effort required when performing field work
- Infrequent exposure to outdoor weather conditions.
- Must be able to walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
- Employee is frequently required to stand, bend, sit, climb, use ladders, balance, stoop, kneel, crouch, and crawl in all types of terrain
- Must be able to frequently move (push, pull, lift or carry) objects weighing up to 100 pounds.
- Frequently required to safely operate manual tools and power equipment requiring manual dexterity
- Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards
- Must be able to hear normal sounds and communicate orally.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

*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 requirement of the job change.*

## LABORER\MOTOR EQUIPMENT OPERATOR

Department:	Public Works	Date:	3-6-2023
Reports to:	Director of DPW	Hours Worked:	40

### **DUTIES AND RESPONSIBILITIES:**

To operate any piece of motor-driven equipment, including trucks with a rated capacity of over 13 tons, rollers, mobile highway graders, sidewalk tractors, etc. To make minor adjustments; grease, oil, clean and perform preventive maintenance. May change tires and assist the mechanic in repairs to vehicles he would be operating. Performs journeyman level skilled labor duties in the construction, repair & maintenance of water & sewer systems, highway & traffic systems, building maintenance and similar public works projects; installs and maintains water & sewer services; lays main pipes, puts in water gates; packs and repairs gates; connects house services; taps, seals, and caulks piping; installs and repairs water meters and hydrants; directs emergency repair crews working on water leaks and breaks; may perform cement work in putting sidewalks or other structures; when working on highway projects, places curbs, sets catch basins, builds manholes and drains; sets up forms, spreads cement and/or asphalt for roads & walkways; operates power tools, tapping machines, rodding machines, performs blacksmith, welding carpentry & building maintenance tasks. Checks for satisfactory completion. May supervise a small crew of workers at a lower skill level in absence of the foreman, or may at times perform manual labor or work in a lower classification. The title definitions include illustrative duties and are not all inclusive.

### **WORKING CONDITIONS**

Work is performed in both field, shop, and yard conditions, in variable weather conditions and near hazards associated with construction sites, traffic, chemicals and emergency situations. The employee regularly works near moving mechanical parts and as such is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally exposed to icy, wet and/or humid conditions. The noise level in the work environment is usually loud. Workload is subject to fluctuations, due to weather conditions; on call to respond to weather-related or other emergencies; may be required to work nights or weekends.

**MUST BE AVAILABLE FOR ICE AND SNOW OPERATIONS** AND OTHER EMERGENCY OPERATIONS DURING AND AFTER NORMAL WORKING HOURS.

### **LICENSES OR EXPERIENCE REQUIRED:**

Must have a Class B license or be able to obtain one within 12 months. Must be able to demonstrate experience in the operation of vehicles to be operated and work to be performed. Must have demonstrated by prior experience the capability of taking orders as well as directing others in the performance of duties.