



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

Lance Lewand, Chairman
Paul L. Rafuse,
Water Superintendent

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk
(978) 597-2212
Email: water@townsend.ma.us

WATER COMMISSIONERS MEETING MINUTES

October 22, 2018 - 7:30 P.M.

540 Main Street, West Townsend, MA 01474

I. PRELIMINARIES:

- 1.1 LL called the meeting to order At 5:03 PM LL also pointed out to Paul the time error on the agenda. The meeting was held at 540 Main Street.
- 1.2 Roll call showed Members present: Lance Lewand (LL) Chairman and Nathan Mattila (NM) clerk. Michael MacEachern was absent.
- 1.3 LL announced that the meeting is being audio recorded.
- 1.4 Chairman's additions or deletions. None

II. APPOINTMENTS:

- 2.1 None.

III. MEETING BUSINESS:

- 3.1 Discuss/Review/Approve creating a new Water Tech Foreman position and Job Description. Paul scheduled the meeting due to the abrupt resignation from Michael MacEachern, Senior Water Technician. Now that Michael will be resigning and the difficulty over the years with the town administration not allowing us to declare a vacancy to hire additional staff has left us with only the Superintendent carrying the necessary licenses need to perform the duties lawfully. This also will require Paul to be on call 24 hours a day, seven days a week. Paul worked with the town administrator to create a Water Operation Forman. Once the BOWC approves the position it will go to the BOS to grade the job. **NM moved to approve the creation of a Water Operations Forman. LL seconded. Unanimous vote.**

IV. COMMISSIONERS UPDATES AND REPORT:

- 4.1 LL asked for an update on the Water Department's lawsuit with the town. Paul reported that he received notice that the hearing is scheduled for December 13, 2018. All are welcomed to attend but the decision will not be handed down that day.
- 4.2 LL asked Paul about the Main Street pumping station bridge project. Paul gave a lengthy time line as to when to expect the bridge to be completed.

V. WATER SUPERINTENDENT'S UPDATES AND REPORTS:

- 5.1 None.

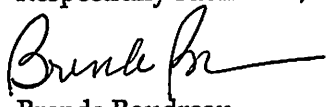
VI. OFFICE ADMINISTRATOR'S UPDATES AND REPORTS:

- 6.1 None.

ADJOURNMENT:

NM moved to adjourn the meeting at 5:43 PM LL seconded Unanimous vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenda Boudreau", with a long horizontal flourish extending to the right.

Brenda Boudreau,
Office Administrator
Town of Townsend

WATER OPERATIONS FOREMAN

Position Purpose:

The purpose of this position is to perform a variety of skilled manual and technical work and provide supervision and guidance to Water Technicians in connection with the operation, maintenance, treatment, and improvement of the Town's water distribution system. Keeps Superintendent advised of all work needed and performed, required maintenance, repairs, and inventory.

Supervision:

Supervision Scope: Perform a variety of skilled and semi-skilled tasks which require the exercise of judgement and initiative while performing duties within established guidelines and procedures.

Supervision Received: Works under the general direction of the Water Superintendent. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Provide supervision and guidance to Water Technicians in connection with the operation, maintenance, treatment and improvement of the Town's water distribution system. Assigns tasks, reviews work, and provides, training to new employees. Assists in the hiring process and provides feedback to the Superintendent.

Job Environment:

Work is performed indoors and outdoors, primarily outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain. The employee is subject to working with chemicals associated with cleaning and the repair and maintenance of tools and equipment. The employee is subject to working with caustic chemicals associated with water treatment. Work environment is occasionally very loud.

Operates light trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines as needed.

Interacts frequently with other Town department employees, Town officials, vendors, and the general public. Communication is generally in person, email, and by phone and involves an information exchange dialogue.

Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment and injury to others.

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

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exclude them from the position if the work is similar, related or a logical assignment to the position.)

Must be able to perform all work and operate all tools and equipment associated in the operation, maintenance, and repair of the distribution system.

Supervise repairs and maintenance on pumps and equipment.

Supervise and provide guidance in the Installation, repair and maintenance of water mains, water services, fire hydrants, gate valves, and water meters

Provide supervision and guidance in all emergency repairs to distribution system.

Coordinate and contact appropriate parties and agencies for work requiring excavation, backfilling, and repair of roads

Read water meters and operate associated radio read equipment and software. Resolve faulty or questionable water meter readings.

Operate all trucks and equipment necessary to complete projects; perform labor incidental to the work of operating assigned equipment or other laboring tasks. Repair street cuts as necessary.

Perform routine inspections of all pump stations, booster stations, reservoirs and standpipes and report any irregularities or concerns to the Superintendent.

Supervise, coordinate, and assist personnel in the periodic flushing of mains as directed by the Superintendent.

Collect water samples from pre-determine points and transport same to lab for analysis in accordance with the Water Department's water quality monitoring plan.

Supervise, coordinate and assist in removal of snow and ice from Water Department facilities and pumping stations. Maintains grounds at all water department facilities.

Perform repairs or replace chemical treatment equipment as necessary using proper protective equipment to avoid contact with caustic chemical.

Enter pumping and water quality data into computer.

Be available for emergency on-call services, requiring responding to emergencies during nights, weekends, and holidays in rotation with Water Technicians.

Must follow town and department safety policies and guidelines at all times.

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Must attend periodic seminars or classes to accrue required educational or training credits in order to acquire or retain proper licensing in the distribution and treatment of a public water system.

Conduct and maintain a schedule for preventative maintenance on tools and equipment such as but, not limited to pumps, chain saws, cutoff saws, small generators, trimmers, leak detection and pipe locating equipment.

Schedule preventative maintenance on system control and instrumentation components with outside contractors.

Record daily work performed by manually entering in a log book or entering into a computer.

Create and maintain accurate diagrams for all services and mains, revising as necessary when repairs or replacements are performed.

Perform the general duties and responsibilities of the Superintendent in the Superintendent's absence.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma and a minimum of four years' experience in municipal drinking water supply operations. Requires supervisory experience or any equivalent combination of education and experience.

Special Requirements:

- Must possess a Massachusetts Drinking Water D2, and T1 Licenses in distribution and treatment.
- Possess of a valid Class D drivers license.
- Possess of a valid restricted 2B Hoisting license.

Knowledge, Ability and Skill:

- Working knowledge of the materials, methods and techniques used in the operation, maintenance and repair of a water distribution system appurtenances (water mains, water services, meters, fire hydrants, valves, pumping stations, stand pipes and reservoirs.
- Thorough knowledge of state (MassDEP) and federal ((EPA)(Environmental Protection Agency) Drinking Water Regulations, Guidelines and Policies.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Working knowledge of a Supervisory Control and Data Acquisition (SCADA) System
- Ability to carry out and clearly issue oral and written instructions.

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- Must possess the ability to work effectively with others, maintain good working relationships.
- Supervise and motivate staff.
- Promote and maintain a positive TEAM environment.
- Requires the ability to possess effective customer service and communication skills to address public questions and concerns with tact in a respectful, patient, and courteous manner.
- General computer skills in the operation of Word, Excel and data entry.
- The ability to read and understand blueprints and maps.

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.

- Moderate physical effort is generally required which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds.
- Employee is required to drive equipment during all types of weather conditions.
- When performing the duties of this job the employee is frequently required to talk, hear, stand, walk, bend, stoop, crawl, kneel, reach, lift, climb, and/or balance.
- Must work for extended periods of time in inclement weather as required by emergency situations.
- Required to occasionally work in confined/cramped quarters and exposed to loud noise.
- Requires occasional exposure to caustic chemicals used in the treatment of a public water supply.

(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 requirements of the job change.)