



## **TOWN OF PAXTON WATER DEPARTMENT**

107 Holden Road, Paxton, MA 01612  
(508) 753-9077 Fax: (508) 797-0966

### **Water Department Water Foreman**

The Town of Paxton is seeking a skilled and experienced Water Foreman to join our team. This position offers a full-time schedule of 40 hours per week and works under the general supervision of the Director of Public Works. As a benefited position, the successful candidate will receive a comprehensive benefits package. Candidates will be required to work evening and weekend hours on a rotating schedule. The Water Foreman is required to be available 24/7 for water-related emergencies. Candidates may also be required to participate in winter operations and be part of an on-call rotating list.

#### Knowledge

- Thorough knowledge of the principles, procedures, methods, equipment, materials and tools employed in the operation and maintenance of a municipal water distribution system;
- Experience with monitoring and operating systems via SCADA or similar software;
- Experience with reading/installing/repairing water meters, flushing mains, and collecting water samples;
- Experience with working with chemicals and chemical feed equipment, including repairing chemical feed equipment and plumbing;
- Experience with the operation of equipment, manual labor and excavation in the installation, renovation and repair of all aspects of the distribution system including repair/replacement of water mains and services, repair of leaks, repair of hydrants, and patching trenches;
- Experience preparing reports for local, state and federal agencies;
- Experience leading a crew or department successfully and planning out work effectively, including arranging for supplies and equipment.

#### Ability

- Must be self-motivated, and able to work efficiently both alone and with others;
- Ability to communicate with customers and other town employees in a professional manner;
- Able to investigate and resolve customer complaints in an efficient and timely manner;
- Able to maintain documents and records, complete necessary paperwork, and data entry;
- Able to perform building and landscaping maintenance as required

### Skill

- Skill in the use and care of hand and power tools employed in water system maintenance of the distribution system and related facilities;
- Skill in operating above-mentioned equipment; and
- Interpersonal skills to effectively interact with other town employees and a variety of outside repair and service vendors.

### Minimum Qualifications

- High School Diploma or equivalent;
- Valid Massachusetts driver's license;
- Proficiency in math;
- Basic computer skills; or
- Equivalent combination of education and experience.

### Special Requirements

- Possession of a current Massachusetts Grade 2D Water License;
- Possession of a current Massachusetts Grade 1T Water License;
- OSHA 10 Certification;
- Be available for on-call;
- Able to respond to after hour calls within (1) hour; and
- Able to work overtime hours (nights, weekends, holidays) as needed, and during emergency situations

### Details

This is a full-time 40 hour a week benefited position. The hours for this position change throughout the year, summer hours are Memorial Day through Labor Day (Monday-Thursday 6am-3pm, Friday 6am-10am); regular hours are Monday- Friday 7am – 3pm. **The hourly rate is \$25.93 - \$36.97 +/- per hour (rate is based on work experience and licenses).** Applicant will be expected to work evening and weekend hours as required and will be part of the rotating on-call list. The Town of Paxton is an Equal Opportunity Employer.

For a complete job description, please see the Town's website at [www.townofpaxton.net](http://www.townofpaxton.net).

### To Apply

Please complete an application and submit it, along with a cover letter and resume, to [hr@townofpaxton.net](mailto:hr@townofpaxton.net) or by mail to: Town Hall, 697 Pleasant Street, Paxton, MA 01612. Position will be open until filled with priority given to applications received by May 1, 2024.

Posted at Town Hall and on Website 04/12/2024 @ 4:00 PM – T.S.