

Town of Cheshire
Laborer – Department of Public Works

Position Title	DPW Water Operator/Laborer	Grade Level	
Department	Department of Public Works	Date	9/15/26
Supervisor	DPW Director		

DEFINITION

The DPW Water Operator/Laborer is performs skilled work in management, operation and preventative maintenance of specialized stationery pumping equipment and in the waters system activities. Assists with maintaining municipal streets and roads including removal of snow. performing routine building maintenance, preventative maintenance, physical and manual work involving the care of municipal buildings and associated grounds.

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.

- Performs skilled work in the management, operation and preventative maintenance of specialized stationery pumping equipment and in the waters system activities. Installs, removes and repairs meters, reads meters and maintains complete records of readings, conducts checks for water main leaks, performs general customer service activities including service turn-on and turn-off, gains knowledge of the principles, procedures and techniques of the water system.
- Performs routine skilled labor duties in the maintenance and repair of facilities, equipment and grounds. Duties may include but are not limited to painting, changing light bulbs, minor plumbing repairs, maintaining equipment, mowing/weed trimming, shoveling, plowing.
- Maintains municipal streets and roads, removes snow, inspects and repairs signs, trims trees, mows alongside roadways, cuts back roadside brush, and performs a variety of street maintenance functions. Responds to seasonal incidents including snow removal.
- Operates a variety of motor driven vehicles and equipment, uses a variety of power driven and hand tools to perform assigned tasks.
- Maintains the Transfer Station as needed; directs and monitors all traffic into and out of the transfer station, tracking all types and quantities of various materials and waste, performs routine checks of all sections, inspects all vehicles for up-to-date permits and checks all bags for appropriate number of bag tags.
- Works cooperatively with other municipal employees to solve problems, works with a work order system.
- Moves and arranges furniture, setting up furniture and equipment for meetings and functions.
- Removes snow, ice, leaves, dirt, and debris from walkways and stairs to maintain safe entry into municipal buildings for visitors and employees.
- Performs other related job duties as required.

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SUPERVISION RECEIVED

Under general supervision of the Water Operator and Highway Foreman. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion, or interpretation of practices, procedures, regulations or guidelines to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints, interact with challenging personalities, and/or effectively navigate difficult circumstances.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and at least 1 year of related experience; or any equivalent combination of education, training, certification, and experience.

Valid driver's license required at time of hire. Must have the ability to pass a CORI check, required upon hire.

Must be able to pass a DOT physical and maintain a DOT medical card.

Must possess Massachusetts Drinking Water Grade D1/T1 Operator in Training Licenses, Backflow Prevention Device Testing Licenses. Operator in Training must be completed within two years of hiring.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of municipal government operations. Working knowledge of building maintenance products, equipment, and techniques. Knowledge of safe work practices in the maintenance of buildings to avoid injury. Knowledge and ability to recognize issues requiring professional attention (i.e. electrician, plumber). General knowledge of principles, procedures and techniques for water system operations.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials,

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and the public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Familiarity with the Town's geography.

Skills: Strong communication skills, problem-solving skills, and customer service skills.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors regardless of weather conditions. Maybe be required to be on call for 24 hours or be under prolonged pressure during emergency situations. Must be able to respond timely for response to inclement weather including snowstorms and for water emergencies.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level. Must be able to lift 100 pounds.

Motor Skills

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

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Approved: 9/15/26