

## OXFORD PUBLIC WORKS DEPARTMENT

All employees of the Oxford Public Works Department are expected to perform the responsibilities listed under Public Works Maintenance, along with the anticipation of eventually reaching Water and Wastewater Operator positions.

### **PUBLIC WORKS MAINTENANCE:**

Responsible for performing trade-based work involving maintenance and repair of the town's street, water, sewer, or storm drain infrastructure.

Responsible for brush, leaf, and bulk item collection, and during inclement weather, snow and ice removal.

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operations of buildings, restroom areas, grounds, parks, open space, and forestry.

Responsible to provide emergency on-call response in support of weather emergencies, along with water and wastewater operations.

Responds to complaints regarding streets, storm drains, water leaks, pressure loss, no water, and sewer stoppages; evaluates situations and explains findings to supervisor.

Performs required labor involved in construction and maintenance projects as part of a crew.

Follows and enforces recommended safety practices and uses appropriate traffic safety devices such as cones, arrow boards, and traffic warning signs. Also, assists in the installation of trench shoring devices, atmosphere tests, and other confined space entry equipment.

Operates and maintains vehicles and equipment such as, but not limited to, backhoe, frontend loader, skid loader with attachments, dump truck, leaf collection truck, and snow removal equipment.

Operates and maintains equipment such as, but not limited to, jackhammer, chipper, chain saw, and other hand tools.

Ensures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

**In support of Wastewater Operations** - Assists in inspecting and/or repairing lift/pumping stations, meters, draining systems, and sewer system to ensure that all aspects of the systems are functioning properly. Rods, cleans, flushes, assesses condition, and televises sewer mains. Uses various hand tools in cutting, fitting, laying, repairing, tapping, cleaning, and flushing sewer mains, pipes, manholes, clean-outs, valves, and fittings on repair and installation of mains and services. Enters confined spaces, such as sewer manholes to perform maintenance and repair tasks.

**In support of Water Operations** - Uses various hand tools in cutting, fitting, laying, repairing, tapping, cleaning, and flushing water mains, pipes, fire hydrants, valves, and fittings on repair and installation of mains and services. Assists in replacement of defective water meters. Enters confined spaces, such as valve vaults to perform maintenance and repair tasks.

Performs other duties as required.

## **WATER TREATMENT OPERATIONS:**

**Water Treatment Operator:** Possession of a valid permanent Maryland Board of Waterworks Water License Class T1 and T5AS or reciprocating state. If a reciprocating state license is used to be found qualified for this position a Maryland Board of Waterworks Water License Class 5A must be obtained within 1 year.

**Water Treatment Operator Trainee:** A valid permanent Maryland Board of Waterworks Water License Class T1 within three (3) years from the date of hire as Trainee.

- Operates such water treatment equipment as deep well pumps, progressive cavity, and centrifugal pumps, chemical addition systems, fluoridation devices, filters, and related motors. Also, related distribution equipment such as booster stations and towers.
- Operates valves, starts, and stops pumps and motors to control and adjust the process and Distribution of water flows.
- Monitors gauges, meters, and control panels and observes variations in operating conditions to determine processing requirements.
- Inspects bearings, valves, seals, filters, pumps, motors, and other mechanical and electrical equipment; lubricates, makes repairs, or replaces as necessary.
- Obtains required samples at various stages and performs routine tests as needed by State and Federal agencies and for proper operation of the treatment plant.
- Reads various charts, gauges, and meters; records readings in shift logs; changes charts on a routine basis.
- Makes daily rounds of the water distribution system; corrects any malfunctions and reports same to supervisor.
- Cleans tanks, filters, screens, pumps, and other related equipment.
- Maintains records and may be required to submit reports.
- Other duties as assigned.

## **WASTEWATER TREATMENT OPERATIONS:**

**Wastewater Treatment Operator:** Possession of a valid permanent Maryland Board of Waterworks Wastewater License Class 5A or reciprocating state. If a reciprocating state license is used to be found qualified for this position a Maryland Board of Waterworks Wastewater License Class 5A must be obtained within 1 year

**Wastewater Treatment Operator Trainee:** A valid permanent Maryland Board of Waterworks Wastewater License Class 5A within four (4) years from the date of hire as Trainee.

- Operates wastewater treatment equipment such as screens and shredders, grit removal devices, scum, and sedimentation basins, aeration tanks, blowers, sludge thickeners, anaerobic digesters, thickening, and dewatering equipment, process reactors, fermenters, denitrification filters, chemical addition systems, centrifugal and positive displacement pumps, disinfection and dechlorination systems, ultraviolet disinfection and septic receiving facilities.
- Operates valves, starts and stops pumps and motors to control and adjust the process and end product flows.

- Monitors gauges, meters, and control panel, and observe variations in operating conditions to determine processing requirements.
- Inspects bearings, valves, seals, filters, pumps and motors, and other mechanical and electrical equipment; lubricates, makes repairs, arranges for the repair, or replaces as necessary.
- Obtains required samples at various stages and performs routine tests in the field and in the laboratory as required by State and Federal agencies and for proper operation of the treatment plant.
- Reads various charts, gauges, and meters and records reading in shift logs. Changes charts on a routine basis.
- Make rounds of the wastewater treatment plant and related facilities such as pumping stations, correct any malfunctions, and report to the supervisor.
- Follows preventive maintenance procedures and PM record-keeping directions.
- Cleans tanks, filters, screens, pumps, and other related equipment.
- Maintains records and may be required to submit reports.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES FOR ALL POSITIONS:**

- Ability to use office equipment such as desk phones, calculators, cell phones, tablets, copier/scanner/printer, web-based software, and personal computers
- Knowledge of basic math skills
- Ability to maintain a simple written record
- Ability to read charts, gauges, and meters accurately
- Ability to follow instructions
- Ability to work effectively with others
- Ability to operate basic hand tools
- Ability to perform minor maintenance on buildings, equipment, and grounds
- Basic working knowledge of mowing operations and associated equipment
- Familiarity with, or background knowledge of, the safe operation of pumps, valves, gauges, and other equipment typically found in a treatment plant operation
- Knowledge of elementary mechanical, electrical, and hydraulic principles
- Knowledge of safe work practices
- Ability to safely perform inspections of pumps, valves, gauges, and other mechanical and electrical equipment
- Ability to climb, stoop, kneel, reach, lift, walk, and stand for prolonged periods of time
- Ability to have the ability to lift up to 75 lbs.
- Must be able to work safely and efficiently in existing environmental/atmospheric conditions, such as odors; noise; to inside and outside environmental conditions
- Must comply with safety policies, procedures, and guidelines to ensure the safety of self, co-workers, and the community
- Must be able to wear a negative-pressure respirator and/or self-contained breathing apparatus (SCBA)
- Must possess or acquire within 120 days a Maryland CDL

## **EMPLOYEES IN ALL POSITIONS:**

- Are expected to maintain all buildings, equipment, and grounds in a neat and orderly fashion, as required. This may include custodial-related tasks, cutting grass, park maintenance, and painting both buildings and equipment.
- Are subject to hazards of working at construction sites, in confined spaces, around heavy equipment, and in or near traffic; and exposure to adverse weather conditions.
- Will be required to maintain his/her Operator's license in good standing.
- Will be subject to random drug and/or alcohol screenings.
- Are expected to cover 24-hour calls for emergencies, flextime, or scheduled rotation of duties to cover a 5-6 day work week, including weekends.
- Must be available for work as a critical employee - 24/7.

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**Job posted February 20, 2024 – Interviews will start March 12, 2024 – Position open until filled.**

**Salary will depend on qualifications ranging from Maintenance to Water/Wastewater Operators**

**Estimated Salary Range: \$40,000 - \$45,000 per year for Entry Level Maintenance  
\$45,000 - \$55,000 per year for Experienced Public Works  
\$55,000 - \$75,000 per year for Licensed Water or Wastewater Operators**

**Salary commensurate with experience**

### **Employee Benefits:**

- **Health/Dental/Vision insurance**
- **Health Reimbursement Account**
- **Life insurance**
- **Vacation and Sick**
- **401(k)**
- **Maryland State Retirement Program**

**In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.**