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Town of Arlington

Select Board

Arlington Seeks Proposals for Water Operations

The Town of Arlington is seeking highly motivated individual(s) or firm(s) to join our team as Designated Operator for the Arlington Water Department, a system that includes approximately 425 connections serving 1000-1200 people.

The Town is open to a variety of employment arrangements for this position, including full time, contract, and part time, provided by an individual or firm. The town is interested in any and all proposals that meet the town’s needs.

The successful candidate(s) will be responsible for overseeing the daily operations of the water distribution system. They will lead work in installing, maintaining, and repairing machinery equipment, physical structures, and pipe and electrical systems related to water facilities. This position engages in monitoring and maintaining the water distribution system to ensure proper operation and compliance with regulatory standards.

The individual or firm shall be capable of operating and maintaining pumps, motors, valves, and other equipment used in water distribution. They shall conduct routine inspections of facilities and equipment to identify and address any maintenance or repair needs, lead work in troubleshooting and repairing mechanical, electrical, and plumbing issues as they arise. They shall lead work in water quality testing and analysis as required by regulatory agencies. In emergency response situations, such as water main breaks, they shall work with the Chief Administrator and Emergency Management Director to mitigate risks and restore service. The individual or firm shall be capable of maintaining accurate records of daily operations, maintenance activities, and water quality data.

The Designated Operator shall have minimum qualifications of high school diploma or equivalent, a current State of Vermont Public Water System Operator Class 2 certification; and a valid driver’s license.

Previous experience in water/wastewater operations or a related field is desirable. The individual or firm should have a working knowledge of mechanical, electrical, and plumbing systems, as well as ability to interpret technical manuals, schematics, and blueprints. The town values the ability to work effectively in a team environment. The employee must have the ability to move medium (25-50 lb.) materials frequently, and the ability to move heavy (over 100 lbs.) on occasion. The Water Department has a pickup truck for day to day water system use.

The Town requires 7-day per week coverage of the system which could be provided by one or more individual people. The Designated Operator shall work with the Select Board to hire an assistant operator to provide coverage on regular days off and holidays. Regular work hours are negotiable. Currently, work hours are dictated by regulatory requirements associated with chlorine residual testing, but continuous chlorine analysis infrastructure is permitted to be installed in the coming months to relieve this requirement. Compensation shall be negotiated with the individual based on proposed work hours, experience, and related factors.

For full-time arrangements, excellent benefits include 100% employer-covered health insurance, and a retirement plan through VT Municipal Employees Retirement System. The Water Department has a private office in Arlington Town Hall and received billing and administrative assistance from Town staff.

Training shall be provided by the outgoing operator for a to-be-negotiated period.

Interested individuals should express interest by calling (802) 379-9916 or emailing [nick.zaiac@arlingtonvermont.org](mailto:nick.zaiac@arlingtonvermont.org).

Applications will be open until filled.

The Town of Arlington is an equal opportunity employer