



CITY OF FLORENCE, ALABAMA
invites applications for the position of:

Water Treatment Plant Operator Trainee

SALARY:	\$14.98 Hourly \$31,152.63 Annually
OPENING DATE:	04/23/18
CLOSING DATE:	05/04/18 04:59 PM

JOB SUMMARY:

Under the direct supervision of the Superintendent of Treatment Plants or Lead Maintenance, Operator Trainee performs maintenance and relief operation duties as assigned. A current State of Alabama Grade IV Water or Wastewater Certification of Competency (as assigned) is preferred at hire date, but must be obtained no later than 2 years from date of hire to maintain employment. Maintenance duties and responsibilities include, all preventative and routine maintenance activities that are required including, but not limited to pump repairs, painting, lawn maintenance, equipment lubrication, electrical repairs, general housekeeping, etc. Operational duties and responsibilities included a multitude of duties and minimum experience as required of a State of Alabama Grade IV Water or Wastewater Certified Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As a relief operator (State of Alabama Certified Grade IV Water and/or Wastewater) employee is responsible for the operation of a water or wastewater treatment plant (as assigned) to include, but not limited to the following:

1. Performs all necessary duties and responsibilities as required to maintain regulatory compliance with all ADEM, EPA, or other applicable regulatory body rules, policies, laws, etc.
2. Makes regular inspections of water or wastewater treatment facility and reports any malfunctions to the proper maintenance personnel and Superintendent.
3. Operates and controls electric motors, pumps, valves, etc. either manually or remotely to regulate flow of raw water or wastewater into treating plant.
4. Monitors and adjusts controls to regulate flow rates, chemical dosages, etc. to produce the best potable water or wastewater effluent possible at the most economical cost.
5. Performs required laboratory testing
6. Enters data from lab or process instrumentation on appropriate laboratory forms or in PC

database as required by the Superintendent.

7. Maintains all records required by the Superintendent and / or the regulatory agencies (ADEM and EPA). Continues to carry out all duties until a relief operator has been briefed on current operating conditions.
8. If the trainee currently possesses his or her certification, or obtains such certification within the 2 year requirement, the treatment plant operator trainee is responsible for maintaining a valid State of Alabama Water or Wastewater Certification of Competency as applicable and assigned. Under no circumstance, will an employee be allowed to continue duties as a treatment plant relief operator without such required valid certification.

When not performing duties as a relief operator, this job includes assigned maintenance duties and responsibilities as assigned by the Lead Maintenance supervisor that include, but are not limited to, the following:

1. Performs minor repairs and lubricates machines and equipment as required.
2. Performs clean up duties as assigned.
3. Performs landscaping maintenance of treatment plant lawns, tank sites, booster station sites, and lift station sites as required.
4. Checks water wells or wastewater lift stations for proper operation as assigned.
5. Performs routine preventative maintenance as required.
6. Perform any other duties as assigned by the Lead Maintenance supervisor within the scope of duties and responsibilities for general maintenance of a water or wastewater treatment plant as assigned.

MINIMUM QUALIFICATIONS, EXPERIENCE, TRAINING, & LICENSE:

1. Associate in Applied Science degree in Water/Wastewater Technology, or high school diploma or general education degree (GED) with a minimum of two years' experience in a water or wastewater utility.
2. For continued employment, within a minimum of two years a trainee must obtain and maintain a State of Alabama Operator's Grade IV Water Certification of Competency to operate a water treatment facility or a Grade IV Water Certification of Competency to operate a wastewater treatment facility.

REQUIRED KNOWLEDGE SKILLS ABILITIES AND SUPERVISION REQUIRED:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.
4. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

5. Ability to apply concepts of basic algebra and geometry.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be used for up to ninety (90) days for similar job postings.

The City of Florence, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.florenceal.org/>

Position #04032018I
WATER TREATMENT PLANT OPERATOR TRAINEE
SD

110 W. College Street Suite 107
Florence, AL 35630
256-718-5089
256-760-6360

florencejobs@florenceal.org

Water Treatment Plant Operator Trainee Supplemental Questionnaire

* 1. What is the highest level of education you possess?

- No Formal Education
- GED Certificate
- High School Diploma
- Associate Degree
- Relevant Associate Degree
- Bachelor Degree
- Relevant Bachelor Degree
- Master Degree
- Relevant Master Degree

- * 2. Do you possess an Associates in Applied Science degree in Water/Wastewater Technology or high school diploma or general education degree (GED) with a minimum of two years' experience in water or wastewater utility?
- * 3. Would you be able as a trainee with a minimum of two years' experience to obtain a State of Alabama Operator's Grade IV Water Certification of Competency if operating a water treatment facility or a Grade IV Wastewater Certification of Competency to operate a wastewater treatment facility?
 - Yes
 - No
- * 4. If you answered yes to the last question, please list your type education you possess with dates of graduation.
- * Required Question