

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE:	WATER OPERATOR I - TRAINEE
DEPARTMENT:	PUBLIC UTILITIES – WATER
REPORTS TO:	Public Services Director
SALARY RANGE:	\$11.00 - \$13.00 per hour
HOURS PER WEEK:	40.00
BENEFIT ELIGIBILITY:	Sick Time, Vacation, Personal, Holiday Pay, Health, Vision, Dental, 401A Retirement Plan

JOB SUMMARY

Under the direction of the Public Services Director, performs duties necessary to support the Water Division to ensure the proper operation and maintenance of the water treatment systems and equipment. Position is classified as an Operator in Training and is responsible to accomplish licensure requirements commensurate with position within 12-18 months of hire.

ESSENTIAL DUTIES

- Performs duties necessary to support the Water Division to ensure the proper operation and maintenance of the water treatment systems and equipment. Duties include, but are not limited to, assisting with the conducting of lab tests, sample analysis, running tests on various equipment, cleaning bottles for the auto sampler, and determining test results.
- Assists with monitoring and adjusting of system flows, treatment process conditions, and storage levels by monitoring the status of production, storage and delivery systems. Duties include maintaining system reports and records by preparing and logging daily reports into the computer system.
- Assists with maintaining and cleaning plant and plant equipment, and cleaning lab counters and floors. Duties include, but are not limited to, grounds maintenance, and basic pump and motor maintenance. May assist and/or be cross trained in pump and motor repair, maintenance and installation.
- Attends training classes, takes tests and participates in on-the-job-training activities that are required by the State of Florida, as a prerequisite for obtaining a Class C Ground Water Distribution Plant Operator License. Position is classified as an Operator in Training and is responsible to accomplish licensure requirements commensurate with position within 12 18 months of hire.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience:

Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED is required.

Must be able to obtain a class C Drinking Water License within 12-18 months of hire date.

KNOWLEDGE, SKILLS & ABILITIES

- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- Ability to perform or learn basic mathematical equations in the performance of analysis and calculation of dosage.
- Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work related materials.
- Ability to write analysis sheets, reports, inventories, logbooks, purchase orders and work requests.
- Ability to establish and maintain effective working and professional relationships with Town employees and officials, and the general public.
- Ability to take and follow oral instructions.
- Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.
- Ability to work shift work and respond to emergency call-out.

OTHER REQUIREMENTS

- Must possess a Valid Florida Class E driver license.
- Must pass applicable pre-employment testing and background checks.

SPECIAL REQUIREMENTS

This position may be required to report for work for special events or when a declaration of emergency has been declared in Polk County.