

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE:	WASTEWATER OPERATOR I - TRAINEE
DEPARTMENT:	PUBLIC UTILITIES – WASTEWATER
REPORTS TO:	Public Services Director
SALARY RANGE:	\$14.00 - \$15.00 per hour
HOURS PER WEEK:	40.00
BENEFIT ELIGIBILITY:	Sick Time, Vacation, Personal, Holiday Pay, Health, Vision, Dental, 401A Retirement Plan

JOB SUMMARY

Working at the Town Wastewater Treatment Plant performing manual and mechanical tasks relating to the daily operation of the wastewater treatment facility.

ESSENTIAL DUTIES

- Makes regular tours of plant and equipment assisting in wastewater plant operations.
- Monitors gauges, meters, control panels, etc.; controls tank levels and flow rates.
- Records readings from meters and instruments.
- Checks functioning of equipment.
- Operates computer system to control plant flow and machinery.
- Performs manual and mechanical tasks relating to the daily operation of a wastewater treatment facility.
- Physically adjusts valves and gates to adjust flow of sewage. Maintains written operational records; records meter and gauge readings; performs basic arithmetic calculations and interprets results.
- Cleans and performs routine maintenance and repair of tank wires, piping, waste treatment machinery and equipment.
- Physically handles various chemicals and materials. Safely operates trucks and tractors in the disposal of solid waste on a weekly basis.
- Monitors and makes chlorine feed rate adjustments.
- Operates sludge thickening and dewatering systems.
- Monitors telemetry system; calls out field crews for alarm situations.
- Performs general janitorial and groundskeeping functions; sweeps and mops floors and decks; mows, trims shrubbery and edges driveways and sidewalks.

- This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the practices, methods, materials and tools utilized in the repair and maintenance of waste treatment machinery and equipment.
- Sufficient knowledge of basic electricity to affect minor repairs and adjustments.
- Ability to read, write, speak and understand English.
- Perform basic arithmetic calculations.
- Descend and ascend ladders and stairs to obtain access to affect necessary repairs.
- Withstand occupancy in confined spaces, non-claustrophobic.
- Work with and around chemicals.
- Work without direct supervision.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- 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.
- Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions.

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.

Possession of a valid Florida Class “C” certification for wastewater plant operators or must obtain this certification within 12-18 months of employment. *The Town of Dundee supports and assists with education costs for employees seeking certifications in their work-related fields.*

Other Requirements:

Must possess a Valid Florida Class E drivers’ license with a good driving record as determined by the Town of Dundee.

Must pass applicable pre-employment testing to include the absence of non- prescribed controlled substances in the applicant's system as verified by a laboratory approved by the Town of Dundee, 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 the Town or in Polk County.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name