

FEB 22 2016

CITY OF JACKSONVILLE
JACKSONVILLE, ALABAMA

JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA

WATER WORKS, GAS & SEWER DEPARTMENT – WATER/WASTEWATER

WASTEWATER OPERATOR III/WATER OPERATOR II - TRAINEE

RANGE: 10**CODE: 1514**

JOB DESCRIPTION

This is a transitional wastewater plant position intended to allow employment access to individuals who do not currently qualify for a Wastewater Operator III/Water Operator II position. Employee filling this position will transition to a Wastewater Operator III/Water Operator II position in Range 14 as soon as the necessary special requirements are met, and at the recommendation of the Wastewater Plant Manager and approval by the Governing Body.

This is responsible work in the operation and maintenance of a municipal sewage treatment plant and clean water plant. An employee of this class is responsible for learning the operation of a sewage treatment plant and clean water plant on a designated shift. This employee operates the plants in accordance with established directives provided by a superior and work is done independently except in the case of unusual circumstances or emergency situations.

ESSENTIAL FUNCTIONS

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Measures and records the quantity and temperature of wastewater to plant; checks physical and chemical composition of wastewater.
- Collects samples of clean water and wastewater for laboratory analysis; performs simple and complex tests on water, wastewater and bio-solids for reporting purposes and for operation of plant.
- Maintains records of all tests, meter readings, temperatures and volumes.
- Performs necessary operational adjustments as required or directed in conjunction with feed rates, waste rates, electrical panel or computer controlled gates or valves or pumps to insure proper operation of the setting, aeration, and bio-solids processes, and to insure proper operations of the clean water system.
- Performs routine maintenance and repairs to various items of equipment.
- Performs painting, cleaning, mowing, etc., in the routine upkeep of the physical maintenance of the plant.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of the basic trades such as plumbing and electrical circuits.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Ability to prepare and maintain computer records according to a prescribed format.
- Ability to establish and maintain effective working relationships with other employees and with the public.

QUALIFICATIONS

- Graduation from a standard senior high school or GED.
- Must possess valid driver's license and a driving record suitable for insurability.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass the grade III wastewater operator test within one (1) year of employment date, or subject to forfeiture of employment.
- Must successfully pass the water operator II test within 18 months of employment date, or subject to forfeiture of employment.
- Must become certified grade III wastewater operator within two years of employment date, or subject to forfeiture of employment.