



Job Description for Water/Wastewater Plant Operator (Full-Time)

Under the direction of the Public Works/Utilities Director, performs the duties necessary to support the Utilities Department to ensure the proper operation and maintenance of the City's Utility Treatment Systems and equipment within the appropriate Local, State and Federal regulatory guidelines.

ESSENTIAL DUTIES

1. Duties include, but are not limited to, monitoring and sampling, administering treatment processes, conducting lab tests, sample analysis, running tests on various equipment, cleaning bottles for the auto sampler, and determining test results.
2. Performs duties necessary to monitor and adjust system flows, treatment process conditions and storage levels by monitoring the status of the production, storage and delivery systems. Duties include maintaining system reports and records by preparing and logging daily reports into the computer system. Responsible for reading and interpreting meters and gauges on central control panel or at individual machines or stage in treatment process and appropriately adjusts controls.
3. Responsible for 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.
4. Responsible for coordinating, managing, and complying with all relevant regulatory management departments. Tracking and submitting required reporting and results to all relevant regulatory departments. Assisting with all future permitting projects as well as compliance with all existing permits for the city.
5. Attends training classes as required by the State of Florida and as is commensurate with the appropriate level of State licensure for the performance of job duties.
6. Performs additional duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Required knowledge and experience: High School Diploma or GED, three (3) to five (5) years' work-related experience in operation, maintenance, and management of water and wastewater systems, and a minimum **Class C Drinking Water and Class C Wastewater Operator License** are required.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- Ability to read meters, charts, gauges, instructional manuals, prints, and directions.
- Ability to perform mathematical equations in the performance of analysis and calculations to determine effectiveness and efficiency of the City's utility treatment systems.
- 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 City employees and officials, and the citizens.
- Ability to take and follow oral and written instructions.
- Ability to work under high demand situations, short time constraints, and the pressure of a fast-paced work environment.
- Ability to respond to emergency callouts.
- Ability to work outside in inclement conditions and be able to lift 50lbs.
- Familiarity with Microsoft Word, Excel, Office, and Adobe PDF.
- Knowledge of System/Supervisory Control and Data Acquisition (SCADA).

OTHER REQUIREMENTS

- Must possess a Valid Florida Class E Driver's License.
- Must pass applicable pre-employment screening, testing, and background.

SPECIAL REQUIREMENT

This position may be required to report for work when a Declaration of Emergency has been declared in Polk County.

SALARY - DOQ

HOW TO APPLY

Applicants must possess a valid Florida Driver's license. For a complete job description, please visit the City's website at www.mypolkcity.org. Please send your resume and application to: Sheandolen Dunn, Human Resources, City of Polk City, 123 Broadway Boulevard SE, Polk City, Florida (863-984-1375 x 238 or Sheandolen.dunn@mypolkcity.org).

VETERANS PREFERENCE

Veterans Preference' Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under (FS 295.07(2)(c)) will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

CLOSING DATE: Open Until Filled

Disclaimer

The above information is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. **All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.**

Polk City is an Equal Opportunity Employer and a Drug-Free Workplace.