

FOR HIRE

Looking to hire Water/Wastewater Treatment Operator-Maintenance worker.

Full time, prefer license but will train. River Park Utilities Management Association, 106

Glenn St. Crescent City, FL 32112. Send Resume to rpuma.t.pugh@outlook.com or call

Terry @ 386-546-0426 8-2.

JOB DESCRIPTION - MAINTENANCE WORKER

1. RECORD KEEPING

- a. Read and record all meter readings, including the rain gauge, on a timely basis as required.
- b. Keep accurate records and complete any paper work that is required.
- c. Maintain equipment records, repair part stocking and inventory records as required under Policies and Procedures.
- d. Maintain preventive maintenance logs and schedules.
- e. Read customer meters at homes as required.

2. MAINTENANCE

- a. Do general maintenance on machinery as required and scheduled, i.e. oil change & lube.
- b. Install, overhaul, repair, maintain and service all equipment related to the collection, treatment and disposal of wastewater and the production, distribution and treatment of potable water, or contact qualified repairman.
- c. Do minor electrical and carpentry work as required for plant maintenance.
- d. Assist on emergency situations, i.e. overloads, power outages, sewerage clogs at plant or within the drain system from customer to the plant, or leaks in waterline to customer meter.

3. GENERAL

- a. Perform routine cleaning and janitorial services on and within the plants.

4. RESPONSIBILITIES

- a. Responsible to the Board of Directors or those they may designate at any time.
- b. May at times be required to be solely in charge and to instruct others in the required duties of the job.
- c. Be familiar with and adhere to the standards as set forth in the Internal Policies and Procedures Manual and other specific requirements as may be required by the Board of Directors.

JOB DESCRIPTION-WASTEWATER PLANT OPERATOR

1. Duties

- | | |
|----------------------|---------------------|
| a.) Maintenance | f.) Collect samples |
| b.) Testing | g.) Tap-ins |
| c.) Cleaning | h.) Repairs |
| d.) Yard maintenance | i.) Service calls |
| e.) Lift stations | |

WATER PLANT OPERATOR

2. Duties

- | | |
|----------------------|---------------------------|
| a.) Maintenance | f.) Distribution |
| b.) Testing | g.) Tap-ins |
| c.) Cleaning | h.) Repairs |
| d.) Yard maintenance | i.) Customer complaints |
| e.) Meter reading | j.) Turn on and turn offs |

3. Other requirements

- a.) The operator for both the water and wastewater plant must be able to be reached by phone 24 hours a day.
- b.) State law requires 1-C license for the wastewater plant and 1-C license for the water plant. (Our operator holds a B license for the wastewater plant, which is one step higher than a C license.)