



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Water/Wastewater Treatment Plant Operator

Position: Wastewater Treatment Plant Operator and or Water Treatment Plant Operator
Department: Utility Department
Hourly Range: \$22.51 - \$33.77 Depending on Qualifications.
Part Time: Non-Exempt
Hours: Mondays-Friday, 8:00am to 5:00pm Weekends, On-Call
Location: Lake Hamilton

SUMMARY:

GENERAL PURPOSE

Treatment of water/wastewater in accordance with state requirements

Perform any and all semi-skilled construction, operation, repair and maintenance work, with the intention of maintaining and improving the Town of Lake Hamilton's facilities, lands, parks, roads and utility systems.
Operate collection and distribution systems.

Work under the supervision of the Utility Superintendent and the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completing projects that are part of your day to day tasks as assigned by the Public Works Director, in addition to any extra tasks given.
- Monitors the performance of all equipment, gauges and charts in the water/wastewater treatment plant, run laboratory tests and compliance sampling, recording all data in compliance with Florida department of environmental protection and the Department of Health, submitting monthly reports and making, or arranging to be made, any necessary repairs to the wastewater treatment systems.
- Mowing, weed eating and edging of all land owned by the Town.
- Operate meter reading software, loading routes and unloading routes, printing out re-read/no-read list and reading the water meters on a monthly basis in coordination with the billing department.
- Repair, installation and replacement of meters.
- Maintain records relating to inspections and maintenance activities
- Minor computer work related to checking emails and operating meter reading software.
- Maintaining equipment and tools by checking and cleaning them before and after use.
- Responding to complaints regarding water system failures, water quality, water consumption, leaks and any other problem in regard to the water distribution.
- Make necessary repairs and alterations to the water distribution piping under the supervision of a licensed water operator.

- Drive town trucks in the day to day operation of the town, loading, unloading and hauling equipment and materials.
- Conform to all safety regulations, completing all tasks in a manner that is safe to oneself, one's co-workers and the public.
- Perform labor activities involved in construction and maintenance projects as part of a crew or individually, including pavement cutting, ditch digging, manhole and line cleaning, laying and backfilling.
- Operating hand tools and power tools
- Be on a rotating on-call list which will require you to respond after normal business hours to town emergencies.
- Operate heavy equipment that includes tractors, zero turn mowers, backhoes and a claw truck if you have the required license.

REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED is required.
- FDEP Wastewater and or Water Treatment Certification class C or higher

NECESSARY KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS/ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- FDEP Water/Wastewater Treatment Plant License Class C or greater.
- Be able to perform any and all maintenance of the Town of Lake Hamilton and properly document maintenance performed.
- Be able to communicate in a courteous and comprehensible manner with coworkers and supervision, both verbally and in writing.
- Be able to work safely, in compliance with all safety regulations.
- Be able to operate power tools, heavy equipment, trucks and hand tools. (See "TOOLS AND EQUIPMENT USED" for a comprehensive list).
- Have the knowledge or be able to obtain/learn the knowledge necessary for operation of electronic meter reading equipment and software.
- Be able to do limited computer work, such as checking email, writing a word document, and operating software for meter reading equipment.
- Be able to perform heavy manual tasks for extended periods of time in the heat and cold and rain.
- Be able to establish and maintain effective working relationships with coworkers, supervision, and the public.

NECESSARY KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS/ABILITIES CONTINUED. . .

- Be able to understand and carry out written and oral instructions.
- Be able to work unsupervised throughout the day, while still accomplishing assigned tasks.
- Be able to maintain the tools and equipment that one uses during the course of a workday. You do not need to know how to fix everything, but you need to be able to ascertain if there is a problem with a piece of equipment and notify your supervisor.
- While performing the duties of this job the employee is regularly required to use his/her hands to handle, feel and/or operate objects, tools and/or controls and to reach with his/her hand and arms and legs. The

employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, smell talk and/or hear. The employee must frequently lift and/or move up to 50 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- The employee must be able to work in outside weather conditions such as rain, cold, heat, wet and/or humidity. The employee must be able to work in an environment that has vibration, high/precarious positions, occasional fume/airborne particle exposure. The employee may have to work with toxic and/or caustic chemicals and the risk of electric shock. The noise level in the work environment is usually loud.

DESIRED QUALIFICATIONS

- Prior experience in maintenance and/or construction
- Florida CDL Class B license with air brakes endorsement
- MOR Basic Flagger or greater certification
- Backflow preventer inspection and repair certification
- Water Distribution license

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including dump trucks, pickup truck/utility truck, lawn mowing equipment, chainsaw, edger, hedger, weed eater, jetter/inductor truck, claw truck, saws, pumps, compressors, sanders, generators, hand and power tools, detection devices, phones, ditch diggers, meter reading devices.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.