

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: Job Code:

Full-Time: Part-Time: Temporary: Seasonal: Other: _____

Department:

Salary:

Closing Date:

Contact Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: Connie Nelms, Water Plant Superintendent:
Contact Number & Email: (770) 830-2021 / cnelms@carrollton-ga.gov

Please note that successful candidates for employment must pass a background check and drug screening prior to employment.

Special Additional Requirements:

We are seeking a Certified Water Plant Operator for this position, preferably with a Class I License. Persons having a Water Plant Operator's License will receive priority consideration.

Job Description:

MINIMUM TRAINING & QUALIFICATIONS:

CLASS III OPERATOR: High School diploma or GED equivalent (Associate's degree preferred) with one (1) year of experience as a water or wastewater operator; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Class III Water Operator License issued by the State.

CLASS II OPERATOR: High School diploma or GED equivalent (Associate's degree preferred) with two (2) years of experience as a water or wastewater operator; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Class II Water Operator License issued by the State.

CLASS I OPERATOR: High School diploma or GED equivalent (Associate's degree preferred) with three (3) years of experience as a water or wastewater operator; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Class I Water Operator License issued by the State.

***PLEASE NOTE THAT ESSENTIAL JOB FUNCTIONS FOR CLASS I & CLASS II WATER PLANT OPERATORS WILL ENCOMPASS MORE DUTIES AND RESPONSIBILITIES THAN A CLASS III WATER PLANT OPERATOR. HOWEVER, DUE TO LIMITED SPACE, ONLY THE CLASS III WATER PLANT OPERATOR JOB DESCRIPTION IS LISTED BELOW:**

GENERAL STATEMENT OF JOB - CLASS III WATER PLANT OPERATOR:

Under general supervision, operates water/wastewater plant equipment, performing daily inspections and recording equipment readings. Responsibilities include collecting water/wastewater samples, performing water/wastewater testing, monitoring equipment operations, and performing light maintenance or janitorial duties relating to plant facilities. Reports to Chief Operator or Operator I.

SPECIFIC DUTIES, RESPONSIBILITIES & ESSENTIAL JOB FUNCTIONS:

Collects various water samples used for laboratory testing.

Operates water plant facilities, valves, basins, filters, and pumping equipment to maintain adequate water flow and proper plant functions; operates chemical feed equipment according to prescribed procedures; determines proper chemical treatment and ensures correct amount of treatment is added to water; performs required test such as colorimetric testing; disinfects water supply by calculating required amounts of chlorine and regulating chlorinators as needed; adjusts chemical feed rates as needed.

Conducts visual plant inspections and monitors plant operations/processes to ensure proper operations and to detect equipment failures, potential leaks, or other problem situations; reports maintenance needs to appropriate personnel; performs preventive maintenance checks and procedures on plant equipment.

Monitors gauges, meters, and charts to ensure proper plant operations; reads instruments and records readings.

Maintains charts, logs, and records of plant operations, test results and other data.

Monitors inventory levels of department equipment, chemicals, and supplies;

Performs general cleaning tasks necessary to keep plant facilities and equipment in operable condition, which may include inspecting equipment, washing/cleaning equipment, sweeping/mopping floors, painting floors or walls, painting pipes, or emptying trash containers; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Exchanges information with staff of adjoining work shifts to stay abreast of current operating conditions or problem situations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; attends workshops and training sessions as appropriate.

ADDITIONAL JOB FUNCTIONS:

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM TRAINING & QUALIFICATIONS:

CLASS III OPERATOR: High School diploma or GED equivalent (Associate's degree preferred) with one (1) year of experience as a water or wastewater operator; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Class III Water Operator License issued by the State.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and equipment which may include a pH meter, dissolved oxygen meter, centrifuge, spectrophotometer, pumps, chemical feeders, or portable radio. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to thirty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to the position of Water/Wastewater Plant Operator III.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with plant equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using plant equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, plant equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS:

Knowledge of Job: Has considerable knowledge of the policies, procedures and activities of the City and of water/wastewater plant operations practices as they pertain to the performance of duties relating to the position of Water/Wastewater Plant Operator III. Has considerable knowledge of water/wastewater plant operations and practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to water monitoring or industrial wastewater monitoring operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity (and quality) of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from

organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the Water/Wastewater Plant Superintendent, supervisors, department heads, staff, officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.