



## CITY OF AVON PARK JOB DESCRIPTION

**JOB TITLE:**

# **WATER / WASTE-WATER PLANT OPERATOR**

<b>EXEMPT:</b>	NO	<b>DIVISION:</b>	Water
<b>SALARY:</b>	Grade/Step (95/01-05) \$17.4143-\$19.1262 DOQ/DOE	<b>DEPARTMENT:</b>	Public Works
<b>SHIFT:</b>	Days	<b>COST CENTER:</b>	
<b>LOCATION:</b>	WWTP	<b>POSITION:</b>	Water / WWTP Operator
<b>REPORTS TO:</b>	WWTP Supervisor		
<b>PREPARED BY:</b>	Human Resources	<b>DATE:</b>	10-22-2020
<b>APPROVED BY:</b>	City Manager	<b>DATE:</b>	10-22-2020

### **NATURE OF WORK:**

Under the direction of the Utilities Supervisor, the employee performs duties necessary to support the Water or Waste-water treatment plant operations to ensure the proper operation and maintenance of the treatment systems and equipment within the appropriate Federal and State regulatory guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

- Prepare log sheets: change chart and recording sheets on flow recorders
- Inspect motors, bearings, and gearboxes for overheating and ensure proper lubrication
- Collects samples of water/wastewater at various stages of processing, performs lab tests on the same, and records data collected
- Maintains equipment, process tanks, building, and grounds in a clean and orderly manner.
- Performs mathematical calculations on collected data; calibrates continuously recording instruments; enters collected data into a computer database.
- Manually operates valves to set up a wide variety of flow schemes to preform pumping and equipment functions
- Works in confined spaces or hazardous areas
- May occasionally lift medium to heavy objects, climbs ladders and stairs
- Prepares and maintains regulatory records
- Ability to maintain dual certification from FDEP in Water and Waste-water treatment plant operations

## **QUALIFICATIONS AND REQUIREMENTS:**

- One (1) year experience in Water and/or Waste-water plant operations
- Current FDEP State Certification in Water or Waste-water plant operations with the ability to obtain the second certification within 18 months from date of hire

## **OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of standard operating principles of Water and/or Waste-water plant operations
- Knowledge of the principles and practices applied to the operation and light maintenance of pumps and similar machinery
- Knowledge of safety regulations, occupational hazards, precautions, and the promotion of safety
- Skill in the use and care of tools and equipment used in a Water / Waste-water plant operations
- Ability to effectively and safely operate all equipment and machinery used in water/wastewater plant operations
- Ability to troubleshoot problems of various Water / Waste-water plant operations processes and equipment
- Ability to prepare written and oral reports
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with co-worker, other city employees and the general public

## **EDUCATION:**

- High School Diploma or GED required
- Must possess a valid Florida Class E driver license

## **PHYSICAL DEMANDS:**

The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light to heavy objects, climb ladders, and use tools or equipment requiring a high degree of dexterity.

## **WORK ENVIRONMENT**

- Must be available to work rotating shifts on a regular basis.
- Work may require exposure to hazardous conditions and noxious chemicals.
- Work may require exposure to prolonged high noise levels.
- Work may require work at elevated levels and also in side tanks.
- Employees in this classification are scheduled on-call basis.

**SPECIAL REQUIREMENT:**

This position is a Disaster essential position and will be required to report for work when a declaration of emergency is declared in Highlands County.

Employment Applications for the City of Avon Park must be filled out in entirety.  
Applications can be found at [www.avonpark.cc](http://www.avonpark.cc)

The City of Avon Park is an Equal Opportunity Employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.  
Preference will be given to preference-eligible veterans in accordance with applicable law.