



CITY OF ALTAMONTE SPRINGS

JOB POSTING **POSTING #: 2016-023** **OPEN UNTIL FILLED**

TITLE: Lift Station/Collection Operator

Hiring Range: (4/C) \$29,245/yr - \$33,632/yr*
(*based on experience)

DEPT/DIVISION: Public Works/Collection (806)

City Applications will be accepted for Posting #2016-023 until the position is filled.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Six months experience working with electrical meters (volt/ohm).
- Six months experience in low voltage control trouble shooting.
- Six months experience in any of the following fields: Wastewater Collection, Stormwater, or Lift Stations to include experience working with different types of pumps.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- Experience in operating high pressure sewer cleaning equipment.
- Experience with underground video inspection equipment.
- Valid Class C Wastewater Collection Technician Certification.
- Completion of the following NIMS Courses:
 - Basic IS-700 (6 months)
 - Basic ICS-100 (6 months)

POSITION FUNCTION:

Perform maintenance activities on all non-vehicular plant equipment for wastewater, water and stormwater treatment and pumping facilities. Maintain and repair all gravity sewer lines and force mains. Keep records of work performed and measurements taken. Assist operations personnel as assigned in non-equipment related maintenance or repairs. Work overtime and perform on-call duties as required.

NOTE:

Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 national fingerprint-based records check.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM www.altamonte.org

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Lift Station / Collection Operator

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Effectively and competently perform planned, preventive, and corrective maintenance activities in compliance with established schedules, methods and standards to provide public health and safety, and no adverse environmental impacts.
Perform diagnostic measurements and data gathering in support of predictive maintenance activities, including use of digital and analog volt/ohm meters, temperature and pressure gauges, digital and vernier calipers, and collection of oil samples. Record work performed, materials used and related activities for entry into written and computerized maintenance records. Assist in the installation, troubleshooting and repair of piping, valving, pumps, motors, process equipment and electrical controls.
Performs preventative maintenance including replacement of drive belts/cables/chains, filters, gaskets, seals, bushings, bearings, and mechanical parts. Align motors and pumps to minimize vibration and stress. Grease and lubricate equipment. Clean and televise gravity/lateral lines.
Receive and comprehend oral instructions and written work orders from supervisor. Tasks are often performed without direct supervision, requiring self-initiative and independent judgment. Work is evaluated through observation and results of work performed.
Observe established best maintenance practices as implemented by supervisor. Participate in bench marking activities as directed by supervisor. Observe all applicable safety practices including lockout/tagout, confined space, storm water pollution prevention, and personal protective equipment.
Use senses of sight, sound and feel to recognize and identify potential problem situations with facilities and/or equipment, including interpretation of logs and/or reports. Provide supervisor with concise descriptions of potential problems and possible fixes as applicable.
Perform labor duties (digging, working with jack hammer, painting, and minor yard work) and organization and good housekeeping of work area. Work with cement blocks, bricks, mortar and concrete. Repair various types and sizes of pipes.
Enter data in handwritten and/or computerized logs for equipment run time, total flow/use of liquids and chemicals, process adjustments or modifications, deviations from normal conditions, and calibration/repair work. Maintain digital video/asset tracking system. Maintain file system for all lift station gravity lines.
Maintain required stocking levels of supplies, materials and spare parts in assigned areas of responsibility. Provide specifications for required supplies, materials and spare or repair parts for procurement activities. Procure equipment and tools using purchasing card, document purchases, and reconcile monthly statements.
Observe regulatory/permit requirements for maintenance activities including necessary scheduling, procedures and coordination with operations personnel. Respond to supervisory direction to assist other City work areas as necessary to meet regulatory, operational or public safety requirements.
Utilize Personal Protective Equipment (PPE) as outline in standard operating procedures and as applicable to the task and the conditions. Maintain awareness of MSDS for chemicals and oils handled. Maintain safe conditions, including use of barrier or barrier tape around work areas when appropriate, ensuring motor shaft and pulley guards/housing are in place after work completed. Practice housekeeping by cleaning work area after completion of task. Familiar with the rules governing safe crane operation. When assigned to Lift Station section must be a member of the confined space entry team.
Work extended duty hours, duty on emergency call-back basis, duty during emergency. Participate in rotating on-call assignments. Respond to problem facility upon call-out. Record details on standardized hand written call out log.
Use hand tools, power tools, operate portable equipment, and motorized equipment to perform maintenance and repairs. Use specialized diagnostic test equipment as necessary to troubleshoot problems, to identify impending equipment failures, measure operating characteristics of equipment, read meters and perform calculations, and use gas detection monitors. Fabricate parts as needed using common metal shop techniques, materials and tools including welding. Maintain tools and motorized equipment in good operating order.
Complete assigned training and complete cross-training assignments to provide increased depth of support and redundancy in critical skill areas. Use computerized maintenance records and software as necessary for completion of assigned duties.
Remove/replace sewer lids and rings, assist in repairs of force mains, main gravity lines, lateral lines and assist in the evaluation, prioritization and repair of all lift stations.
Operate pickup truck, crane truck, TV truck and forklift for unloading deliveries and transporting large equipment to work area. Drive to and from work sites. Tow equipment including portable pumps and generators and operate towed equipment and heavy equipment.

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