



# CITY OF ALTAMONTE SPRINGS

## **JOB POSTING** **POSTING #: 2016-029** **OPEN UNTIL FILLED**

**TITLE:** Utility Plant Operator (Various Levels)

**Hiring Range:** See below for specific levels

**DEPT/DIVISION:** Public Works/Plant Operations (811)

**City Applications will be accepted for Posting #2016-029 until position is filled.**

### **MINIMUM QUALIFICATIONS:**

#### **All Operator Levels require:**

- 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).

**Contract Utility Plant Operator Trainee:** Hiring Range (4/B) \$27,723/yr - \$29,702/yr

- High School Diploma or G.E.D.

**Contract Utility Plant Operator Single License:**

**Single C Hiring Range (3/A) \$35,983/yr - \$37,983/yr**

**Single B Hiring Range (3/A) \$36,703/yr - \$38,703/yr**

- Valid Class C or B Florida Wastewater Operators License **or** Valid Class C or B Florida Water Operator License. (Must obtain Class C FL License in second discipline within fifteen (15) months).

**Utility Plant Operator Dual CC License:** Hiring Range (3/A) \$37,665/yr - \$39,665/yr

- Valid Class C Florida Wastewater Operators license **and** valid Class C Florida Water Operators license.

**Utility Plant Operator Dual CB License:** Hiring Range (3/A) \$40,036/yr - \$42,036/yr

- Valid Class C Florida Wastewater or Water Operators license **and** valid Class B Florida Wastewater or Water Operators license.

**Utility Plant Operator Dual CA License:** Hiring Range (3/B) \$43,568/yr - \$49,121/yr

- Valid Class C Florida Wastewater or Water Operators license **and** valid Class A Florida Wastewater or Water Operators license.

**Utility Plant Operator Dual BA License:** Hiring Range (3/B) \$44,439/yr - \$49,121/yr

- Valid Class B Florida Wastewater or Water Operators license **and** valid Class A Florida Wastewater or Water Operators license.

**Utility Plant Operator Dual AA License:** Hiring Range (3/B) \$45,328/yr - \$49,121/yr

- Valid Class A Florida Wastewater or Water Operators license **and** valid Class A Florida Wastewater or Water Operators license.

### **PREFERABLE QUALIFICATIONS:**

- Experience with monitoring and control of systems using SCADA.
- Experience with personal computers, including word processing, spreadsheet, data base, e-mail, and Internet browser applications.
- Mechanical and/or electrical and/or laboratory skills.
- Completion of or enrollment in training courses required to obtain Florida operator certification. (Must obtain Class C Florida Wastewater Operators license AND Class C Florida Water Operators license within thirty (30) months from date of hire.)
- Completion of the following NIMS Courses:
  - Basic IS-700 (6 months)
  - Basic ICS-100 (6 months)

### **POSITION FUNCTION:**

Daily operation of the City's water treatment plants and/or wastewater reclamation facility.

#### **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.*

*All new employees hired after 2/1/16 will be required to complete the Agreement for Reimbursement for Operator Training and Certification.*

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://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 Utility Plant Operator (Various Positions)

*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.*

<b>TASK/DUTY</b> <i>(IMPORTANT: SEE APPROPRIATE JOB DESCRIPTION FOR SPECIFIC TASKS AND DUTIES)</i>
Effectively and competently operate facilities in compliance with rules, regulations, policies and standard procedures to provide public health and safety, and no adverse environmental impacts.
Inspect plant equipment and machinery to determine that all machinery is operating properly.
Take samples of process fluid (i.e., sludge, effluent, influent, finished water, etc.) at various stages in the treatment and collection/distribution processes, preserve samples in accordance with standard practice for parameter involved, and deliver samples to laboratory. Interpret results with supervisor to determine effectiveness of treatment processes. Record results in logs and/or spreadsheets.
Adjust control devices of processes, manually and/or remotely by SCADA, to provide effective treatment. Operate gates, valves and other mechanical equipment. Inspect and adjust treatment plant equipment, such as digesters, sludge collection equipment, filters, chemical feed systems, conveyors, screens, and related equipment. Inspect records, charts, and meters and make adjustments to process on the basis of recorded information in accordance with operating instructions. Utilize supplemental and/or storage and recovery sources to maintain adequate pressure and supply for the reuse water system.
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. Complete regulatory required calibration/repair logs accurately and within time requirement.
Operate bio-solids handling and dewatering process equipment as required.
Inspect facility fencing, tanks, buildings and equipment to maintain proper level of security and verify no indication of attempted or actual security breach.
Change / replenish chemicals in feed equipment. Maintain awareness of safe work practices and City safety policies, including the City's Process Safety Management and Risk Management Programs.
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 supervisory personnel with concise descriptions of potential problems and possible fixes as applicable.
Drive to and from job locations, carrying hazardous materials.
Operate a forklift, tractor, pickup truck, and other mechanical equipment daily.
Utilize computerized maintenance system software (CMMS/MP2) to enter work orders for all repairs, to record troubleshooting and repair methods, and close out completed work. Through the CMMS Technician, maintain updated equipment list (serial numbers, manufacturer, model, etc.) as equipment is added, deleted or modified.
Provide after-hours and weekend dispatch tasks.
Utilize Personal Protective Equipment (PPE) as outlined in standard operating procedures and as applicable to the task and conditions.
Minor excavation and digging for electrical conduit, small diameter piping, and piping/valve repair as required.
Perform facility and vehicle maintenance to include: grass cutting, tree pruning, sweeping, dusting, washing, painting, trash pickup, and high pressure cleaning of equipment.
Participate in rotating day/night shifts and on call duty.
Participate in operations/maintenance cross-training.

**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.*

*All new employees hired after 2/1/16 will be required to complete the Agreement for Reimbursement for Operator Training and Certification.*