

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Operator Trainee or Licensed Operator, Surface Water Treatment Plant

Please submit an application, cover letter, and five references to The City of Port St. Joe, Attn. Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website cityofportstjoe.com. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The Position will close on May 11, 2018. The entry level salary for an Operator Trainee will be \$12.08 per hour and requires that a Class C Water License be obtained within two (2) years of hire. All other licensed operators will be based on qualifications.

The City of Port St. Joe is an Equal Opportunity Employer and a Drug Free Workplace.

Star – Run April 19, 2018, and April 26, 2018, in Classified Section of the Star and on April 22, 2018, in the News Herald.

SURFACE WATER OPERATOR TRAINEE

NATURE OF WORK

This is shift work in the operation and maintenance of the water treatment plant and auxiliary equipment. An employee of this class is responsible for operating and coordinating the activities of the of the water plant and booster stations. Trainee works under the general supervision of the Water Plant Supervisor, as well as the licensed operator on duty. Trainee's work is reviewed while in progress and upon completion, through observation, reports and logs submitted.

EXAMPLES OF WORK (May not include all of the duties performed)

- Performs routine preventative maintenance.
- Performs adjustments to operational equipment with the licensed operator's knowledge.
- Performs routine sample analysis for process control.
- Participates in periodic rounds of the treatment plants and auxiliary power equipment.
- Routinely inspects sampling and plant equipment for proper operation.
- Keeps accurate records of performed work.
- Participates in making operational adjustments to various treatment processes (ie chemical feed rates, pump speeds).
- Performs general maintenance and repair of equipment.
- Participates in keeping the plant and surrounding grounds clean.
- Operates laboratory and field test equipment.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to exercise sound independent judgment in routine and emergency situations.
- Ability to establish and maintain effective working relationship with others and be a team player
- Ability to conduct basic laboratory and field tests.
- Ability to solve basic mathematical equations/problems.
- Ability to prepare clear and concise reports.
- Ability to read meters, charts and gauges.
- Ability to accurately record technical information from instruments to logs and reports
- Ability to perform routine mechanical repairs.
- Ability to swim.
- Ability to work at heights.
- Ability to work in all weather conditions.
- Working knowledge or ability to use a computer.

SPECIAL REQUIREMENTS

- Must possess a high school diploma.
- Must possess a valid Florida Drivers License.
- Must complete all course work for license certification no later than one year from employment date.
- Must acquire a class "C" Water License within 16 months of employment.
- Must complete all specialized training classes as determined by Water Plant Supervisor.