

## **JOB NOTICE**

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

### **Operator Trainee or Licensed Operator, Wastewater Treatment Plant**

Please submit an application 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](http://cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The entry level salary for an Operator Trainee will be \$17.38 per hour. All other licensed operators will be based on qualifications. The Position will remain open until filled.

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

## **WASTEWATER OPERATOR TRAINEE**

### NATURE OF WORK

This is shift work in the operation and maintenance of wastewater treatment plants and auxiliary equipment. An employee of this class is responsible for operation and coordinating the activities of plant operation. This includes headworks, lift stations, disc filtration, disinfection, sampling and sprayfield equipment. Under general supervision of the Chief Operator, as well as the licensed operator on duty, work is reviewed while in progress and upon completion, through observation, reports and logs submitted. Employee is responsible for the plant and the operations during his/her shift.

### EXAMPLES OF WORK

(May not include all of the duties performed)

Performs routine preventative maintenance.  
Performs adjustments to operational equipment with the licensed operators knowledge.  
Performs routine sample analysis for process control.  
Participates in periodic rounds of the treatment plant areas and auxiliary power equipment.  
Routinely inspects sampling and plant equipment for proper operation  
Collect samples of wastewater water.  
Keep 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 plants and surrounding grounds clean.  
Operates simple 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 and/or electrical repairs.  
Ability to swim.  
Ability to work at heights.  
Ability to withstand exposure to all weather conditions, chemicals, and outside work.  
Working knowledge or ability to use a computer.

### SPECIAL REQUIREMENTS

Must possess a high school diploma.  
Must possess a valid Florida drivers license.  
Must acquire a class "C" Wastewater license within 24 months from date of hire.  
Must be respirator trainable.