



CITY OF AVON PARK JOB DESCRIPTION

JOB TITLE:

WATER / WASTEWATER PLANT OPERATOR

EXEMPT:	NO	DIVISION:	Utilities
SALARY:	Grade/Step (399) \$20.16 - \$23.02	DEPARTMENT:	Public Works
SHIFT:	Days	COST CENTER:	
LOCATION:	WWTP	POSITION:	Water / WWTP Operator
REPORTS TO:	Chief Operator		
PREPARED BY:	Human Resources	DATE:	01/12/2023
APPROVED BY:	City Manager	DATE:	01/12/2023

NATURE OF WORK:

Under the direction of the Chief Operator, the employee performs duties necessary to support the Water or Wastewater 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 obtain and maintain dual certification from FDEP in Water and Wastewater treatment plant operations

QUALIFICATIONS AND REQUIREMENTS:

- One (1) year experience in Water and/or Wastewater plant operations
- Current FDEP State Certification in Water or Wastewater 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 Wastewater 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 / Wastewater 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 / Wastewater 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, including some weekends
- 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

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.