

NOTICE OF JOB OPENING

April 18, 2018

JOB CLASSIFICATION: Wastewater Treatment Class III Licensed Operator

The Benton Utilities Wastewater Treatment Plant is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Grade 8: Range \$27,256 to \$40,885

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at www.bentonutilities.com under the personnel tab.

Position closes at 4:00 p.m. Friday, April 27, 2018.

**BENTON UTILITIES - BENTON, ARKANSAS
JOB DESCRIPTION**

| | |
|-------------------------------------------------|------------------------------------|
| JOB TITLE: Operator Class III | DATE: 04/18 |
| DEPARTMENT: Wastewater Treatment | GRADE: 8 |
| DIVISION: Public Utilities | FLSA STATUS: Non-exempt |
| REPORTS TO: Wastewater Treatment Manager | EEO CATEGORY: Skilled Craft |

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: Assists in plant operation and maintenance, recordkeeping, general upkeep of equipment, grounds and buildings. This position is responsible for vehicle maintenance, inspection and keeping daily records updated.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates with Chief Operator IV and Chemist on overall plant performance and provides assistance as needed.
2. Maintains flow records, daily equipment records, daily work reports, sludge distribution and application reports.
3. Oversees ground maintenance.
4. Trains personnel in proper usage of equipment such as Filter Belt Press, Fenton Sludge Master Dryer, sludge pumps and safety in handling of chemicals such as chlorine and sulfur dioxide gases.
5. Provides statistical information and data pertaining to plant performance to Wastewater Treatment Manager.
6. Ensures proper documentation and maintenance of all department vehicles including daily logs and safety checks.
7. Does small repair tasks to equipment such as chlorine equipment and replacing packing in pumps.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Hauls liquid solids using tank truck.
2. Operates dump truck, pickup, mowers, vac truck, and jet rodder as necessary in plant operation.
3. May be required to work weekends, evenings, and overtime.

SUPERVISORY RESPONSIBILITY: None

RESPONSIBILITY FOR FUNDS, PROPERTY & EQUIPMENT:
\$150,000-\$100,000

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and two (2) years of related experience and/or training.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess and maintain a Class III Wastewater Operator license.

Class B or better Commercial Driver's License.

Knowledge of wastewater systems, processes methods, and techniques.

Comprehensive knowledge of rules and requirements of Federal and State regulatory agencies such as ADEQ and EPA.

Comprehensive knowledge of materials, supplies, and equipment related to wastewater treatment operations.

Comprehensive knowledge of workplace safety issues and ADEQ training requirements.

Skill in completing reports of a statistical nature.

Ability to troubleshoot plant operation problems.

Ability to communicate effectively, both orally and in writing.

Ability to follow instructions and complete tasks as assigned by Department Manager.

These knowledge, skills, and abilities are usually, although not always, acquired through completion of high school, additional training under State regulated licensing program, and two (2) years of progressive

experience in wastewater treatment operations. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

Class B or better Commercial Drivers License or the ability to obtain license within one year of employment.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | Yes | No |
|------------------------------------------------------------------------|-----|----|
| Lifting (lbs.) | 80 | |
| Carrying (lbs.) | 80 | |
| Stooping/Bending | X | |
| Kneeling/Squatting | X | |
| Walking | X | |
| Standing | X | |
| Sitting | X | |
| Climbing, Balancing (working with a ladder) | X | |
| Use of hands to finger, handle, or feel | X | |
| Physical Coordination (simultaneous use of hands, arms, feet and legs) | X | |
| Eye-Hand Coordination | X | |
| Close Vision (Clear at 20 inches or less) | X | |
| Distant Visions (Clear at 20 feet or more) | X | |
| Color Vision | X | |
| Depth Perception | X | |
| Hearing | X | |

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

| | Yes | No |
|----------------------------------------------------------------------|-----|----|
| Outdoor weather conditions | X | |
| Wet, Humid conditions (non-weather) | X | |
| Work near moving mechanical parts | X | |
| Work in high, precarious places | X | |
| Fumes or dust | X | |
| Toxic or caustic chemicals | X | |
| Extreme Heat (non-weather over 90° F) | X | |
| Low noise (e.g., business office) | X | |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | X | |
| Loud noise (e.g., jackhammer, heavy motorized equipment) | X | |