

**POSITION AVAILABLE IN THE CITY OF BATESVILLE**

**March 20, 2017**

**WASTEWATER DEPARTMENT – PLANT OPERATOR**

**DUTIES AND RESPONSIBILITIES – SEE ATTACHED JOB DESCRIPTION**

**FUTHER INFORMATION**

**SHIFT HOURS ARE:**

**WEDNESDAY, 5:00 PM – 7:00 AM**

**THURSDAY, 5:00 PM – 7:00 AM**

**FRIDAY, 7:00 PM – 7:00 AM**

**EUGENE TOWNSLEY  
500 EAST MAIN  
BATESVILLE, AR. 72501**

**APPLICATIONS WILL BE TAKEN UNTIL JOB IS FILLED.**

# BATESVILLE WATER UTILITIES

## Position Description

**POSITION TITLE:** Operator

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Exempt (Y/N): No

DEPARTMENT: Wastewater Plant

DATE PREPARED: January 22, 2015

SUPERVISOR: Superintendent – Wastewater Plant

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### **SUMMARY**

The incumbent is responsible to keep the plant operating; to make minor adjustments and repairs; to contact key personnel when serious problems arise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. To keep Plant, Operations Building, Laboratory and Process Buildings clean; mow grass and weed eat.
2. To collect influent and industrial samples; see that they are stored correctly and paperwork is complete.
3. To take chlorine tank weight readings.
4. To check oil level in blowers and fill when needed.
5. To check all equipment at Plant and Pumping Station's.
6. To turn on sampler and collect samples for bio-monitoring; see that paperwork is completed for Pretreatment Coordinator.
7. Have certain laboratory equipment ready for Laboratory Supervisor when needed.
8. To clean influent and industrial jugs.
9. Record total influent flow and total effluent flows (daily).
10. Calibrate Lab equipment, when requested.
11. Check drying oven and incubator.
12. Check Sawmill and Eagle Mountain pumps when power goes out.
13. Perform other related duties as required or assigned.

**RESPONSIBILITY FOR FUNDS, PROPERTY, EQUIPMENT, ETC.**

\$150,000 to \$1 million

**SUPERVISION RESPONSIBILITIES**

None.

**EDUCATION AND EXPERIENCE**

High school diploma or GED plus and 12–18 months of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver’s License; work to acquire a Class III Wastewater License.

**INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

**EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, citizens and outside representatives as needed.

**USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, laboratory equipment, Volt/OHM meter, calculator, passenger truck, lawnmower, weed eater, maintenance equipment and other standard equipment.

**OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock; wastewater biohazards.

The noise level in the work environment is usually moderate, but occasionally loud for short periods of time.