

TOWN OF LAKE PLACID

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date: 03/30/16

Department: Utilities

Title/(Status)/Job Code: Class Double "C" Operator (Water @ Wastewater

Reports To: Utilities Department Head

Pay Grade/Salary Range: Dependent on qualifications **Closing Date:** Until filled

Completed applications for employment with the Town of Lake Placid may be submitted in one of two ways: 1) a printed job application submitted to the Department Director of the department advertising the position, or 2) Any qualified employee of the Town (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting a letter to the Town Administrator.

POSITION, PURPOSE & OBJECTIVES:

Specialized technical work requiring judgment in operation of a typical wastewater treatment plant and water treatment plant duties as assigned. Work is performed under the direct supervision of the Director of Utilities

ESSENTIAL JOB FUNCTIONS:

[NOTE: There are also secondary functions, which the employee will be required to perform.]

Collects and analyzes water and wastewater samples.

May communicate with the public and with customers in the field when necessary and in a professional/courteous manner.

Keeps under close observation the physical condition of water/wastewater under treatment for proper temperatures, color and other criteria as needed. Will operate and maintain machinery, pumps, motors, agitators, valves and any equipment that is needed to insure proper operation/maintenance of equipment and treatment. Reads flow meter charts, log recordings and takes many different kinds of samples for chemical analysis.

Informs supervisor of any mechanical defects or failures. Assists with the maintenance and repair of the machinery and equipment. Keeps logs and records as required.

Operates a Utilities Department vehicle, keeps assigned vehicle clean and performs general preventative maintenance functions to include the completion of vehicle inspection records for the Vehicle Maintenance System.

Assists with installing new water meters and connecting or disconnecting water meters for new and existing utility customer accounts.

Assists with connecting and disconnecting water meters for new and existing utility customer accounts.

Assists with connecting and/or disconnecting water meters because of non-payment accounts.

Helps to maintain inventory of supplies in the Utility Warehouse and other assigned areas.

Assists with connecting and/or disconnecting water meters because of non-payment accounts.

May help with assigned service work orders and then return with completed documentation.

Work on an as needed basis purchasing supplies, stocking shelves and keeping records of Inventory Parts.

Assists other utility divisions or departments as needed or directed by supervisor.

Will be required to work in adverse weather to assist in restoration of water or sewer service to customers.

May be assigned to be part of a rotation On-Call roster with other utility personnel.

May assist with connecting and/or disconnecting water meters because of non-payment accounts.

Graduation from an accredited high school or possession of an acceptable equivalency diploma (GED). Appropriate experience at modern wastewater and water treatment facilities.

Possess current valid State of Florida FDEP Water Treatment and Wastewater Treatment "C" License Certifications.

A comparable amount of training and experience may be substituted for the minimum qualifications, with the exception of the Class "C" Certifications.

KNOWLEDGE, SKILLS & ABILITIES:

General knowledge of business English, grammar, spelling, and punctuation in order to effectively communicate verbally with customers, employees and to complete ledgerable work and to express clarity of thought and logic.

General knowledge of field safety practices and participation in the Town of Lake Placid Safety Program. This includes a general knowledge of first-aid including artificial respiration and CPR.

Knowledge of methods and practices of typical wastewater and water treatment and standards for normal operating procedures applicable to treatment.

Knowledge of the functions and mechanics of pumps and other plant mechanical equipment.

Acquired, through a reasonable amount of time, knowledge of the geographical work area.

Ability to communicate effectively, establish and maintain harmonious relationships with Supervisors, customers, other employees, other departments, other governmental and regulatory agencies, and the public in general.

Ability to understand and follow quickly and accurately brief oral and written instructions.

Ability to handle emergencies effectively, multiple tasks simultaneously and operate a two-way radio when needed.

Ability to make mathematical computations and tabulations rapidly and accurately.

Ability to inspect machinery and other mechanical equipment to detect flaws and defects in operation.

May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours or emergencies. The stand-by on call will be a required after hours job function after four (4) months of employment. Training will be provided and then there will be a rotating schedule with other employees.

Computer skills as required.

ESSENTIAL PHYSICAL SKILLS

Moderate lifting and carrying (less than 45 lbs). Reaching above shoulders; pushing; use of fingers, both hands and eyes (requiring good vision; ability to distinguishing basic colors); crawling; kneeling; bending; stooping.

(Reasonable accommodations for the above will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS:

Works mostly outside and some inside; with noise; dust; chemicals; poor lighting; gases; flames; slippery and uneven surfaces; with ladders (small to large); heights; odors.

RESUMES:

Resumes received via email at lputilities@mylakeplacid.org or

Utility Director
Lake Placid Town Hall
311 West Interlake Boulevard
Lake Placid, FL 33852

Resumes must be accompanied by a town employment application which can be found on the town website at www.lakeplacidfl.net