

Job Description
City of Greencastle
Operator in training/Operator

POSITION SUMMARY:

The fundamental reason for this classification is to provide an entry level position for new hire employees with no experience and/or candidates who have acquired some basic entry level experience in the water or wastewater fields.

This classification will require the successful candidate to work in all areas of the water and wastewater field, up to and including duties at the water and wastewater plants, water distribution system, wastewater collections system, and obtain water meter reading as assigned by the Utility Superintendent or Assistant Utility Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Operate, repair, troubleshoot and maintain water and wastewater infrastructure using specialized procedures, machinery and equipment
- Work in confined space environment such as manholes; detect levels of gas and quality of air in vaults and confined work spaces. Maintain pumping stations and perform preventive maintenance on motors, pumps, gauges, and hydraulic valves and float system.
- Inspect systems for leaks, construction flaws or root invasions and have the skills needed to learn how to use and maintain video camera equipment and flow monitoring equipment.
- Utilize and understand basic electronic equipment, and have basic computer skills.
- Perform daily and weekly preventative maintenance as assigned
- Perform grounds maintenance at various locations as directed
- Perform lateral connection inspections as necessary
- Position requires operating vehicles and equipment which requires a valid driver's license and the need to obtain a CDL within 180 days of employment.
- All other duties as assigned by Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Communicate clearly and concisely, orally and in writing
- The ability to learn and obtain a Class WT1 water license and/or a Class I wastewater license after time and experience guidelines are met.
- The ability to learn laws, rules and regulations concerning water and wastewater treatment and systems.
- Basic arithmetic including addition, subtraction, multiplication and division
- Uses a wide variety of general construction tools and heavy and light equipment
- Fill out daily logs of work performed
- Communicate positively and professionally with the public and co-workers in a face-to-face, one-on-one setting
- Dig up ground locating manholes, etc. using shovel, pick, spade or other tools
Respond as necessary, including callouts, to emergency situations and being On-call on a rotating basis

- Work safely without presenting threat to self or others
- Ability to use all required personal safety equipment
- The successful candidate must have the ability to climb height up to 40 ft and depths to 30 ft, be able to lift up to 50 lb., kneel and stoop to work on equipment at ground level, and walk over rough, uneven and rocky surfaces
- Frequent exposure to environmental conditions such as rain and snow, with regular contact with the wastewater and collections system structures and equipment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Equivalent to completion of the 12th grade of education and/or sufficient water and wastewater experience to demonstrate possession of the knowledge and abilities listed above.

APPLICATION INFORMATION

The City of Greencastle is an Equal Opportunity (EEO) Employer.

Applications for the position can be obtained at the following address:

City Hall
1 North Locust Street
Greencastle, IN 46135

Applications can be found on-line at:

<http://cityofgreencastle.com/resources/forms-permits>

Application deadline:

March 16, 2018, 4:00 p.m. or until filled

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