



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE:** Wastewater Operator C

**DATE OPENED:** 09/25/15

**DEPARTMENT:** Utilities

**HIRING RANGE:** \$14.64 to \$21.96 (Hourly DOQ)

**POSITION FUNCTION:** Under the direction of the Wastewater Superintendent, performs duties necessary to support the Wastewater Division to ensure the proper operation and maintenance of the wastewater treatment systems and equipment within the appropriate Federal and State regulatory guidelines.

**ESSENTIAL DUTIES:**

1. Performs duties necessary to support the Wastewater Division to ensure the proper operation and maintenance of the wastewater treatment systems and equipment within the appropriate Federal and State regulatory guidelines. Duties include, but are not limited to, monitoring and sampling, administering treatment processes, conducting of lab tests, sample analysis, running tests on various equipment, cleaning bottles for the auto sampler, and determining test results.
2. Performs duties necessary to monitor and adjust system flows, treatment process conditions and storage levels by monitoring the status of the production, storage and delivery systems. Duties include maintaining system reports and records by preparing and logging daily reports into the computer system. Responsible for reading and interpreting meters and gauges on central control panel or at individual machines or stage in treatment process, and appropriately adjusts controls.
3. Responsible for maintaining and cleaning plant and plant equipment, and cleaning lab counters and floors. Duties include, but are not limited to, grounds maintenance, and basic pump and motor maintenance. May assist and/or be cross trained in pump and motor repair, maintenance and installation.
4. Attends training classes as is required by the State of Florida and as is commensurate with the appropriate level of State licensure for the performance of job duties.
5. Performs additional duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES:** Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, two (2) to three (3) years work related experience, and a Class C Wastewater Operator License are required. Must exhibit attention to detail, accuracy, and safety. Must be able to communicate and present oneself in a professional manner. Ability to read meters, charts, gauges, instructional manuals and directions. Ability to perform or learn basic mathematical equations in the performance of analysis and calculation of dosage. Ability to read, interpret and follow technical information, directives, manuals, memos, reports and other work related materials. Ability to write analysis sheets, reports, inventories, logbooks, purchase orders and work requests. Ability to establish and maintain effective working and professional relationships with City employees and officials, and the general public. Ability to take and follow oral instructions. Ability to work under high demands, short time constraints, and pressure of a fast paced work environment. Ability to work shift work and respond to emergency call-out. Familiarity with Micro Soft Word and Excel. Knowledge of System/Supervisory Control and Data Acquisition (SCADA). Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

All applicants must complete an employment application and submit it to the City of Haines City Human Resources Department in order to be considered for employment. Applications and job announcements are available at [www.hainescity.com](http://www.hainescity.com). Position is considered "Open Until Filled", unless otherwise specified.

**Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

**P.R.I.D.E.**

Professionalism • Responsiveness • Integrity • Diversity • Ethics