



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: Water/Wastewater Specialist – Utilities Department

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: July 22, 2015

CLOSING DATE: Will Remain Open Until Position is Filled

PAY RATE: S11-01

SUMMARY DESCRIPTION:

The Water/Wastewater Specialist may be involved in all or parts of the day-to-day operations of the Wastewater Plant and Lift Stations and the City's deep water wells. This will include but not be limited to lab testing, SCADA monitoring, record keeping, the maintenance of electrical motors, pumps, UV systems, grease processing and other equipment used in the process of the WWTP, Lift Stations, and the City's deep water wells. This position will require following safety protocols that will be part of their daily routine. Moreover, he or she will be expected to interact with customers and must be skilled in resolving customer complaints in a professional manner.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs or assists others with operation, maintenance, and repairs at treatment plant, lift stations, wells and other locations as needed.
2. Performs duties such as lab testing, sample set-up and sample processing, along with the general maintenance necessary for all lab and sampling equipment.
3. Maintains the fluoridation and chlorination equipment for all wells.
4. Maintains a clean and safe environment in the well houses, lift stations and treatment plant.
5. Performs required periodic inspections of equipment; minor repairs on equipment and promptly report the need for major repairs to the supervisor.
6. Performs manual work using power tools or hand tools including concrete saw, drills, and saws.
7. Maintains a variety of records and logs as required by ADEM and EPA.
8. Performs duties such as grass cutting, edging and weed-eating at the plant, wells, lift stations or any other location owned or operated by the City of Troy.
9. Operates equipment such as backhoe, trencher and excavator as needed.
10. Maintains inventory for water department, along with ordering any materials and supplies requested by foreman or other designated employees.
11. Monitors all SCADA for water & sewer as requested by Utilities management during normal

- working hours and off hours.
12. Holds standby at night and on weekends as rotation requires.
 13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Must have a valid Alabama Water Grade II Operator Certification or greater.
- Must have or be able to obtain a valid Alabama Wastewater Grade III Operator Certification or greater within a year and a half of date of employment.
- Knowledge of operation and maintenance of a variety of motorized maintenance and construction equipment.
- Knowledge of principles and procedures of record keeping.
- Knowledge of the occupational hazards and standard safety practices.
- Ability to work independently in the absence of supervision.
- Ability to perform a variety of semi-skilled and skilled construction and maintenance tasks.
- Ability to operate and maintain hand and power tools in a safe and efficient manner.
- Ability to perform heavy manual labor.
- Ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Ability to load, haul, collect and dispose of materials, debris, and trash.
- Ability to operate a two-way radio and headset.
- Ability to read and interpret basic blueprints, diagrams, and maps.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to be available to work nights, weekends, stand-by and emergency call-ins.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- A. High school diploma or GED.
- B. Valid Alabama Grade II Water Certification or greater.
- C. The ability to obtain a valid Alabama Grade III Wastewater Certification or greater in the specified time above.
- D. Valid Alabama Driver's License and insurable under the City of Troy's Liability Insurance.
- E. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- F. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
The incumbent is regularly required to use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; occasionally lift or carry heavy objects between 50-100 pounds; and grasp, hold and toss objects.
Supervisory Control
The Supervisor assigns duties in terms of general instruction. The Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists semi-skilled and skilled manual labor. The operation of heavy equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position. The works also consists of skilled technical labor and will require knowledge listed above.
Scope & Effect
The purpose of this position is to provide support to the Water and Sewer Departments. Success in this position results in greater effectiveness of the work load of both departments.
Personal Contacts
Contacts are typically with employees, co-workers, and members of the general public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is performed on equipment and in the field exposing employee to high and low temperatures; strong odors; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent's working conditions are typically moderately loud to very loud.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings

outside of normal business hours or work on weekends and evenings.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

Career Center/Alabama State Employment Office
1023 S Brundidge St
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE. *The City of Troy is an Equal Opportunity Employer.*