

Town of Weaverville**DEPARTMENT OF PUBLIC WORKS****Water Treatment Plant Operator**GENERAL RESPONSIBILITIES

The primary duties of the employee holding this position will be the operation of the Ivy River Water Treatment Plant as directed by the Water Plant Supervisor. These duties include the direct operation of the plant and laboratory, record keeping and miscellaneous duties as required by the Department, and miscellaneous equipment and grounds maintenance duties.

QUALIFICATIONS

Education & Training: (A) High School Diploma or equivalent with specialized course work in science such as biology, general science, physics, etc. (B) two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field and (C) six (6) months experience operating an A-Surface water treatment plant or, (D) any equivalent combination of related education and experience.

Special Knowledge Requirements:

- A. Current minimum C-Surface Certification issued by North Carolina Water Treatment Facilities Operators Certification Board.
- B. Ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- C. Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities; familiarity with laboratory procedures and practices.
- D. Familiarity with the operation of personal computers.
- E. Valid N.C. Drivers License.

SALARY & JOB REQUIREMENTS

Position Assignment, Working Hours and Salary: This employee will work under the Water Plant Supervisor on an hourly basis. This position is a Pay Grade 16 with a starting range of Step 1 through 15 depending upon qualifications and experience. The normal work week for Water Plant Operators vary with a minimum regular work week of forty (40) hours. Plant Operators work on a schedule determined by the Water Plant Supervisor. This position is non-exempt and is eligible for overtime pay. It should be understood by the applicant that this job will require work after normal hours and on rotating schedules as may be required to meet water demand.

Physical Requirements: Must be able to perform the basic life operational functions of reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions. Employee must frequently lift and/or move objects up to 50 pounds and occasionally lift and/or move objects up to

100 pounds. Must possess visual acuity to determine the accuracy of treatment processes and laboratory analysis.

Environmental Conditions: Work occurs inside and outside. Must be able to withstand exposure to a variety of environmental conditions and varying outdoor temperature and humidity conditions.

Personnel System and Benefits: Applicant is referred to the Town *Personnel Policy* (Ordinance) for specific conditions of employment, vacation, fringe benefits, etc. (A copy is available in the Town Hall and/or Public Works Facility for review).

Drug Free Workplace: The Town of Weaverville has a vital interest in maintaining safe, efficient working conditions. Being at work under the influence of alcohol or illegal drugs is not permitted. All potential Town employees must submit to a drug test and pass the test as outlined in Article XI of the *Personnel Policy* before a job offer can be made.

Name _____
(Last) (First) (Middle)

2. Present Mailing Address _____
(Street & No.) (City) (State & Zip)

3. Permanent Mailing Address _____
(Street & No.) (City) (State & Zip)

4. Telephone: Home () Business () _____

5. Social Security Number _____

6. Are you between the ages of 18 and 65? Yes No

7. When will you be available for employment? _____

If you are presently employed and must give notice please state amount of notice required. _____

8. Have you ever been employed by the Town of Weaverville? Yes No

If "Yes", give dates: From _____ To _____

Reason for leaving: _____

9. Do you have a valid North Carolina drivers license? Yes No

License Number _____ Class/Endorsements _____

10. May inquiry be made regarding your driving record? Yes No

11. Are you related by blood or marriage to any person now employed by the Town or any member of the Weaverville Town Council. Yes No

If "Yes", explain relationship: _____

12. Education

SCHOOL LEVEL	NAME AND ADDRESS OF SCHOOL	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?
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High School	_____	9 10 11 12	_____
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Other _____

(Specify) _____

13. Military Service Record

Were you in the U. S. Armed Forces? Yes No

If "Yes", what Branch? _____

Discharge Date & Rank: _____

List any special military training which may help qualify you for this job: _____

Are you presently a member in the National Guard/Reserves? Yes No

14. Do you have a **current** SURFACE Operators Certification? Yes No

Class _____ Certificate No. _____ Date Originally Issued _____

For Questions 15 through 18 use additional sheets if required. Please read **all** questions **before** beginning.

15. List any specific courses of training (schools, seminars, etc.) you have completed in the field of water treatment, laboratory analysis and water treatment equipment maintenance (pumps, instrumentation, etc.) Include the name of the course, instructor and dates attended. List actual work experience at question 16 below.

16. List all of your experience in the field of water treatment plant operation including in detail your experience in the operation of an A-Surface facility. Include the name of former employers where you may have been employed in this field and the dates of your employment. List laboratory experience at question 17 below.

17. List all of your experience in the field of laboratory analysis of drinking water. Include the name of former employers where you performed laboratory duties and a complete description of said duties.

18. List any specific experience or training you have in operating computers. List specific word processing, spreadsheet, or other computer programs in which you are proficient.

19. List any other experience or training which you feel helps qualify you for this position.

20. Are you willing to complete additional courses of study and additional training if required by your employer?

Yes No

21. EMPLOYMENT RECORD. List below last three employers, starting with present or most recent.

A. Name of Present or Last Employer: _____
Address _____
Title of position held: _____ Starting Date: _____
Leaving Date: _____ Supervisors Name: _____
Starting Weekly Salary: _____ Final Weekly Salary: _____
May we contact your supervisor? Yes No Phone _____
Description of work: _____

Reason for leaving: _____

B. Name of Previous Employer: _____
Address _____
Title of position held: _____ Starting Date: _____
Leaving Date: _____ Supervisors Name: _____
Starting Weekly Salary: _____ Final Weekly Salary: _____

May we contact your supervisor? Yes No Phone _____

Description of work: _____

Reason for leaving: _____

C. Name of Previous Employer: _____

Address _____

Title of position held: _____ Starting Date: _____

Leaving Date: _____ Supervisors Name: _____

Starting Weekly Salary: _____ Final Weekly Salary: _____

May we contact your supervisor? Yes No Phone _____

Description of work: _____

Reason for leaving: _____

22. REFERENCES: If you wish to list references, list persons who are not related to you who have knowledge of your qualifications for this position. Do not repeat names of supervisors you have listed under Employment Record in this application.

A. Name _____ Address _____
Title _____ Phone _____

B. Name _____ Address _____
Title _____ Phone _____

C. Name _____ Address _____
Title _____ Phone _____

CERTIFICATE OF APPLICANT

"I CERTIFY THAT I HAVE READ AND UNDERSTAND THE GENERAL RESPONSIBILITIES, QUALIFICATIONS, AND REQUIREMENTS OF THIS POSITION AND THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I HEREBY AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT I MUST SUBMIT TO A URINALYSIS DRUG SCREENING IN ACCORDANCE WITH THE TOWN PERSONNEL ORDINANCE BEFORE I WILL BE OFFERED EMPLOYMENT TO THIS POSITION."

DATE _____ SIGNATURE _____