

City of Millbrook
Utility Department
Wastewater Operator Grade III

Operates Wastewater Treatment Plant under the direction of the Utility Department Head. Ensures compliance with Alabama Department of Environmental Management (ADEM) requirements and applies proper treatments to wastewater at specific stages of treatment. Monitors control panels, meters, and process equipment, making adjustments as required. Establishes and maintains preventive maintenance programs on all equipment and plant facilities according to requirements. Responsible for logs, reports, and documents as required. Employee must be able to work independently and be able to follow instructions. Employee must be able to work with all levels of staff and management as well as the public.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Operates and maintains Wastewater Treatment Plant in compliance with federal and state regulations.

Makes rounds of plant at designated intervals to monitor wastewater samples and equipment.

Checks sludge blankets using “sludge judge” to determine proper depth of sludge balance.

Cleans all equipment areas as needed and/or required.

Reads all data from all equipment and records RPMs.

Takes chlorine readings to determine amount being fed at specific times; logs amounts remaining in tanks to aid in reordering.

Checks dissolved oxygen levels in aeration basins and digesters.

Runs 30-minute settling test to gauge amount of settling taking place and makes necessary adjustments.

Operates process equipment to include valves, pumps, engines, and generators; recognizes problems and critical conditions in unit processes.

Operates and monitors all electrical controls to include but not limited to timers, control panels, meters, and related gauges.

Monitors and inspects plant equipment and operations for safety, maintenance, and proper process operations; performs repairs and refers to appropriate personnel.

Lubricates and checks equipment for malfunctions; replaces critical parts as needed.

Performs minor plumbing, welding, and cutting.

Cleans clarifiers, weirs, bar screens, and other items as necessary.

Assists in maintaining plant grounds to include gardening, mowing, and trimming edges.

Performs in-house preventative, emergency, and routine maintenance on Wastewater vehicles and equipment.

Assists in assembling and reporting data from testing and lab analysis.

Evaluates plant processes through analysis of data, keeps management informed, and makes recommendations based on lab results.

Supervisory Responsibilities: No

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

Grade 3 state of Alabama Wastewater Operator Certificate

Two years of experience in wastewater plant operations

High school diploma or general education degree (GED)

Must be lawfully eligible to work in the United States

Valid Driver's License with good driving record

Knowledge, Skills and Abilities:

Must be able to effectively deal with the public and other government agencies in a professional and courteous manner.

Ability to consistently deliver excellent customer service, internally and externally.

Ability to manage multiple priorities simultaneously and complete tasks with minimal supervision.

Must be detail oriented and self-motivated.

Strong communication skills including writing, speaking, and non-verbal.

Have the ability to process and prioritize information in an efficient manner.

Knowledge or the ability to acquire knowledge of all city and departmental policies and procedures.

Knowledge of wastewater operations including process equipment, mechanical and electrical control systems, and wastewater sampling.

Knowledge of maintenance of wastewater treatment systems and equipment to include basins, clarifiers, weirs, digesters, and sewer systems.

Knowledge of safety hazards in working with wastewater and associated chemicals and the required

protections and precautions.

Ability to analyze a variety of situations and make sound judgements.

Individuals in this position must be willing to work nights, weekends, and overtime.

Must be punctual, dependable, follow instructions, and respond to management direction.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to perform manual labor task and operate a variety of machinery, equipment and tools, which may include a dump truck, shovel, rake, and mechanic tools.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and also involves some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling of moderately heavy objects and materials up to 50 pounds.

Must be able to discern color.

Requires the ability to coordinate hands and eyes in using job related equipment and to operate a motor vehicle.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment may become stressful at times.

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, machinery vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.



Application for Employment

Human Resources Department, 3160 Main Street, Millbrook, Alabama 36054
Phone: (334) 285-6428 Fax: (334) 285-6460 Email: HR@cityofmillbrook-al.gov

Positions Desired (must be specific) : _____ Salary Expected: _____ / Hour

Full Time Part Time Seasonal

Are you willing to work shift work (nights, weekends, holidays, etc...)? Yes No

Application Date: _____ Date Available for Work: _____

- Applications are kept on file for one year.
- Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

How did you learn about this job? (Check One)

Advertisement Friend/Relative City/Employee City Website Walk-in Other

Applicant Information

Name: _____

First Name Middle Initial Last Name

Address: _____

City State Zip Code

Telephone No: (____) _____ Cell/Other (____) _____

E-mail Address: _____

General Information

Are you now, or have you ever been employed with the City of Millbrook? Yes No

If yes, please give date(s) and position(s). _____

Do you have relatives employed by the City? Yes No

If yes, please give name, relationship, and department. _____

Are you at least 18 years old? Yes No

If you are under 18 and if it is required, can you furnish a work permit? Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without a reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of, a crime? Yes No

If yes, please provide date (s) and details: _____

Are you lawfully eligible to work in the United States? Yes No

Do you have a valid AL Drivers License? Yes No Operator's CDL Endorsements: Yes No

Drivers License No.: _____ Expiration: _____

Have you ever had your license suspended? If yes, please explain. _____

Employment History

In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying.

Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment. Additional pages of work history may be attached, if necessary.

A resume is not a substitute for this section of the application.

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____
City State Zip Code

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____
City State Zip Code

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

City State Zip Code

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education and Training

Check the highest school grade completed.

High School: 9 10 11 12 College: 13 14 15 16 17 18 19

Name of School	Address	Courses of Study	Credits Completed Semester/Quarter Hours	Degree or Certificate Earned

List any job-related schools attended or vocational training received. (If additional space is required, please list separately as an attachment.)

Name of School	Date(s)	Type of Training

List any professional licenses or certificates.

Title of license or certificate	Number	Issuing Agency	Date Issued/Date of Expiration

Typing _____ (wpm) Calculator Word Excel Outlook Access

Other (Specify): _____

Heavy Equipment Tools: _____

References (Relatives are not acceptable references)

Name & Title	Occupation	Address (Include City, State & Zip Code)	Phone No.

General Information

ALL APPLICANTS: Please read the following and address any questions to the Human Resources Representative before signing.

I affirm that the information provided on this application and any accompanying documents is true and complete to the best of my knowledge. I understand that, if I am employed by the City of Millbrook, and if it subsequently discovers any false statements, significant omissions, or misleading information provided by me in connection with this application it may result in the termination of my employment.

I authorize investigation of all statements contained in this application and any accompanying documents as may be necessary in arriving at an employment decision. I also understand that the City will perform a background check on me. I authorize this background check and also authorize all personnel, schools, companies, corporations, and law enforcement agencies to supply the City of Millbrook with any and all pertinent information they may have about me. I release the same from any liability in connection with their provision of such information.

I understand that the City of Millbrook may be required to submit/release this application and its accompanying documents, in response to a public records request. I release the City of Millbrook and its agents, from any liability that may result from submitting/releasing such information.

I acknowledge that the City of Millbrook may require, as a condition of any offer of employment that is made, or for continued employment, that I undergo a medical exam, drug testing, or alcohol testing, and I consent and agree to any such exam, if required now or in the future. I understand that a satisfactory drug test result is a condition of employment with the City.

I understand that federal law prohibits the employment of unauthorized aliens and requires satisfactory proof of employment authorization and identity. I further understand that all persons hired must submit satisfactory proof of employment authorization and identity. I agree to have necessary documents promptly available for inspection as required by law.

I understand that this application is not a contract of employment. If employed, I understand that I will be required to abide by the City of Millbrook's Rules and Regulations. I understand that the City of Millbrook follows an "employment at will" policy, in that I or the City may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Mayor.

I understand that the City of Millbrook is an Equal Opportunity Employer.

By signing below, I acknowledge that I have read and understand the above notice, and I authorize the pre-employment checks and tests listed therein.

Signature of Applicant

Date