**POSITION DESCRIPTION**

**CITY OF GREENFIELD, INDIANA**

**WASTEWATER UTILITY**

**POSITION: WWTP Apprentice Operator**

**DEPARTMENT: Wastewater Utility**

**JOB CATEGORY: LTC (Labor, Trades and Crafts)**

**DATE WRITTEN: March 2000 STATUS: Full-time**

**DATE REVISED: May 2022 FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Apprentice Operator in training for the Wastewater Utility, responsible for maintaining/repairing wastewater treatment equipment and maintaining cleanliness of facilities.

**DUTIES:**

1. May assist with building maintenance, including, but not limited to, cleaning and stocking supplies, emptying trash containers for various buildings, cleaning inside and outside of windows/ledges, hosing walls and grates, cleaning hand rails, and cleaning doors.
2. Assists in collecting and preparing wastewater samples for analysis in accordance with our NPDES permit and our Marketing and Distribution permit.
3. May assist in responding to complaints, inquiries and requests as assigned, such as plant operational issues.
4. Periodically runs errands for department, retrieving equipment and parts as needed.
5. Periodically assists Operators with duties as needed. May work weekends as needed.
6. May serve on 24-hour call for emergencies or be called in to assist the On-call operator.
7. Performs related duties as assigned.
8. **SKILLS AND KNOWLEDGE:**
9. High school diploma or GED required.
10. Ability to learn how to make practical application of Department and OSHA safety policies and procedures.
11. Ability to perform and/or learn basic plumbing and electrical repairs and properly operate a variety of hand and power tools, vehicles and heavy equipment, including, but not limited to: wrenches, screw drivers, drills, jack hammer, air compressors, power saws, shovels, dump truck, tap/die sets, rake, electrical meters, front end loader, bush hog, push mower, and tractor.
12. Working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.
13. Ability to physically perform assigned duties, including hearing sounds/communication, close vision, standing/walking for long periods, climbing stairs, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, handling/grasping objects, depth perception, and periodically exerting continuous physical effort for long periods.
14. Ability to learn how to read and interpret instruments, gauges and dials.
15. Ability to learn Operator duties and to perform those job functions in his/her absence.
16. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
17. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
18. Ability to work alone with minimum supervision and with others in a team environment.
19. Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
20. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
21. Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
22. Ability to occasionally work extended, weekend and/or evening hours and/or serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.
23. Possession of a valid driver's license and demonstrated safe driving record.
24. **RESPONSIBILITY:**
25. Incumbent performs a variety of moderately complex, standardized duties according to well-established policies and procedures. A moderate degree of care and skill is required to protect tools and prevent injury to self and others.
26. **PERSONAL WORK RELATIONSHIPS:**
27. Incumbent maintains frequent contact with co-workers, other City departments, and the public for the purpose of exchanging and explaining information.
28. Incumbent reports directly to the Utility Manager and/or WWTP Foreman.
29. **PHYSICAL EFFORT:**
30. Incumbent's duties involve hearing sounds/communication, close vision, standing/walking for long periods, climbing stairs, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, handling/grasping objects, and depth perception. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.
31. **WORKING CONDITIONS:**
32. Incumbent performs duties in a wastewater treatment plant, vehicles, and outdoors, involving exposure to blood borne pathogens and other infectious materials, traffic, noise, grease, dirt, dust, vehicle and methane fumes, chemicals, extreme temperatures and inclement weather.
33. Incumbent occasionally works on ladders and in confined areas, such as manholes and pipes. Safety precautions must be followed at all times to avoid injury to self and others.
34. Incumbent occasionally works extended, evening and/or weekend hours.

* ***This position is identified as having occupational exposure to blood, chemicals, or other potentially infectious and/or hazardous materials.***
* ***This position is considered as essential in order to maintain compliance with our current NPDES permit and maintain proper and safe operations of the WWTP.***

1. **APPRENTICESHIP:**
2. This position is part of the Wastewater Utility Apprenticeship Program and all of the requirements therein. Failure to complete the program’s guidelines may be grounds for termination. Placement within the Wastewater Utility’s Apprenticeship program will be determined based upon experience. A maximum of 2500 hours of previous work credit may be applied.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of WWTP Apprentice Operator for the Wastewater Utility describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

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Applicant/Employee signature Date

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Print or Type Name

**JOB POSTING**

**CITY OF GREENFIELD WASTEWATER UTILITY**

**POSITION: WWTP Apprentice Operator**

**JOB CATEGORY: LTC (Labor, Trades and Crafts)**

**DATE WRITTEN: March 2000 STATUS: Full-time**

**DATE REVISED: May 2022 FLSA STATUS: Non-exempt**

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty. This position is required to follow the regulations & guidelines of the Wastewater Utility Apprenticeship Program. The requirements listed in this document 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.

**ESSENTIAL FUNCTIONS:**

1. May maintain cleanliness of department buildings.
2. Assists in collecting and preparing wastewater samples for analysis.
3. Assists in responding to complaints.
4. Periodically runs errands for department, retrieving equipment and parts as needed.
5. Periodically assists Operators with duties as needed or assigned.
6. May work weekends at wastewater treatment plant.
7. May serve on 24-hour call for emergencies or be called in to assist on-call operator.

**REQUIREMENTS:**

1. High school diploma or GED is required.
2. Ability to make practical application of IDEM and EPA wastewater treatment regulations and standard laboratory procedures.
3. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance and timeliness, safety, drug-free workplace, and personal conduct.
4. Ability to work alone with minimum supervision and with others in a team environment.
5. Ability to work on several tasks at the same time, occasionally under time pressure.
6. Ability to compute and calculate analytical results.
7. Read and interpret technical specifications, manuals, instruments, gauges and dials.
8. Ability to accurately prepare documents and maintain detailed records as required.
9. Ability to occasionally work extended hours and/or serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.
10. Possession of a valid driver's license and demonstrated safe driving record.

* ***This position is identified as having potential occupational exposure to blood borne pathogens, chemicals, and other potentially infectious and/or hazardous materials.***
* ***This position is considered as essential in order to maintain compliance with our current NPDES permit and maintain proper and safe operations of the WWTP.***

**LICENSE/CERTIFICATION NEEDED:**

1. High school diploma or GED;
2. Possession of a valid Driver's License with a safe driving record