**JOB POSTING**

**CITY OF GREENFIELD WASTEWATER UTILITY**

**POSITION: Wastewater Utility Apprentice Operator 1 – 6**

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

**DATE WRITTEN: November 2024 STATUS: Full-time**

**DATE REVISED: 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:**

General

* May assist in responding to complaints, inquiries and requests as assigned, such as plant operational issues.
* Periodically runs errands for department, retrieving equipment and parts as needed.
* Periodically assists Operators with duties as needed. May work weekends as needed.
* May serve on 24-hour call for emergencies or be called in to assist the On-call operator.
* Performs related duties as assigned.

Wastewater Treatment Plant (WWTP)

* 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 handrails, and cleaning doors.
* Assists in collecting and preparing wastewater samples for analysis in accordance with our NPDES permit.
* Assists with the operations and maintenance of the Wastewater Treatment Plant.
* Operates various tools and equipment.

Collection System

* Assist with the inspection, installation, construction, and cleaning of sewer lines, manholes, and catch basins.
* Performs various tests to locate leaking or damaged pipes.
* Digs/fills holes and runs sewer line locator.
* Assists in responding to complaints.
* Assists with video inspection of sewer mains.

**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 and Collection System.***

**LICENSE/CERTIFICATION NEEDED:**

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