

**CITY OF ESCANABA
WATER/WASTEWATER DEPARTMENT
RELIEF OPERATOR MECHANIC**

The City of Escanaba is seeking applicants for the full-time position of Relief Operator Mechanic in the Water/Wastewater Department. Essential job functions include the following:

- Fill in for operator mechanics at water and wastewater plants for vacations, illness or other absences.
- Operate and maintain water and wastewater plants, lift stations, sanitary sewer collection system and water distribution system.
- Operate, maintain, lubricate and inspect equipment including pumps, filters, valves, chlorinators, chemical feeders, computers, laboratory equipment, air compressors, mowers and vehicles.
- Perform laboratory analysis for process control, state reports and quality control – quality assurance requirements.
- Records statistical data on plant operations, process control, write print and/or interprets reports as necessary.
- Collect samples for analysis and prepare necessary paperwork and ship samples out to respective labs.
- Assists in calibrating, modifying, or repairing instrumentation, control equipment, and test equipment including SCADA computer, programmable logic controllers, remote telemetry units, transducers, flow meters, recorders and electronic test equipment.
- Monitor chemical inventories and chemical feed systems including chlorine, aluminum sulfate, hydrofluosilicic acid, soda ash, polymer, ferric chloride and carbon and makes dosage adjustments as necessary. Check for leaks and maintain appropriate logs.
- Perform custodial duties, building, equipment and grounds maintenance, including electrical, heating, plumbing, lighting, floor, wall and ceiling coverings, standby power generation systems as well as lawn and garden care;
- Cleans, inspects, and maintains filters, raw well settling and flocculation basins and associated equipment for collection system and lift stations.

Minimum qualifications include a high school diploma and a two year degree in biology, water technology, environmental science, chemistry, or a closely related field. Candidates should have one year of experience in a water and wastewater utility and hold a Michigan Class D Sewage Treatment Works Operator's Certification and/or F-4 Water Treatment Plant Operator Certification.

Candidates must have the ability to possess and maintain a Michigan's Commercial Driver's License (CDL) Designation "B" with tanker and air-brake endorsement within six (6) months of hire. Candidates who possess the requisite qualifications and experience, but are licensed in another state, are encouraged to apply. In the event a candidate with an out of state license is hired, he or she will be required to test for, and obtain, Michigan licensing at the earliest available testing date. Candidates who are not currently licensed in Michigan must be familiar with all Michigan licensing requirements, and must articulate the path to licensure at the time an interview is granted.

Starting pay is \$20.91 per hour with a competitive fringe benefits package. Candidates should submit a resume and letter of interest via e-mail to hr@escanaba.org. Candidates are encouraged to review the complete job description online at <http://www.escanaba.org/jobopenings>. Submissions will be accepted until Friday, February 2, 2018.

The City of Escanaba is an Equal Opportunity Employer

CITY OF ESCANABA
JOB DESCRIPTION
RELIEF OPERATOR MECHANIC
WATER AND WASTEWATER DEPARTMENT

Class Title: Relief Operator Mechanic (F-4 thru F-1 or D thru A)

Department: Water / Wastewater

Union: Teamsters Local 406

Date: January 8, 2018

SUMMARY

Performs operational and mechanical repair duties at both the water and wastewater treatment plants. Duties include process control, laboratory analysis, recordkeeping, chemical dosage control; maintenance and calibration of a variety of mechanical, pneumatic and electronic equipment; building and grounds maintenance; regular operational shifts when needed and performs related work as required.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Water and Wastewater Utilities Director or other designated official.

SUPERVISION EXERCISED

Generally none, but may supervise others while working as a shift operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

- Fill in for operator mechanics at water and wastewater plants for vacations, illness or other absences.
- Operate and maintain water and wastewater plants, lift stations, sanitary sewer collection system and water distribution system.
- Operate, maintain, lubricate and inspect equipment including pumps, filters, valves, chlorinators, chemical feeders, computers, laboratory equipment, air compressors, mowers and vehicles.
- Perform laboratory analysis for process control, state reports and quality control – quality assurance requirements.
- Records statistical data on plant operations, process control, write print and/or interprets reports as necessary.
- Collect samples for analysis and prepare necessary paperwork and ship samples out to respective labs.
- Assists in calibrating, modifying, or repairing instrumentation, control equipment, and test equipment including SCADA computer, programmable logic controllers, remote telemetry units, transducers, flow meters, recorders and electronic test equipment.
- Monitor chemical inventories and chemical feed systems including chlorine, aluminum sulfate, hydrofluosilicic acid, soda ash, polymer, ferric chloride and carbon and makes dosage adjustments as necessary. Check for leaks and maintain appropriate logs.
- Perform custodial duties, building, equipment and grounds maintenance, including electrical, heating, plumbing, lighting, floor, wall and ceiling coverings, standby power generation systems as well as lawn and garden care;
- Cleans, inspects, and maintains filters, raw well settling and flocculation basins and associated equipment for collection system and lift stations.

PERIPHERAL DUTIES

Serves as Relief Distribution Operator when required. Performs customer service duties and cross connection control program. Performs sanitary sewer collection system duties.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school supplemented by two years college or technical training in biology, water technology, environmental science, chemistry, or a closely related field. One (1) year of experience in a water and wastewater utility or any equivalent combination of education and experience. Possess and maintain a current or expired Michigan Class **D** Sewage Treatment Works Operator's Certification and/or **F-4** Water Treatment Plant Operator Certification, or possess an equivalent out of state water and or wastewater certification, with the ability to obtain the required previously stated Michigan certification within 12 months of hire.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

An employee in this class must possess the following:

- Knowledge of tools, materials, methods and practices (including safety) used in the repair and maintenance of pumps, machinery and other mechanical equipment, includes knowledge of confined space entry practices and procedures.
- Reasonable knowledge of the operation and maintenance of a sewage treatment plants, sewage collection systems and water treatment plants, including knowledge of chemistry, bacteriology, mathematics, laboratory and electrical equipment used in these operations.
- Ability to read, write, speak, keep records and follow written and oral instructions in English.
- Ability to read and understand mechanical drawings and blueprints.
- Mechanical aptitude with initiative and resourcefulness in solving mechanical problems.
- Ability to work with the public and other employees.

SPECIAL REQUIREMENTS

Possess and maintain Michigan's Commercial Drivers License (CDL) Designation "B" with tanker and air-brake endorsement within six (6) months of hire. Possess and maintain a Michigan Class F-4 Water Treatment Plant Operator Certification and Class D Sewage Treatment Works Operator's Certification within 12 months of hire.

SELECTION GUIDELINES

Formal application, degree of education and experience; oral interview and reference check; job related tests may be required.

TOOLS AND EQUIPMENT USED

Motor vehicle, PPE, generators, pumps, gauges, hand tools, power tools, shovel, wrenches, detection devices, locators, mobile radio, phone, calculator, computers, voltmeters, ammeters, forklift, mower, overhead cranes, jack hammer, air compressor, electrician tools, ground fault interrupters, fall protection and retrieval equipment, air monitoring equipment, amperometric titrator, turbidimeter, spectrophotometer, jar tester, electronic balance, incubator, compactor, weedwacker, service line blow pipe assembly, levels, squares, scales, chlorine leak detection equipment, hand hydraulic truck, distillation equipment, conductivity meter, mixer and spin bars, high pressure washers, glassware washer, pipette washer, valve keys, listening phones, water line thawing equipment, stopwatch, filter control equipment, motor control equipment, chlorine DPD test kit, electronic P.H. and fluoride meter, lab glassware, and other related equipment.

PHYSICAL DEMANDS

The employee is required to use hands and fingers to: handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Employee occasionally works outside; occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high or precarious places and is occasionally exposed to fumes or airborne particles. There is risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.