

**THE TOWN OF CULVER EMPLOYMENT OPPORTUNITY**

**DATE: 12/17/2024**

**POSITION: Wastewater Laborer/Operator**

**DEPARTMENT: Public Works**

**FLSA STATUS: Full Time -Exempt**

Functions:

This is skilled technical work in the operation and maintenance of the Wastewater Treatment Plant. The employee occupying this position is responsible for the operation and general maintenance of a wastewater treatment and disposal system utilizing wastewater lift stations, pressure mains and biological treatment in a single plant. Work involves operating, inspecting, and maintaining plant and systems equipment; making required chemical tests and analysis; and monitoring control and alarm equipment. An employee may work overtime and is subject to 24- hour call during scheduled duty periods and emergencies.

Under general supervisory control of the Utility Manager, may from time to time be supervised by the Wastewater Foreman/Operator, the incumbent operates with relative independence of action in planning and conducting day-to-day activities. Technical guidance in the form of operating procedures and processes has been established by equipment manufacturers and design engineers. As the town’s technical authority in wastewater treatment and disposal, incumbent will be confronted with problems for which these guidelines are inadequate, requiring the exercise of sound judgment in modifying or extending traditional methods with the approval of the Wastewater Foreman and/or the Utility Manager. In the resolution of serious operational problems, the incumbent should consult with the manufacturer’s local representatives as well as the Wastewater Foreman/Operator and/or the Utility Manager. Work is reviewed for effectiveness in meeting established processes and procedures, conformance with federal and state laws, and following directions.

Principal Duties:

* Operates a wastewater treatment and disposal plant which provides treatment of wastewater through secondary treatment; operates gate valves; monitors operation of aerators to remove solids and reduce organics in the liquids; provides secondary treatment of wastewater where non-settling wastewater solids are disposed of by bacteriological or biological growths and discharges purified effluent through the outfall for disposal into waterways.
* Periodically collects samples from the incoming wastewater, recirculated sludge, discharged effluent, aeration chamber, and digester to determine such things as biochemical oxygen demand; temperatures, pH, suspended and dissolved solids; food to micro-organism rates; recirculation rates, chlorine residual; etc. Test results are correlated, and the treatment process is adjusted to maintain cost-effective treatment of wastewater.
* Perform repair or overhaul, including but not limited to, various pumps, compressors, blowers, engines, boiler, valves, piping. Diagnose component/ system problems.
* Perform corrective maintenance and non-routine troubleshooting of structural, mechanical, and electrical features to include but not limited to bearings, mechanical seals, bushing replacement, shaft inspection for wear, and recognition of misalignment and imbalance conditions.
* Perform preventative maintenance such as inspections, adjustment alignment, cleaning, lubrication, and application of protective coatings on mechanical, electrical, and structural features.
* Perform a variety of pipe fitting repairs and installations.
* Maintain and diagnose faults on pneumatic, plumbing, hydraulic, HVAC, and basic electrical systems.
* Perform preventative maintenance of all wastewater lift stations, odor control stations, and sampling stations located throughout the town.
* Maintain the buildings and facilities for structural functional use, and neat appearance using basic janitorial, plumbing, and electrical skills.
* Ensure response to public complaints concerning wastewater overflow and/or odor control and ensure contact individual with a resolution to the problem.
* Implement and maintain all procedures and equipment, to comply with federal, state, and local laws, policies, and procedures.
* Operates auxiliary diesel power generator to maintain plant and system operations during commercial power failure.
* Participate in sewer collection system maintenance, clean sewers with high-pressure sewer cleaner or vacuum truck.
* Perform other tasks as assigned.

Qualifications:

* Thorough knowledge of secondary wastewater treatment processes and the operation of plant and wastewater system equipment.
* Thorough knowledge of federal, state, and local laws, regulations, and procedures.
* Thorough knowledge of attendant laboratory test equipment and procedures for collecting and testing wastewater samples.
* Working knowledge of the principles and application of electrical motors and hydraulic equipment and mechanical equipment trouble and the role public works takes in that administration.
* Good knowledge of civil engineering theory, procedures, and practices as pertains to the design, construction, and maintenance of municipal public works.
* Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
* Ability to obtain and maintain a Wastewater Treatment Plant Operator, Class II Certification issued by the State of Indiana.
* Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general.

Experience and Education:

* High school diploma or G.E.D.
* The ability to possess a Class II Wastewater Treatment Plant Operator’s Certificate of Competency as issued by the State of Indiana.

Additional Requirements:

* Follow all safety rules and procedures established for the work area.
* Ability to qualify in CPR, First Aid, Confined Space, and flagger.
* Hepatitis vaccination.
* May be required to work extended hours including evenings and weekends. Incumbent may be required to travel outside Town boundaries to attend meetings.
* Must possess or be able to obtain an Indiana State commercial driver’s license.

Benefits:

* Pay: Per Salary Ordinance
* Expected hours: No less than 40 per week.
* Benefits:
1. Five (5) days paid vacation (after 90 days)
2. Thirteen (13) holidays per calendar year
3. Two (2) personal days per year (after 90 days)
4. Five (5) sick days per year (starting after 90 days, accumulative to 60)
5. Longevity ($175 per year) up to five years, starting, maximum 30 years.
6. Indiana civilian PERF retirement
7. Health insurance paid ($1 per year employee, $25 bi-weekly family)
8. Dental and vision