

EMPLOYMENT NOTICE

THE TOWN OF DANVILLE, INDIANA
IS ACCPETING APPLICATIONS FOR THE POSITION OF
OPERATOR/LABORER FOR THE WATER DEPARTMENT

Applications and a position description are available on the Town's website, DanvilleIndiana.org or may be picked up at the Town Manager's office located at 49 N. Wayne Street.

Applications will be accepted until July 13, 2018 at 4:00 p.m.

Additional questions may be directed to the office of the Town Manager at 317-745-4180 x1000

TOWN OF DANVILLE

Job Description

Division/Department	Water Treatment Plant		
Location	620 East Main Street, Danville, IN 46122		
Job Title	Operator/Laborer		
Reports to	Jim Russell	<i>Title</i>	Water Superintendent
<u>Type of position:</u>			
<input checked="" type="checkbox"/> Full-time	Hours <u>40</u> / week		
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt		
<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt		
<input type="checkbox"/> Intern			
GENERAL DESCRIPTION			
Employee serves as Operator/Laborer for the Water Department, responsible for the maintenance of the Water Treatment Plant, Distribution System, and related facilities.			
SUPERVISION RECEIVED			
Works under the general supervision of the Water Superintendent.			
SUPERVISION EXERCISED			
— General none.			
MAJOR DUTIES			
— Assist with all aspects of the department to ensure safe drinking water, water production, treatment, storage, and distribution.			
— Assist with, as required, ensuring compliance to meet or exceed EPA, Safe Drinking Water Act, and other rules and regulations of water quantity and quality requirements, minimum water capacity requirements, minimum acceptable water operating practices, water storage, and treatment requirements.			
— Assist with implementing and enforcing backflow program, as well as responding to requests and inquiries related to installation and testing of backflow preventers.			
— Assist with, as required, water meter reading activities.			
— Assist, as needed, public education on managing the use of surface water and ground water resources.			
— Assist with, as required, the testing and analyzing daily water quality samples.			
— Assist with, as required, the residential water connects and disconnects.			
— Participate, as required, in public outreach efforts including plant tours for school groups, civic groups, government agencies, scout groups, and others as requested.			
— Ability to operate large trucks and heavy equipment.			
— Assist with, as required, the general maintenance of all Water Department buildings.			
— Assist with researching, developing, and implementing, and/or reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations, and ordinances that relate to department goals, objectives, policies and procedures.			
— Participate in local and state initiative, task forces, events, and related professional committees.			
— Thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.			

- Assist with, preparing and maintain inventory, records, and reports.
- Ability to coordinate and effectively communicate orally and in writing with Superintendents, co-workers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Assist with responding to inquiries and complaints regarding water and related areas, and initiates action to resolve valid complaints/requests.
- Attend all meetings and trainings as required.
- Maintain strict confidentiality regarding Town issues.
- Ability to participate in a rotating on-call schedule for routine weekend maintenance.
- Ability to respond to emergencies occurring after regular work hours and monitor activity related to utility emergencies, citizen notifications of utility failures, and spill incidents.
- All other duties as assigned by Water Superintendent or his/her representative. This position will be subject to the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

DESIRED MINIMUM QUALIFICATIONS

- High School diploma or equivalent followed by a college/specialized training in Water Quality methods or related field, may substitute 2 years of experience for training.
- Must have the ability to obtain DSL Water Distribution Operator Certificate and a WT3 Water Treatment Plant Operations Certificate .
- Basic math and chemistry principles.
- Have computer knowledge with experience in Microsoft Word, Outlook, and Excel.
- Must have a safe work record with good ethics and dependable attendance record.
- Skill in operating listed tools and equipment.

TOOLS AND EQUIPMENT USED

- Telephone
- Personal computer including a full range of software
- Copy machine
- Fax machine
- Calculator
- Lab equipment
- Motors, pumps, water tanks, chemical feed equipment.
- Generators
- Controls SCADA
- Heavy equipment , such as - Backhoe

ESSENTIAL PHYSICAL SKILLS

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.

- Work requires occasional moderate to heavy lifting with occasional standing, bending, and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to effectively communicate both orally and telephonically.
- Must be able to lift 50-75 pounds with the use of Personal Safety Equipment.

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.

- At times required to work under inclement weather conditions as vehicles are operated under all weather conditions, sometimes for extended periods of time.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Indiana Driver's License.
- Maintain a verifiable Indiana Class B Commercial Driver's license, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

SELECTION GUIDELINE

- Formal application, rating of education and experience.
- Oral interview and reference check.
- Job related tests may be required.
- 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, skills, and/or ability required. 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.

REVIEWED BY	Gary D. Eakin	<i>Title</i>	Town Manager
APPROVED BY	Gary D. Eakin	<i>Title</i>	Town Manager
DATE HIRED			