



DATE: February 19, 2019

RE: Job Posting – Operator I

This is to advise that the Sanitary District is seeking an Operator I for its Wastewater Treatment Plant. The Operator I will inspect, operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume responsibility for daily operational controls and monitoring of plant processes including maintaining appropriate records and logs.

Experience:

- At least one-year experience working with mechanical equipment and tools.

Education/Licenses and Certification:

- Equivalent to the completion of the twelfth grade
- Possession of a valid Indiana Driver's License.
- A Class I Wastewater Treatment Plant Operator's Certification, or higher, is required for employment.

Applications will be accepted through Friday, March 1, 2019 from 7:00 AM to 3:30 PM at the administration office located at 1100 E. 8th Street, Michigan City, IN 46360.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City; or at [http://www.mcsan.org/Operator I\\_packet.pdf](http://www.mcsan.org/Operator I_packet.pdf).



**SANITARY DISTRICT OF MICHIGAN CITY, INDIANA**  
**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.**

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Or gtcvqt "K Today's Date: \_\_\_\_\_

Are you seeking: Full-Time  Part-Time  Temporary/Seasonal  employment? Start Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes  No   
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Social Security Number (optional) \_\_\_\_\_

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_  
 Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes  No   
 If yes, give details \_\_\_\_\_  
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes  No   
 If yes, please explain \_\_\_\_\_

For Driving Jobs ONLY: Do you have a valid driver's license? Yes  No   
 Driver's License Number: \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes  No   
 If yes, give details \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). \_\_\_\_\_

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____			
What machines or equipment can you operate that relate to the job for which you are applying: _____			

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
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NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____		
Are you presently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please Read Each Statement Carefully Before Signing**

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JOB DESCRIPTION

Dept: WWTP Department



## Position: PLANT OPERATOR I

Effective: 2-19-19

### DEFINITION:

Inspect, operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume responsibility for daily operational controls and monitoring of plant processes including maintaining appropriate records and logs.

This is the journey level class in the Plant Operator series with the ability to perform the full range of duties assigned without immediate supervision and by having a working knowledge of specific policies and procedures unique to the District's treatment plant operation. Positions in this class are distinguished from the Plant Operator II level in that the Plant Operator I does not possess lead responsibility during a shift and are not responsible for handling the more complex problems that may arise within the treatment plant operations.

### SUPERVISION RECEIVED & EXERCISED:

- Receives functional and direct supervision from the Plant Operator II and general supervision from the Assistant Superintendent of Operations. In the absence of the Assistant Superintendent of Operations, Plant Operator I may receive general supervision from the Assistant Superintendent of Maintenance.
- Receives direction from the Plant Superintendent.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF PLANT OPERATOR I:

Duties and responsibilities may include, but are not limited to, the following:

1. Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operation conditions, interpreting meter and gauge readings and test results to determine processing requirements.
2. Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks and related equipment and facilities.
3. Input plant operation data in computer, plot and review trends.
4. Inspect plant equipment; report any failures or operating difficulties to appropriate staff; initiate work order for equipment repairs.
5. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
6. Collect samples and perform basic laboratory tests and analysis.
7. Assist the Plant Operator II, as needed.
8. Maintain plant units and assigned area in a clean and orderly manner.
9. Maintain appropriate records and logs.
10. Receive calls for service from the public and mobilize staff, as required, to respond to service calls.
11. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
12. Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and other noncompliance to the Supervisor.

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13. Communicate clearly and concisely, both orally and in writing.
14. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
15. Interact positively with the public.
16. Perform related duties as required.

### **DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:**

#### General Knowledge:

- Modern wastewater treatment principles, methods, and practices.
- Routine cleaning and basic operation of wastewater treatment equipment.
- Routine wastewater sampling and control test procedures.
- Basic principles of mechanics, electronics, and hydraulics.
- Safe working practices pertaining to work within a treatment plant facility.
- Safety hazards and appropriate precautions applicable to work assignments.

#### Specific Knowledge:

- Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of plant machinery; learn to make routine repairs and adjustments to motors, pumps and other equipment, learn to operate a personal computer to track plant operation data; learn to read meters and gauges correctly and to act quickly and competently when corrective action is required; understand and carry out oral and written instructions; and learn to collect laboratory samples and perform basic laboratory tests.

#### For the position of Plant Operator I, Ability to:

- Intermittently sit at desk while computing results of tests and making log entries; stand while obtaining samples; walk, bend, squat, climb, and kneel while checking equipment; perform simple and power grasping, pushing and pulling, fine manipulation; lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 75 pounds or less.
- Learn the use and operation of a variety of plant equipment.
- Learn routine wastewater sampling and control test procedures.
- Recognize and report unusual, inefficient, or dangerous operating situations.
- Understand and follow oral and written instructions.
- Use computer.
- Understand the organization and operation of the District.
- Continuously understand District policies and procedures.
- Work cooperatively with co-workers and all District staff.

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### Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- At least one year experience working with mechanical equipment and tools.

#### Education:

- Equivalent to the completion of the twelfth grade.

### Licenses and Certification:

- Possession of a valid Indiana Driver's License.
- A Class I Wastewater Treatment Plant Operator's Certification, or higher, is preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

#### Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

Physical Requirements: Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works near moving mechanical parts and in outside weather conditions.