

VILLAGE OF NEWBERRY POSITION VACANCY
Wastewater Treatment Plant Operator/Truck Driver or
Wastewater Treatment Plant Operator/Truck Driver Apprentice

The Village of Newberry is accepting applications for a full-time Wastewater Treatment Plant Operator/Truck Driver position, preferred. This can also be filled as an apprenticeship position. Responsibilities include the operation of all process equipment; the collection of samples as needed; the taking and recording of equipment performance readings; the periodical inspection of equipment as specified; the maintenance of buildings, grounds and machinery; the performing of and recording of laboratory tests in accordance with the NPDES permit; the inspection and maintenance of all safety equipment associated with the operation; the maintenance of the required daily and monthly reports; and the performance of any task that may be necessary to ensure that the plant is run in a safe and efficient manner.

This is a Union position. Required qualifications: high school diploma or G.E.D, valid driver's license required. Experience/education as a wastewater operator with wastewater management certification preferred. Must acquire a Class D Wastewater Treatment License no later than two years from hire date to retain position. Valid CDL License with B endorsements preferred; must acquire within 12 months to retain position.

Applications and job description are available online at www.villageofnewberry.com or in person at the Village of Newberry Office, 302 East McMillan Ave., during normal business hours. Email an application to awatkins@newberry.mi.gov or submit it in person or via mail to the Village of Newberry Office. Materials will be reviewed on a rolling basis. Position open until filled. The Village of Newberry is an equal opportunity employer and provider.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Job Title: Wastewater Treatment Plant Operator / Truck Driver
Department: Wastewater Treatment Plant (WWTP)
Supervision: WWTP Superintendent or designee
Starting Wage: Per Union Contract - \$20.79hr, Apprenticeship Rate of Pay is Percentage of Full Rate

General Descriptions of Duties

Performs technical, skilled, and labor tasks necessary to the operation and maintenance of the Village Wastewater Plant.

Specific Duties and Responsibilities

The duties, as outlined herein, are intended to be representative of the tasks performed within this classification. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any job-related instruction and to perform any other job-related duties by their supervisor; subject to reasonable accommodations.

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Desired Training

It is desirable that the employee have knowledge of the sewage treatment processes; some mechanical and electrical aptitude; ability to perform and record laboratory tests accurately; some working knowledge of chemistry and mathematics and their application to the operation of the plant; the ability to follow written and oral instruction; the ability to work effectively with other employees; the ability to be self-motivated; the ability to make routine decisions in process operations in the absence of supervisor. *

*Individuals who do not have knowledge or experience of the sewage treatment process will be hired in under the Wastewater Treatment Plant Apprenticeship Program. Employee's hourly pay rate will be based on a percentage of a full operator wage, per union contract.

Minimum Qualifications, Knowledge, Skills, and Abilities

- Possession of a high school diploma or General Education Diploma (GED).
- Must pass pre-employment physical and alcohol and controlled substance testing.
- Valid Driver’s license required.
- Valid Class “B” Michigan Commercial Driver’s License with Air Brakes endorsement preferred, must obtain within one year of hire date to retain position.
- Must acquire a Class D Wastewater Treatment License no later than two years from hire date in order to retain position.
- Understand and carry out oral and written instructions.
- Use mechanical tools and equipment.
- Employment is conditioned upon satisfactory completion of physical examination including controlled substance testing.
- Ability to perform job duties under adverse weather conditions, within the limits of personal safety.
- Knowledge of basic computer operations.
- Ability to establish and maintain effective working relations with supervisors and the general public.
- Respond to emergency calls as needed.
- Follow a regular maintenance schedule for routine and preventive maintenance of equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, and hear. The employee is occasionally required to talk, sit, climb, or balance, stoop, kneel, crouch, crawl, and smell. The employee must regularly lift and/or move up to 25 pounds and occasionally 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to focus. The job functions require traversing areas where footing may be poor and the ground uneven and/or water soaked, or snow covered.

While performing the essential functions of this position the employee is occasionally exposed to fumes, airborne particles, excessive noise, vehicles, and dampness/humidity.

Work Environment

While performing the duties of this job, the employee regularly works in outside weather conditions. This job is performed in various yearly climates and requires after hour duties, including weekends and holidays, etc.

The duties listed above are intended only as illustrations of the various types of work that 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. 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.