



**City of Helena**  
816 Hwy 52 East, Helena, AL 35080

**Grade II and III Wastewater Treatment Plant Operator**  
**Job Type: Full Time**

**Closing Date: September 20, 2021 at 5:00PM**

**All applications are at City Hall and must be turned in to City Hall attention Amanda Traywick**

**Salary Range:**

**\$38,022.40 - \$44,054.40 Grade II Operator**

**\$62,185.24 - \$68,587.22 Grade III Operator**

**Description**

The City of Helena is currently accepting applications for the full-time positions of Grade II and III Wastewater Treatment Plant Operators. Duties to include operate, monitor, inspect and perform routine maintenance on equipment, facilities, pump stations, as found in a wastewater treatment plant and collection system; take periodic samples and perform test to ensure proper operation within established guidelines; assist with preventive maintenance and make minor repairs to plant and system facilities and equipment; perform related work as required according to City practices and procedures, as well as state and federal guidelines.

**Principle Duties**

- Perform operational duties required to operate the wastewater treatment system/plant; inspect equipment, review operating procedures to ensure adherence to maintenance operation and safety procedures.
- Submit monthly and annual reports on operations, complete the monthly discharge monitoring reports.
- Plan and perform operations tasks requiring process changes such as major maintenance tasks that require interruption of flow bypassing systems adjusting treatment process monitoring sludge inventory.
- Participate in plant inspections.
- Monitor and make routine adjustments to various processes in order to ensure the wastewater treatment process adheres to guidelines and standards.
- Attend safety training classes wastewater process control classes and other approved training.
- Check for electrical and mechanical problems based on SCADA alarms and troubleshoot the problems as needed.
- Calculate, document, and modify chemical feed settings and other operational data.
- employees and the general public.
- Knowledge of methods, principles and practices of operating maintaining and repairing wastewater treatment plant equipment instrumentation and associated systems.
- Knowledge of wastewater treatment process control, operational maintenance strategy and laboratory procedures.
- Knowledge of treatment schemes associated with maintaining quality wastewater effluent.
- Ability to work around hazardous chemicals.
- Ability to interact with and maintain relationships between co-workers and customers in a professional manner.

- Ability to document work material and daily maintenance procedures or work instructions through handwritten records and on the computer.
- Read and interpret plant piping plans; assist in locating and troubleshooting plant malfunctions; read meters gauges charts and instruments and monitor continuous operation of the plant and collection system; maintain flow to assure maximum efficiency of plant equipment.
- Assist in routine maintenance of facilities painting of plant machinery, equipment, piping and other structures, and care of grounds adjacent to the work location.
- Responsible for adhering to rules and regulations of City of Helena, ADEM and EPA for compliance.
- Must be willing to work as needed for nights, weekends, holidays and overtime.
- May be assigned other duties in other departments at any time or as needed.

### **Competency**

To perform the job successfully, an individual should demonstrate the following competencies: Problem Solving - Identifies and resolves problems in a timely manner; Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Teamwork - Exhibit's objectivity and openness to others' views; Contributes to building a positive team spirit; Leadership - Inspires respect and trust; Ethics - Works with integrity and ethically; Upholds organizational values; Organizational Support - Follows policies and procedures.

Dependability - Takes responsibility for own actions; Professionalism - Treats others with respect and consideration regardless of their status or position; Quality - Looks for ways to improve and promote quality.

### **Qualifications**

Current experience at wastewater plants; electrical experience and/or mechanical experience preferred. Valid driver's license required.

### **Education/Experience**

Salary and benefits depending on Grade Certification, experience, education, and credentials.

### **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. While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts and outdoor weather conditions. The employee is frequently exposed to work in high, precarious places, fumes, or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Applicants must satisfactorily pass a Background check and pre-employment drug screen after receiving conditional offer of employment. Applications and resumes can be picked up or mailed to Helena Utilities Department P.O. Box 427 Helena, AI 35080 or dropped off at Helena Municipal center 816 HWY 52 East Helena AI 35080

### **Physical Demands**

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. The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and smell.

**THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER.** It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

**FILING AN APPLICATION:** Applicants whose completed applications are not received by the date and time specified above may not be considered.