



**City of Annapolis**  
**Office of Human Resources**  
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### Position Vacancy Announcement

Position	<u>Water Plant Operator IV (7414)</u>	Opening date	<u>December 2, 2015</u>
Department	<u>Public Works – Water Plant</u>	Closing date	<u>Open until filled</u>
Salary range	<u>\$47,897 - \$76,636 (A 11) *</u>	Employment Type	<u>Full Time</u>

Employment Category Water and Wastewater Treatment

**\*Note:** The pay range for this position will increase by 2% effective January 1, 2016

#### General statement of duties

Performs skilled work in the operation of water treatment plant equipment and facilities on an assigned shift; does related work as required.

#### Distinguishing features of the class

This is highly responsible work in the operation of the water treatment plant and related facilities and equipment. The level of operating and/or supervisory responsibilities and duties are determined by experience, training and operating requirements. Work is supervised by the Water Plant Superintendent or Assistant Water Plant Superintendent through inspection and by observing the effectiveness of plant operation through the analysis of shift reports, chemical laboratory tests, product quality and other contributing job performance criteria.

#### Examples of work (illustrative only)

- < Operates or supervises the operation of the water treatment plant and related facilities;
- < Starts and stops pumps and wells to ensure an adequate flow of water and adjusts chemical feed rates accordingly;
- < Performs physical inspection on pumps and other treatment related equipment to ensure proper operation;
- < Performs tests on treated water to ensure proper treatment is taking place and that the plant is in compliance with State and Federal regulations;
- < Performs minor repairs to equipment as necessary or switches to standby equipment when necessary;
- < Maintains records of test results and other pertinent operational data;
- < Backwashes filters periodically or as otherwise required;
- < Performs housekeeping duties within the area of the operations office;
- < Fills chemical feeders when operational necessity dictates or when other personnel are not available to do so;
- < Performs related work as required;
- < Notifies supervisory personnel of any unusual circumstance;
- < Takes emergency action to avoid damage to equipment, to avoid hazardous contamination of supply, to provide adequate supply for fire demands, etc.;
- < Answers telephone for 24-hour emergency number for the City of Annapolis Department of Public Works at times when other offices are closed and must be able to coordinate emergency situation.

**Required knowledge, skills and abilities**

Good knowledge of the functions and servicing requirements of mechanical equipment and machinery; good knowledge of the processes involved in the treatment of water; ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects in operation; ability to read meters and charts accurately and to maintain simple records; ability to understand and follow oral and written instructions; mechanical aptitude; must be available for overtime and/or emergency overtime work.

**Acceptable experience and training**

A minimum of three years operating experience in a Class IV water treatment facility is required and graduation from high school including or supplemented by courses in chemistry or related subjects; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Experience requirements are dependent on certification level acquired. Must possess sufficient education to interpret and follow oral and written instructions and to study and prepare for licensing tests. Possession of Class IV Water Plant Operator's Certification as issued by the State of Maryland, and eighteen (18) hours minimum or equivalent Continuing Education credits in the area of Management and/or Leadership Development.

**Additional Requirements**

Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

**Americans with Disabilities Act**

Physical ability: strength and agility sufficient to lift and maneuver heavy objects, heavy tools and equipment, to operate plant equipment, etc.; ability to physically move around the plant (including stair climbing).

Visual ability: sufficient to operate plant equipment both day and night, to observe unsafe conditions of plant, to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and over a radio. Freedom from mental disorders which would interfere with performance of duties as described.

**Application process**

Candidates must complete a City of Annapolis application form. The application is on-line at [www.annapolis.gov](http://www.annapolis.gov) and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.