

# City of Gering Job Posting Notice

Job Title: Chief Wastewater Treatment Plant Operator

Department: Water/Wastewater

Grade Level: IBEW Union scale

Posting Period: August 12, 2021-September 3, 2021 (Open until filled)

Application Deadline: 4:30 p.m., September 3, 2021 at the Gering City Administration Office, 1025 P Street, Gering, Nebraska.

Job Description: Attached

Chief Wastewater Treatment Plant Operator– Full time position at the City of Gering Water/Wastewater Department. Works under the direct supervision of the Public Works Director performing skilled and semi-skilled work in the operation, maintenance and compliance of the Wastewater Treatment Plant, wastewater pump stations, water production wells and water pump stations. Must have experience with general public works maintenance or construction of similar work. Must possess a Nebraska Class IV Water Operator Certification, and must possess a Nebraska Grade II Wastewater Operator Certification. Specific duties, responsibilities, and desired qualifications are available with the application form. Apply at the City of Gering, 1025 “P” Street, Gering, NE 69341 or at [www.gering.org](http://www.gering.org). Application deadline is 4:30 p.m., September 3, 2021. (Position is open until filled) EOE

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

**Job Applications must be completed in their entirety (“see resume” is not sufficient)** as this is the tool that will be used during the initial review in order to select applicants for interview.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

## **POSITION DESCRIPTION**

Class Title: **Chief Wastewater Treatment Plant Operator** Union: IBEW  
Department: Water/Wastewater Date: December, 2020  
Status: Non-Exempt Safety Sensitive: Yes

### **GENERAL PURPOSE**

Performs skilled and semi-skilled work in the operation, maintenance and compliance of the Wastewater Treatment Plant, wastewater pump stations, water production wells and water pump stations.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Public Works Director.

### **SUPERVISION EXERCISED**

May supervise individuals and a small crew in the operation and preventative maintenance of the Wastewater Treatment Plant, wastewater pump stations water production wells and water pump stations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates the Wastewater Treatment Plant within the requirements of the National Pollutant Discharge Elimination System Permit, (NPDES)

Completes necessary reports and recordkeeping for local, State and Federal regulatory agencies.

Programs and sets wastewater samplers.

Collects samples and performs routine laboratory tests on water, wastewater facilities and enters results in the computer.

Performs industrial and domestic pre-treatment sampling, testing, readings and reporting.

Inspects and read flow meters and water level gauges.

Records and calculates daily flows and loadings for the Wastewater Treatment Plant and pump stations.

Records and calculates daily flows for the water production, water pumping facilities and chemical feed equipment.

Performs preventive maintenance and repairs on pump stations, sewer mains, pumps and all other equipment connected with the wastewater treatment, collection, water production and water pumping systems.

Maintains an inventory, inspects, and develops a schedule for the cleaning of mud, oil separators and grease traps.

Routinely performs tests and operates standby generators.

Performs general maintenance work on facility buildings and grounds including fence repair, mowing and weed control.

Operates trucks and medium equipment such as backhoes, loaders, sewer jets and tractors.

Utilizes SCADA system that controls and monitors the operations of water and wastewater systems.

Assists in the preparation and implementation of the operational and capital budget for the department.

Oversees the computation of billing for industrial waste.

Performs inventory control and replacement of parts.

Assists with training employees in the maintenance work for the Wastewater Treatment Plant, wastewater collection system, water production wells, wastewater pumping and water pumping facilities.

Responds to after-hours service and emergency calls.

Occasionally repairs vehicles, equipment, buildings, concrete and asphalt.

Performs any other duties as assigned.

## **PERIPHERAL DUTIES**

Ability to establish and maintain effective working relationships with employees, other utilities and the public.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

- A. Any combination of experience and training equivalent to completion of the twelfth grade.
- B. Three years of experience in water and wastewater system operations and maintenance.

- C. Three years of experience in the operation and maintenance of a wastewater treatment plant.

### **NECESSARY KNOWLEDGE, SKILLS & QUALIFICATIONS**

- A. Knowledge of the principals, practices and methods related to the operating procedures related to water production, distribution and pumping facilities.
- B. Knowledge of the principals, practices, methods, treatment processes and operating procedures related to an advance wastewater treatment plant, collection system and pumping stations.
- C. Ability to organize and to lead a crew of one to three employees.
- D. Ability to perform routine water and wastewater laboratory tests.
- E. Knowledge of water and wastewater safety practices.
- F. Knowledge of State and Federal water and wastewater standards.
- G. Knowledge of instrumentation for plant monitoring and control.
- H. Knowledge of methods, materials, tools and equipment used in the construction, operation, maintenance and repair of wastewater and water systems.
- I. Ability to establish, adjust and monitor the SCADA control system.
- J. Ability to oversee the maintenance of equipment.

### **PHYSICAL DEMANDS**

The physical demands require good physical condition and ability to perform hard labor for extended periods of time and the ability to perform moderate to heavy physical work and to lift 75 pounds, to lift and carry 50 pounds and occasionally 100 pounds.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, ride, bend, climb, crawl, twist, kneel, reach, grasp, pick, pinch, push, pull and perform a variety of similar body movements. Also, the ability to talk and hear in person, by telephone and w-way radio; ability to see and read instructions, maps, location sketches, similar document and a computer screen. The employee must possess hand, eye and foot coordination adequate to use hand and power tools and operate a vehicle and equipment.

### **SPECIAL REQUIREMENTS**

- A. Must possess a valid Nebraska State Driver's License or be able to obtain one by time of hire;
- B. Must possess a valid Nebraska State Commercial Driver's License, or be able to obtain one within 6-months of hire;
- C. Must possess a Nebraska Class IV Water Operator Certification;
- D. Must possess a Nebraska Grade II Wastewater Operator Certification;

## **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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address (physical and mailing) \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Have you ever applied for employment with us? \_\_\_\_\_ Date Available to Begin Work: \_\_\_\_\_

No  Yes If yes, date: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Apart from absence for religious observance, what hours are you available? Are you legally eligible for employment in the United States? Yes  No

- Full-Time  Seasonal
- Part-Time  Overtime (if requested)

Have you ever been bonded?  No  Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court?  No  Yes

If yes, please describe in full: \_\_\_\_\_

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards \_\_\_\_\_

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

**MILITARY** Did you serve in the U.S. Armed Forces?  Yes  No If "Yes", in what Branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying: \_\_\_\_\_

References we may contact:

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_



**EMPLOYMENT** Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: \_\_\_\_\_  
Reason: \_\_\_\_\_

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899