



Job Posting: Water Department Equipment Operator

Job Description:

Title: Water Department Equipment Operator

Department: Public Works

Supervisor: Water Department Foreman

Type of Position: Full-time

Hours: 40 hours/week, M-F, 7 am to 4 pm, Non-exempt

Overtime required: Yes, and may be required to work on-call on weekends and holidays.

Purpose of Position:

The Water Department Equipment Operator is responsible for assisting the Water Department Foreman to ensure safe drinking water, water production, treatment, storage, and distribution for the Town of Pendleton.

General Duties and Responsibilities:

The general duties and responsibilities of the Water Department Equipment Operator include but are not limited to the following activities:

- Assisting with ensuring compliance to meet or exceed EPA Safe Drinking Water Act and other rules and regulations of water quantity and quality requirements, minimum water capacity requirements, minimum acceptable water operating practices, water storage, and treatment requirements.
- Assisting with implementing and enforcing backflow program, as well as responding to requests and inquiries related to installation and testing of backflow preventers.
- Assisting with water meter reading activities.
- Assisting with researching, developing and implementing, reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations, and ordinances that relate to department goals, objectives, policies, and procedures.
- Assisting with the testing and analyzing daily water quality samples.
- Assisting with residential water connects, taps, and disconnects.
- Operating large trucks and heavy equipment.
- Performing general maintenance of all Water Department buildings.
- Assisting with public education of managing the use of ground water resources.
- Directing traffic for projects as required/needed.
- Participating in local and state initiatives, task forces, events, and related professional committees.
- Participating in public outreach efforts including tours for school groups, civic groups, government agencies, scout groups, and others as requested.
- Having thorough knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.
- Coordinating and effectively communicating orally and in writing with co-workers, the Town Manager, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Attending all trainings and meetings as required.
- Responding to inquiries and complaints regarding the Water Department and related areas, and initiating action to resolve valid complaints/requests.
- Maintaining strict confidentiality regarding Town issues.

This position requires occasional moderate to heavy lifting with occasional standing, bending, and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times, this position requires the employee to work under inclement weather conditions as vehicles are operated under all weather conditions, sometimes for extended periods of time.

This position also requires the employee to have the ability to serve on a rotating on-call schedule, the ability to respond to emergencies occurring after regular works hours (24 hours per day), which includes monitoring activity related to utility emergencies, citizen notifications of utility failures, and responding to spill accidents.

Employee may also have to fill other duties as assigned by the Water Department Foreman. This position will be subject to all the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

Job Requirements:

- Applicants must have and maintain a verifiable Indiana Class B Commercial Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Applicants must be able to lift 50-75 pounds with the use of Personal Safety Equipment.
- Applicants must have a safe work record with good ethics and a dependable attendance record.
- Applicants must have a high school diploma or equivalent followed by college or specialized training in water quality methods or related field. Applicant may substitute two years of experience for training.
- Applicants must have a DSM Water Distribution Operator Certificate and a WT3 Water Treatment Plant Operations Certificate.
- Preferred applicants will have 1 year or more of experience working with the public.
- Preferred applicants will have computer experience in Microsoft Word, Outlook, and Excel.

To Apply:

Qualified applicants are invited to submit a letter of interest, resume, and application to the Acting Town Manager, Rachel Christenson, by 4 pm on Monday, March 23, 2020. Applicants can email application materials to rchristenson@town.pendleton.in.us or mail or hand deliver materials to 100 West State Street, PO Box 230, Pendleton, IN 46064.

Resume attached? Yes ___ No ___

Salary desired: \$ _____ per _____ (specify hour, week or year)

Schedule desired: Full Time ___ Part Time ___ # of Hours Per Week ___

Could you work overtime? Yes ___ No ___

What date could you start work? _____

Could you travel if required by this position? Yes ___ No ___

Education

High School

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

College

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

College

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____

Graduate School

School Name: _____

City and State: _____

Degree or # of Years Completed: _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

References

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Name _____ Title _____
 Company _____ Phone _____
 Relationship _____ # of Years _____
 Mailing Address _____

Releases and Applicant's Signature

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information by the Town of Pendleton and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

 Initials

All hiring and employment at the Town is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by the Town of Pendleton has no specific term and may be terminated by the employee or the Town with or without notice. I acknowledge that the Town of Pendleton has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with the Town, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to the Town of Pendleton. I agree to release and hold harmless the Town of Pendleton from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with the Town may be terminated.

Applicant's Signature

Date

Applicant Release

Please submit a resume with this Employment Application if required.

Town of Pendleton:

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries are to be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that the company will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information by the Town of Pendleton and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature

Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:

Please Print Clearly:

Print Full Name: _____ Sex: Male ___ Female ___

Print other names you have used: _____ Dates used: _____

Date of Birth (mm/dd/yy): _____ Social Security #: _____

Current Drivers License #: _____ Issuing State: _____

Other Drivers License #s: _____ Issuing State: _____
(list last 7 years only)

|

Home Addresses (for the last 7 years, list most current first -- use back for more space):

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Check here if there are addresses listed on back _____