



City of Venice, Florida
Job Announcement No. 1824

Classification Title: Plant Operator Trainee

Department: Utilities

Division: (1) Water Production

Pay Grade: Level I (AFSCME) 123
Level II (AFSCME) 127

FLSA Status: Non-Exempt

General Statement of Job

Under direct supervision of a licensed plant operator, learns and assists in the operation and maintenance of a City of Venice Water Facility to obtain state certification as a plant operator. After certification, the employee performs the routine duties of a Plant Operator C with occasional instruction or assistance as new or unusual situations arise. This position will provide a readily available and qualified individual to accommodate future manpower needs.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Observes and assists with the operation and monitoring of equipment used at assigned facility.
2. Assists plant operator with collecting samples of treated and untreated influents and effluents. Performs chemical and physical tests of water to gain knowledge of regulatory standards and requirements.
3. Prepares and maintains accurate, legible and comprehensive records of all operations and tests.

4. As directed, adds chemicals to gain experience and understanding of prescribed standards.
5. Maintains inventory of chemical and supplies.
6. Responsible for learning applicable regulatory permit and compliance requirements.
7. Participates in maintaining, inspecting and cleaning plants, operating equipment and facilities.
8. Notifies licensed plant operator of equipment malfunctions, problems or unusual situations.

Responsibilities:

Responsible for the timely and accurate completion of work assignments following established safety practices. Responsible in work to the Head Operator and/or Operations Supervisor.

Minimum Education and Training

Level I (Grade 123)

High school graduate or equivalent. Experience working in a water, sewer or reuse facility preferred. Some State of Florida Operator courses and/or knowledge of plant operations preferred.

Advancement to Level II (Grade 127)

For Water Production Division. Must obtain a State of Florida Class C Drinking Water Treatment Plant Operator License within twenty-four (24) months from date of hire and budgeted funds must be available.

Minimum Qualifications and Standards Required

Skill Requirements:

Ability to learn the techniques, principals and equipment used in plant operations. Capable of following oral and written instructions under the direct supervision of a licensed plant operator and sustain regular and predictable attendance. Knowledge of basic mathematical concepts. Ability to read, interpret and record test data, gauges and meters used in regulating the operation of the plant. Awareness of occupational hazards and safety precautions connected with this type of work. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Working knowledge of the current version of the Microsoft Office Professional email application and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the department.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, reach, and lift up to 40 pounds. Ability to work outside in all kinds of weather. Must have good eyesight and hearing with or without aides. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed either indoors or outdoors in all kinds of weather. Required to work varying shifts, hours and locations to become trained in all aspects of plant operations.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

SALARY RANGE:

Level I (AFSCME Grade 123) \$16.4334 – 23.9923/HOUR
\$34,181.47 - \$49,903.98/ANNUAL
Level II (AFSCME Grade 127) \$18.8577 – 27.5314/HOUR
\$39,224.02 - \$57,265.31/ANNUAL

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or in person) to the Administrative Department before 4:00 pm on the closing date, which is **Monday, November 27, 2017.**

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer