



## CITY OF BUNNELL

<b>Job Title:</b>	<b>Lead Operator Wastewater Treatment Plant</b>	<b>Job Category:</b>	Maintenance
<b>Department/Group:</b>	Utilities Department	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	winniecostello@cbe-fvc.org		
<b>Internal posting URL:</b>	www.bunnellcity.us		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> <a href="mailto:bunnellhr@bunnellcity.us">bunnellhr@bunnellcity.us</a> Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p>This position is under the direct supervision of the Director of Utilities and performs the daily activities as instructed to operate and maintain the City's Wastewater Treatment Plant as described in the Florida Department of Environmental Protection Operations Permit.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Ensures the proper operations and maintenance of the Wastewater Treatment Plant as set forth in the operational permit issued by the Florida Department of Environmental Protection.</li> <li>• Works with utility engineers and all regulatory agencies.</li> <li>• Confers with suppliers and sellers and places orders for materials &amp; supplies to keep the Wastewater treatment plant in compliance with monitoring and testing requirements of the operational permit.</li> <li>• Maintain and keep records of all purchases for the Wastewater plant (all purchase requests must be approved by Director before being placed).</li> <li>• Responsible for all records pertaining to operations, testing and maintenance of plant (all records are to be maintained for a minimum of 5 years).</li> <li>• Ensure City's Safety Program is implemented and adhered to by all staff, contractors and visitors performing any work at plants.</li> <li>• Coordinate and supervise all construction, repairs and routine maintenance for plants.</li> </ul>			



**Knowledge/Skills/Abilities:**

- Responsible for overall direction, coordination and evaluation of Wastewater plant.
- Supervised 3-5 non-supervisory licensed operators and trainees.
- Responsible in accordance with organization's policies and applicable laws.
- Participates in interviewing, hiring and training employees.
- Plans, assigns and directs employee work duties.
- Performs employee work appraisals.
- Rewards and disciplines employees.
- Keep Director informed of all issues concerning personnel, work progress, inspection results and any violations that may have been noted and corrective measures needed to correct violations.
- Must be analytical and synthesize complex or diverse information.
- Collects and researches data.
- Uses intuition and experience to complement data.
- Designs work flows and procedures.
- Demonstrates problems solving skills.
- Ability to read, analyze and interpret general business periodicals.
- Ability to utilize mathematical skills, using probabilities, trigonometric, fractions, percentages, ratios and proportions.
- Ability to utilize computer to perform job efficiently and provide reports as needed by Department.
- Ability to generate creative solutions and then translate the concept and information into images.
- Uses feedback to modify designs.
- Ability to apply design principals.
- Demonstrates attention to detail.
- Ability to develop project plans, coordinates projects, communicate changes and progress. Complete project on time and within budget decided upon.
- Pursue training and development opportunities to enhance personal strengths.
- Balances team and individual responsibilities, exhibits openness to other views, contributes to building a positive team spirit.
- Displays visionary leadership and inspires team members to excel.

**Educational Requirements:**

- High School or GED

**Professional Licenses:**

- Must possess a valid Florida Driver's License
- State of Florida Wastewater license Class "C" or higher

**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.

- The noise level in the work environment is moderate.
- Must be able to climb up on tanks using a ladder system. Work will require stooping, bending, crawling, crouching, hand and arm dexterity.
- Acceptable eyesight and hearing (with or without correction)



## CITY OF BUNNELL

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	