



CITY OF BUNNELL

Job Title:	Chief Treatment Facility Operator	Job Category:	Maintenance
Department/Group:	Utility Department	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:		Position Type:	Full Time, Non-Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose: This is supervisory and technical work involving responsibility for the safe and efficient operation and maintenance of water and wastewater treatment plants in a municipality. Work is performed under the general direction of the Public Work Director with wide leeway allowed to exercise independent judgment and initiative in planning work methods and dealing with emergency situations. Direct supervision is exercised over subordinate personnel. Incumbent may be required to work evenings and/or weekends. Does related work as required.</p> <p>Duties:</p> <p>Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower. Performs daily inspection of plant equipment and directs necessary repairs and maintenance; Establishes preventative maintenance and safety procedures</p> <p>Supervises the operation of pumps, valves, motors and related machinery and equipment; Supervises the maintenance and repair of machinery and equipment</p> <p>Performs or supervises necessary tests for control of plant operation; Oversees the regulation and adjustment of chlorinators and chemical feeders</p> <p>Supervises the treatment and disposal of sludge and the cleaning of channels, screens, tanks and other equipment; Supervises and instructs operators and other subordinate employees and assigns shifts</p> <p>Repairs water mains, hydrants, meters, and service pipes to customer premises; Investigates complaints and maintains proper customer relations</p> <p>Ensures compliance with state and federal regulations</p> <p>Requisitions materials and maintains inventory of supplies, chemicals and equipment; Prepares and reviews annual department budget and monitors monthly expenditures; Maintains records and prepares periodic reports on the operation of the plant.</p>			



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Knowledge/Skills/Abilities:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of water and wastewater treatment plants; thorough knowledge of the principles and application of physics, chemistry and bacteriology as applied to water purification and wastewater treatment and disposal; good knowledge of the operations of a water distribution system; good knowledge of laws and regulations pertaining to public water supply and wastewater treatment and disposal; ability to make routine laboratory and field tests; ability to read, understand and record data from gauges, scales and meters; ability to plan and supervise the work of subordinates; ability to understand and carry out oral and written instructions; ability to communicate clearly both orally and in writing; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

Educational Requirements:

High School or GED

two (2) years experience in public utilities

Professional Licenses:

Must possess a valid Florida Driver's License

Florida Water Treatment License Class "C" or higher

Work Environment:

While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms. While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, excessive noise, vehicles, dampness/humidity, biting insects and unrestrained animals. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

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:	