

# Memo

**To:** All Employees

**From:** Donna Peek, City Clerk/HR Director

**Date:** 1/7/2019

**Re:** Position(s) Available                      Application deadline: Friday, January 25<sup>th</sup>, 2019

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The City of Danville has a full-time position available:

**Water Plant Trainee or Certified operator (preferred)**

**Position Purpose and Objectives:**

Class Characteristics: Under limited supervision; provides complete and total operations of the water treatment plant; assists in the maintenance of the treatment plant, makes regular inspections, controls and adjusts all instrumentation for plant operations; oversees the proper operation of all treatment equipment; conducts chemical analyses; makes calculations and adjustments in chemical feed equipment; prepares data, records and reports as required.

**Essential duties and responsibilities:**

- Conducts chemical analysis.
- Makes calculations and adjustment to chemical feed equipment.
- Provides for complete and total operation of all treatment equipment including monitoring alarms, inspections of equipment and processes.
- Create; prepare data for records and reports.
- Provides maintenance of equipment and plant facilities.
- Working knowledge of water chemistry
- Working knowledge of equipment
- Working knowledge of chemical handling
- Ability to see colors
- Ability to follow oral and written instructions
- Ability to hear audible alarms
- Ability to climb steps and ladders
- Ability to make sound judgments
- Ability to work with the general public
- Ability to lift objects up to 100 lbs.
- Must be able to complete complicated mathematical formulas
- Requires judgment in converting test results to adjustments into plant operational changes.
- Use laboratory equipment
- Use small mechanics tools
- Limited contact with public and other employees
- Must be able to come to work promptly and regularly
- Must be able to work scheduled hours as required

Must be able to take direction and work well with others  
Must be able to work under the stress of deadlines  
Must be able to concentrate and perform accurately  
Must be able to react to change productively and to handle other tasks as assigned  
Mowing grass and trimming using power equipment  
Dealing with the public if necessary  
Capability of driving trucks both large and small  
Cleaning vehicles and equipment  
Must have the ability to drive with a valid driver's license  
Ability to follow oral and written instructions  
Ability to communicate clearly with supervisors, fellow workers and the public  
Ability to perform heavy manual labor for long periods of time  
Ability to read and write  
Ability to walk and climb up and down ladders and over rough and irregular ground surfaces  
High level of multi-tasking  
Must have good communication skills  
Must be able to stand or sit, walk, bend perform repetitive movements for long periods of time  
Must be able to repair and perform preventable maintenance on equipment and facilities as needed  
Must keep up with prescheduled maintenance and preventable maintenance  
Must be able to work without direct one on one supervision  
Must be able to work in all types of weather conditions  
Must be able to organize and maintain a work area and tools  
Must be able to use heavy equipment  
May conduct chemical analysis  
Must be able to make calculations and adjustment to chemical feed equipment if asked  
Provides for complete and total operation of all treatment equipment including monitoring alarms, inspections of equipment and processes as needed  
Create; prepare data for records and reports as required by supervision  
Must show initiative and use sound judgment in various situations  
Must have ability to lift objects up to 100 lbs.  
Ability to hear audible alarms  
Must be able to see colors  
Performs other work as required

**Desired Qualifications:**

Working knowledge of use and care of maintenance equipment  
Working knowledge maintenance processes and procedures  
Working knowledge of the City of Danville  
Working knowledge of operation of light and heavy trucks and heavy equipment  
Ability to make independent judgments with citizens  
Prior job experience in a related field (2 years preferred)

**Minimum Qualifications:**

Completion of a standard high school curriculum (diploma) or GED. Any combination of education, training and experience, which provides the required knowledge, skills and ability, is preferred. Must possess a valid Ky. Drivers license. No criminal record acceptable for this position.

**Other duties and responsibilities:**

Daily contact requiring courtesy, discretion and sound judgment  
Other duties may be assigned as needed within the City of Danville

**Overtime Provision:** Non-exempt

**Physical demands and work environment:**

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to stand, talk, hear and walk with constant use of hands, fingers, arms and legs performing repetitive motions constantly.

The employee must frequently lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, long range vision and the ability to adjust focus.

The noise level in the work environment varies.

**General statement:**

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

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

If you are interested in applying for this position, contact Human Resources at City Hall, 238-1200 for an application. You can also download an application from our website: [www.danvilleky.org](http://www.danvilleky.org).

- Donna Peek, City Hall 859-238-1200, EXT 2410 [dpeek@danvilleky.org](mailto:dpeek@danvilleky.org)

**DEADLINE: Friday, January 25<sup>th</sup>, 2019**