

To apply visit: <https://www.governmentjobs.com/careers/casperwy> and submit your online application.



CITY OF CASPER
invites applications for the position of:

Waste Water Treatment Plant Operator

SALARY: \$18.73 - \$22.82 Hourly
\$3,246.53 - \$3,955.47 Monthly
\$38,958.40 - \$47,465.60 Annually

OPENING DATE: 11/17/17

CLOSING DATE: 12/17/17 11:59 PM

CLASS SUMMARY:

Assigned to: Waste Water Treatment Plant

Incumbents are responsible for operating and maintaining the wastewater treatment plant. Responsibilities may include monitoring plant functions by reading gauges, graphs, flow meters, and control panels; collecting samples; turning and cleaning sludge drying beds; and performing basic preventative and corrective maintenance on equipment and facilities. Receives general supervision from the WWTP Lead Operator and higher level management staff.

This position is driving essential (see driving requirements below).

Pay rate for successful applicant is dependent on DEQ licensing.

**Qualified applicants have the potential to start at:

WWTP Operator II
\$20.71 to \$25.18 Hourly

WWTP Operator III
\$24.02 to \$29.20 Hourly

WWTP Operator IV
\$25.22 to \$30.68 Hourly

TYPICAL CLASS ESSENTIAL DUTIES:

1. Performs routine maintenance on plant equipment and grounds including dusting, sweeping, mopping, changing oils, cleaning sludge drying beds, and repairing structures; adjusts and calibrates equipment as necessary.
2. Performs manual labor related to plant operations including draining and inspecting plant structures; cleaning tanks, screens, filters, pipes and pumps; changing oils; and transferring sludge from digesters.

3. Performs basic laboratory sampling and testing as directed.
4. Monitors and maintains inventory levels and notifies the lead operator when levels are low.
5. Collects a variety of information including meter gauge readings, control panel readings and data from computer systems.
6. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
7. Follows all City safety procedures. Reports all accidents/incidents immediately to supervisor.
8. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Basic work etiquette.

Abilities (position requirements at entry):

Ability to:

- Work rotating shifts.
- Follow written and verbal instructions.
- Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of plant machinery and testing equipment.
- Learn to read meters and gauges correctly and to act quickly and competently.
- Learn to recognize and react to treatment process changes and demands.
- Work according to safety standards under potentially hazardous conditions.

Skills (position requirements at entry):

Skill in:

- Following written and verbal instructions.
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

TRAINING, EXPERIENCE & CERTIFICATIONS:**Training and Experience:**

- High school diploma or equivalent (G.E.D.) required.
- No previous training or experience required.

Licensing Requirements:

- Possession of, or ability to obtain, a valid Wyoming Driver's License.
- Possession of, or ability to obtain, a Level I Wastewater Treatment Operator license through the Department of Environmental Quality (DEQ) in the State of Wyoming, within 12 months of hire.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been

terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, chemicals, extreme temperatures, and workspace restrictions.

Note:

This position is eligible to naturally progress to WWTP Operator II once incumbent obtains all the requirements for WWTP Operator II. This can only be authorized by the Department Head who determines the operational need and budgetary requirements necessary.

Driving Requirements:

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) Convicted of two (2) or more moving violations within the previous 12 months (two separate, individual incidents); OR
- 3) An Administrative Suspension of a drivers' license, a conviction, or any form of deferred prosecution, within the previous 36 months. The following are examples of violations which may result in an administrative suspension, conviction or deferred prosecution:
 - Driving under the influence of drugs or alcohol;
 - Leaving the scene of an accident;
 - Fleeing to avoid arrest;
 - Reckless Driving;
 - Homicide or assault by motor vehicle; and
 - Driving without auto insurance [only for employees driving personal vehicles for an entity's business].

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #0737-04
WASTE WATER TREATMENT PLANT OPERATOR
HR

200 N. David - Human Resources
Casper, WY 82601
(307)235-8344

jobs@casperwy.gov

Waste Water Treatment Plant Operator Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
 - Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Do you currently possess a Level I Wastewater Treatment Plant Operator Certification?
 - Yes
 - No
- * 3. What type of Commercial Driver's License (CDL) do you currently possess?
 - Class A
 - Class B
 - I do not have a CDL.
- * 4. Do you have any wastewater collection certifications through DEQ?
 - Level I
 - Level II
 - Level III
 - Level IV
 - None
- * 5. Do you have a valid Wyoming Driver's License?
 - Yes, I possess a valid Wyoming Driver's License.
 - No, but I have the ability to obtain this license within 12 months of hire.
 - No. I do not have this license nor will I be able to obtain within 12 months of hire.
- * Required Question