



The Sanitary District of Michigan City is seeking applicants for a Temporary Wastewater Treatment Plant Operator II position to operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume lead responsibility for shift.

Applicants should be able to operate valves, perform math calculations, communicate with the general public regarding calls for service and be capable of lifting and/or moving up to 50 pounds. High school diploma or equivalent required. Current Class I, or higher, WWTP Operator's Certification is required.

This opening is for a Midnight Shift Operator position, and applicant must be willing to work a six (6) days on and two (2) days off, 11:00 p.m. to 7:00 a.m.; work schedule that will routinely include weekends. The position pays a base hourly rate of \$17.85 per hour, with \$0.35 additional per hour for each level of wastewater certification, up to a maximum of four (4) levels. Additionally, there is an additional pay of \$0.30 per hour while working the Midnight Shift.

Application packets can be obtained from the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, Indiana; Michigan City's Personnel Office located in City Hall at 100 E. Michigan Boulevard, Michigan City; or on the internet at http://www.mcsan.org/Operator_packet.pdf

Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00am to 3:30pm. Application deadline: 5/4/2012 at 3:30pm.

EOE



SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Wastewater Treatment Plant Operator II Today's Date: _____

Are you seeking: Full-Time ☐ Part-Time ☐ Temporary/Seasonal ☐ employment? Start Date: _____

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes ☐ No ☐
If hired, can you furnish proof you are eligible to work in the U.S.? Yes ☐ No ☐

Social Security Number (optional) _____

Have you ever applied here before? Yes ☐ No ☐ If yes, when? _____
Were you ever employed here? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes ☐ No ☐
If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes ☐ No ☐
If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes ☐ No ☐
Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes ☐ No ☐
If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/ Certificate	Subjects Studied
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High School or GED: _____
College or University: _____
Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying: _____

What machines or equipment can you operate that relate to the job for which you are applying: _____

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: To:
CITY, STATE, ZIP		PAY Start: \$ Final: \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: To:
CITY, STATE, ZIP		PAY Start: \$ Final: \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

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SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, give details. _____		
Are you presently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone

Please Read Each Statement Carefully Before Signing I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements. Signature: _____ Date: _____	
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JOB DESCRIPTION

Dept: WWTP Department

Position: PLANT OPERATOR II



Effective: 11-17-10

DEFINITION:

Inspect, operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume lead responsibility for shift, as appropriate, including training operators as necessary and reviewing work of subordinates; handle all complex problems that may arise within the treatment plant operations and communicate operational problems to appropriate superiors.

This is the advanced journey level class in the Plant Operator series and is distinguished from the Plant Operator I level by having lead responsibility during the shift. Positions in this class also maintain a higher level of technical expertise regarding all plant equipment, processes, and operations, enabling them to handle all complex problems that may arise within the treatment plant operations.

SUPERVISION RECEIVED & EXERCISED:

- Receives functional and direct supervision from the Assistant Superintendent of Operations. In the absence of the Assistant Superintendent of Operations, Plant Operator II may receive general supervision from the Assistant Superintendent of Maintenance.
- Receives direction from the Plant Superintendent.
- Exercises indirect supervision over Plant Operator I.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF PLANT OPERATOR II:

Duties and responsibilities may include, but are not limited to, the following:

1. Inspect and operate the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; operate all complex treatment processes within the facility.
2. Perform routine procedural checks, samplings, and analyses to ensure proper performance of treatment processes and facility equipment; troubleshoot operational problems including recommending process changes to stay within process control limits.
3. Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operation conditions, interpreting meter and gauge readings and test results to determine processing requirements.
4. Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks and related equipment and facilities.
5. Input plant operation data in computer, plot and review trends.
6. Monitor and adjust ferric chloride dosage or other chemicals used in the treatment process.
7. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
8. Collect samples and perform basic laboratory tests and analysis.
9. Assume lead responsibility for assigned shift; assign, direct, and review the work of subordinate operators in the operation and routine maintenance of wastewater treatment equipment under the general operating instructions of the Assistant Superintendent of Operations; train operators as necessary.
10. Maintain appropriate records and logs.

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11. Inspect plant equipment; report any failures or operating difficulties to appropriate staff; initiate work order for equipment repairs.
12. Maintain plant units and assigned area in a clean and orderly manner.
13. Maintain appropriate records and logs.
14. Receive calls for service from the public and mobilize staff, as required, to respond to service calls.
15. Perform related duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF ALL WWTP PERSONNEL:

Duties and responsibilities include, but are not limited to, the following:

1. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
2. Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and noncompliances to your Supervisor.
3. Communicate clearly and concisely, both orally and in writing.
4. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
5. Interact positively with the public.

DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:

General Knowledge:

- Advanced wastewater treatment processes including primary, secondary, tertiary, and solids processes.
- Operation of the components of a highly automated wastewater treatment facility.
- Equipment and its usage found in the District's wastewater treatment operation.
- Routine cleaning and basic operation of wastewater treatment equipment.
- Routine wastewater sampling and control test procedures.
- Basic principles of mechanics, electronics, and hydraulics.
- Safe working practices pertaining to work within a treatment plant facility.
- Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

Specific Knowledge:

- Use tools necessary in making general repairs and adjustments to motors, pumps and other equipment; read meters and gauges correctly and act quickly and competently; collect samples and perform basic laboratory tests; access and interpret data from SCADA computer system and related software; perform all plant operations without direct supervision; monitor and operate plant without aid of other operators.

For the position of Plant Operator II, Ability to:

- On a continuous basis know, observe, and analyze plant operations, and understand and remember various plant systems. Intermittently problem solve plant malfunctions, and explain problems to Assistant Superintendent of Operations.

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- Sit for periods of time while monitoring/operating plant; and walk around while conducting equipment checks and running samples on a continuous basis.
- Intermittently sit when performing computer work, bend, squat, climb, kneel and twist while making rounds and conducting inspections, perform simple and power grasping, pushing and pulling, fine manipulation, and lift or carry weight of 50 pounds or less.
- Train and supervise assigned personnel.
- Inspect plant equipment and recognize inefficient, unusual, or dangerous operating conditions.
- Perform routine process control tests and adjust plant operations accordingly.
- Learn the use and operation of a variety of plant equipment.
- Learn routine wastewater sampling and control test procedures.
- Recognize and report unusual, inefficient, or dangerous operating situations.
- Understand and follow oral and written instructions.
- Use computer.

For all WWTP Staff, Ability to:

- Understand the organization and operation of the District.
- Continuously understand District policies and procedures.
- Deal tactfully and effectively with those encountered in the course of work.
- Work cooperatively with co-workers and all District staff.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- At least two years experience working in the wastewater treatment and maintenance field.

Education:

- Equivalent to the completion of the twelfth grade.

Licenses and Certification:

- Possession of a valid Indiana Driver's License.
- A Class I Wastewater Treatment Plant Operator's Certification, or higher. Ability to obtain a Class II WWTP Operator's Certification within two years.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

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Physical Requirements: Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works near moving mechanical parts and in outside weather conditions.