

# NOTICE OF JOB OPENING

May 22, 2019

**JOB CLASSIFICATION: Wastewater Treatment Utility Worker**

The Benton Utilities Wastewater Treatment Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Grade 4: Range \$22,682 to \$34,023 plus benefits (Starting pay: 11.00 per hour with advancement opportunities)

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at <https://www.bentonutilities.com/personnel>

Applications will be accepted until 4:00 p.m. Friday, May 31, 2019 or until filled.

**BENTON UTILITIES - BENTON, ARKANSAS  
JOB DESCRIPTION**

|   |  |
|---|--|
| <b>JOB TITLE: Utility Worker</b>                | <b>DATE: 08/07</b>                       |
| <b>DEPARTMENT: Wastewater Treatment</b>         | <b>GRADE: 4</b>                          |
| <b>DIVISION: Public Utilities</b>               | <b>FLSA STATUS: Non-exempt</b>           |
| <b>REPORTS TO: Wastewater Treatment Manager</b> | <b>EEO CATEGORY: Service/Maintenance</b> |

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB SUMMARY:** Performs routine manual labor in assisting in the operations and maintenance of the wastewater treatment facility.

**ESSENTIAL JOB FUNCTIONS:**

1. Make routine checks of plant operations and equipment to detect malfunctions.
2. Assist operators in all duties in maintenance of buildings, grounds, equipment and vehicles.
3. Assist with daily inspection of vehicles.
4. Basic computer skills

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Operates a pickup, mowers, backhoe and skid steer as necessary in plant operation.
2. Operates grounds maintenance machinery as necessary to maintain grounds.
3. May be required to work weekends, evenings, and overtime.

**SUPERVISORY RESPONSIBILITIES:** None

|   |                                       |
|---|---------------------------------------|
| <b>Budget Responsibility:</b>                   | <b>\$ N/A Annual dollars</b>          |
| <b>Facilities and Equipment Responsibility:</b> | <b>\$ Less than 5,000 Total value</b> |

**EDUCATION**

High school diploma or GED and seven (7) to eleven (11) months of related experience.

**MINIMUM QUALIFICATIONS:**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of materials, supplies, and equipment related to wastewater treatment operations.

Basic knowledge of computer fundamentals and business software.

Ability to obtain a Class I Wastewater Operator license within one year.

Ability to communicate effectively, both orally and in writing.

Ability to follow instructions and complete tasks as assigned by Department Manager and/or Lead position.

Ability to obtain Class B or better CDL (Commercial Drivers License).

**ADDITIONAL REQUIREMENTS:**

Valid Arkansas driver's license.

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

|  | Yes | No |
|--|-----|----|
| Lifting (lbs.)   | 80  |    |
| Carrying (lbs.)  | 80  |    |
| Stooping/Bending   | X   |    |
| Kneeling/Squatting   | X   |    |
| Walking  | X   |    |
| Standing   | X   |    |
| Sitting  | X   |    |
| Climbing, Balancing (working with a ladder)                            | X   |    |
| Use of hands to finger, handle, or feel                                | X   |    |
| Physical Coordination (simultaneous use of hands, arms, feet and legs) | X   |    |
| Eye-Hand Coordination  | X   |    |
| Close Vision (Clear at 20 inches or less)                              | X   |    |
| Distant Visions (Clear at 20 feet or more)                             | X   |    |
| Color Vision   | X   |    |
| Depth Perception   | X   |    |
| Hearing  | X   |    |

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common for this job.*

|  | Yes | No |
|--|-----|----|
| Outdoor weather conditions   | X   |    |
| Wet, Humid conditions (non-weather)                                  | X   |    |
| Work near moving mechanical parts                                    | X   |    |
| Work in high, precarious places                                      | X   |    |
| Fumes or dust  | X   |    |
| Toxic or caustic chemicals   | X   |    |
| Extreme Heat (non-weather over 90° F)                                | X   |    |
| Low noise (e.g., business office)                                    | X   |    |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | X   |    |
| Loud noise (e.g., jackhammer, heavy motorized equipment)             | X   |    |