

NOTICE OF JOB OPENING

March 12, 2024

JOB CLASSIFICATION: Wastewater Treatment – Lead Operator Class 3-Lift Stations

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

Range: \$62,400.00 to \$76,752.00 (Starting Hourly Rate is \$30.00)

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 online at www.bentonutilities.com under the personnel tab.

Position will run until noon on Tuesday, 3/19/2024.



BENTON UTILITIES JOB DESCRIPTION

JOB TITLE: Lead Operator Class III – Lift Stations	DATE: 03/24
DEPARTMENT: Wastewater Treatment	
DIVISION: Public Utilities	FLSA STATUS: Non-exempt
REPORTS TO: WT Manager/Supervisor	EEO CATEGORY: Skilled Craft

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: To provide general repair and maintenance, recordkeeping, general upkeep of equipment, grounds for all lift stations for Benton Utilities. This position will be interchangeable with the Lead Operator III – Plant position when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Performs daily, weekly, and monthly inspections of wastewater lift stations to check for malfunctions or safety hazards.
2. Performs routine electrical and mechanical maintenance on lift stations.
3. Performs grounds and building maintenance, such as mowing, weed eating, spraying herbicides, painting, and cleaning.
4. Assists line crew when needed with collection line installation or repairs.
5. Monitors and repairs tight lines.
6. Checks and records meter readings.
7. Serves in rotation for on-call duty.
8. Pulls and repairs pumps; backflushes and maintains grease levels.
9. Checks and maintains backup generators.
10. Safely operates vehicles involved in daily operations, including pickup, dump truck, tanker truck, rodder, and tractor.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Hauls liquid solids using tank truck.
2. Operates dump truck, pickup, mowers, and jet rodder as necessary in plant operation.
3. May be required to work weekends, evenings, and overtime.
4. Will be able to perform the same duties in the plant if necessary.

Budget Responsibility:

\$ N/A Annual dollars

Facilities and Equipment Responsibility:

\$ 150,000 – \$1,000,000 Total value

SUPERVISION RESPONSIBILITIES

Directly supervises two (2) non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with Benton Utilities policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and two (2) years of related experience and/or training; or equivalent combination of education and experience and a minimum of seven (7) to eleven (11) months of management experience.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess and maintain a Class III Wastewater Operator license.

Knowledge of wastewater systems, processes methods, and techniques.

Considerable Knowledge of the operation of the wastewater lift stations and plant including pump controls and electrical equipment.

Considerable knowledge of hazards and safety procedures in operation of collection system.

Skill in use of hand tools used for maintenance and repair.

Skill in operating a dump truck, jetrodder, tank truck and tractor

Ability to identify and remedy malfunctions at lift stations.

Ability to read schematics of sewer main map.

Ability to communicate effectively with the public.

Comprehensive knowledge of rules and requirements of Federal and State regulatory agencies such as ADEQ and EPA.

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

Comprehensive knowledge of workplace safety issues and ADEQ training requirements.

Skill in completing reports of a statistical nature.

Ability to troubleshoot plant and lift station operation problems.

Ability to communicate effectively, both orally and in writing.

Ability to follow instructions and complete tasks as assigned by Department Manager and Supervisor.

These knowledge, skills, and abilities are usually, although not always, acquired through completion of high school, additional training under State regulated licensing program, and two (2) years of progressive experience in wastewater treatment operations. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

Arkansas Driver's License

Class B or better Commercial Driver's License or the ability to obtain license within one year of employment.

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.)	100	
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	

SAFETY SENSITIVE POSITION: This position has been deemed a Safety Sensitive position and any person performing duties in this position while under the influence of marijuana or any other substance (legal or illegal) that could impair the employee may constitute a threat to health and safety. Benton Utilities maintains a zero-tolerance for the use of any substance that may impair a Safety Sensitive individual. The consequences of a violation can be found in the Benton Utilities Employee Manual.

EMPLOYEE ACKNOWLEDGMENT:

I hereby acknowledge receipt of the Job Description for my position. I have reviewed the Essential Job Functions and Duties with my supervisor and can perform the duties of the job with or without reasonable accommodations.

Employee Signature

Date

Manger/Supervisor Signature

Human Resources Signature