



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 07.05.2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS PLEASE**

**Position Information**

Job Title: Assistant Sewer Plant Operator Department: Sewer

Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*

Standard Scheduled Hours: 7:00 a.m. – 4:00 p.m. Days to be Worked: M – F

**Starting Pay Rate:** \$15.92 Pay Grade 20

**Position Description: General nature/purpose of work:** The purpose of this position is to work in the operation and maintenance of a municipal sewage treatment plant and sewage collection facilities. An Assistant Sewer Plant Operator is responsible for the operation of sewage treatment plant on a designated shift of work. The employee operates the plant in accordance with established directives provided by a superior and work is done independently except in the case of unusual circumstances or emergency situations. Employee works under general supervision of Water and Sewer Superintendent.

**Primary Responsibilities Include:**

Measures and records quantity and temperature of waste to plant	Performs routine repairs and maintenance to sewer treatment plant and related equipment;
Checks physical and chemical composition of sewage as required	Working knowledge of the operation of a sewage treatment plant
Collects samples of waste for laboratory analysis	Makes routine simple laboratory tests of sewage and waste
Working knowledge of physical chemical testing methods and elementary laboratory procedures	Performs necessary operations as required of directed in conjunction with electrical panel controls, electric, hydraulic or mechanical valves, pumps or gates to insure proper operation of the settling, aeration and sludge digestion processes
Maintains records of tests, meter readings, temperatures and volumes	Performs routine repairs and maintenance to sewer treatment plant and related equipment

**Minimum Qualifications Standards:** Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test.

**Special Requirements:** Must be able to obtain a minimum of Grade 2 waste treatment operator certification issued by the State of Alabama within three (3) years. Must possess or be able to obtain a Commercial Driver’s License within 6 months of hire.

**Knowledge, Skills and Abilities:**

- Working knowledge of the operation of a sewage treatment plant.
- Working knowledge of physical chemical testing methods and elementary laboratory procedures.
- Some knowledge of basic trades such as plumbing and electrical circuits.
- Ability to prepare and maintain records according to a prescribed format.
- Ability to establish and maintain effective working relationships with other employees and with the public.

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*

*Date of announcement: 10/12/2017*

*Closing date: Until filled*

