

## **CITY OF BRIGHTON WASTEWATER TREATMENT PLANT OPERATOR**

The City of Brighton is in need of a full time Wastewater Treatment Plant Operator to join a skilled, responsible and dedicated team. Under the direction of the Wastewater Treatment Plant Superintendent, the qualified candidate will perform all daily treatment and operations of the City are 2.25 MGD Wastewater Treatment Facility and perform a variety of related sanitary sewer collection system duties.

Applicants will possess a High School diploma or GED equivalent, a valid State of Michigan driver's license, a satisfactory driving record and the ability to maintain one throughout employment required, a CDL, Class B including tank truck and air brake endorsement or obtain within six months of employment is required; one year experience in a Water or Wastewater Treatment Facility; Class D Wastewater License issued from the State of Michigan or willingness to obtain; experience in performing manual labor tasks (use of hand and power tools); experience operating various types of construction and maintenance equipment, on call 24/7 for after-hours emergencies and work rotating weekends.

A starting salary of \$19.69 to \$21.89, which will be based on experience, along with a comprehensive benefit package is offered to the qualified applicant. If you would like to join our team and work in a full-service community with a vibrant downtown, please send a letter of interest, resume and completed application which can be found on the City of Brighton website at [www.brightoncity.org](http://www.brightoncity.org):

City of Brighton  
Michelle Miller, Human Resources Manager  
RE: Wastewater Treatment Plant Operator  
200 N First St.  
Brighton, MI 48116  
or  
[millerm@brightoncity.org](mailto:millerm@brightoncity.org)

Applicants are asked to submit all application materials by September 24, 2019. A copy of the full position description can be found at [www.brightoncity.org](http://www.brightoncity.org). EOE

**CITY OF BRIGHTON  
JOB DESCRIPTION**

**WASTEWATER TREATMENT PLANT OPERATOR**

**Supervised By:** Wastewater Treatment Plant Superintendent  
**LFSA:** Non- Exempt  
**Union:** TPOAM

**Position Summary:**

The City of Brighton is seeking a full time Wastewater Treatment Plant Operator to join a skilled, responsible, and dedicated team, under the supervision of the Wastewater Treatment Plant Superintendent to perform all daily treatment and operations of the City's 2.25 MGD Wastewater Treatment Facility and perform a variety of related sanitary sewer collection system duties.

**Essential Job Functions:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Perform a variety of tasks related to the processing and treatment of wastewater and bio-solids to meet state and federal regulations and requirements.
2. Perform and knowledge of process control, NPDES permitting, laboratory analysis, and ability to interpret the results.
3. Maintain, compile and update plant operations logs/records and assist in preparation of reporting requirements.
4. Mix and add treatment chemicals; ensure adequate chemical application according to regulations and guidelines.
5. Install, maintain, repair, modify, troubleshoot, and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, chemical feed pumps and all other related equipment.
6. Collect process samples and work closely with laboratory personnel to monitor laboratory results.
7. Perform general plant facility maintenance such as cleaning, painting, and repairing plant facilities; perform various grounds maintenance duties as required.
8. Perform activities, related to installation, inspection, maintenance, and repairs of the sewer collection system.
9. On call 24/7 for after-hours emergencies and work rotating weekends.
10. Assist and support other departments as requested.

**Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

1. Possess and maintain a valid Michigan Operators License
  - CDL, Class B including a tank truck and air brake endorsement or obtain within six months of employment
2. High School diploma or GED equivalent
3. One year minimum experience in Water or Wastewater Treatment Facility

4. *Class D* Wastewater License issued from the State of Michigan or willingness to obtain
5. Experience in performing manual labor tasks (use of hand and power tools)
6. Experience operating various types of construction and maintenance equipment

#### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Ability to distinguish sounds, pitches, tones, and hear speech 100 % of each work day.
- Must have manual and finger dexterity.
- Must have the ability to perceive the nature of object by the eye. Ability to judge distance and space relationship to see object where and as they are.
- Must be able to climb and descend from structures, stairs, ramps while balancing and maintaining body equilibrium to prevent falling when walking, standing, bending on surfaces that may be rough, uneven, slippery, ascending, descending or flat.
- Must be able to stand on feet during related projects 100% of the project and 80% of the day.
- May be exposed to working in close quarters, high and precarious places, moving mechanical parts, wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, vibration, fumes or airborne particles and infectious diseases.
- Ability to communicate in person, in writing, and by telecommunication devices.
- Must be able to lift between 50-100 lbs. daily as required.
- Ability to work independently.
- Must be able to work for extended periods of time beyond a regular work shift during a City/Department emergency.
- Must be able to work in adverse weather conditions with exposure to weather – related heat, cold, rain, snow, wind and related elements.
- Must be able to work in multiple ranges of sanitary conditions and withstand certain odors that may be prevalent to the job.
- Must be able to read and interpret operating procedures, maps, rules and policies, etc.
- Must adapt to changing work priorities as assigned by supervisor or employee's judgement.
- Must be able to perform work in compliance with current safety standards.
- Must have the ability to professionally communicate to maintain effective and appropriate working relations with customers, co-workers, and representatives of other agencies.
- Must have the ability to deal with stress through public communication/confrontations with fellow employees, supervision, and general public –at-large.
- Respond to an emergency situation 24 hours a day / 7 days a week and able to respond within one hour.

## **WASTEWATER CLASSIFICATIONS**

Employees will be asked to explain problem-solving issues by the Superintendent and demonstrate ability to perform required job duties to prove they are ready for next level. Employees will be performing job duties in higher classifications to prepare for advancement to those classifications. If an employee cannot perform the duties in their current classification, the City may consider lowering their classification until employee can demonstrate the ability to do so. If a crew leader position exists, filling of that position will be at the discretion of the DPS Director.

### **Laborer: \$19.69**

12 months of service, must be able to perform the following to advance to next level

- Daily plant and liftstation reads
- Daily plant walk through inspection
- General knowledge of liftstations/liftstation operation
- Perform weekly WWTP maintenance
- Ability to use hand tools
- Ability to operate mowing equipment/weed wackers
- Operate pick-up truck/snow plow
- Operate power tools
- Operate Ford tractor and attachments
- Operate chainsaw/K-12 saw
- Operate compactor
- Operate trailer air compressor
- Set up and operate trash pumps
- Flush fire hydrants
- Weekend duties at the WWTP and Water plants
- Assist in operation of the Vactor truck/cleaning sewers
- Assist in televising sewer mains and leads
- General labor on sewer main/water main and service repairs
- Acquire CDL license
- Collect wastewater composite and grab samples
- Assist upper classifications

### **Class 1 CDL Required**

\$21.89 Ability to advance to Class 2 after 1 year in this classification

- Perform monthly WWTP maintenance
- Perform monthly liftstation maintenance
- Ability to use Lucity program
- Assist in operation of centrifuges
- Ability to perform basic plumbing
- General ability to read maps/blueprints
- Drive Vactor truck/assist in operation of truck
- Operate dump truck with underbody
- Assist in set up of emergency equipment
- Assist in set up of confined space equipment

- Assist in repair of sewer main/water main repairs and taps
- Operate lateral tv camera/locate service leads
- Respond to WWTP and liftstation overtime calls
- Operate portable generators on liftstations
- Assist in collection of samples at the WWTP and collection system
- Perform PH, Dissolved oxygen, fecal coliform testing
- Perform quality control/quality assurance testing
- Prepare chemical reagents and testing solutions
- Assist with housekeeping in the laboratory
- Assist in staking/missdigs for sewer mains, service leads and force mains
- Supervise lower classification, assist upper classifications

**Class 2-CDL Required:**

\$24.08 Ability to advance to Class 3 after 6 months in this classification

- Perform quarterly WWTP maintenance
- Perform semi-annual WWTP maintenance
- Perform annual WWTP maintenance
- Fully operate Vactor truck
- Operate tractor tv camera to televise sewer mains
- Full knowledge of City of Brighton safety procedures (confined space, lock out/tag out, excavation trench safety, personal protective equipment, hazard communication)
- Perform ammonia nitrogen, total suspended solids, settleability, and Phosphorus tests
- Assist in operation of manlift truck
- Investigate and address customer service requests
- Have a current MDEQ Wastewater Operator Certification
- Supervise lower classifications, assist upper classifications

**Class 3-CDL Required**

\$25.79

- Full knowledge of WWTP operations and collection system
- Full knowledge of liftstation operations
- Ability to read maps and blueprints
- Operate backhoe/mini excavator
- Operate loader
- Ability to repair sewer mains, water mains, and service leads
- Operate manlift truck
- Set up work crews at the WWTP and worksites in the collection system
- Assist in FOG program
- Performs sampling procedures and analytical protocol for limitations and compliance monitoring of daily, monthly, quarterly, semi-annual, and annual requirements as specified in the City's NPDES permit.
- Perform calibration curves
- Maintain lab records, test results, data sheets, trending graphs, and assist in Monthly Operational Reports
- Set up of new and replacement equipment
- Microscope examination of sludge to determine sludge quality

- Assist Superintendent with sample scheduling, preparation, and sampling for IPP Program
- Assist Superintendent with sample scheduling and preparation for Mercury Minimization Program monitoring
- Perform testing services for outside organizations (ex. HRWC)
- Responsible for insuring annual DMRQA study sampling, testing and reporting is completed and reported to the EPA State Coordinator to comply with the Clean Water Act 308
- Responsible for tracking inventory/lab supplies
- Maintain laboratory SDS sheets
- Supervise lower classifications, assist upper classification

**Crew Leader-CDL Required**

\$27.16

- Must be able to perform all lower classification duties for that department before being considered for a crew leader position.
- Must have a minimum of 3 years of service in the Wastewater department and approval of Superintendent for advancement. If crew leader position is denied definitive reasoning must be provided by supervision.
- Supervise all wastewater classifications
- Assign duties based on daily priorities
- Responsible for WWTP equipment maintenance and repairs
- Responsible for liftstation and collection system maintenance/repairs
- Perform maintenance on wastewater fleet of vehicles
- Responsible for insuring the completion of weekly, monthly, quarterly, semi-annual, and annual maintenance programs.
- Provide assistance in the completion of the IPP, Mercury Minimization, and FOG Programs
- Insure that work is done in a safe and proper manner
- Use of Lucity work order system
- Responsible for SDS sheets/book
- Provide assistance to Water Department and DPW on an as needed basis

**CITY OF BRIGHTON**

**APPLICATION FOR EMPLOYMENT**

**To The Applicant:** We appreciate your interest in the City of Brighton and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position that, in our judgment, best meets your qualifications.

**The City of Brighton is an Equal Opportunity Employer**

**Instructions:**

Please print the requested information in the spaces provided below.

Date of Application: \_\_\_\_\_  
Month/Day/Year

Date Available to Begin Work: \_\_\_\_\_  
Month/Day/Year

**PERSONAL INFORMATION**

Last Name	First	Middle	Social Security Number
Street Address			Home Telephone
City, State, Zip			Mobile Telephone
In Case of Emergency, Notify:			
Name		Address	Telephone Number
Are You Legally Eligible For Employment in the U.S.??*		Are You 18 Years or Older?	
If related to any elected or appointed City Officers, state name and relationship to you.			
Have you ever been convicted of a crime?		<input type="checkbox"/> YES (explain)	<input type="checkbox"/> NO
(A criminal conviction record will not necessarily prohibit you from being employed.)			
If YES, please list date, place and nature of offense.			
Are there any felony charges presently pending against you?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

\* The City of Brighton conforms to the Immigration Reform and Control Act of 1986, which requires you to furnish documentation showing your identity and legal authorization to working the United States once you have been offered employment.

**EMPLOYMENT DESIRED**

POSITION (S) APPLIED FOR: _____	DEPARTMENT(S):	Public Works <input type="checkbox"/>	Finance <input type="checkbox"/>
		Water & Sewer <input type="checkbox"/>	Police <input type="checkbox"/>
		Fire <input type="checkbox"/>	Clerk <input type="checkbox"/>
		Bldg/Planning <input type="checkbox"/>	Other <input type="checkbox"/>
		Assessing <input type="checkbox"/>	
PAY/SALARY DESIRED: _____	Kind of Work Sought: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/>		
If part-time or seasonal, please specify days, hours, or time of year sought: _____			

**FORMER EMPLOYERS**

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

**PLEASE PRINT ALL INFORMATION**

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

Company Name	Telephone
Address City, State	Employed (month/year) From To
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Company Name	Telephone
Address City, State	Employed (month/year) From To
List Job Title & Responsibilities	Reason for Leaving

<p>Have you ever been discharged or requested to resign any job? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please explain circumstances _____</p> <p>_____</p> <p>Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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**EDUCATION**

**Applicants for certain positions may be required to provide transcripts**

EDUCATION	Name & Location of School	No. Of Years Completed	Subjects Studied	Degree Earned
High School				
College/ University				
Vocational/ Trade/Graduate				

**GENERAL**

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

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**A current drivers license is required for certain positions in the following departments:**  
Police, Fire, Public Works, Water & Sewer, Bldg/Planning and Assessing

**If you are applying for a position in a listed department,**  
Do you presently have a valid Michigan driver's license?  YES  NO

Type of License: Operators License  Commercial Drivers License (CDL)   
License No. \_\_\_\_\_ Endorsements \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Current Number of Points \_\_\_\_\_

**(A license check will be conducted for applicants for positions requiring a drivers license)**

**Police Applicants Only:**

Are you certified or have you completed the Michigan Commission  
On Law Enforcement Standards (MCOLES) basic police training to be  
a certified law enforcement officer in the State of Michigan?  YES  NO

**U.S. Military Service:**

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Rank or Rating \_\_\_\_\_ Type of Discharge \_\_\_\_\_

**PHYSICAL RECORD**

**MEDICAL EXAMINATIONS:** In accordance with the provision of the Americans With Disabilities Act, the City of Brighton may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

**I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS.** I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Brighton, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City may be immediately terminated.

**Applicant's Signature** \_\_\_\_\_

**REFERENCES**

**Please give the names of 3 people, not related to you, whom you have known for over one year.**

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

**SIGNATURE**

**(Read carefully before signing)**

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City to release to the City any information they have regarding me without providing written notice to me.
- I authorize the City to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure, and I release the City from any liability in connection with such use or disclosure.
- If I am hired by the City, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City as they are from time-to-time changed, with or without notice to me.
- If I am hired by the City, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that, except as set forth in any collective bargaining agreement, the City can terminate the employment relationship at any time, with or without cause, with or without notice. This employment relationship exists regardless of any other written statements or policies or any other City document or any verbal statement to the contrary. No one except the Mayor, with City Council Approval, can enter into any kind of employment relationship or agreement with is contrary to the above. To be enforceable, such relationship or agreement must be in writing and personally signed by the Mayor and myself.
- If I am hired by the City, I understand and agree that any and all claims or disputes that are subject to state or federal court jurisdiction, and which arise between myself and the City or its agents, shall be submitted to arbitration for resolution under the provisions and authority of the Michigan Arbitration Act, MCL 600.5001 and MCR 3.602. I understand that my agreement to arbitrate these disputes does not waive or limit any of my substantive rights or remedies.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_