



City of Deltona, Florida

NOTICE OF POSITION VACANCY

ISSUE DATE: 8/7/09

CLOSING DATE: 8/28/09

ELIGIBILITY: External Applicants

LOCATION: Public Works & Utilities Dept.

LEAD WATER OPERATOR

- **One Regular Appointment Full Time Non-Exempt Vacancy**
- **Anticipated Hiring Range \$18.18/hr-\$22.91/hr (Annualized \$37,816.69 - \$47,649.03),DOQ**

DEFINITION: Under general direction, ensures the safe, efficient and cost-effective operation of water and/or wastewater plants and the effective use of assigned personnel. Ensures compliance with federal and state rules and regulations and local operating permits. Typically, the incumbent performs the same or similar work as those reporting to him or her and spends no more than 50% of his or her time on Administrative and Supervisory tasks outlined below.

Duties include but are not limited to: Monitors gauges, meters and Control panels; and controls variations and operating conditions of the treatment process. Records meter and gauge readings. Operates and maintains valves, motors, pumps and engines either manually or by remote control. Monitors and adjusts plant operations manually or by computer.

Extracts samples and performs routine laboratory tests, documenting and certifying test results. Performs change-out of chemical containers as needed. Performs other utility-related work including change-out and/or repairing meters, service line leaks and main leaks, meter reading, repair and maintenance of life stations, service orders, turn-ons/turn-offs, collections of past due accounts from customers, and monitor and maintain distribution and collection systems. Performs scheduled plant inspections, certifying completion of such inspections in the facility log book. Maintains various plant records and reports.

Ensures that plant facilities and grounds are kept clean, neat and orderly. Prepares and controls annual budgets, including staffing, capital and O&M) and monthly variance reports. Provides input and information to the Engineering Department concerning plant modifications and upgrades. Attends pre- and post-construction conferences and conduct inspections of completed work. Reviews Monthly Operating Reports and Lab tests for accuracy and may sign off on these reports.

Performs research, provides information and prepares reports as needed or directed, with the guidance from Technical Services, other ancillary service departments, the Regional Manager or Supervisor, may develop a response to new regulations, preparing a written plan for compliance for submission to regulatory authorities. Supervises staff, conducts interviews and investigations and recommends personnel actions such as hiring, terminations and discipline. Conducts performance appraisals, motivates, counsels, provides training and cross-training, plans and directs work assignments, administers company policies affecting staff and keeps staff up-to-date on information and changes in requirements and procedures necessary for effective job performance. May be responsible for an effective customer relations program which may include encounters by phone, in person and by mail. May speak to homeowner and civic groups on a variety of topics and settle small damage claims with homeowners.

MINIMUM QUALIFICATIONS: Advanced education, work experience and licensure consistent with the permitting requirements of the plant(s) for which the individual is to be held accountable for. Work experience in a comparable plant and treatment process (e.g., R.O., AWT, lime softening, etc.) is also required.

LICENSES: Valid Florida Drivers License. "B" license in wastewater or an "A" license in water or wastewater

BENEFITS: Full City Benefits

Submit completed City of Deltona employment application: City of Deltona, Attn: HRD, 2345 Providence Blvd., Deltona FL 32725. Applications are available on the web site: www.deltonafl.gov

Veteran Preference in appointment will be given to eligible Veterans and Spouses

We are proud to be a Drug-free and Equal Opportunity Employer! M/F/D/V