

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

JOB DESCRIPTION	
<i>OPERATOR 2 - WASTEWATER – DEPARTMENT OF PUBLIC SERVICES</i>	
Supervised by:	Superintendent or their assigned representatives.
Supervises:	No supervisory responsibilities.
General Summary:	Under the supervision of the Utilities Superintendent, or their assigned representative performs manual and semi-skilled tasks related to the operation, maintenance, and repair of the City of Hastings Wastewater Treatment Plant. Position responsibilities include the operation and maintenance of headworks building equipment, primary clarifiers, blower building equipment, aerator tanks, secondary clarifiers, sludge tank, solid waste press, UV light effluent station, outlet pump station, alum tank, and SCADA system amongst others. The performance of the essential job functions described below, as appropriate for the position.
Essential Job Functions:	
1	Assists in all aspects of wastewater treatment plant, including the operation, maintenance, and repair of all equipment, performance of lab procedures and other related work as required.
2	Operates control panels, pumps, blowers, mechanical equipment, valves, and other related equipment as required.
3	Operates trucks, tractors, skid steers, and other motorized equipment.
5	Loads and moves materials, chemicals, furniture, and equipment.
6	Maintains and performs minor repairs on vehicles, mechanical equipment, and power tools.
7	Assist in some aspects of the sanitary sewer collection system including lift station, and township step system operation, maintenance and repair and other related work as required.
8	Assist in some aspects of the water department including meter reading, meter replacement, water shut offs and other related work as required.
9	Understanding, implementing, following EGLE permit, report, and procedure requirements.
10	Ability to work well with others or independently as situation requires.
11	Ability to complete assigned tasks in the time allotted and with strong attention to detail.
12	Performs other work as required.
Required Knowledge, Skills, Abilities and Minimum Qualifications:	

<input type="checkbox"/>	Some high school coursework is required; a high school diploma or GED is preferred.
<input type="checkbox"/>	Possession of a Class "B" Commercial Driver's License with air brakes endorsement valid in the State of Michigan at time of hire or within 6 months of hire.
<input type="checkbox"/>	Knowledge of basic laboratory equipment, procedures, and skill in applying them to successfully sample, test, correlate and report.
<input type="checkbox"/>	Knowledge of basic mechanical repair tools and procedures, and skill in applying them in maintaining and making minor repairs to a variety of vehicles, mechanical equipment, and power tools.
<input type="checkbox"/>	Knowledge of safety practices, tools, procedures and materials utilized in common public works maintenance and repair operations, and skill in applying them in regular and emergency assignments in a safe and efficient manner.
<input type="checkbox"/>	Knowledge of basic tools and procedures of basic carpentry, painting, plumbing, and cement finishing, and skill in applying them in maintaining and making minor repairs to City buildings and related facilities.
<input type="checkbox"/>	Familiarity with standard construction specifications, construction methods and materials.
<input type="checkbox"/>	Skill in making basic mathematical calculations, and in following written and oral instructions.
<input type="checkbox"/>	Skill in establishing and maintaining effective working relationships, and use good judgment, initiative, and resourcefulness when dealing with employees, vendors, contractors, and the general public.
<input type="checkbox"/>	Skill in handling customer complaints and upset or irate citizens.
<input type="checkbox"/>	Mental aptitude and physical coordination required to operate complicated mechanical equipment.
<input type="checkbox"/>	Strength and physical condition sufficient to perform hard labor involving the operation of air hammers, heavy lifting, shoveling, utilization of other hand tools, and working in excavations.
<input type="checkbox"/>	Skill in compiling and maintaining maintenance data.
<input type="checkbox"/>	Ability to lift and carry 50 pounds over uneven terrain.
<input type="checkbox"/>	Ability to work effectively under stress, in emergencies, and during non-standard hours.
<input type="checkbox"/>	Ability to travel to various locations within the City and into the Townships.
<input type="checkbox"/>	Ability to walk, crawl, climb, and maneuver where physical mobility is required to complete duties.
<input type="checkbox"/>	One year of related experience is preferred.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee is likely to encounter while performing the essential job functions of this position. While performing the essential job functions of this position an employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to perform work in the field and may be exposed to adverse weather conditions. An employee is occasionally required to lift and/or move items of considerable weight. An employee is occasionally required to carry 50 pounds over uneven terrain for short distances. An employee is periodically exposed to working in traffic situations where safety practices will be required. The noise level in the work environment is moderate and can occasionally be very loud.

Date Created: 10.15.2001**Dates of Revision: 11.22.2005; 01.01.2007; 06.01.2008; 05.01.2011; 05.01.2012; 08.12.2022**



City of Hastings, Michigan

Application for Employment

To applicants: Your interest in employment with the City of Hastings is appreciated. Completion of this application for employment assists with providing a clear understanding of your background and work history and will aid us in placing you in the position that best meets your qualifications. False or misleading statements or omissions will be cause for rejection of this application or dismissal after appointment.

The City of Hastings has a commitment to Equal Employment Opportunity and complies with Federal and State standards pertaining to equal employment opportunity. It is the policy of the City of Hastings to implement equal opportunity on an affirmative basis to all qualified employees and applicants for employment without regard to race, color, creed, sex, age, height, weight, marital status, religion, veteran status, national origin or disability. Michigan Law requires that a handicapped individual with a disability needing accommodations for employment notify the employer in writing, within 182 days after the need is known.

 Position for which you are applying Date of Application

 How did you learn of this position? (Give source)

 Last Name First Name Middle

 Street Address City, State Zip Code

 Telephone Number Email

Are you prevented from becoming lawfully employed in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available to work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No

On what date would you be available to start work? _____

Are you able to perform the functions of the job position for which you are applying, with or without reasonable accommodation? ___Yes ___No

If reasonable accommodation is required, please detail _____

Have you been convicted of a felony within the last seven years? ____ Yes ____ No

If yes, please give details including charge, location, circumstances, etc.

Explain any gaps in employment: _____

Education

	School Name	City, State	Course of Study	Diploma / Degree
High School				
College				
Other (specify)				
Other (specify)				

Describe any specialized training, apprenticeships, skills, or licenses held.

Employment History

Start with your present or most recent job. Include any military service and volunteer activities. You may exclude organizations which indicate race, color, religion gender, national origin, disabilities, or other protected status. List all employers for positions held in the past 20 years.

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Supervisor Name	Supervisor Contact Info
Reason for Leaving	

Employment History (continued)

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Supervisor Name	Supervisor Contact Info
Reason for Leaving	

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	

Supervisor Name	Supervisor Contact Info
Reason for Leaving	

Employer	Dates Employed From: _____ To: _____
Street Address	Telephone
City, State, Zip	Work Performed
Job Title	
Supervisor Name	Supervisor Contact Info
Reason for Leaving	

If you need additional space, please continue on a separate piece of paper.

May we contact the employers listed above? _____ Yes _____ No

If not, indicate the employers you do not wish us to contact and the reason:

References (Other than Family Members)

Name	Phone Number	Occupation or Relationship to Applicant

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment, education, volunteer, or other experience.

Applicant's Statement and Certification

By signing and submitting this application for employment, I certify that all information contained in it is true and complete to the best of my knowledge and belief. I understand and agree that, in the event of my employment with the City of Hastings, false or misleading information provided by me in my application or interview(s) may result in my immediate discharge.

I consent to a background investigation and authorize my former employers, school authorities, police agencies, and any other persons or organizations to give to the City of Hastings any information regarding my employment, education, experience or character together with any information they may have regarding me whether or not it is in their records. I hereby release them and their organization from any claims and liabilities whatsoever for issuing same and release the City of Hastings from any claims or liability for using such information in making a hiring decision.

I understand that neither this application nor any subsequent offer of employment creates a contract of employment and if I am hired, I will be employed at-will, meaning that the City may terminate my employment at any time, with or without cause and with or without notice and that no person in whatever position is authorized by the City of Hastings to convey or imply any terms of employment to the contrary.

I further understand and agree that, if employed, I will abide by all rules and regulations of the City of Hastings.

Signature of Applicant

Date