

The City of Senoia	
Title: Sewer Plant Operator	
Status: Non-Exempt	

Summary Objective

The purpose of this position is entry level work of routine difficulty in the operation and care of a variety of sewer plant equipment and facilities on an assigned shift. Work involves proper operation and regulation of plant equipment so that end products meet the quality standards of the federal, state and county regulatory agencies.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs daily chemical analyses, in accordance with state mandated requirements and federal guidelines.
- Maintains a neat and clean work area including lime machines, chemical feeders and laboratory areas.
- Maintains and wears proper safety apparel.
- Recognizes equipment failures or deficiencies and takes appropriate corrective action utilizing sound judgment.
- Reads a variety of charts and meters, keeping accurate log sheets and preparing reports.
- May participate in instructing and familiarizing trainees and newly hired operators with the various aspects of plant operation.
- Prepares work order requests to repair or calibrate plant equipment.
- May supervise maintenance workers engaged in routine plant operations.
- Transmits special operating procedures and instructions to subsequent shifts.
- Informs mechanics of any mechanical defect and may be assigned to assist in preventive maintenance of equipment.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- Requires High School graduation or GED equivalent.
- Requires experience in the operations of a water treatment plant or on the job training; or an equivalent combination of education, training and experience

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
Bright/dim light; Dusts and pollen.
Extreme heat and/or cold; Wet or humid conditions.
Extreme noise levels, Animals/wildlife.
Vibration; Fumes and/or noxious odors.
Traffic; Moving machinery.
Electrical shock; Heights.
Radiation; Disease/pathogens.
Toxic/caustic chemicals; Explosives; Violence.
Other extreme hazards not listed above.

Special Certifications and Licenses:

- Must possess a Georgia Water/Wastewater Treatment Plant Operator Class 3 License.
- Must possess and maintain a valid state driver’s license with an acceptable driving history.


Americans with Disabilities Act Compliance

The City of Senoia is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

Senoia is located 47 minutes south of the Atlanta International Airport approximately 47 miles on GA 85 S. This is a good opportunity for someone who is seeking the quality of life a small growing town offers while playing a major role in leading the City to its next level of growth and development. Attached is the job description. Job will remain open until filled. Please share this information with anyone you think may have the required qualifications and may be interested in this opportunity.

Please submit application and resume to the City of Senoia P.O. Box 310 Senoia, Georgia 30276 or Harold Simmons, City Manager at hsimmons@senoia.com. Thanks for your assistance.

Benefit Package:

SALARY: Commensurate with experience

VACATION: 1ST Year of Employment-1 wk. at 6 months; 2ND wk. at 1 year
2ND and 3RD Year of Employment -2 wk.
4-9 Year of Employment -3 wks.
10 Years to Retirement -4 wks.

SICK LEAVE: One day (8 hours) of sick leave earned per month for a total of 96 hours per year

11 PAID HOLIDAYS: New Year's Eve, New Year's Day, Martin Luther King Jr's Birthday, Thanksgiving Day, Day after Thanksgiving, Memorial Day, Independence Day, Labor Day, Christmas Eve, Christmas Day, Veterans Day, Juneteenth

HEALTHCARE/BCBS ANTHEM: Insurance for City employees is Free. Costs of \$669.68 is paid by the City on your behalf. If you are covering family members, the following is deducted from your paycheck for additional covered persons.

EMPLOYEE PAYS PER MONTH:

E/Spouse 334.84

E/CHILDREN 284.62

Family 585.77

DENTAL/METLIFE: Employee Insurance is Free. Costs of \$34.81 is paid by the City. If covering family members, the following is paid out of your paycheck.

ADDITIONAL COVERAGE PAID BY THE CITY:

STD Approx. \$14.85 (figure based on age)

LTD Approx. \$23.65 (figure based on age)

Life Insurance with MetLife \$5.60

EMPLOYEE PAYS PER MONTH:

E/Spouse 36.08

E/Children Only 42.90

E/Family 86.93

WORKERMANS COMP: City pays approx. \$1,195.63 per employee (Based on number of employees)

GMA PENSION FUND: The City pays 2.5 % of your salary into a pension fund with GMA (Georgia Municipal Association).

457B PLAN: You are allowed to contribute to the 457B Plan from your paycheck.