



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
EXTERNAL**

**CLASSIFICATION TITLE: Operator Trainee – Utilities/Water Department**

**FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED**

**OPENING DATE: July 18, 2017**

**CLOSING DATE: July 24, 2017**

**PAY RATE: S08-01**

**SUMMARY DESCRIPTION:**

This is a skilled position for assisting with the maintenance of the City's deep water wells and storage tanks, along with repairs to the water distribution system. Employees in this skill level are responsible for learning to perform a variety of manual and skilled tasks in the inspection, maintenance and testing of the City's water wells, storage tanks, as well as the operation of heavy equipment. This position represents an employee who will learn to perform the duties listed, along with any other duties as directed by the proper authority.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs or assists others with operation, maintenance, and repairs to all wells and other locations as needed.
2. Knows how to operate and maintain heavy equipment such as a backhoe, excavator or trencher.
3. Performs or assists with duties such as lab testing, sample set-up and sample processing, along with the general maintenance necessary for all lab and sampling equipment.
4. Learns to maintain the fluoridation and chlorination equipment for all wells.
5. Maintains a clean and safe environment in the well houses.
6. Learn to perform required periodic inspections of equipment; minor repairs on equipment and promptly report the need for major repairs to management.
7. Performs manual work using power tools or hand tools including concrete saw, drills, and saws.
8. Learns to maintain a variety of records and logs as required by ADEM and EPA.
9. Performs duties such as grass cutting, edging and weed-eating at wells, or any other location owned or operated by the City of Troy.
10. Learns to monitor all SCADA for water as requested by Utilities management during normal working hours and off hours.
11. Holds standby at night and on weekends as rotation requires.
12. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Knowledge of operation and maintenance of a variety of motorized maintenance and construction equipment.
- Knowledge of principles and procedures of record keeping.
- Knowledge of the occupational hazards and standard safety practices.
- Ability to perform a variety of semi-skilled and skilled construction and maintenance tasks.
- Ability to operate and maintain hand and power tools in a safe and efficient manner.
- Ability to perform heavy manual labor.
- Ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Ability to load, haul, collect and dispose of materials, debris, and trash.
- Ability to operate a two-way radio and headset.
- Ability to read and interpret basic blueprints, diagrams, and maps.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to be available to work nights, weekends, stand-by and emergency call-ins.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

- A. Valid Alabama Driver's License and insurable under the City of Troy's Liability Insurance.
- B. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- C. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

## **MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

*The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.*

<b>Essential Physical Abilities</b>
The incumbent is regularly required to use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; occasionally lift or carry heavy objects between 50-100 pounds; and grasp, hold and toss objects.
<b>Supervisory Control</b>
Utility management assigns duties in terms of general instruction. Utility management spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include Municipal Ordinance, City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core

Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists semi-skilled and skilled manual labor. The operation of heavy equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position. The works also consists of skilled technical labor and will require knowledge listed above.
<b>Scope &amp; Effect</b>
The purpose of this position is to provide support to the Water Department. Success in this position results in greater effectiveness of the work load of both departments.
<b>Personal Contacts</b>
Contacts are typically with employees, co-workers, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to resolve problems and provide services.
<b>Work Environment</b>
Work is performed on equipment and in the field exposing employee to high and low temperatures; strong odors; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent's working conditions are typically moderately loud to very loud.
<b>Supervision Exercised</b>
None

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to satisfactory background check

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Department of Human Resources  
310 Charles W Meeks Ave  
Troy, AL 36081