

**NOTICE OF JOB POSTING**

**Date of Posting:** Monday, October 3, 2016

**Job Title:** Assistant Operator (Part-Time) – Water Treatment Plant

**Salary:** Grade 4 and according to the "Agreement between AFSCME Local 1201, Council 93, AFL-CIO and the Town of Fair Haven, VT," July 1, 2016 – June 30, 2019 ("Union Contract")

**Location:** Water Treatment Plant – Off Inman Pond Road

**Assigned Hours of Work, Days Off:** 25 hours/week, rotating schedule including weekends and holidays, can expect some emergency call-ins and overtime, and according to the Union Contract

**Examples of Duties:** Refer to the attached job description

**Closing Date of Applications:** No later than 4:00 p.m., Friday, October 28, 2016

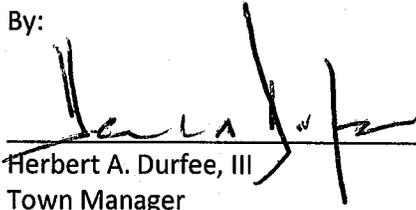
**Qualifications:** Refer to the attached job description

**Apply to:** Herbert A. Durfee, III, Town Manager  
Attn: Assistant Operator – Water  
Town of Fair Haven  
3 No. Park Pl.  
Fair Haven, VT 05743

**Applications to Include:** Cover Letter  
Completed "Application for Employment"  
Resume

**Review Factors:** Experience in related work for the Town  
Work history  
Ability to do the job  
Education & training directly related to the duties and responsibilities of the job

By:

  
\_\_\_\_\_  
Herbert A. Durfee, III  
Town Manager

**Attachments:**

- Job Description (2 pages)
- Application for Employment (4 pages)
- FYE 2017 Pay Schedule (1 page)

TOWN OF FAIR HAVEN, VERMONT

**POSITION:** Water Treatment Facility  
Assistant Operator (part time)

**DEPARTMENT:** Water Department

**GRADE:** 4

**A. NATURE AND SCOPE OF POSITION:**

1. Works under the immediate supervision of the Water Treatment Facility Chief Operator in the operation and maintenance of the water treatment facility and associated installations. Performs these duties with minimum oversight and supervision.
2. Collects data as it pertains to operations and maintenance including start-up, process shutdown, clean-up and other duties.
3. Analyzes instrument readings, laboratory test results, and adjusts plant processes and controls accordingly for maximum operating efficiency as directed by the Chief Operator.
4. Is responsible for scheduled and other maintenance requirements.
5. Is responsible for quarterly reading of water meters, and assists in the repair and maintenance of distribution lines.
6. Reports needed chemicals, supplies, and equipment required to operate the plant and collection system to his Supervisor.
7. Informs his Supervisor of unusual or unsafe operating conditions; is responsible for ensuring that all proper safety precautions and requirements are adhered to.
8. Is responsible for the normal upkeep of the building and grounds.

**B. REQUIREMENTS OF THE JOB**

1. Must have the ability to establish and maintain an effective working relationship with supervisors, co-workers, employees from other departments, with State and Federal Agencies, and with the public.
2. Must possess a Vermont class 4B Water Treatment Plant Operator certification or the ability to obtain such within 2.5 years of employment. Should have the ability to learn rapidly and ability to work alone.
3. Familiarity with State and Federal regulations on the treatment of water, and with local water ordinances.
4. Working knowledge of the methods, procedures and equipment used in Water Treatment Plant operations and maintenance. Includes the ability to use electronic and laboratory equipment (i.e. ph meter, turbid meter, glassware, etc.).

**Water Treatment Facility  
Assistant Operator**

5. Must have good physical strength and the ability to work in high places, under adverse weather conditions, and with fumes, chemicals, and toxic substances.
6. Must have basic mechanical and electrical ability to maintain pumps, motors and other devices to ensure that all monitoring equipment is functioning properly.
7. Must have the ability to operate chain saw, lawn mower, weed eater, dump and pick-up truck, bobcat and boat; able to use plumbing and power tools.
8. Must be eighteen (18) years of age or older; possess a Vermont State driver's license with good driving record; and the ability to obtain a CDL (Commercial Driver's License).

**B. EDUCATION, TRAINING AND EXPERIENCE**

1. High school or vocational school graduate or equivalent;
2. Possess education/experience in water treatment or allied field;
3. Possess or the ability to be certified by State Licensing authorities in the operation of water treatment facility;
4. Continued certification is a prerequisite to holding this position.

# APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

PERSONAL

POSITION APPLIED FOR .....

NAME .....  
Last First Initial

ADDRESS .....  
Street City State

SOCIAL SECURITY NO. ....

TELEPHONE NO. ....

IN CASE OF EMERGENCY, NOTIFY .....  
Name Address Phone

NAME .....  
Last

SCHOOL

NAME OF SCHOOL	DATE ATTENDED		GRADE COMPLETED	COURSE OR MAJOR SUBJECT
	From	To		
Grade School				
High School				
Business or Trade School				
College or University				

MISCELLANEOUS TRAINING

**OFFICE MACHINES OPERATED**  
 (Fill out if applying for office work)

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SHORTHAND SPEED ..... W P M

TYPING SPEED ..... W P M

**OTHER MACHINES OR EQUIPMENT OPERATED**

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First

DESCRIBE ANY OTHER SPECIAL SKILLS WHICH ARE IN ANY WAY RELATED TO THE KIND OF WORK YOU WANT TO DO:

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**WORK EXPERIENCE**

Name of PRESENT or LAST employer				Business	Address		
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

1.

Name of NEXT PREVIOUS Employer				Business	Address		
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

2.

Name of NEXT PREVIOUS Employer				Business	Address		
Starting Date		Leaving Date		Wages	Reason for Leaving	May We Contact?	
Mo.	Yr.	Mo.	Yr.				
Job Title				Name of Supervisor		Supervisor's Job Title	
Description of Work and Responsibilities:							

3.

MILITARY

Branch of Service..... From..... To.....

Type of Discharge..... Major Duties.....

.....

.....

Service Schools Attended.....

Present Military Obligation (Reserves).....

REFERENCES

Personal References (Not Former Employers or Relatives)

	Name and Occupation	Address	Phone
1			
2			
3			

(If any answer to the following questions is yes, please explain on separate sheet.)

Would you object to a physical examination by our doctor at our expense? Yes  No

Signature of Applicant.....

If you wish to give additional information, use space below:

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**DO NOT WRITE IN THIS SPACE  
FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

**FOR TEST ADMINISTRATOR'S USE**

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

**REFERENCE CHECK**

*Position Number	RESULTS OF REFERENCE CHECK
1	
2	
3	
4	

\*See Page 3



