



WATER DEPARTMENT WATER PLANT OPERATOR TRAINEE

The Town of North East is accepting applications for a Full Time position with the North East Water Department. With instruction and oversight from a certified operator, trainee will learn water plant operations, involving water treatment theory/practice, plant equipment operation, maintenance and repair, distribution on system maintenance and repair, meter reading and customer service. Applicants must possess a valid MD driver's license, a high school diploma or equivalent and must apply for Temporary Class IV Water Operators License within three months and must obtain a Class IV Water Operators License within five years. The Town is an E.O.E. Applications and job description can be obtained from the Town's website (homepage): www.northeastmd.org or by calling 410-287-5801. Applications should be submitted to The Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Town Administrator. Closing date is **June 26, 2017 at 4:00 P.M.**



Town of North East
Employment Package

Position: North East Water Department – Water Plant Operator Trainee
Closing Date: June 26, 2017 – 4:00 p.m.

ATTACHMENTS

Application for Employment (4 pages)

Affirmative Action/Equal Employment Opportunity (1 page)

Authorization to Release Information (1 page)

Verification of Former Employment (1 page)

Job Description (4 pages)

Job Description Acknowledgement (1 page)



PLEASE NOTE THAT PROCESSING YOUR APPLICATION WILL BE DELAYED
SHOULD YOU FAIL TO COMPLETE THE ATTACHMENTS IN THEIR **ENTIRETY**.



Due By: June 26, 2017 at 4:00 p.m.
Date

Returned On: _____
Date

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

Screening tests for illegal drug use may be required as a condition of employment.

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: Water Plant Operator Trainee

Regular Full-Time _____ Temporary _____ Emergency _____ Contractual _____

How did you learn of employment opportunities with the Town? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative.

Do any members of your family work for the Town of North East? Yes _____ No _____

If yes, please indicate name and position: _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear: _____

Home Phone No. _____ Cell Phone No. _____ Social Security No. _____

Address _____
(Street) (City) (State) (Zip Code)

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain: _____

When is the best time to reach you during the day? _____ Phone No. _____

Have you, since age 18, been convicted of a misdemeanor or felony other than minor traffic violations? (Each conviction will be judged in relation to time, seriousness and circumstances and will not necessarily bar you from employment.)

Yes [] No [] If yes, describe in full: _____

As An Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED	Name and Address of Last Elementary and High School Attended and Course of Study
Elementary yes <input type="checkbox"/> no <input type="checkbox"/>	1 2 3 4	_____
Junior High yes <input type="checkbox"/> no <input type="checkbox"/>	5 6 7 8	_____
Senior High yes <input type="checkbox"/> no <input type="checkbox"/>	9 10 11 12	If you did not graduate from high school, have you received a GED? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Graduated: _____		If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m.
(if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes _____ No _____

If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions: _____

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.
(include Military Service) Attach additional sheets if necessary.

1. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving/ (wanting to leave)	Salary Start	Present/End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

2. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

3. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

4. Employer	Address	Mo/Yr Start	Mo/Yr End
Type of Business	Reason for leaving	Salary Start	End Salary
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

PERSONAL REFERENCES

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Have you worked for the Town before? Yes _____ No _____

If yes, Dates: _____ Department worked for: _____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ Number & Type _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date _____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date _____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of 4 years.

**RETURN TO: TOWN ADMINISTRATOR
106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901**

Revised 04/2016



AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: **Male:** _____ **Female:** _____

Race/Ethnic Identification:

_____ **White/Caucasian, Indo-European, Pakistani, East Indian**

_____ **Black/African American, Jamaican, Trinidadian, West Indian**

_____ **Hispanic, Mexican, Puerto Rican**

_____ **American Indian, Alaskan Native**

_____ **Asian, Pacific Islander**

TOWN OF NORTH EAST



AUTHORIZATION TO RELEASE INFORMATION

I, _____, do hereby authorize a review of, and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Town of North East, whether said records are of public, private or confidential nature, and regardless if the information may be derogatory in nature.

The intent of the authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, (including credit reports and/or ratings); employment and pre-employment records including background check, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property records; financial statements and records including criminal and/or traffic records; records of complaints of a civil nature made by or against me wheresoever located, to include the records of recollections of attorneys at law or of other counsel, whether representing me or another person in any other case in which I presently have, or have had an interest. It is my specific intent, therefore, to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein for the purpose of determining suitability for employment with the Town of North East.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon the Release Authorization will be considered in determining my suitability for employment by the Town of North East.

I agree to indemnify and hold harmless the person to whom the request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the source of confidential information cannot be revealed to me. A photocopy of the release form will be as valid as an original hereof; even though said photocopy does not contain an original writing of my signature.

Applicant Signature: _____ Date: _____

Address: _____

DOB: _____ SSN: _____

Witness: _____ (Printed) _____ (Signature)

VERIFICATION OF FORMER EMPLOYMENT

A - Employee (Complete Section A only, Print all information)

Former
Employer _____
Name and _____
Address _____

Telephone # _____

The Town of North East
Attn: Town Administrator
106 South Main Street
North East, MD 21901
410-287-5801, FAX: 410-287-8267

Applicant Name	If this name differs from name used at your previous employment, please indicate name used	Social Security Number

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

DEPARTMENT	JOB TITLE	BASE SALARY	BONUS	OTHER COMPENSATION <small>i.e. car allowance, etc.</small>	EMPLOYMENT DATES FROM: TO:	
Reason for Leaving						
Authorization for Release of Information	Applicant Signature:				Date:	
Town of North East Personnel	Personnel Representative:				Date:	

B - Former Employer

(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope,)

	CIRCLE ONE	COMMENTS
WAS THE JOB TITLE AS STATED?	YES NO	
WAS THE BASE SALARY AS STATED?	YES NO	
WAS THE BONUS AS STATED?	YES NO	
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO	
IS THE REASON FOR LEAVING CORRECT?	YES NO	
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO	
OTHER COMMENTS:		
FORMER EMPLOYER SIGNATURE:	TITLE:	DATE:
		TELEPHONE NUMBER:



MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST JOB DESCRIPTION

JOB TITLE

Water Plant Operator Trainee

NATURE OF WORK

This is a technical work assisting with and learning all aspects of the operation and maintenance of the Town of North East water treatment facility. After instruction and orientation, quality and speed of work on routine duties should steadily become comparable to that of a certified operator. The employee typically works shifts in combination with certified water plant operators yet may, after an appropriate training period and demonstration of competency, be assigned to work certain shifts alone. The employee is directly supervised by and work is evaluated by the Water Treatment Plant Superintendent.

SUPERVISION RECEIVED

Works under the general supervision of the Superintendent.

EXAMPLES OF WORK

With instruction and oversight from a certified operator, learn to properly operate and maintain all aspects of the water treatment facility. Learns the fundamentals of proper water treatment by participating in a wide variety of on-the-job tasks as well as through classes, correspondence courses, and general reading. Learns to make necessary adjustments to the treatment process to assure compliance with all rules, regulations and the facility's standard operating procedures. Learns to perform minor repairs and preventative maintenance on plant equipment and structures. Takes readings and measurements concerning unit processes, collects samples, records measurements and helps maintain accurate records of plant operational and maintenance functions. Learns to perform basic physical and chemical analysis to monitor treatment efficiency. Informs the lead operator of any observed or suspected problems and proceeds with corrective or preventative action, as instructed. Learns and demonstrates appropriate safety precautions and procedures for all tasks. Performs all other tasks as directed and required.

RECEPTION AND CUSTOMER SERVICE

Provide customer service effectively and efficiently.

WATER TREATMENT PLANT DUTIES

- Produce potable water in accordance with all state and federal regulations
- Understand water treatment theory/technology and apply knowledge to the water treatment process
- Operate a Class IV water treatment plant under the supervision of the superintendent, which includes:
 1. Monitoring of gauges, flowmeters, charts, system control computer, etc.
 2. Conducting water analysis tests such as hardness, alkalinity, pH, turbidity, chlorine residual, etc. for treatment process control.
 3. Determine chemical feed rates and adjust chemical dosages
 4. Determine and maintain proper flow rates in accordance with water consumption demand
 5. Maintain treatment records in accordance with the Town of North East, state and federal regulations
 6. Change daily and weekly charts on Chessel Chart Recorders
 7. Monitor chemical tank levels

- Conduct water analysis tests to ensure safety and water quality
- Ensure that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system
- Maintain all required records such as operating logs, maintenance logs, process sheets and MOR's
- Perform routine preventive maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts
- Perform building and grounds maintenance as needed, including mowing, painting, cleaning and lighting fixtures
- Maintain raw water pump station
- Assist Safety Officer with regular safety inspections of plant equipment, facilities and vehicles; record violations or potential hazards and take corrective action
- Become familiar with plant manuals such as maintenance, treatment and safety
- Promote positive relationships and communicate effectively and courteously with co-workers, and outside plant associates
- Perform minor corrective maintenance on plant equipment
- Must become familiar with the rules, regulations and policies
- Perform other related duties required from time to time
- Attend all safety meetings
- Order chemicals, repair parts and tools (Can be ordered by you or through the Administrative Assistant after obtaining a purchase order)

DISTRIBUTION SYSTEM DUTIES

- Respond to work orders from the Town Office in a timely manner
- Shut down and turn on water during water main/service line repairs
- Perform bi-annual hydrant flushing
- Repair fire hydrants
- Inspect and install water meters and piping
- Work with customers in a professional manner on water issues
- Perform meter readings
- Perform non-payment shut offs and pull meters when necessary
- Perform water restores
- Investigate leaks
- Troubleshoot and investigate when there is a loss of water or pressure in the system
- Replace meters as needed
- Replace/repair crocks or lids as needed
- Check pump stations daily
- Report any areas in the distribution system that needs repair or is causing an unsafe condition, install safety barrier (cones, caution tape, etc.) and repair as soon as possible
- Assist outside contractors, supplying necessary information and inspect contractors work
- Process Miss Utility tickets and mark water lines

OTHER DUTIES

- Must be able to work weekdays, weekends, nights, Holidays and during a State of Emergency (as needed)
- Must be available for and willing to be on-call on a 24-hour basis. Normally this is 2-3 days per week.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions
- Ability to communicate courteously and professionally to reflect a positive image of the Town of North East and water treatment plant to its customers and the public
- Ability to express self logically and concisely in both oral and written form
- Ability to access and interact with computer controlled systems
- Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature
- Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures
- Ability to work independently and efficiently
- Ability to adjust work schedule to perform necessary duties
- Ability to handle confidential matters
- Ability to understand basic math and chemistry and being able to apply the knowledge to the water treatment process
- Ability to understand mechanical problems and equipment
- Ability to use common hand tools and other related equipment

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Requires extended periods of standing, also requires finger dexterity, hearing and vision
- Requires periodic heavy lifting of 50 chemical bags. Occasionally, maintenance may require heavier lifting
- On a daily basis, requires the ability to read, write, compile, and analyze data and reports
- On a daily basis, requires the ability to work as a team player, courteously and respectably in a close working environment
- May be subject to noise
- Must work with hazardous chemicals in a liquid, vapor, or solid form

GUIDELINES

- The Operator Trainee will follow procedures and guidelines set forth by governing agencies
- Guidelines may consist of operations, equipment and safety manuals, EPA rulings, and state and local regulations
- The Operator Trainee exercises judgment in selecting applicable procedure and decides various matters as related to processing water. In situations where guidelines do not apply, he/she will refer questions to the supervisor for assistance

COMPLEXITY

Work consists of duties that involve various related steps, processes, or methods. Actions to be taken or responses to be made differ depending upon the situation involved. Assignments and tasks are usually standardized.

QUALIFICATIONS REQUIRED

To perform this position successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill and/or ability required.

EDUCATION REQUIRED

High School Diploma or Equivalent

LANGUAGE SKILLS

Ability to communicate, read, write and understand English at a level necessary for efficient job performance.

LICENSES AND OTHER REQUIREMENTS

- Must possess a valid driver's license and acceptable driving record
- Must pass background check
- Must apply for Temporary Class IV Water Operators License within three months
- Must obtain a Class IV Water Operators License within five years

EXEMPT

No

Full Time

REPORTS TO

Plant Superintendent (Or Chief Operator in absence of Plant Superintendent)

SALARY LEVEL

L1 TO L15 (\$11.00 TO \$16.64) per hour) (See Resolution No. 2016-04-02)

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.



JOB DESCRIPTION ACKNOWLEDGMENT

I, (PLEASE PRINT NAME) _____ HEREBY ACKNOWLEDGE

AND AFFIRM THAT I HAVE READ AND UNDERSTAND THE ATTACHED JOB DESCRIPTION FOR THE
POSITION OF *Water Plant Operator Trainee*.

Signature

Date