

## Background and Application Instructions for

# Construction Coordinator Lead Water Treatment Plant Operator

May 11, 2017

This is to provide a summary on the positions listed above and to provide a standard set of application instructions to all interested individuals.

**Construction Coordinator (full-time):** This position will coordinate inspection and record-keeping duties associated with the Town's construction program and perform other work as assigned.

**Lead Water Treatment Plant Operator (full-time):** This individual will assume the duties of the responsible operator in charge of the 1.0 MGD Town of Amherst water treatment plant.

Applicants are to complete all portions of a Town of Amherst application form available on the Town's web site (<http://amherstva.gov/departments/forms-files-downloads/>, under Miscellaneous Forms), sign and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. **A resume will not be considered an acceptable substitute for this application.**

Full-time employees are provided health insurance, vacation/holiday leave time and VRS retirement plan benefits. The Town will give preference to applicants that have appropriate experience and good people skills. Applicants are advised of the Town's policy under which the Town provides medical coverage for each full-time employee at no cost to the employee (a \$566/month benefit). Currently, employees may opt to purchase "dual" coverage for \$481/month or family coverage for \$962/month on a pre-tax basis.

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must pass a drug screen and background investigation.

Applications will be considered until the position is filled. Screening interviews will be scheduled as applications are received.

## Typical Construction Coordinator Assignment/Expectations

### Duties

- Daily inspection of active construction, whether in-house or outsourced (dropbox or iamGIS)
- Track grass cutting contractor
- Walk through all Town facilities, one per day on a rotating cycle
- Water plant operation if needed

### Daily report:

- ✓ On a form, filed electronically daily
- ✓ What was done, what is projected to be done for next week
- ✓ Project/File name, date, pix, all documents received (inspection reports, correspondence from engineer, etc.)

# Construction Coordinator

Department: Public Utilities

FLSA Status: Non-Exempt

## GENERAL DEFINITION OF WORK:

Performs difficult technical work in the inspection of construction projects for specification compliance and coordination; does related work as assigned to support utility and public works operations. Work is performed under regular supervision of the Director of Utility Plants.

## ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating construction and maintenance activities between the Town, the public, design consultants and contractors; conducting construction inspection duties to ensure compliance with plans, specifications and standards; preparing and maintaining detailed records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs on-site inspections of in-house, outsourced and private development project construction sites for compliance with plans and specifications and to ensure quality and quantity of work performed and progress made.

Keeps supervisor abreast of problems associated with projects. Informs supervisor of deviations or errors and relays advice on corrective action to contractor.

Prepares project status reports and daily field inspection reports.

Maintains construction records including all correspondence, test records and all other communications; reviews reports submitted by contractors.

Responds to citizen inquiries and complaints.

Receives, reviews, recommends and otherwise processes pay requests from contractors.

Confers with design engineers and contractors to discuss and resolve problems.

Provides detailed construction sketches and photographs of field conditions in a form such that they can be used to produce final as-builts.

Reviews construction materials delivered to site for quality and compliance with specifications.

Assists with final acceptance inspections.

Coordinates work between all Town operating units, residents and property owners, contractor and designer.

Attends meetings concerning progress reports and progress payment requests.

Reviews and interprets construction plans and specifications, including potential future projects; checks as-built plans upon completion of projects.

Performs routine inspection and maintenance of various Town facilities and landscape maintenance sites.

Assists with delivery of other Town service, such as operating water or sewer plants, as assigned.

Performs related tasks as required.

## KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of construction practices, techniques, materials and equipment relating to public works and utilities; general knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress; ability to detect errors in construction projects; ability to

## Construction Coordinator

establish and maintain effective working relationships with Town officials, contractors, property owners and others to effect satisfactory compliance with specifications and standards; ability to maintain accurate records.

### **EDUCATION AND EXPERIENCE:**

Graduation from high school plus either graduation from an accredited community college with an Associates degree in Engineering Technology or equivalent, 10 years experience in sub-professional engineering or construction work, or licensure as a Class III water or sewer plant operator.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

Possession of appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Class II waterworks operator license preferred.

Approved: 5/11/2017

# Lead Water Treatment Plant Operator

Department: Public Utilities

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult technical work overseeing and participating in the operation and maintenance of the water treatment plant, prepares and maintains appropriate records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Utilities Director. Limited supervision is exercised over Water Treatment Plant Operator and Water Treatment Plant Operator-Apprentice.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Oversees daily operations of the Water Treatment Plant.  
Performs start-up and shut-down of plant; monitors plant operations and performs preventative maintenance, security checks and safety inspections; makes operational changes as necessary. Makes regular inspections of plant and equipment; makes minor repairs.  
Trains and supervises the work of operators.  
Prepares and reviews reports; submits required reports to the State; maintains files and records.  
Performs general building and grounds maintenance and housekeeping.  
Coordinates in-house sampling and testing; maintains test results.  
Monitors the work of the laboratory contractor.  
Maintains quality of outgoing water; verifies chlorine, pH, CO<sub>2</sub>, alkalinity and turbidity.  
Records readings from meters and instruments.  
Assists other departments as needed.

## Knowledge, Skills and Abilities

Thorough knowledge of water treatment plant principles and operating practices; thorough knowledge of the operating characteristics and maintenance requirements of a water treatment plant; thorough knowledge of the occupational hazards of the work and necessary safety precautions; thorough knowledge of preparing reports and related documents; thorough knowledge of the use of standard office equipment and associated software; thorough knowledge of the use of the equipment required for the position (e.g. lab equipment, pumps, motors, valves, and related equipment); general knowledge of the operation of the SCADA System; ability to read meters and charts accurately to maintain records of operations and prepare reports; ability to detect flaws in the operation of equipment and to determine proper remedial measures; ability to establish and maintain effective working relationships with associates.

## Education and Experience

High school diploma or GED and considerable experience in water or wastewater operations, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, lifting and occasionally requires climbing or balancing and pushing or pulling; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general and activities; work regularly requires working near moving mechanical parts, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock, frequently requires exposure to fumes or airborne particles and exposure to vibration and occasionally requires wet, humid conditions (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Must hold a Virginia Class II Waterworks Operator and Virginia Class III Wastewater Operator license upon hire.

Valid driver's license in the Commonwealth of Virginia.

May be required to work nights, weekends and holidays.

Approved: 10/14/2015