



TERRY F. BELL
MAYOR

DARRYL GREEN
UTILITY DIRECTOR

POSITION AVAILABLE

The City of Henderson, Tennessee Utility Department will be accepting applications for the following position:

WATER PLANT OPERATOR TRAINEE

Applications will be accepted until the position is filled. Residence within 15 miles of Henderson City Hall is required within one year after employment begins. Applications and Job Descriptions may be picked up at Henderson Utility Department inside City Hall at 121 Crook Ave., requested by phone at (731)989-3403, or on the city website at www.hendersontn.gov.

Completed applications should be returned to HR at City Hall or may be returned via email to hr@hendersontn.gov

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.



JOB DESCRIPTION

JOB TITLE: Water Plant Operator Trainee

DEPARTMENT: Utility Operations

REPORTS TO: Lead Water Plant Operator

JOB SUMMARY: This is semi-skilled and skilled work involving the operation, maintenance, and repair of water treatment facilities and related equipment. The work is performed under general supervision with the ability to perform tasks independently. Includes shift work, days, evening shifts, and weekends.

ESSENTIAL JOB FUNCTIONS: *This list of duties and responsibilities is not comprehensive and may be redefined depending on business and operational needs:*

- Operates water treatment, and water distribution facilities, including record keeping and maintenance. Work will include some or all of the following duties: observing flows, chemical feed, and effluent quality making process changes as directed; monitoring and adjusting levels, flows, and pressures to meet demands; calibrating laboratory testing equipment according to specifications; per regulations and as directed by supervisor.
- Collects samples, which may include laboratory analysis; handles and delivers samples to be tested, records the results and makes appropriate adjustments.
- Recommends replacements and specifications for new equipment.
- Follows safety rules set by the Company and state and federal regulations, which may include participating in safety meetings, inspecting equipment, and assisting with and advising co-workers of possible safety hazards.
- Orders supplies and equipment as directed; performs inventory according to procedures.
- Operates assigned vehicles as needed to provide effective and safe service.
- Uses and maintains tools, equipment, and computers associated with water and wastewater system operations.
- Makes periodic rounds of facilities observing, recording, and communicating operating conditions to appropriate personnel.
- Cleans and maintains facilities, equipment, and grounds as directed.
- Ensures compliance with federal, state, and local regulations, including preparation of necessary reports.
- Operates production equipment; handles chemicals accurately and in a safe manner.
- Assists in performing public relations activities, including tours of facilities.
- Performs maintenance and repairs on treatment plants, equipment, wells, lift stations, and buildings as directed.
- Performs a variety of maintenance and repair work in the distribution system on mains, valves, hydrants, and service lines.
- Assists in the maintenance and inspection of water mains as requested according to specifications.
- Provides customer service by handling customer complaints according to Company procedures.
- Performs other duties as needed or assigned.

QUALIFICATIONS

1. Must possess and maintain a valid Tennessee State driver's license.
2. Must possess or obtain, upon request by a supervisor, a commercial driver's license to operate appropriate vehicles and equipment.
3. Must be a high school graduate or possess a GED. Some college is preferred.
4. Must be able to fluently read and write the English language.
5. Must possess strong math skills and be able to perform calculations relating to distance, percentages, relationships, estimating, and conversions.

Minimum Qualifications-Knowledge, Skills, and Abilities: *Two years of experience in water treatment, distribution, and maintenance; or any equivalent combination of education and experience that would provide the following knowledge, skills, and abilities:*

- Ability to read, write, and enter data in the computer system.
- Ability to perform tasks independently.
- Possess good oral and written communication skills.
- Knowledge of practices, methods, tools, materials, and equipment relating to water treatment activities and distribution systems.
- Knowledge of safety standards and precautions pertaining to the use and operation of motorized equipment and tools.
- Ability to make repairs on a variety of plant equipment and distribution systems.
- Knowledge of state and federal standards and regulations governing water treatment and distribution systems.
- Ability to read meters and gauges and interpret findings.
- Ability to be on-call evenings and weekends and to work long hours.
- Ability to use and maintain tools, equipment, and computers associated with water system operations.
- Possess industry and/or regulatory certifications as identified by the Company.
- Ability to establish and maintain effective working relations with co-workers, clients, vendors, and the general public.
- Possess a valid state driver's license or an appropriate level CDL as necessary.
- A person working in this job will need, on a daily basis: to perform heavy labor, including standing, bending, stooping, reaching, and digging
- Have the ability to work in confined spaces and wear appropriate safety equipment
- Grasp, lift, maneuver, rotate, and otherwise use small to large hand tools
- Grasp, lift, carry, and set down objects weighing up to 50 lbs.
- Grasp, turn, twist, pull, push, lift, and otherwise move equipment, controls, and parts weighing up to 100 lbs.
- Visually assess construction, maintenance, and repair needs
- Climb and work from ladders and stairs
- Perform outside work in extreme weather conditions
- Be exposed to noise, dust, grease, smoke, fumes, and/or potentially hazardous chemicals
- Read and comprehend written instructions, job orders, etc.; complete forms and write notices

OTHER

1. As an absolute condition of employment, employees are required, upon hire, to sign a drug-free workplace agreement. Further, to abide by the City of Henderson Personnel Policies. Additionally, agree to be subject to random drug and alcohol testing, and drug and alcohol testing at any time, at the request of a supervisor, while on duty, or while responsible for working in the capacity of an on-call response person.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment physical examination by a Physician designated by the City of Henderson. The City will pay for the examination. Satisfactorily passing a background clearance to perform essential job functions will be required for employment.

Work Schedule of the Department

Normal Schedule: Includes Shift Work, Days, Evening Shifts and Weekends

Overtime required as needed

The work schedule may be adjusted by the Utility Director, Assistant Director, the Mayor, and/ or the Board of Alderman

Residence Requirements

Employees must reside within a 15-mile radius of City Hall or in Chester County within one year from the date of employment and must maintain this residency for the duration of employment

Equal Employment Opportunity Policy

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Revised:
October 2023



PO Box 68 ~ 121 Crook Avenue
 Henderson, TN 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: Water Plant Operator Trainee Deadline for Application: Until Position is filled

| APPLICANT INFORMATION | | | | | |
|--|------------------------------|------------------------------|---|------------------------------|-----------------------------|
| Last Name | | First | | M.I. | Date |
| Street Address | | | | Apartment/Unit # | |
| City | | State | | ZIP | |
| Phone | | E-mail Address | | | |
| Cell Phone No: | | Driver's License No & State: | | | |
| Date Available | | | | | |
| | | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If not, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever worked for this company? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain | | |
| Do any of your relatives work for the City of Henderson? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, state name and relationship | | |
| Are you currently employed? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| Are you currently on "lay-off" status and subject to recall? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |
| EDUCATION | | | | | |
| High School | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| | | | | | |
| College | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| | | | | | |
| Other | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

MILITARY SERVICE

Branch

From To

Rank at Discharge

Type of Discharge

If other than honorable, explain

PREVIOUS EMPLOYMENT

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

| | |
|-----------|--------------|
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date