



## WASTEWATER OPERATOR III JOB OPPORTUNITY

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HIRING SALARY UP TO: \$29.63/Hour DOQ  
SALARY RANGE: \$23.84 to \$35.42/Hour DOQ  
STATUS: Full-Time  
FLSA: Non-Exempt  
OPENING DATE: 03/22/2021  
CLOSING DATE: Until Filled

### POSITION PURPOSE

The Town of Cave Creek operates a wastewater collection system and wastewater treatment plant and a reclaimed water pipeline. Under the general direction of the Wastewater Supervisor, this position performs journey level duties in the operation, maintenance, control, and repair of the Towns' wastewater treatment plant and collection system. The position provides technical guidance to other Plant Operators. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assigning, and monitoring work, setting work schedules, overseeing training and assisting staff with complicated and difficult assignments. Other duties may include completing related tasks as assigned. Shift work, weekends, standby, and call-back duty may be required.

### ESSENTIAL FUNCTIONS AND ABILITIES

- Provide daily oversight, operations, and maintenance of a wastewater collection system, treatment plant and reclaimed water pipeline, including all required regulatory compliance.
- Be proficient in the operation and documentation of daily process information using the in-house wastewater process control laboratory. Able to calibrate and repair laboratory analytical equipment.
- Performs various administrative tasks including helping establish operational and maintenance procedures and standards; assists in the development of budgets and monitoring expenditures.
- Oversee collection for daily wastewater samples for in-house and off-site laboratory analysis.
- Can diagnose and correct wastewater process issues to maintain the effluent limitations required by the APP and Effluent Reuse Permits.
- Capable of assisting with the repair of wastewater process equipment including pumps, blowers, chemical feed equipment, odor control scrubbers, solids residuals, screens and dewatering equipment, filtration equipment, and other unit process equipment.
- Maintain buildings, grounds and equipment in a clean condition and "inspection ready".
- Provides information required by management, local, state, and federal agencies.
- Coordinates projects and work activities with other divisions, departments, contractors and outside agencies.
- Help maintain a comprehensive Computerized Maintenance Management System (CMMS) to effectively tracks plant assets and maintenance activities.
- Assisting in training staff with an emphasis on developing and promoting self-directed teams that operate safely and efficiently.
- Assists Supervisor in preparing and implementing the Capital and Operating budgets, maintain records and reports, review, and track expenditures.
- Performs other related duties as assigned; may be called upon to assist other divisions within the Town.

**SUPERVISION - RESPONSIBILITY FOR THE WORK OF OTHERS**

- Scheduling, assigning or coordinating work of other operator or technicians. Checks quality of work and provides guidance.
- Coordinate and monitor contractors work and performance.
- Communicate with supervisors and clients as required.

**MINIMUM EDUCATION, TRAINING OR EXPERIENCE**

- Any combination of training and experience equivalent to two (2) to five (5) years of operation and maintenance of a wastewater treatment plant and/or collection system.
- Must possess and maintain a valid, unrestricted Arizona Driver's license.
- Must possess upon hire a Grade 2 operator certification from the Arizona Department of Environmental Quality (ADEQ) in the discipline of Wastewater Treatment. Obtain and maintain a Grade 3 certification in Wastewater Treatment within one year of hire.
- Must possess upon hire a Grade 1 Operator Certification from ADEQ in the discipline of Wastewater Collections. Obtain and maintain a Grade 2 Certification in Wastewater Collections within one year of hire.

**APPLICATION PROCESS**

- Applicants must complete a Town Employment Application form. Resumes only are not acceptable but can be attached to the completed Employment Application. Applications are available at Human Resources, 37622 N. Cave Creek Road, Cave Creek, AZ. (480) 488-6612; <https://cavecreekaz.gov/jobs.aspx> or contact [ballen@cavecreekaz.gov](mailto:ballen@cavecreekaz.gov) to obtain a copy of the job posting and application by email.

**Equal Employment Policy:** Each applicant is considered solely on the basis of his/her qualifications as required for the position he/ she seeks. The Town does not discriminate based upon an applicant's political or religious opinions or affiliations, or because of his/ her race, creed, color, sex, national origin, age, disability, sexual orientation, gender identity or marital status. A standard six-month probationary period must be served. The probationary period, however, may be extended depending on the incumbent's performance. Applications for current vacancies will only be accepted until the closing date specified.

**Immigration Reform Act Notice:** To conform with the *Immigration Reform Act of 1986*, the Town of Cave Creek must verify the right to work in the United States of every individual hired. In the event you are selected for employment, you will be required to provide the appropriate documents to the Personnel Department. Failure to provide these documents will result in termination.

*The Town of Cave Creek is an Equal Opportunity Employer*