



CITY OF CARMEL
invites applications for the position of:
**Ground Water Plant
Operator**

An Equal Opportunity Employer

SALARY: \$52,848.00 - \$61,301.00 Annually

OPENING DATE: 06/17/20

CLOSING DATE: 07/01/20 11:59 PM

POSITION SUMMARY:

The purpose of this position is to perform specialized work functions associated with groundwater plant operations and maintenance.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors the SCADA system and makes control changes as needed to ensure quality and quantity of water in accordance with utility guidelines and procedures.
- Performs routine water quality tests specified by the daily log or when requested by a Senior Operator. Maintains, calibrates and adjusts chemical feed rates. Changes chlorine cylinders and fills chemical feed tanks.
- Performs calibration checks on continuous monitoring analyzers for chlorine, fluoride, pH and turbidity.
- Backwashes filters as necessary per Carmel Utility guidelines.
- Informs supervisor of equipment malfunctions or required repairs.
- Repairs equipment as able and/or assists maintenance personnel with repairs.
- Maintains a daily log of plant activities by recording specific data and readouts.
- Performs on-call duties as scheduled or requested.

Non-essential Job Functions:

- Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to review, assess and record data.
- Ability to understand and follow written and verbal instructions.
- Ability to exercise discretion in analyzing and selecting from alternate courses of action.
- Ability to communicate effectively with supervisor, co-workers and general public.
- Ability to perform addition, subtraction, multiplication and division.
- Ability to operate a motor vehicle to conduct work activities.

- Ability to respond to 24-hour call-out.
- Ability to work rotating shift and days off during summer schedule.
- Ability to exert heavy physical effort which could include some combination of climbing, balancing, stooping, kneeling and crouching.
- Ability to lift, carry ,push, pull objects or materials weighing 20-50 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, fumes, moisture, humidity, rain, snow, machinery, vibrations, electric currents or toxic agents.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- High school diploma or GED supplemented by on-the-job training in a water utility.
- One (1) to two (2) years of experience in a water treatment plant.
- Must have or be willing to work towards obtaining a WT3 and WT5 water operator license; ideal candidate will already have a WT3 Water Operator License.
- Or any equivalent combination of education, training and experience. Must possess and maintain a valid Indiana driver's license.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.carmel.in.gov>

Job #2020 - 010
 GROUND WATER PLANT OPERATOR
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OUR OFFICE IS LOCATED AT:
 One Civic Square
 Carmel, IN 46032
 317-571-2465
 317-571-2467
hr@carmel.in.gov

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Ground Water Plant Operator Supplemental Questionnaire

- * 1. Are you age 18 or older?
 Yes
 No
- * 2. Are you a citizen of the United States?
 Yes
 No
- * 3. If you are not a citizen of the United States, are you lawfully eligible for employment in the United States? (If hired, you will be required to provide evidence of immigration/visa status.)
 Yes
 No
 I am a United States Citizen
- * 4. List any other names under which you have been employed. (If none, mark as n/a)
- * 5. Are you currently or have you ever been employed by the City of Carmel?
 Yes
 No

- * 6. If yes, please list the dates of employment and the departments. If no, enter n/a.

- * 7. Are you related to anyone currently or previously employed by the City of Carmel?
 - Yes
 - No

- * 8. If yes, please list names and relationships. If no, please enter n/a.

- * 9. Have you ever been disciplined in a job?
 - Yes
 - No

- * 10. If yes, please explain. If no please enter n/a.

- * 11. Have you ever been terminated from a job?
 - Yes
 - No

- * 12. If yes, please explain. If no, enter n/a.

- * 13. If applying for a position that requires driving, do you currently possess a valid driver's license?
 - Yes
 - No

- * 14. Please enter the following information regarding your driver's license: issuing state; license number; type of license. If you do not have a valid driver's license, enter n/a.

- * 15. Has your license ever been suspended?
 - Yes
 - No

- * 16. If yes, provide reason, date and length of suspension. If no, enter n/a.

- * 17. Please list all moving traffic violations you have been cited for in the past 10 years (include violation and date). If none, enter n/a.

- * 18. Are there criminal, felony or misdemeanor charges currently pending against you? (Do not include charges for which you have entered a diversion or deferral program.)
 - Yes
 - No

- * 19. If yes, please explain. If none, enter n/a.

- * 20. Have you ever been convicted of a felony, misdemeanor or infraction? (Do not include offenses that have been expunged.) A guilty plea or conviction is not an automatic bar from employment.

Yes No

- * 21. If yes, please describe each offense and provide the date, court and disposition of each offense. If none, enter n/a.

- * 22. Please list any areas of specialized study or training. If none, enter n/a.

- * 23. Please list any other licenses or certifications. If none, enter n/a.

- * 24. List other knowledge, skills, abilities and accomplishments, not included elsewhere on this application, that will help us evaluate your qualifications for this position. If none, enter n/a.

- * 25. I am willing to work the 2nd and 3rd night time shifts when needed and/or on a permanent basis.
 - Yes
 - No

- * 26. If presently employed, please explain why you wish to make a job change?

- * 27. In order to better serve future applicants, please indicate the device you are using to apply for this position.
 - Desktop or Laptop Computer
 - Tablet
 - Cell Phone
 - Other Device (Internet TV, Gaming Device, etc.)

* Required Question