



**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:** 08/02/21

**CLOSING DATE:** 08/16/21 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 #2021 - 021  
 GROUND WATER PLANT OPERATOR  
 GH

OUR OFFICE IS LOCATED AT:  
 One Civic Square  
 Carmel, IN 46032  
 317-571-2465  
 317-571-2467  
[hr@carmel.in.gov](mailto: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