

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **Water Production Helper**

**** EQUAL OPPORTUNITY EMPLOYER ****

The City of Jackson is committed to becoming a more diverse, equitable, and inclusive organization. We are dedicated to creating an environment that fully embraces all our differences and shared experiences.

General Summary: Under the General supervision of the Water Plant supervisor, Assistant Water Plant Supervisor or higher classified employee, performs lab verifications, calibrations, general housekeeping, and light maintenance. Also, this position will be a primary fill in position for Water Plant Operator. This position is not guaranteed to be a Mon-Fri work week, hours will vary depending upon the needs of the utility. A State of Michigan F-4 certification will be required in this position. This position will fill the Water Plant Operator position in the event of a Water Plant Operator vacating a position. Upon the opening of a Water Plant Operator position, the Water Production Helper will be required to fill that position and assume that Water Plant Operators shift permanently.

Typical Duties:

1. The preparation of lab-grade chemicals for use in water quality analysis. Requires high precision and attention to detail.
2. Conducting titrations for water quality and chemical analysis.
3. Analyzing drinking water for pH, fluoride, hardness, e-coli, turbidity, and any other regulated or required parameter.
4. Ordering of stock chemicals for lab and end-user purposes.
5. Cleaning and Calibration of monitoring equipment throughout the water plant.
6. Responds to emergency calibration issues on an "call-in basis".
7. Prepares broths, media, solutions, and standards on a daily basis.
8. Recordkeeping for customers and compliance with EGLE.
9. Lab cleaning and organization, including benches, floors, cabinets, and windows.
10. Grounds maintenance as required. Weed whipping, mowing, and brush clearing.
11. Collection of distribution samples for bacteriological analysis.
12. Conducts bacteriological work such as inoculating culture plates with water from various locations in the treatment process to use as an indication of the efficiency of treatment as well as safety.
13. Prepare SOP's and training materials for lab and operations.
14. Office work including organizing documents, scanning files and filling out paperwork.
15. Maintain the Right to Know and Laboratory Safety Standard for the plant.
16. Training of operators on new processes and training of new operators on running Water Treatment Plant
17. Learning and troubleshooting network and SCADA equipment.
18. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. Such statements are descriptive and explanatory but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skill.

Eligibility Requirements: A minimum of a High School education and two years of work experience are required. Must possess a valid Michigan driver's license and good driving record at the time of appointment and must maintain during employment in this classification. A minimum of one(1) year of proven experience in the operation and use of laboratory instrumentation, operations in a water treatment facility, or a mechanical background with the willingness to continue to learn new tasks. Any background in water treatment, a water laboratory, chemistry or biology are preferred. An alternative combination of education and work experience may substituted for the minimum education requirement.

In addition to the above requirements, all City positions require: the ability to read, write, speak and understand the English language as necessary for their position; the ability to perform basic mathematical calculations; the ability to follow written and oral instructions and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City; and must be physically and mentally able to perform the duties of their position without excessive absences.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop, kneel, and climb steps. The employee will occasionally lift and/or move up to 60 pounds of material. Specific vision abilities required by the job include close vision, peripheral vision, depth perception, and the ability to focus. The employee must also be able to enter, exit, and operate a motor vehicle. While performing the duties of this job, the employee regularly works both indoors and outdoors. The employee may work near moving mechanical equipment. The noise level in the work environment is usually quiet and/or moderate.

It is the policy of the city to promote and encourage the recruitment, hiring, training and advancement of all persons and not to discriminate against any employee or applicant for employment because of religion, race, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, familial status, marital status, source or level of income, height, weight, religious or political opinion, union affiliation, and physical or mental handicap unrelated to the individual's ability to perform the duties of a particular job or position.

Grade/Salary: 307 \$42,972 - \$58,073

Benefit Package, including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: November 8, 2022

Application Deadline: Open until filled.

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax, email, or by mail at:

**City of Jackson
Human Resource Division
161 W Michigan AVE
Jackson, MI 49201**