

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



Excellent Employment Opportunity

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

\$12.92 - \$15.23/Hour

The City of Cayce currently has a position available as a Wastewater Treatment Plant Operator Trainee. The position involves technical maintenance work in the operation of a biological waste treatment facility. Candidates must be able to perform a variety of tasks in waste treatment plant operations and be willing to work in a team environment.

Preferred requirements include High School graduate with vocational/technical training that will provide necessary knowledge, skills and ability for Trainee position.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.caycesc.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** E.O.E.

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

**CLASS TITLE: OPERATOR TRAINEE
ENVIRONMENTAL SYSTEMS**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to learn water/wastewater treatment techniques. The class is responsible for testing potable water/wastewater and monitoring the treatment equipment in the water/wastewater plant. The class works according to set procedures under direct supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Operates trailer to load empty sludge beds; cleans trailer and truck.

Cleans sludge beds, raw water intake screens, lab, kitchen and bay areas.

Enters water/wastewater treatment data into computer.

Performs preventative and corrective repairs and maintenance on plant equipment, i.e. repairs broken chemical feed lines as needed; maintains and repairs fork lifts and lawn mowers, etc. as needed.

Operates, maintains and utilizes various types of equipment, machinery and tools in the performance of duties such as trucks, fork lift, meters, calculator, mechanic's tools, plumber's tools, etc.

Interacts and communicates with various groups and individuals in the performance of duties such as customers, supervisors, City staff, sales representatives, etc.

Performs housekeeping and groundskeeping duties at the wastewater plant and pump stations, water plant, water tanks and surrounding areas.

Studies correspondence course materials in preparation of taking the examination for the "D" permit in water/wastewater treatment.

Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.

Operates and maintains the belt press within the plant for the purpose of monitoring sludge to ensure same is acceptable by landfill; performs minor repairs to screw press and other plant equipment as needed.

Responsible for monitoring lift stations, and performing various plant operations including but not limited to loading sludge onto trucks, hauling sludge to landfill, hauling sand to job sites, repairing aerators, performing manual labor, etc.

CLASS TITLE: OPERATOR TRAINEE

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires following instructions and orders of supervisor.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as water/wastewater treatment equipment, tractors and computers.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing routine work using common sense.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires performing manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school or GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license
Trainee Permit

EXPERIENCE REQUIREMENTS:

Requires 1-2 years of mechanical/technical experience, and 5-11 months experience as an equipment operator or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

CLASS TITLE: OPERATOR TRAINEE

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium work that involves walking or standing most of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to fumes and/or noxious odors, heights and toxic/caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell and depth perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions, affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.