

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 2412 7th Street
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

UTILITY PLANT TECHNICIAN – FRESHWATER (4063)

\$26,680 beginning annual salary, payable bi-weekly, to a maximum of \$50,992

OPENING DATE: **September 13, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on October 2, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Inspects, repairs and maintains the chlorine, acid and alum rooms at the freshwater treatment plant and the various tanks, equipment and machinery located within each room; programs and/or reprograms computer programs relating to machinery operation; inspects safety equipment; ensures proper use and settings of temperature devices, chemical levels and storage levels; ensures tanks are clean and properly pressurized; replaces parts and motors. Installs and maintains water booster stations and sewer pump stations for the wastewater treatment plant; inspects pumps for proper fluid levels; cleans stations; seals packings in motors; troubleshoots control panels; retains serial numbers, part model listings and other identifiers for booster pumps; troubleshoots to determine problems and/or causes of malfunctions; confers with engineers to resolve problems; ensures emergency generator for proper operation. Designs and maintains lift stations; inspects for proper operation; repairs and/or replaces motors or pumps when needed; checks for unusual noises and vibrations; replaces any bulbs or other components; uses computer programs and other supporting items when designing and building lift stations to adhere to all applicable regulations. Conducts maintenance and repair work on plant equipment and tools; troubleshoots electrical and mechanical problems on equipment; repairs minor electrical problems; conducts machinery and safety inspections; ensures equipment is functioning properly and that plant personnel are following strict local, state and federal safety regulations; trains staff regarding policies and procedures. Operates various city-owned equipment and vehicles to include truck, crane, welder, portable lift station, bucket truck, dump truck, torch, electrical testing equipment and other machinery and tools as required; follows all safety regulations and guidelines during operation. Inspects aerators, pumps, pinch valves, mixers, pipe galleries, filters, motor control centers, sludge basins and wells; ensures proper operation and lubrication; removes parts and cleans; resets and

cleans turbidity meters at pipe gallery; evaluates safety equipment for operational ability and protection; checks for leaks and damages; ensures air compressors and chemical drivers are functioning properly; clears blockages. Prepares specifications for equipment and pumps in order to prepare requests for bids for projects and jobs; prepares materials lists for each job; orders and maintains supplies; sends paperwork to appropriate department for processing. Interfaces with engineers, contractors, vendors, sales personnel and the general public; arranges outside services for crane, electrical and machine work; consults with engineers regarding city-fund projects; makes recommendations; answers questions and provides information and guidance as needed. Maintains the cleanliness of buildings and grounds; ensures the safe operation of equipment and machinery; adheres to all local, state and federal safety regulations. Prepares daily logs, reports, inventory lists, letters, memoranda, forms and other pertinent documentation relating to plant operation and staff; proofreads for accuracy and completeness; approves and/or submits for approval; makes copies and files for future reference. Refers to various manuals, books and other reference materials regarding engine repair and vehicle parts and accessories; follows procedures according to specified guidelines; refers to parts manual when ordering specific parts for vehicles and equipment. Other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in mechanical and electrical operations; supplemented by three (3) years previous experience and/or training that includes installation and troubleshooting of mechanical systems and complex machinery required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi driver's license.

EXAMINATION: The examination will consist of a written test and oral examination representing 100% of total score. Weights will be assigned as follows: written test 70%, oral test 30%. The written test shall be conducted at **2:00 P.M. on October 12, 2023**, in the Second Floor Conference Room, Union Station, 1901 Front Street, Meridian, Mississippi. Applicants must attain a written test score of 70 or above in order to be considered. No written test will be rescheduled regardless of circumstances. Candidates passing the written test shall be required to pick up written notification of the location, date, and time of the oral exam from the Civil Service Office. Eligibility shall be for a period of up to one (1) year from the date of certification. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination.** Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application.

As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. **THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED.** However, as a legitimate business necessity applicant must be capable of performing all essential functions of this position, which are considered as bonified occupational qualifications. Indicate special needs. For Civil Service

Application and further information contact: Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone 601-485-1931.