

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
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 OPERATOR, FW (4065)

Up to a maximum salary of \$44,345

OPENING DATE: **November 15, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on December 4, 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: The purpose of this position is to ensure the wastewater and freshwater treatment plants are functioning correctly in order to provide safe, properly treated water for the City of Meridian. Duties and responsibilities include, but are not limited to: testing and recording chemical balances in the water and adjusting as needed; cleaning and maintaining silos, pumps and tanks; removing sludge and other debris from tanks and lines; and performing other duties as required. Plans, coordinates and organizes the work assignments for subordinate staff; instructs subordinates in proper maintenance and operation of plant and provides technical assistance as needed; ensures proper plant operations and that all applicable safety regulations are followed by personnel. Tests water samples for pH balance, alkalinity, hardness, turbidity, chlorine levels, and fluoride amounts; adjusts chemical dosages as needed to ensure safe and properly treated water; calibrates and controls the feed supply of chlorine used to kill unwanted bacteria in water after treatment and before entering city creeks and other waterways; monitors chemical levels to adhere to parameters set local, state and federal safety guidelines; records information in logs and computerized databases. Maintains proper water flow to and from several treatment locations by means of mechanical gates; adjusts and monitors several electrical drive units to aid in the control of numerous electrical motors; adjusts the contents of large holding tanks and digesters, mechanical gates, blowers, and presses. Records chemical and utility usage; calculates normal chemical dosage requirements; reads data from chemical feed supply systems; records information into computerized databases and daily log reports; submits to appropriate individual or department. Operates numerous types of pumps; monitors pump operations; packs and adjusts pumps as needed; lubricates joints and gears and keeps oil levels correct in large influent pumps; adjusts and monitors emergency pumps to ensure proper operation in case of crisis. Removes sludge and other debris from tanks and lines; operates sludge press and digester; pumps sludge out of holding containers; cleans the tanks and

replaces parts and components as needed. Operates and maintains distribution, aeration, flocculation, sedimentation, lime slurry and filtration systems; calculates and adjusts water flow to the distribution system; maintains liquid alum system; bleeds aerator lines; drain and cleans flocculation and sedimentation basins; manipulates and adjusts filters, controls and valves as needed. Drives various vehicles and equipment to include tractor trailer, front-end loader, dump truck, pick-up truck; operates specialized machinery and equipment to include chain hoist, pH meter, computer, turbidity meter, chlorine analyzer, diesel generator, and other equipment as necessary to complete assignments; maintains equipment and performs repairs to ensure proper working order. Receives and responds to emergency requests relating to the water and sewer plant operations; remains on call as needed; operates emergency diesel generator. Prepares shift reports, daily logs, reports, inventory lists, letters, memoranda, forms and other pertinent documentation relating to plant operation and staff; proofreads for accuracy and completeness; submits for approval as needed; makes copies and files for future reference. Refers to various blueprints, manuals, books and other reference materials regarding equipment repair and operation and parts and accessories; follows procedures according to specified guidelines; refers to parts manual when ordering specific parts for vehicles and equipment. Performs other related duties as required

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in specialized machinery and equipment maintenance and repair; supplemented by one (1) year of previous experience and/or training involving freshwater utility plant equipment and machinery, or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must evidence a valid Mississippi driver's license when submitting Civil Service Application and must maintain same as condition of continued employment.

EXAMINATION: The examination shall consist of a written test and oral interview representing 100% of total score. Weights will be assigned as follows: written test 70%, oral interview 30%. Applicants must attain a written test score of 70 or above in order to be considered. No test will be rescheduled. Candidates passing the written test shall be required to pick up written notification of the location, date, and time of their oral interview from the Civil Service office. The written test will be conducted at **2:00 P.M. on Monday, December 11, 2023** in the second-floor conference room of Union Station located at 1901 Front Street, Meridian, Mississippi. The oral interviews will take place on **Monday, December 18, 2023 starting at 2:00 P.M.** in the second-floor conference room of Union Station located at 1901 Front Street, Meridian, Mississippi. Only one (1) attempt to take the assessment test for this position will be permitted. Applicants are responsible for obtaining their scores by coming into the Civil Service Commission office or calling (601) 485-1931 and providing their application number written in the top right-hand corner of the application. 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. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department.

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 applicants must be capable of performing all essential functions of this position, which are considered as bona fide 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.

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