

**City of Pell City**  
**1905 1<sup>st</sup> Avenue North**  
**Pell City, AL 35125**  
**205-338-2244**

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**VACANCY NOTICE**

**POSITION TITLE:**            **Wastewater Intern (Trainee)**

**JOB STATUS:**                **Full Time**

**Range:**                        **\$25,105.60 - \$43,804.80**

**ANTICIPATED START DATE:**    Following successful completion of background check and drug screen

**SYNOPSIS:** Intern learns the operations of a conventional wastewater treatment plant. Intern works only when an experienced Operator is present. The Intern assists in various tasks, which include cleaning and maintaining facilities; monitoring controls, gauges, valves, meters; and assisting in the laboratory. Incumbent works under the supervision of the Wastewater Chief Operator.

**QUALIFICATIONS:**

- Be a graduate from an accredited high school, or hold a certificate of high school equivalency (GED);
- Must possess a valid Alabama driver's license;
- Must possess computer skills necessary to perform the essential functions of the position;
- Must be willing to travel overnight to attend continuing education courses and workshops;
- Must be physically able to perform the essential functions of the position;
- Must be willing to work non-standard hours as required.

**ESSENTIAL JOB FUNCTIONS:**

- Must acquire certification for Grade III Wastewater within thirty-six (36) months from date of hire;
- Assist in the operations of the wastewater treatment plant on an assigned shift;
- Attend and successfully complete State required classes, training programs, and seminars;
- Assist in performing quality control and process control functions;
- Ensure adherence to safe working practices and procedures;
- Assist in performing precise laboratory tests and record the results;
- Assist in compiling, maintaining, and updating plant operations logs and reports;
- Assist in performing and recording mathematical calculations related to plant operations;
- Check and maintain all equipment;
- Perform routine plant cleaning and maintenance;
- Assist in calibrating chemical feed equipment and laboratory equipment;
- Answer emergency calls;
- Paint buildings and equipment;
- Operate mowers and power equipment;
- May be required to help in water department;
- Perform other job-related duties and special projects as required;

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of state-of-the-art wastewater treatment methods and procedures;
- Some knowledge of the required legal standards and reports;
- Some knowledge of chemical ratios and operation of related equipment;
- Ability to express thoughts clearly and effectively, both verbally and in writing;
- Ability to keep organized legible records;
- Ability to read well and grasp the meaning of written communications;
- Ability to understand physical and biological processes;
- Ability to understand general chemistry;
- Ability to use basic arithmetic and geometry

### **BENEFITS AVAILABLE FOR FULL TIME POSITION**

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after successfully completing 1-year probation)
- Direct Deposit
- Paid Holidays

### **APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
  - A current City of Pell City employment application
  - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.
5. Application forms may be downloaded at our website: [www.Pell-City.com](http://www.Pell-City.com) or City Hall and should be returned to:

City of Pell City  
Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125

Email: [dchildre@cityofpellcity.net](mailto:dchildre@cityofpellcity.net) Fax: 205-338-2320

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

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**WEBSITE: [www.Pell-City.com](http://www.Pell-City.com)**

*The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.*