



Robert W. King
Mayor

Darryl Green
Utility Director

POSITION AVAILABLE

SEWER OPERATOR TRAINEE

The City of Henderson, Tennessee will be accepting applications for the position of Sewer Operator Trainee until the position is filled. Residence within 15 miles of Henderson City Hall is required within one year after employment begins. Applications and Job Descriptions may be picked up at Henderson Utility Department inside City Hall at 121 Crook Ave., requested by phone at (731) 989-3403, or on the city website at www.hendersontn.gov.

Completed applications should be returned to HR at City Hall or may be returned via email to hr@hendersontn.gov

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.



JOB DESCRIPTION

JOB TITLE: Sewer Operator Trainee

DEPARTMENT: Utility, Field Operations

REPORTS TO: Certified Sewer Operator

PRINCIPAL PURPOSE OF JOB: As a crew member or individually, applies knowledge of sewer treatment facility operations and sewer collection systems while operating equipment to perform regular, recurring, and non-routine tasks for maintenance, repair, and installation to sewage treatment facilities and the sewer collection system.

LEVEL OF AUTHORITY: Receives a moderate to high degree of direct supervision depending on the progression of experience, familiarity with, and complexity of assigned tasks. Routine assignments are expected to be performed independently following standard practice and standard methods.

WORK ENVIRONMENT: Work is primarily performed outdoors, in various weather conditions, and wet, muddy, and confined workspaces. Depending on the equipment required for a job task, noise intensity ranges from moderate to extreme. Exposure to hazardous materials can range from moderate to high. Work performed in this job may place the employee at risk of occupational exposure to blood-borne pathogens. Work performed in this job will require lifting of up to 90 lbs. and repetitive lifting of up to 50 lbs.

ESSENTIAL JOB FUNCTIONS

1. Operate City equipment such as, but not limited to, motored service vehicles, dump truck, motorized trenching machines, and tools such as hammers, wrenches, hole augers, tapping machines, pipe threading machines, jackhammers, chain saw, trash pump, service line puller, and air compressor, to perform any operation within the capacity of the equipment and as necessary to accomplish the job required. This includes loading and transporting equipment to the work site utilizing various transportation equipment and trailers as required.
2. As a crew member or individually, install and repair sewer main and service lines. This includes excavating to grade, laying and aligning pipe, and using special tapping equipment to install valves and lateral service lines. As necessary, block off work areas and re-route traffic with consideration for public safety and convenience. Accomplish hookups and pressurize/flush to test installations according to established procedures.
3. Take and prepare samples and readings from various sewage treatment facilities.
4. Understand and perform routine Tennessee One Call utility service locates.
5. Perform maintenance and repairs, as directed, on reservoirs, pumps, booster pumps, and valves.
6. Install and maintain sewage collection lines utilizing a wide variety of mechanical and hydraulic equipment.
7. Perform routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels, and replacing belts and other components as required.
8. Perform work in accordance with all federal, state, and local laws, rules, and regulations and within mandated and appropriate safety standards.
9. Maintain and promote excellent relations and communications with co-workers, other city employees, and city managers.
10. Exercise personal initiative to assume responsibilities to maintain an even workload balance, and assist in training and orientation of new employees.
11. Respond orally to public inquiries in a courteous manner, referring inquiries to an employee of higher classification as appropriate.
12. Actively participate in department meetings, safety programs, departmental goals, and training activities.
13. Exercise personal initiative to actively acquire skills in all equipment, procedures, and standards to become a more valuable crewmember and ultimately become eligible for promotion to the Henderson Utility Department job classification by acquiring a State of Tennessee Wastewater Certified BNS Operator within two years from the initial date of employment. Failure to meet this essential job function will result in termination of employment.
14. Exercise personal initiative to actively acquire skills in all equipment and procedures to become a more valuable crewmember and ultimately acquire a State of Tennessee Wastewater Collection II

certification within two years from the initial date of employment. Failure to meet this essential job function will result in termination of employment.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must possess and maintain a valid Tennessee State driver's license. Obtain CDL after training.
2. Must possess or obtain, upon request by a supervisor, a commercial driver's license to operate appropriate vehicles and equipment.
3. Must be a high school graduate or possess a GED. Some college is strongly preferred.
4. Must be able to fluently read and write the English language.
5. Must possess strong math skills and be able to perform calculations relating to distance, percentages, relationships, estimating, and conversions.
6. Computer and general office skills.

Physical Capabilities

1. Physical strength and ability sufficient to perform heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as frequently exerting force sufficient to repeatedly lift approximately 50 pounds and move or maneuver 90 pounds.
2. Ability to maintain continuous physical effort throughout the shift, including frequent bending, walking, stooping, digging, manipulating, and heavy lifting.
3. Ability to utilize and understand the need for, and use of, personal protective equipment.

Other Capabilities

1. Ability to understand and follow oral and written instructions.
2. Ability to understand and follow Safety Data Sheets (SDS).
3. Flexibility to respond to an emergency for calls-in from off-duty hours.
4. Flexibility to work, in addition to normally scheduled work hours, in an on-call response capacity during off-duty hours when scheduled.
5. Flexibility to travel and stay overnight for periods of time to accommodate training and testing activities as required for this position.
6. Ability to use an advanced level of problem-solving to deal with non-routine situations.

Use of Tools and Equipment

Ability to acquire sufficient skill in the use or operation of all tools and equipment listed above in Essential Function #1 in order to function as a fully operative crew member.

OTHER

1. As an absolute condition of employment, employees are required, upon hire, to sign a drug-free workplace agreement. Further, to abide by the City of Henderson Personnel Policies. Additionally, agree to be subject to random drug and alcohol testing, and drug and alcohol testing at any time, at the request of a supervisor, while on duty, or while responsible for working in the capacity of an on-call response person.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
3. Individuals will be required to pass a pre-employment physical examination by a physician specified by the City of Henderson. Further Individuals will be required to pass drug and alcohol screening conducted by an agency designated by the City of Henderson. Lastly, Individuals will be required to pass a pre-employment background examination conducted by an agency designated by the City of Henderson. (The City will pay for required testing and examinations.)

Work Schedule of the Department

Normal Schedule: Monday – Friday 7:00 am to 4:00 pm

Lunch Break unpaid from 12 Noon to 1:00 pm

Overtime required as needed

An employee will be required to work On-Call on a rotating basis to respond to after-hour emergency calls

The work schedule may be adjusted by the Utility Director, Assistant Director, the Mayor, and/ or the Board of Alderman

Residence Requirements

Employees must reside within a 15-mile radius of City Hall or in Chester County within one year from the date of employment and must maintain this residency for the duration of employment

Equal Employment Opportunity Policy

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Revised: July 2023



PO Box 68 ~ 121 Crook Avenue
 Henderson, TN 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: Sewer Operator Trainee

Deadline for Application: Until Position is filled

APPLICANT INFORMATION				
Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Cell Phone No:		Driver's License No & State:		
Date Available				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
Do any of your relatives work for the City of Henderson?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, state name and relationship	
Are you currently employed?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you currently on "lay-off" status and subject to recall?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date