



CITY OF TRENTON

HUMAN RESOURCES DEPARTMENT
2800 THIRD STREET
TRENTON, MICHIGAN 48183

MAYOR
STEVEN RZEPPA

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Vacancy Announcement

Position: Apprentice Operator
Post Date: May 7, 2021
Location: Waste Water Treatment Plant, 1801 Van Horn Rd., Trenton, MI 48183
Department: Waste Water Treatment Plant
Job Status: Full-Time Non-Exempt
Shift: Tuesday - Saturday
Hours: 7:00 AM – 3:00 PM (May require work outside normal hours)
Rate of Pay: \$17.442 / Hour (2080 hours per year)
Type: Union – Collectively Bargained Position
Benefits: Comprehensive benefits package including: Health, Rx, Dental, Vision, Life (Employer paid and Voluntary), 401(a) with employer match, HCSP with employer match, AD&D, Voluntary Critical Illness and Accident.
Details: Please submit cover letter, resume, and if applicable, any relevant and/or supporting documentation.

Job Summary & Minimum Qualifications

Please see attached job description for a detailed job summary and minimum qualifications.

Required Application Documents

Letter of Interest
Resume

Additional Information
Position Open Until Filled

Human Resources Department
Attn: John Laub, Director
2800 Third St.
Trenton, MI 48183

Or by e-mail to:

employment@trenton-mi.com

JOHN W. LAUB
HUMAN RESOURCES DIRECTOR
JLAUB@TRENTON-MI.COM

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JENNIFER JEZEWSKI
HUMAN RESOURCES ASSISTANT
JJEZEWSKI@TRENTON-MI.COM

CITY OF TRENTON
Apprentice Operator
Wastewater Treatment Plant

JOB SUMMARY

This is a skilled operation and maintenance position at the Trenton Wastewater Treatment Plant

ESSENTIAL JOB FUNCTIONS

- 1) Performs a variety of general maintenance duties related to the continuing operations of the plant and pump stations.
- 2) Utilizes a variety of standard hand tools in the repair of mechanical equipment.
- 3) Operates and maintains pumps and other pump station equipment.
- 4) Performs required analysis in the wastewater laboratory.
- 5) Performs necessary clean up associated with job functions
- 6) Completes all necessary reports and paperwork required for job duties or required by supervision.
- 7) Operates a variety of motor vehicles needed to perform job functions.

SUPPLEMENTAL JOB FUNCTIONS

Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- 1) Ability to read and write in order to perform job functions at a level normally acquired through completion of high school or equivalent.
- 2) Ability to understand and follow oral and written instructions.
- 3) Ability to create and accurately maintain written records and reports.
- 4) Ability to establish and maintain effective working relationships with other employees and the public.
- 5) Knowledge of the traffic laws, ordinances and regulations involved in the operation of equipment.
- 6) Knowledge of occupational hazards and safety precautions, including proper lifting techniques.
- 7) Ability to perform job functions with little or no supervision.
- 8) Ability to climb ladders and work in small or combined spaces.
- 9) Ability to coordinate assignments and work well with others.
- 10) Ability and desire to participate and successfully complete short course and in-service training programs related to wastewater treatment and related subjects.

WORKING CONDITIONS

- Normal working environment (approximately 50% of work time) indoor, no heat and/or air conditioning.
- Frequent working environment (approximately 25% of work time) is outdoors with exposure to the elements.
- Frequent working environment (approximately 25% of work time) is indoors with heat and/or air.
- Frequent exposure to lifting of heavy objects up to 50 lbs.
- Occasional exposure to lifting of heavy objects in excess of 50 lbs.
- Normal working environment includes exposure to excessive noise from machinery, unpleasant odors, varying levels of light, and dampness.
- Frequent work assignments in confined spaces.

REQUIRED EXPERIENCE AND EDUCATION

A Michigan DEQ D license is preferred or the ability to obtain a D license as required by the Collective Bargaining Agreement.

Revised: May 2021

REPORTING RELATIONSHIP

Reports to City Engineer and Supervision at the Wastewater Treatment Plant. Also serves as a subordinate to Senior and Junior Operators at the Wastewater Treatment Plant.

Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Employees must be physically able to perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position in accordance with the Americans with Disabilities Act.

The City of Trenton 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 characteristics protected by federal, state or local laws.