

# CITY OF THIBODAUX

## CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET  
THIBODAUX, LOUISIANA 70302  
OFFICE: (985) 446-7233 • FAX: (985) 493-8762  
e-mail: civilservice@ci.thibodaux.la.us  
WEBSITE: ci.thibodaux.la.us

J. KELLY CHIGHIZOLA  
DIRECTOR

CARLIS RAGAS  
SECRETARY

### November 8, 2018 NOTICE OF CIVIL SERVICE EXAMINATION WATER PLANT OPERATOR I

City of Thibodaux is accepting applications for the full time classified position of **WATER PLANT OPERATOR I**. Apply to the office of Civil Service, 112 St. Mary, Thibodaux, LA, **no later than 12 o'clock noon, Tuesday, November 27, 2018**. Applications received after this time will not be considered. A job announcement & description will be furnished to you. The written exam will be administered on **Wednesday, December 05, 2018, at 2:00 p.m.**, at **Martin Luther King Building, 1445 MLK Dr., Thibodaux, LA**. The oral portion of the examination will be announced at a later date. **An applicant who is not present in the testing room at 2:00 p.m. will not be allowed to take this exam.**

This position is in Grade 615 of the Uniform Plan of Salary Ranges. The minimum pay is \$14.03 per hour.

**Requirements: Must be 18 years of age. High school diploma or equivalent is required. No previous experience required. Class I license in Water Treatment and Production, Class II license in Water Treatment and Production, Class 3 license in Water Treatment and Production. Must obtain Class 3 Water Treatment and Production. Must obtain Class 3 Water and Production certification within two years of employment. Valid operator's license. Must pass the required Civil Service Examination and be in a selectable position. Must be able to reach job site within 30 minutes.**

**Job Mission: The purpose of this position is to provide and distribute quality drinking water for the citizens.**

**EOE/ADA**

Vacancies in positions in the classified service shall be filled by demotion, transfer, reinstatement, re-employment, promotion, Competitive appointment or temporary appointment. Preference shall be given to the methods named in the order in which they are named above, under the conditions and subject to the restrictions and limitations set forth in the rules.

The eligibles certified shall be the highest ranking eligibles willing to accept employment, ranked in the following order: (1) all the eligibles on the appropriate re-employment list, if any; (2) those on a promotion list, if any; (3) those on an entrance employment list. All the names on any one such list shall be exhausted before any names are certified from another list, but the names certified may be taken from two or more lists if necessary to make a certification of three (3) eligibles. Names shall be certified from each list in the order of their ranks on that list.



J. Kelly Chighizola

J. KELLY CHIGHIZOLA  
CIVIL SERVICE DIRECTOR

**ADDENDUM TO JOB ANNOUNCEMENT AND  
JOB DESCRIPTION FOR THE POSITION OF  
WATER PLANT OPERATOR I**

The position of **Water Plant Operator I** is in Grade 615 of the Uniform Plan of Salary Ranges and has a starting pay of **\$14.03** an hour. This position is in the Public Works Department.

The mid-point pay for this position is **\$18.36** an hour.

Regular Civil Service Holidays (10) are as follows:  
New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day

The candidate hired to fill this position will contribute to Plan A of the Municipal Employees' Retirement System of Louisiana. Employee contribution of the gross bi-weekly pay, excluding overtime pay, if applicable. You will not contribute to social security, except the IRS has mandated that employees hired after March 31, 1986, are subject to the hospital insurance (Medicare) portion of the Social Security tax.

City employees earn annual and sick leave.

City employees are offered dental, health, and life insurance. This benefit is handles by the City's HR Department. If you have questions regarding this, you may call (985) 448-5854.

If you achieve a passing score on your experience & training and/or performance test, you are eligible for extra points if you meet the conditions(s) as follows:

1. Live **within the City limits of Thibodaux** and be a **registered voter**. To receive the **3 extra points for residency preference**, you must submit a copy of your current voter's registration card at the time you submit your application or before the deadline date for submitting application. The address on your application and voter's registration card must be the same. If you would like to obtain a voter's registration card or update voter information, report to the Voter's Registration Office, 307 W. 4<sup>th</sup> St.,

Thibodaux, LA. The office number is (985) 447-3256. The

(2)

Voter's Registration Office will likely give you a receipt; this receipt will be accepted in lieu of the voter's registration card.

2. Have military service and possess a **DD214 form which reads honorable discharge or discharge under honorable conditions.** To receive the **5 extra points for veterans' preference**, you must submit a copy of your DD214 at the time you submit your application or before the deadline date for submitting application.

You may submit your completed application to the Office of Civil Service in one of the ways as follows:

1. In person

The office of Civil Service is located at 112 St. Mary Street, Thibodaux, LA. Office hours are 8 a.m. to 12 noon and 1 to 4:30 p.m., Monday – Friday, except on a holiday.

There is a locked mailbox to the right of the front door on the building in which Civil Service is housed. You may place your completed application in this mailbox.

2. By fax

The fax number is **(985) 493-8762**

3. By mail if you feel time allows and you want to take the chance. **I do not recommend this** because if you use the mail and your application and documents do not reach the office of Civil Service by the deadline date and time, your application will not be considered.

The mailing address is as follows: P. O. Box 5418, Thibodaux, LA 70302

When you submit your completed application to the Office of Civil Service, you must **also submit a copy of your high school diploma or equivalent.**

If you have any questions, you may call the office of Civil Service at (985) 446-7233 or (985) 446-7278.

You may visit the City's website at [www.ci.thibodaux.la.us](http://www.ci.thibodaux.la.us)  
Click on the Department of **Civil Service** and then on **employment opportunities**.



# Title: Water Plant Operator I

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to provide and distribute quality drinking water for the citizens. This is accomplished by adding controlled dosages of specific chemicals to properly disinfect the water. Other duties include performing regular lab tests; monitoring chemical levels; making chemical adjustments; and maintaining the appearance and cleanliness of the plant.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Performs lab test to ensure quality drinking water by operating specialized lab equipment; checking and verifying compound levels throughout the disinfection process; recording test results; reporting results to officials for record keeping; and monitoring processes throughout the plant.	80%
2	M	Maintains the facility and the surrounding area by regularly inspecting the cleanliness of the plant; completing housekeeping functions to ensure a clean environment; and cutting the grass around the facility.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	No experience required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction:  The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid operator's license, Class 1 license in Water Treatment and Production, Class 2 license in Water Treatment and Production, Class 3 license in Water Treatment and Production. Must obtain Class 3 Water Treatment and Production certification within two years of employment.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	O	desk work, driving
Walking	C	around work site
Lifting	O	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment, file drawers, hose, tables and chairs
Reaching	O	for supplies
Handling	F	paperwork
Fine Dexterity	O	calculator, calibrating equipment
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	O	retrieving items from lower shelves/ground
Twisting	R	from computer to telephone, getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	making repairs, retrieving items from lower shelves/ground
Vision	C	computer screen, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	O	communicating with co-workers and public and on telephone
Foot Controls	R	on equipment, on ladders
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Lab equipment, computer, and printer.

ENVIRONMENTAL FACTORS:

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	C
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, respirator, and gloves.

NON-PHYSICAL DEMANDS:

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Shop, office environment, outdoors, and lab.

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.