

**City of Poplarville
Job Vacancy Announcement**

Department of Public Works

Position Title: Operator (Full-Time)

Board Order: February 6, 2024

Closing Date: Open Until Filled

Duties: Must be capable of performing all duties assigned by the General Superintendent, including but not limited to the following: operating City equipment, such as a excavator, repairing water lines, reading water meters, operating water treatment facilities, maintaining equipment and water wells, documenting information and maintaining written reports as required by the State of Mississippi, and any other duties assigned by the General Superintendent.

Qualifications: A High School Diploma or GED notarized by issuing institution or school board is required. Advanced academic education completion from an accredited institution in related areas to the position is recommended, but not required. Potential candidates must have the capability to pass various water certification training classes. It would be advantageous for individuals considered to possess average computer skills, to include the use of Microsoft Office Suite and the use of email. A Minimum of three years' experience in related work experience with progressive responsibilities is desired. Any combination of experience and training that would likely provide the required knowledge and abilities will be considered. An awareness of federal, state laws and knowledge of the overall operations of the City including policies, procedures, and ordinances would be advantageous, but not required. Potential candidates must have the capability to interact with customers and other City employees in a professional and cordial manner at all times.

Compensation: Compensation will be an hourly rate commensurate with experience.

Background Checks: A criminal background check will be conducted. A department of motor vehicles background check will be conducted to verify the City's insurance carrier can insure applicant. Applicant must have current driver's license.

Medical Exam: Once the Board of Aldermen authorize the offer of employment to be made, and prior to starting work, an individual must have a pre-employment medical exam and drug test conducted by a physician designated by the City. The examination will be paid for by the City.

How to Apply: A resume and completed application must be submitted to City Hall, City of Poplarville, 200 Highway 26 East, Poplarville, MS 39470. Applications may be obtained from the City Clerk, (601) 795-8161.

The City is not required to interview applicants not meeting the basic requirements for the position. The granting of an interview is **not** to be considered an offer of employment.

The City of Poplarville considers applicants for all positions without regard to: race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Poplarville is a "Drug-Free Workplace" and a "Smoke-Free Workplace."