



Position Announcement

Recycled Water Utility Worker

Deadline: January 22, 2021

The City of Hermiston is currently accepting applications for the position of Recycled Water Utility Worker. Salary range \$21.11 – \$34.41/hr Depending on experience and certifications. The City of Hermiston offers a robust benefit package including Medical, Dental, Vision and Life insurance, paid holidays, paid time off and PERS Retirement.

This position performs a variety of semi-skilled labor and skilled technical duties in the operation and maintenance of the recycled water treatment plant and collection system; performs a variety of related duties as assigned. Works under the supervision of the Recycled Water Superintendent or Recycled Water Chief Operator who outlines and assigns specific tasks but may work without direct supervision after assignment of duties.

This position requires a high school diploma or equivalency and one-year experience in water/wastewater utility work OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position; valid Oregon driver's license and proof of an acceptable driving record are required. Oregon Class A CDL with tanker and air brake endorsements, First Aid, and CPR certifications required within six months of hire. Current Oregon Wastewater Treatment and Collection Certifications a plus, and are required within twelve months of hire.

The full description of duties and application packet can be obtained online at <https://www.hermiston.or.us/jobs>

Interested candidates must submit a City of Hermiston Employment Application, include verifiable work experience and proof of certifications, to Crystal Inners, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: cinners@hermiston.or.us



Contact: Crystal Inners
Human Resource Specialist
Phone: 541-667-5008
Fax: 541-567-5530
cinners@hermiston.or.us



Position Description

Recycled Water Utility Worker I

Classification: Non-Exempt

Department: Recycled Water

General Statement of Responsibilities

Performs a variety of semi-skilled labor and skilled technical duties in the operation and maintenance of the recycled water treatment plant and collection system; performs a variety of related duties as assigned.

Supervision Received

Works under the supervision of the Recycled Water Superintendent or Recycled Water Chief Operator who outlines and assigns specific tasks but may work without direct supervision after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

1. Performs assigned treatment plant or collection system rounds; inspects, monitors, troubleshoots.
2. Operates and adjusts pumps, motors, feeders, and other equipment to maintain appropriate operations. Installs, maintains, repairs, modifies, troubleshoots, and services machinery and equipment.
3. Takes samples, performs laboratory testing, and records readings and test results.
4. Reads gauges, dials, graphs, analyzers, computer screens, meters, SCADA systems, and other instrumentation. Maintains, compiles, and updates operational logs and reports; performs and records mathematical calculations.
5. Maintains and repairs collection systems; such as sewer main lines, sewer and storm water lift and pump stations and other appurtenances.
6. Performs general plant and collection facility maintenance such as cleaning, painting, and repairing; performs grounds maintenance duties as required.

7. Works with vendors, outside contractors, and the public on recycled water activities; answers questions and resolves conflicts.
8. Locates and marks sewer lines in the system and maintains accurate record of system.
9. May conducts tours for the public, schools, and City staff as necessary.
10. May participate in the development of goals and procedures for recycled water treatment activities; gathers and analyzes data; develops reports. Participates in special projects as assigned.
11. Operates in a competent, safe manner, a wide variety of heavy equipment and vehicles and equipment required to perform duties.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency;
- AND one-year experience in water/wastewater utility work;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Oregon Class A CDL with tanker and air brake endorsements, First Aid, and CPR certifications required within six months of hire. Oregon Wastewater Treatment and Collection Certifications required within twelve months of hire.

Knowledge of: Working knowledge of modern principles and practices of repair, maintenance, construction, and installation work normally performed in recycled water treatment plant and collection systems, including appropriate materials, tools, and equipment used in the performance of duties. Some knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding recycled water collection and treatment; laboratory tests and interpretation of results; the occupational hazards and safety precautions required related to recycled water treatment plant and collection systems; office procedures, and equipment including computers and applicable software applications.

Skills: Safe operation and care of facilities, equipment, machines, tools, and laboratory equipment and execution of processes; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow oral and written instructions and orders; work independently; read and understand technical manuals, blueprints, plans, drawings, schematics, diagrams and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties including computers and software; read, interpret and calibrate gauges and other devices; communicate effectively verbally and in writing; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; perform math calculations regarding plant performance; keep accurate records and make reports; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position; work weekends in an unsupervised capacity and work any shift as required in on-call rotation.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent operating office equipment such as computers, keyboards, calculators, telephones; driving; operating heavy machinery and mechanical and electrical equipment; and using and moving tools and lab equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working in a treatment plant environment and is subject to outdoor conditions, restricted spaces, slippery or uneven surfaces, and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes. Employee is required to work weekends in an unsupervised capacity and work any shift as required in on-call rotation.



Where Life is Sweet

CITY OF HERMISTON EMPLOYMENT APPLICATION

The City of Hermiston is an Equal Employment Opportunity employer. We are dedicated to a policy of selection of the best available candidate based on job-related criteria, education, knowledge, skills and abilities. We will not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or mental or physical disability. The City is a public agency and any information may be released if required by law.

Per Oregon Revised Statutes 408.225-237, the City grants a preference in hiring to veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' Preference points, please include supporting documents along with your application materials. Under ORS 408.237, veterans with skills obtained through military education or experience that substantially relates to the position should demonstrate in their cover letter how those transferable skills satisfy the essential functions of the position as set out in the job description.

Residency Requirement: Employees shall reside within a thirty-minute response time to their primary duty station, excluding Washington State.

Part 1. General Information			
Title of Position You Are Applying For			
Name (Last, First, and Middle Initial)	Home Phone ()		
Mailing Address (Include apartment number, if any)	Cell Phone ()		
City	State	Zip	Email address:
Alternative contact info:			
Name:		Phone:	

Desired salary:	Do you have a reliable means of transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Will you accept: (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Weekends <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Date Available:
Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Can you provide proof of citizenship, visa or alien registration if hired?						Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a Veteran?						Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you wish to claim Veterans Preference points under ORS 408.225-237						Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes to this question, please include the proper supporting documents.						
Do you read, write, or speak fluently more than one language? Yes <input type="checkbox"/> No <input type="checkbox"/>						
If so, please list all languages in which you are fluent:						
Have you ever been employed by the City of Hermiston? Yes <input type="checkbox"/> No <input type="checkbox"/> Dates: From To						
Do you have any relatives currently working for the City of Hermiston? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Name _____	Dept/Div _____	Relationship _____				
Name _____	Dept/Div _____	Relationship _____				

Part 2. Background Information

Do you have a valid driver's license? Yes No State of Issue:

Provide a full listing of state certification and operator licenses, including license number, expiration date and state of certification:

Type of License, Certificate or Registration	State of Issue/ License Number	Expiration Date
1.		
2.		
3.		
4.		

If you have been licensed in another state in the last three years, the name of the state is:

Provide details on your Emergency Medical Training status:

Part 3. Education and Training

Did you graduate from high school or receive a G.E.D.? Yes No Location:

List college, business school, military training, and other **relevant** education.

School Name and Location	Dates From To	# Sem Hours	# Qtr Hours	Major	Degree Earned	Year Degree Received
1.						
2.						
3.						
4.						
5.						

List other specialized training, seminars or correspondence courses or similar education which is pertinent to the position for which you are applying:

List computer software programs you have used:

List the specific equipment or machinery you can operate which is related to the job you are applying for:

List those special skills or abilities which you believe make you qualified for the position for which you are applying:

Part 4. Employment History

List your work history for the last 10 years, including self-employment, volunteer work, military service and any periods of unemployment. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Please describe each major part of your job duties in as much detail as possible.

May we contact this employer? Yes No Contact me first.

1. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
Primary Duties:			To:
			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? Yes No Contact me first.

2. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
Primary Duties:			To:
			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? Yes No Contact me first.

3. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
Primary Duties:			To:
			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? Yes No Contact me first.

4. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
Primary Duties:			To:
			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? Yes No Contact me first.

5. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
Primary Duties:			To:
			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

Part 5. References

Please provide the name, address, occupation and telephone number of three individuals, OTHER THAN RELATIVES OR FORMER EMPLOYERS, who know you well enough to provide information about you:

NAME	ADDRESS	OCCUPATION	TELEPHONE #
1.			
2.			
3.			

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I hereby certify that the information contained in this application is true and correct and without omission, and agree to have any of the statements checked by the City of Hermiston unless I have indicated to the contrary. I authorize the references listed above to provide the City any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the City as well as from the use or disclosure of such information by the City or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of the information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standard of the City and agree that my employment can be terminated at any time. I understand that no employee or representative of the City other than the city manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. I understand that my employment may be subject to the satisfactory results of any pre-employment examinations required including testing for illegal drugs.

I have read and understand the above.

Signature of Applicant

Date