



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recycled Water Utility Worker I

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 conduct 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.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recycled Water Utility Worker II

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 direction after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to new personnel.

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. Conducts tours for the public, schools, and City staff as necessary.

10. Participates 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 three years' 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 Wastewater Treatment Level II and Collection Level II Certifications required. Oregon Class A CDL with tanker and air brake endorsements, First Aid, and CPR certifications required within six 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. 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; training others; decision-making; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow complex 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; train new employees; 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.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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.

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Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recycled Water Utility Worker III

Department: Recycled Water

General Statement of Responsibilities

Performs advanced journey-level III tasks in the operation and maintenance of the recycled water treatment 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 direction after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to assigned personnel. May assign work tasks and projects, and schedule staff.

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. Conducts tours for the public, schools and City staff as necessary.

10. Participates 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. May act as lead in providing training to assigned staff. May assign tasks and projects to staff, train staff in appropriate treatment methods and techniques, and/or schedule staff to ensure proper plant coverage. May audit and enter timesheet information for assigned employees.
12. May participate in establishing schedules and methods for providing maintenance and repair services.
13. Operates in 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 PLUS secondary training in water/wastewater technology, environmental sciences, chemistry, microbiology, or related field;
- AND eight years' experience in water/wastewater utility work including four years at Level II system or higher;
- 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 Wastewater Treatment Level III and Collection Level III Certifications required. Oregon Class A CDL with tanker and air brake endorsements, First Aid, and CPR certifications required within six 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. Considerable 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. Knowledge of training practices, 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; training others; decision-making; problem-solving; customer service; communications.

Ability to: Understand and perform mechanical functions; follow complex 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;

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read, interpret and calibrate gauges and other devices; communicate effectively verbally and in writing; direct the work activities of small groups of employees; train new employees; 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.

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Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recycled Water Utility Worker IV

Department: Recycled Water

General Statement of Responsibilities

Performs advanced journey-level IV tasks in the operation and maintenance of the recycled water treatment and collection system; performs a variety of related duties as assigned.

Supervision Received

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

Supervision Exercised

Direct supervision of others is not a typical function assigned to this position. Acts as lead to provide training and orientation to assigned personnel. Assigns work tasks and projects, and schedules staff.

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. Locates and marks sewer lines in the system and maintains accurate record of system.
8. Works with vendors, outside consultants, and the public on recycled water activities; answers questions and resolves conflicts.
9. Conducts tours for the public, schools, and City staff as necessary.

10. Participates 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. Acts as lead and provides training to assigned staff. Assigns tasks and projects to staff; trains staff in appropriate treatment methods and techniques; schedules staff to ensure proper plant coverage; audits and enters timesheet information for assigned employees.
12. Participates in establishing schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate supervisory staff; allocates resources accordingly.
13. Purchases equipment and supplies for assigned work area.
14. Operates in 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 PLUS secondary training in water/wastewater technology, environmental sciences, chemistry, microbiology, or related field;
- AND ten years' experience in water/wastewater utility work including five years at Level III system or higher;
- 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 Wastewater Treatment Level IV and Collection Level IV Certifications required. Oregon Class A CDL with tanker and air brake endorsements, First Aid, and CPR certifications required within six 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. Considerable 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. Knowledge of supervision, office procedures, and equipment including computers and applicable software applications; principles of municipal budget preparation and control.

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

Ability to: Understand and perform mechanical functions; follow complex oral and written instructions and orders; work independently; read and understand technical manuals,

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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; direct the work activities of small groups of employees; train new employees; 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.

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