



City of Yamhill

A small taste of Oregon

AGENDA
CITY OF YAMHILL, CITY COUNCIL MEETING
Council Chambers – 155 E 1st Street
Thursday, April 1, 2021
4:30 P.M.
SPECIAL MEETING

THIS MEETING WILL BE A TELECONFERENCE

Zoom Meeting

<https://us02web.zoom.us/j/5081343849>

Meeting ID: 508 134 3849

1. **CALL TO ORDER:** Roll Call

2. **NEW BUSINESS:**
 - A. Accept resignation from Bernard Malis, Plant Manager effective April 13, 2021.
 - B. Consider and approve Plant Operator Job description.
 - C. Consider and approve recruitment for Plant Operator and starting salary.
 - D. Consider salary increase for six-month review- Facilities Manager, effective March 22, 2021.

3. **ADJOURNMENT:**

LORI GILMORE

2.A.

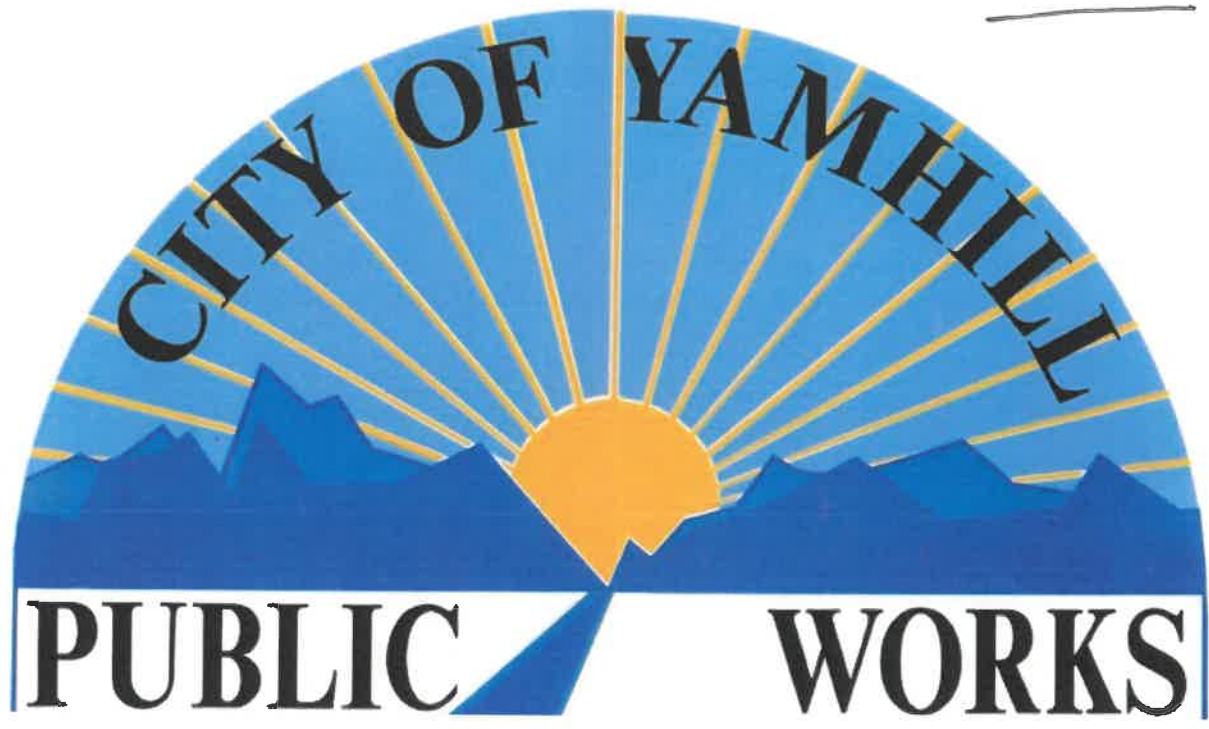
From: Bernard Malis
Sent: Sunday, March 14, 2021 9:34 PM
To: LORI GILMORE; Bernard Malis; Jason Wofford; Kyle Adams
Cc: Yvette Potter
Subject: B. Malis employment

My turn was working this week. As past all times I would work for the rest of the week. Not now, I will take my 2 days + off. I have 2 docs appointments in the next 3 days. I have another 4 doc's appointments in the next two weeks . I will be giving my resignation for the City of Yamhill employment, when the city can get another DRC. It's up to the city to how long you want me to train and to be the DRC It, I will not train longer than 30 days, for the new the new DRC.

Regards,

Bernard Malis

2.B.



Water/Wastewater Treatment Plant Operator

Job Description

PURPOSE OF THE POSITION

The Water/Wastewater Treatment Plant Operator is responsible for the water and wastewater plants in order to ensure that residents have safe and clean water and wastewater discharge to the river in accordance with federal, territorial, and municipal legislation, policies, and standards. This position works under the supervision of the Public Works Supervisor.

Desired Minimum Qualifications

Education and Experience:

Graduation from high school or GED equivalent, supplemented by two years of post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field; and Three (3) years of successful experience relating to the construction, repair, and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment. Combinations of applicable equivalent knowledge and experience may be considered.

Possess the Following:

Valid Class C Oregon Driver's License as required for plant operation functions.
State of Oregon Water Treatment Operator II Certification with Filtration Endorsement or higher.
State of Oregon Water Distribution Operator I Certificate or higher.
State of Oregon Wastewater Treatment Operator I Certificate or higher.
State of Oregon Wastewater Collection Operator I Certificate or higher.

SCOPE

Reporting to the Public Works Supervisor, the Water/Wastewater Treatment Plant Operator maintains the water and wastewater system. This includes maintaining the water and sewer treatment plants and facilities.

The delivery of safe and clean water is vital to the safety and health of the community. Dealing with customer complaints and the public in a courteous and respectful manner, meeting all federal, territorial, municipal legislation and water quality standards and providing adequate services will ensure a good and healthy water supply for the community.

RESPONSIBILITIES

1. Maintain the water and wastewater treatment plant systems in order to ensure the availability of a clean community water supply and proper disposal of the community wastewater.

Main Activities

- Act as the Direct Responsible Charge Person under the direction of the contracted DRC.
- Maintain the treatment plant systems
- Maintain and operate the filtering and chemical treatment processes
- Operate valves and other controls to feed chemicals into sewage
- Inspect, service and repair components of the water and wastewater treatment plants including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, boilers, heat exchangers valves, lagoons, pump stations, bar screens, grit collectors, pumps, blowers, sludge collectors, chlorinators, and other equipment.

- Ensure an adequate supply of water for human consumption and firefighting activities
- Regulate and control the flow of sewage through the plant
- Read charts and gauges and maintain a log of plant operations during assigned shift.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, biochemical, oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Perform grounds maintenance work, including watering and mowing lawns and caring for shrubbery.
- Prepare work orders for servicing and repairs
- Arrange for major repairs
- Inspect the treatment plant systems on a daily basis to ensure effective operations
- Utilize Supervisory Control and Data Acquisition (SCADA) system to track operational and plant process control trends.
- Work various shifts and flexible hours, including weekends and holidays, and be available on standby for callback as assigned.
- Prepares the monthly reports for both the water and wastewater systems.
- Keeps all public works personnel informed on the status of the water and wastewater system.
- Maintains the Cross-Connection Control Program

2. Maintain the physical plant and mobile equipment

Main Activities

- Conduct regular inspections of the physical plant
- Establish a preventative maintenance program
- Conduct inspections of mechanical, generators, electrical and other building components, and systems
- Conduct inspections of heating, ventilation, and air conditioning systems
- Maintain mobile equipment including vehicles
- Make arrangements for major repairs to the physical plant and mobile equipment

3. Maintain the general administration of the Water/Sewer system in order to ensure effective operations

Main Activities

- Establish preventative maintenance schedules
- Keep a daily log
- Track data using the SCADA Program
- Prepare activity and work order reports
- Recommend the purchase of goods and equipment
- Maintain inventories
- Provide reports to government agencies, departments and other organizations as required
- Ensure records are maintained

4. Perform all related duties of the utility worker position and other related duties in all other aspects of the cities function as required

Main Activities

- Participates with the operation, maintenance, repair, and construction of the roadway system, including roadway, shoulder and sidewalk operation, maintenance, and construction, mowing and vegetation control.
- Participates with the operation, maintenance, repair, and construction of the storm drainage system.
- Participates with the operation, maintenance, repair, and construction of the water system.
- Participates with the operation, maintenance, repair, and construction of the sanitary sewer system.
- Maintenance of Parks and Lawn's
- Perform Traffic control as needed.
- Performs Mechanical work as needed.
- Performs occasional welding.
- Minor construction projects, carpentry, concrete, janitorial services.
- Assist with Code enforcement of garbage, brush, trees, etc.
- Participate in the rotation of on-call duties.
- Other duties and tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ water and sanitation systems management
- ✓ water sampling and testing techniques
- ✓ inspection procedures
- ✓ building maintenance
- ✓ basic knowledge of mechanical, plumbing, heating, and electrical systems
- ✓ water plant operation and maintenance including pumps, valves, chemical treatment systems, etc.
- ✓ water and sewer distribution and collection systems including pipes, water mains, manholes, hydrants, etc.
- ✓ applicable State and Federal regulations and procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent mechanical skills
- ✓ ability to operate and maintain water and sewer equipment and systems
- ✓ team leadership and management skills
- ✓ client service skills
- ✓ contract administration skills
- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the SCADA Program

WORKING CONDITIONS

Physical Demands

The Water Treatment Plant Operator has a physically strenuous and demanding job. He/she will be lifting, pulling, and managing equipment and objects. The Operator will have to work in all weather and must be prepared for both extreme heat and cold. As the Operator is handling potentially dangerous materials, he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

Environmental Conditions

The Water/Wastewater Treatment Plant Operator must work outside in all different weather conditions including extreme cold and extreme heat.

Sensory Demands

The Water/Wastewater Treatment Plant Operator is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

The Water/Wastewater Treatment Plant Operator must work independently and is expected to maintain a schedule of delivery, collection, and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress is caused by the requirement to supervisor and direct others. The Operator must be sensitive to the culture of employees and residents.

Residency Requirement:

All treatment Plant employees shall be expected to respond within 30-minutes and within a one-hour on-site distance response for accessibility. As determined by the Supervisor of Public Works.

The duties listed above are intended as general illustrations of the various types of work that may be required and performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CERTIFICATION

| | |
|---|--|
| <hr/> Employee Signature | <hr/> Supervisor's Title |
| <hr/> Printed Name Date | <hr/> Supervisor's Signature Date |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| <hr/> Senior Human Resource Officer's Signature Date | |
| I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.