



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday June 30, 2021 3:30 P.M.  
SPECIAL MEETING**

**Agenda**

**THIS MEETING WILL BE A TELECONFERENCE**

Zoom Webinar

<https://us02web.zoom.us/j/87278404903?pwd=UFExRENUTEpPVHZ1NU5YRnZTaG9mZz09>

Passcode: 116437

Or Telephone:

1-346-248-7799

1-253-215-8782

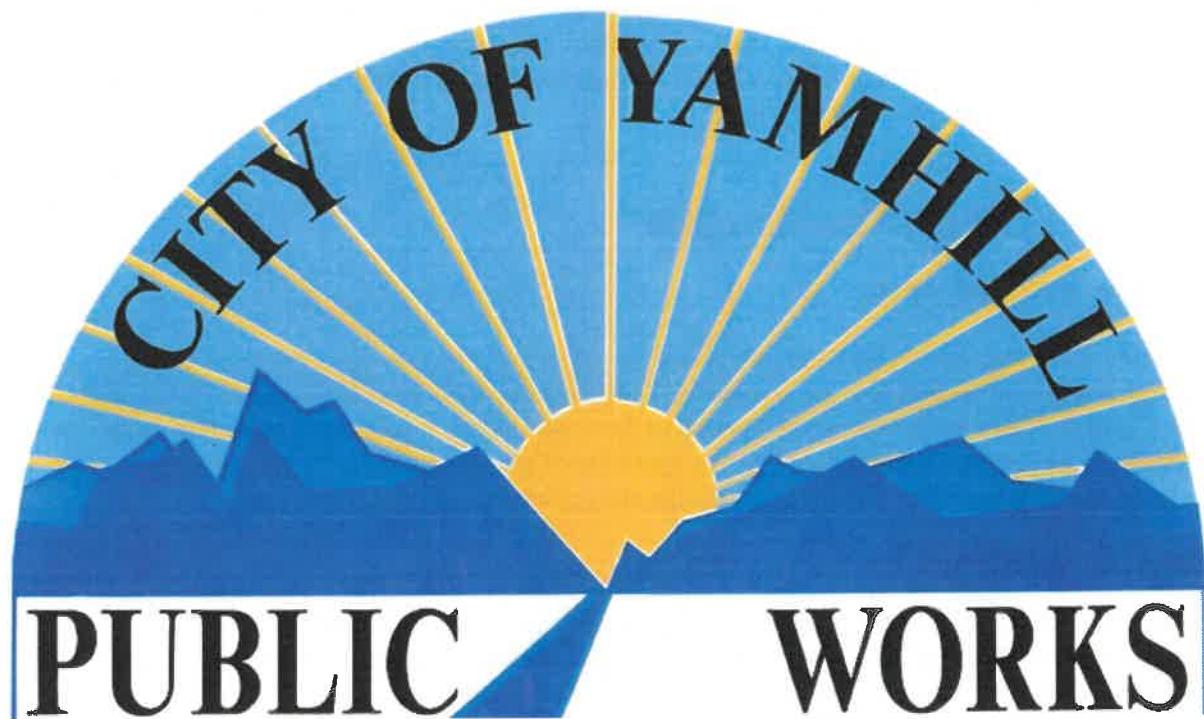
Webinar ID: 872 7840 4903

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When dialing in, \*9 raises your hand.

1. **CALL TO ORDER:** Roll Call
2. **NEW BUSINESS:**
  - A. Accept resignation from Utility Worker II, effective July 9, 2021.
  - B. Consider and approve recruitment for Plant Operator and starting salary.
  - C. Consider and approve recruitment for Utility Worker and starting salary.
  - D. Consider firework ban for July 4, 2021
3. **INFORMATION/ANNOUNCEMENTS:**
  - A. City Council Training – August 19<sup>th</sup> or the 26<sup>th</sup>, time, and length of training?
4. **ADJOURNMENT:**





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

**Skills**

The incumbent must demonstrate the following skills:

- |   |   |
|---|---|
| ✓ excellent mechanical skills   | ✓ contract administration skills        |
| ✓ ability to operate and maintain water and sewer equipment and systems | ✓ analytical and problem-solving skills |
| ✓ team leadership and management skills                                 | ✓ decision making skills                |
| ✓ client service 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.

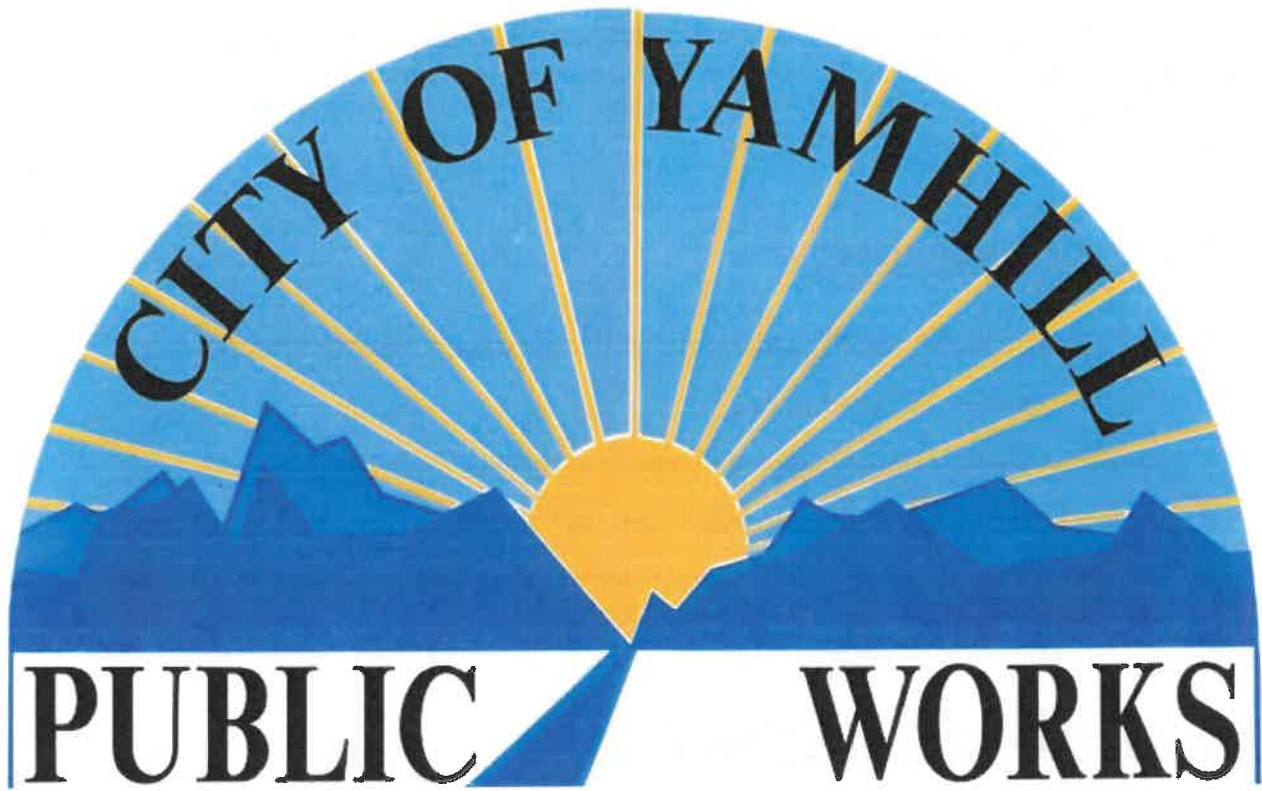
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# CERTIFICATION

|   |  |
|---|--|
| <hr/>   |  |
| Employee Signature  | Supervisor's Title   |
| <hr/>   | <hr/>  |
| Printed Name                      Date  | 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.





## Utility Worker

## Job Description I

## **Position Overview:**

This is an entry level position in the public works department. The person occupying this position operates heavy and specialized equipment and performs maintenance repair and construction work on public works facilities and projects. This is a subordinate position to the Public Works Superintendent and/or Operator as directed.

## **Qualifications Required:**

- High School Diploma or GED, and one year prior experience in this type of work
- Valid Oregon State Driver's License,
- Experience in utility construction and equipment operation is desirable.
- Have or be able to obtain a First Aid/CPR Card and Certified Flagger's Card within one year.
- Must acquire the proper state certifications in the water and wastewater fields in a reasonable time frame as determined by the Public Works Superintendent.

## **Essential Duties and Responsibilities:**

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

## **Knowledge, Abilities and Skills:**

- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Must have good communication skills both written and verbal; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities.
- Ability to complete mathematical calculations associated with the position.
- Ability to work within established guidelines.
- Ability to perform repetitious tasks.
- Ability to use and operate Pickup truck; backhoe; tractor; dump truck, ditch witch; oxygen, acetylene and arc welders; pumps, valves, filtration devices, gauges, etc. pipe tap and die; lawnmower; weedeater; chain saws; blowers; various spray equipment; air compressor, frontend loader, drill press, hydraulic press; miscellaneous power tools for turf maintenance; carpentry, painting, plumbing, and cement finishing work.

## **Physical Requirements:**

- Endurance/Moving About: Frequently (1/3 to 2/3 of the time). Move from location to location.
- Endurance/Overall strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 100 pounds occasionally.
- Sitting Frequently (1/3 or more of the time).
- Controls: Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and /or one or either feet or legs to move controls on machinery or equipment.
- Climbing Frequently. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and /or hands and arms.
- Balancing Frequently . Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- Bending/Stooping: Frequently Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and /or bend by extending the spine backward or from side to side.
- Kneeling/Crouching: Frequently. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
- Crawling: Frequently. Move about on the hands and knees or hands and feet.

- Reaching Frequently (2/3 or more of the time). Extend hands and arms in any direction.
- Handling Constantly (up to 2/3 of the time). Seize, hold, grasp, turn or otherwise work with the hands Frequently.
- Rotation: Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
- Communications (2/3 or more of the time). Express or exchange ideas both orally and in writing to impart information to clients or to the public and convey detailed instructions to other workers accurately, or quickly.
- Hearing: Constantly (2/3 or more of the time) Perceive the nature of sounds by the ear.
- Seeing: Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects.
- Smell: Constantly (2/3 or more of the time). Obtain impressions through the detection of different orders or other characteristics of objects.

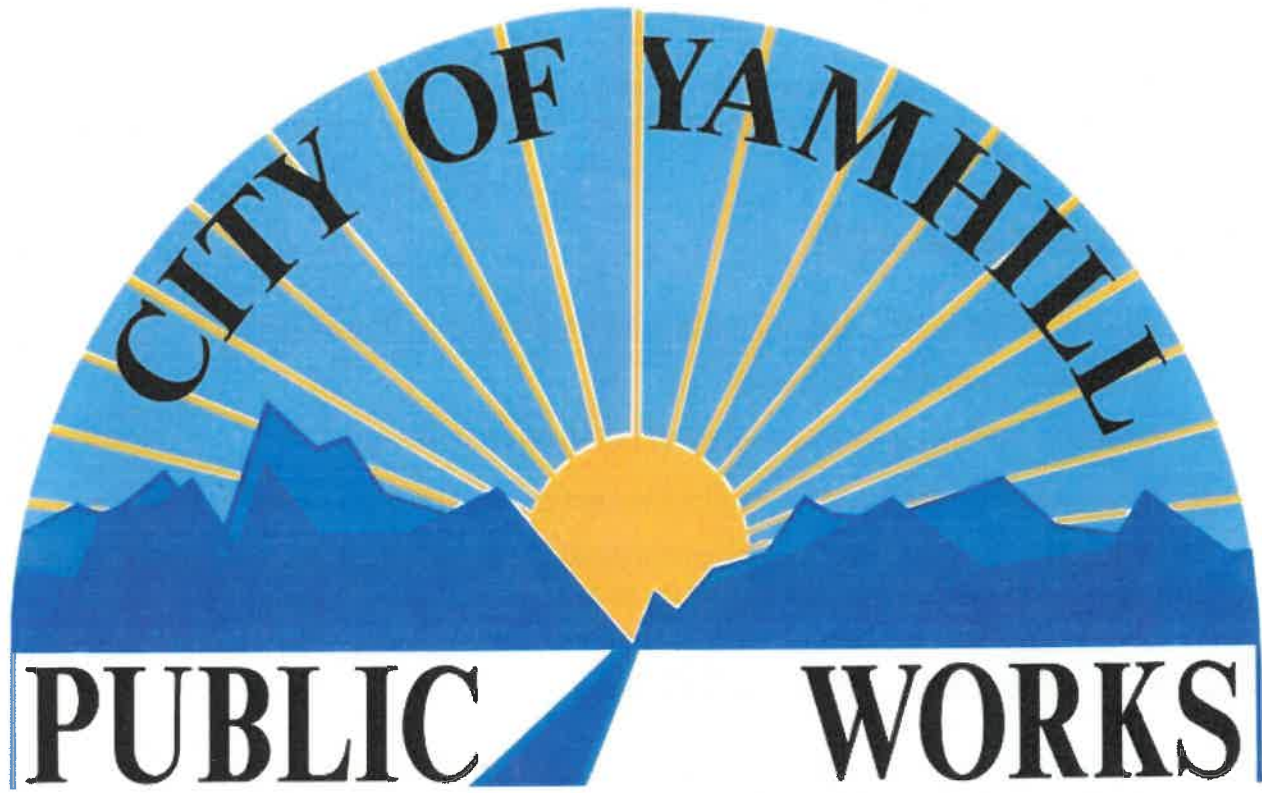
### **Environmental Conditions:**

- Location: Both inside and outside. Work is spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from weather).
- Extreme Cold: Endure temperature's sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- Extreme Heat: Endure temperature/s sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
- Wet Conditions: Endure contact with water or other liquids.
- Noise/Vibration: Periodic. Occasionally endure noises, either constant or intermittent, or work sites.
- Smell: Fumes, chemicals, or toxic substances.

### **Residency Requirement:**

All Utility Workers shall be expected, within six months of hire, to establish permanent residence within a 30-minute notification to respond zone. As determined by the Superintendent of Public Works.

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## Utility Worker II

## Job Description

## **Position Overview:**

The person occupying this position operates heavy and specialized equipment and performs maintenance repair and construction work on public works facilities and projects. This is a subordinate position to the Public Works Manager as directed.

## **Qualifications Required:**

- High School Diploma or GED, and one year prior experience in this type of work
- Valid Oregon State Driver's License,
- Experience in utility construction and equipment operation is desirable.
- Have or be able to obtain a First Aid/CPR Card and Certified Flagger's Card within one year.
- Must acquire the proper state certifications in the water and wastewater fields in a reasonable time frame as determined by the Yamhill City Council.

## **Essential Duties and Responsibilities:**

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

## **Knowledge, Abilities and Skills:**

- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Must have good communication skills both written and verbal; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities.
- Ability to complete mathematical calculations associated with the position.
- Ability to work within established guidelines.
- Ability to perform repetitious tasks.
- Ability to use and operate Pickup truck; backhoe; tractor; dump truck, ditch witch; oxygen, acetylene and arc welders; pumps, valves, filtration devices, gauges, etc. pipe tap and die; lawnmower; weed eater; chain saws; blowers; various spray equipment; air compressor, frontend loader, drill press, hydraulic press; miscellaneous power tools for turf maintenance; carpentry, painting, plumbing, and cement finishing work.

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