



City of Yamhill

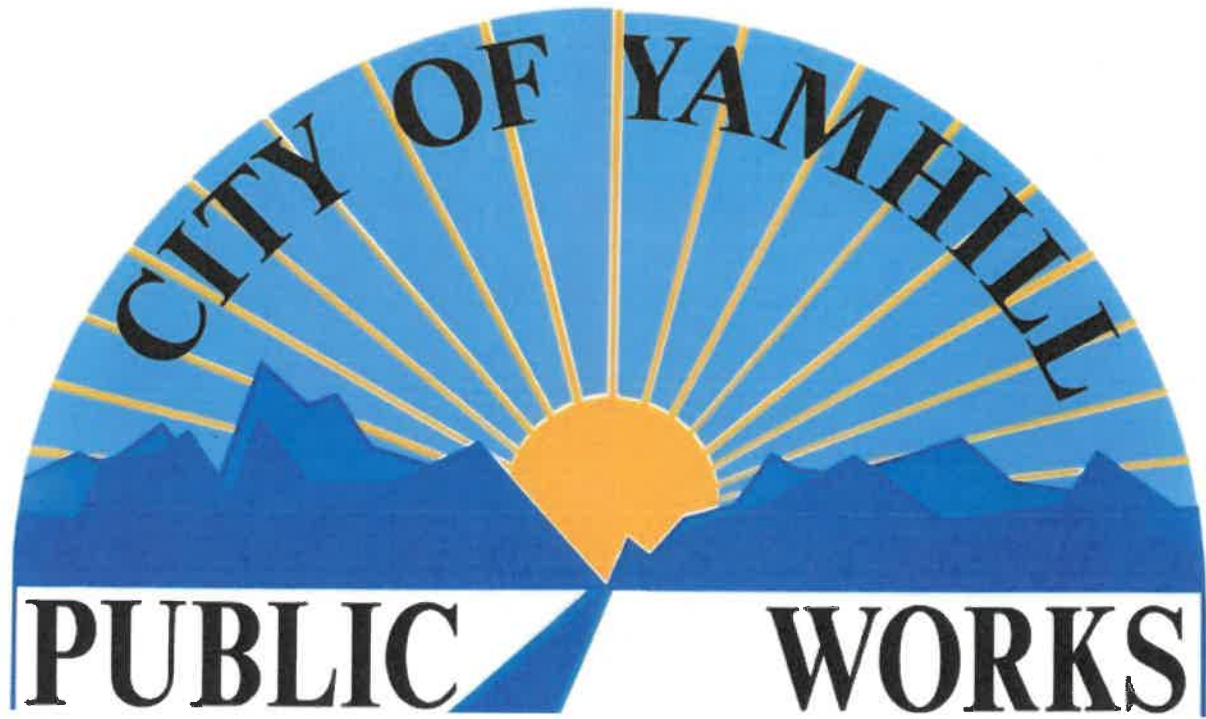
A small taste of Oregon

The City of Yamhill is seeking a Water/Wastewater Treatment Plant Operator. Starting salary range \$45,000.00, plus overtime, stand-by and call-out pay, full benefited position and PERS. Salary increase at 6-month and 12-month depending on performance. This Position requires the employee to be available to respond on-site within 1-hour for emergencies, available to work weekends and holidays.

The full job description and application may be picked up at Yamhill City Hall, 205 S. Maple Street; by calling 503-662-3511 or www.cityofyamhill.org. Resumes accepted with application.

Job Opening Closes: April 21,2021.

City of Yamhill is an Equal Opportunity Employer.



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 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.

Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for Leaving				

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Have you ever been convicted of a felony? Yes No (circle one)
(Please exclude cases processed in the juvenile court or expunged convictions.)
Conviction does not necessarily disqualify you from employment.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Yamhill, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Yamhill to conduct and hold the City of Yamhill harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquires of the City of Yamhill and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records and motor vehicles records, that may be in their possession.

Signature of Applicant

Date