

April 14, 2017

POSITION ANNOUNCEMENT

Water Distribution – Certified Operator

City of The Dalles Public Works Department

Salary: \$2,928.85 to \$4,810.72 per month plus benefits

Closing Date: Open until filled – first review May 5, 2017

The City of The Dalles Public Works Department is accepting applications for the position of Certified Operator in the Water Distribution Division. This is a full time union position.

Minimum Requirements: High School graduate or GED; ability to lift a minimum of 90 pounds; climb in and out of heavy equipment; ascend and descend stairs and ladders, and accessing and working in excavated utility ditches; pass physical exam required by OR-OSHA to wear respirator. Oregon Class II Water Distribution Operator or higher is desired; Class I within 12 months of hire is required. CDL w/Tanker endorsement within 6 months of hire is desired; within 12 months of hire is required.

Obtain complete job description and application packet online at <http://www.thedalles.org/> or from the City Human Resources Office at City Hall, 313 Court St., The Dalles, OR 97058

Only complete applications will be accepted. Applicants may email applications to DHunter@ci.the-dalles.or.us or mail to the address above. The City of The Dalles is an Equal Opportunity/Affirmative Action Employer.



POSITION DESCRIPTION

TITLE: CERTIFIED OPERATOR (WATER DISTRIBUTION)

DEPARTMENT: PUBLIC WORKS DEPARTMENT

REPORTS TO: WATER DISTRIBUTION MANAGER OR
DIRECTOR OF PUBLIC WORKS

SUPERVISES: (NOT APPLICABLE)

Works under the general direction of the Division Manager, the Department Director or his designee.

DEFINITION:

Performs skilled and semi-skilled task assignments necessary to the operation and maintenance of the Water Distribution Division and, when necessary, provides service assistance to the wastewater collection and transportation systems as may be directed. Operates and maintains equipment necessary to achieving these service objectives. Is assigned to On-Call duties on a 24 hour per day basis according to a schedule of rotational assignment developed by the Division Manager or Public Works Director for weekly service.

ESSENTIAL JOB FUNCTIONS:

- Performs installation of water distribution system pipelines, water system leak repair, water service renewals, service turn on/off's, repair of valves, pipeline connections, repair of utility street cuts, and construction duties necessary to provide for and maintain utilities services for the Department.
- Operates and maintains equipment necessary to carry out the duties and functions assigned this position, including but not limited to dump trucks, loader/backhoe, front end loaders, air compressors, jack hammers, compactors, high pressure jet rodders, flexible steel rodders, cranes, pipe locate equipment and power tools.
- Performs designated service and preventive maintenance to water distribution systems equipment such as chemical feeders, water pressure pumps, motors, deep well turbines, terminal reservoirs, wellheads, water treatment systems including adjustments, cleaning, painting, testing and calibrating.
- Assumes operator "**On Call duty**" as assigned.
- Performs cleaning of terminal reservoirs and disinfection treatment associated with water main repairs, new construction, or terminal reservoir cleaning.

- Provides for water flow control into and out of terminal reservoirs and coordinates these duties with the operations personnel at the Wicks Water Treatment Plant.
- Assists in water meter installation, repair, and meter reading functions as may be assigned.
- Perform duties of water quality sampling as directed.
- Performs chemical disinfection procedures, fills chemical hoppers, prepares chemical solutions and conducts general equipment inspections necessary for proper operation.
- Prepares complete and definitive reports in operational logs and ledgers and shares in staff discussions and evaluations of the water distribution/wastewater collection systems of the department.
- Observes all safety practices and policies of the City in the discharge of assigned duties and participates in Safety Committee activities.
- Performs preventive and repair maintenance on equipment as assigned.
- Performs materials and supplies inventories as may be directed.
- Performs janitorial duties necessary to systems operation and maintenance.
- Performs other related duties as may be required or assigned.

WORKING CONDITIONS:

Duties are performed primarily in an out-of-doors environment during the spring, summer, fall and winter seasons. The employee is required to work in and around confined spaces and trench excavations necessary to pipeline construction and repair projects.

QUALIFICATIONS:

Thorough Knowledge of:

- Mechanical and hydraulic functions of pumps, lift stations, valving, and electrical functions necessary to motors and telemetry systems is desired.
- Computer data processing skills necessary to the implementation, operation, and record keeping programs for the City is desired.
- Construction equipment operation, construction standards, methods, practices, and applications necessary to water distribution operations and maintenance is desired.
- Mathematics for the calculation of fluid hydraulics and chemical calculations necessary in determining flow characteristics, chemical dosing and certain laboratory procedures for monitoring water quality in the distribution system is desired.
- Safety rules and regulations established by State, Federal and local jurisdictions as relates and applies to water and wastewater utility operations and maintenance is desired.

Ability to:

- Perform all essential work functions.
- Follow oral and written directions.
- Effectively communicate, in both written and verbal forms, at levels necessary to the needs of the Department, the City, and the Public in areas of water distribution and wastewater collection system operations.
- Establish and maintain effective working relationships with Departmental managers, supervisors, employees, City boards, other agency staff, and the general public.
- Ability to lift and carry a minimum of 90 pounds of weight.

- Ability to climb in and out of heavy equipment, ascend and descend stairs and ladders, and accessing/working in excavated utility ditches.
- Pass physical exam as required by OR-OSHA to wear respirator.

EXPERIENCE AND TRAINING:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties and responsibilities of the job.

Minimum Requirements:

TRAINING: High School Graduation (or equivalent) is required. Additional training in water/wastewater technologies and water system operations and maintenance is desired.

EXPERIENCE: Two (2) years experience in water distribution operations is desired. Developed skills in the operation of construction equipment necessary to this job.

CERTIFICATIONS AND/OR LICENSES:

- An Oregon Class II Water Distribution Operator or higher, or its reciprocal equivalent acceptable to the Oregon Department of Human Resources Certification Program, is desired. The employee is required to be certified within twelve (12) months of hire at a minimum of Oregon Class I Water Distribution Operator, and is required to achieve Class II Water Distribution certification within thirty (30) months.
- A valid Commercial Driver's License (CDL) with "Tanker" endorsement within 6 months of the time of hire is desired. The employee is required to be certified within twelve (12) months of hire.

Print Name: _____

Date: _____

Signature: _____

Initial of witness: _____