



## PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132

**POST UNTIL September 18th, 2013**

PUBLIC WORKS DEPARTMENT - Operations Division  
INVITES APPLICATIONS FOR



**Operator I (Class 132) - Full Time**  
**Salary Range: \$3,322 - \$4,252 per month w/Full Benefits**  
Union Represented Position

### **THE POSITION**

This person will be part of a team responsible for monitoring, operating and maintaining the City's Wastewater Treatment System (pump stations and class IV treatment plant, Composter, Reuse Water System) (WWTS) and Water Treatment System (well field, treatment plant, booster station, reservoirs, springs and backflow prevention program) (WTS). It is an entry-level position with continued progress of skills and abilities standard in the treatment career field.

Works under the general supervision of the Water and Wastewater Treatment Supervisors and Senior Operators. No supervision over others is generally exercised.

This is a full-time union represented position with retirement, health, vacation, sick leave, deferred comp and related benefits made available to all full-time employees.

### **TYPICAL DUTIES**

Performs inspections of the WTS and WWTS to ensure proper equipment operation, working conditions, safety and cleanliness per established requirements.

Assists in monitoring, controlling and maintaining facilities, equipment and system processes.

Trains in the collection of samples and how to properly conduct laboratory testing.

Trains in the interpretation of process control laboratory data and learns how to make adjustments to meet targets set by process control guidelines.

Trains in the use of computer work stations to log, retrieve, manipulate and interpret various types of information in differing formats.

Trains in operating, troubleshooting, and controlling treatment systems and pump stations from the computer using the SCADA (Supervisory Control and Data Acquisition System).

Participates as a member of the operation and maintenance team to assess conditions, solve problems, plan and guide projects and play a role in making team decisions.

Learns and abides by the rules and regulatory guidelines established by The City of Newberg, OR-OSHA, EPA, DEQ and the Oregon DHS specific to the operation of the WTS and WWTS.

### **WORKING CONDITIONS**

Work will be performed indoors and out in all possible weather conditions.

This person may encounter exposure to biological, chemical, electrical, mechanical and noise hazards.

Entry into confined spaces may be required on an infrequent basis. The use of personal protective equipment appropriate to the hazard will be required. Position will be subject to "on call" status and emergency response after normal duty hours. May require working on weekends, and holidays.

## **PHYSICAL DEMANDS**

This position requires frequent standing, walking, climbing, kneeling, sitting, reaching and manipulating objects, tools or controls. Must also be able to observe, listen, feel, smell and communicate. Specific vision abilities include: close, distant, color, depth and ability to focus. Activity and types of duties performed require manual dexterity, coordination and endurance. Must be able to use tools and manipulate controls. Lift 30 lbs. on a regular basis. Must be able and willing to work indoors and outdoors in all types of adverse weather conditions and physical surroundings. Must be able to interact well with the public and fellow employees. Must be able to take direction and work independently without close supervision. Reasonable accommodation will be made to qualified individuals with disabilities who have known limitations.

## **MINIMUM QUALIFICATIONS**

Must be a high school graduate or have GED equivalency.

Valid Oregon Driver's License is required.

Pass Criminal Background check and Drug screening.

Possess Oregon Wastewater Treatment I certification or attain within one year of hire.

## **Other Qualifications:**

Specialized post-secondary course work in Water/Wastewater Technology and/or related fields.

Oregon WWT I and WT I Operator certifications.

First Aid and CPR certifications.

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

*The duties, qualifications and working conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description is designed to give general information and is not all encompassing nor is it a contract between employee and employer.*

## **SELECTION PROCESS**

The selection process will include an evaluation of the experience and education submitted in the application and screening to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application to perform the essential job functions of the Laboratory Technician, with the top ranked individuals invited for an oral interview. Job related testing might be required. The selected candidate will be required to furnish references, pass a background check, drug-screening test and Fit for Duty Physical prior to hiring.

**Applications** are available from:

City of Newberg Human Resources Department 503-537-1261

Online Application at <http://newbergoregon.gov/>

Mail: P.O. Box 970

Physical location: 414 E. First Street Newberg, OR 97132

**Closing Date:** Wednesday September 18, 2013 by 4:00 pm

Applications are required and must be received in the no later than this date and time.

Resumes may not be substituted for Application Form

*The City of Newberg is an Equal Opportunity-Affirmative Action Employer and supports a Drug and Violence Free Workplace. Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.*