

JOB ADVERTISEMENT

Applications for the position of **Water Worker I** will be accepted by the City of Reedsport, 451 Winchester Avenue, Reedsport, Oregon 97467 until 5:00 PM, Thursday, February 24, 2022.

A complete job description and required City application is available at Reedsport City Hall or online at www.cityoffreedsport.org.

The salary for this position is up to \$3,621.43 per month with a full competitive benefits package. This position is covered by a collective bargaining unit agreement.

Please email, mail or hand deliver completed applications and materials to Kim Clardy, Public Works Director at 451 Winchester Ave., Reedsport, Oregon 97467 or kclardy@cityoffreedsport.org.

The City of Reedsport provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, Oregon, or local law.

POSITION DESCRIPTION
Water Worker I

Department: Public Works Department	Job Code Number:
Division: Water	Grade Number: Range 10
Location: Water Treatment Plant	Union: IAM W261
	Date: August 5, 2019

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled maintenance work at the apprentice level, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water supply, treatment or distribution facilities and systems. Performs routine clerical and semi-skilled utility work in the reading and operation of utility meters.

SUPERVISION RECEIVED

Works under the close supervision of the Water Utility Leadworker. May take direction from Water Utility Operator and may occasionally work with a leadworker from another City department.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Under direction, inspects and/or repairs water treatment equipment/systems at the Reedsport Water Plant, pumping stations, reservoir, wells, meters, and other elements of the water supply and distribution systems as required or at frequent intervals to ensure proper and required functionality.
2. Under direction, collects water samples and may coordinate shipping or make delivery to assigned laboratories.
3. Under direction, collects and maintains a variety of records relating to inspections, maintenance activity, water supply, treatment, consumption, etc.
4. Under direction, determines the locations of water lines utilizing proper equipment and techniques prior to excavation.

5. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to Water Utility Leadworker or applicable City staff.
6. Under direction, contacts applicable residents and business owners in area regarding service interruptions and advises regarding service reinstatement.
7. Under direction, insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
8. Under direction, performs cleaning after use, routine inspection and some preventive maintenance on assigned equipment. Submits applicable electronic work orders for defects or needed repairs. May also refer such information to Water Utility Leadworker. May coordinate with City Mechanic for information regarding needed repairs to equipment or vehicles.
9. Under direction, performs required labor and proper equipment operation involved in construction and maintenance projects as part of a crew, including pavement cutting, excavation, line cleaning, main and pipe repair, laying and backfilling. These services are necessary for the following: cutting/fitting/laying pipe; repairs, taps, cleans and flushes water distribution lines and facilities; installation, replacement or relocation of fire hydrants, etc. Further, makes water service connections to commercial or residential properties which also includes line tapping, valve installation, meter installation, etc.
10. May assist in the training of other employees to increase their skills in the maintenance, construction and repair of water facilities.
11. Takes readings of meter dials, electronic meters, etc.; calculates consumptions; records readings and inputs data into City system for utility billing or other related action; notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters, and reports to Water System Leadworker or applicable City staff.
12. Inspects meters and connections for defects, damage and unauthorized connection or use; may assist in the maintenance, repair or replacement of such meters; reports findings to Water System Leadworker or applicable City staff. Further,
13. May be required to recheck readings as needed to determine abnormal consumption patterns and assist in analyzing possible causes for fluctuation or consumption.
14. Required to be "on-call" and is required to utilize wireless/cellular devices to communicate and assess potential issues with the Reedsport water plant or distribution system.

15. Performs all duties in conformance to appropriate safety and security standards.
16. Participates in being “on-call” after hour’s operation and “call-outs” for water plant and distribution system. Utilizes tools/equipment as required or available to monitor and assess water plant and distribution system while being “on-call”.
17. Performs other related duties as assigned.

PERIPHERAL DUTIES

1. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
2. Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader.
3. Serves on various employee or other committees as assigned.
4. Responds to work orders for utility disconnections, reconnections, new orders, and other public works service requests, as assigned.
5. Assists in the analysis and improvement of assigned routes.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Minimum of graduation from high school education or GED equivalent; and
2. Two (2) years of experience relating to general construction, maintenance, pipe fitting and repair of water distribution systems and equipment.

Necessary knowledge, Skills and Abilities

1. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities of water distribution systems and water plant operations.
2. Skill in operation of some of the listed tools and equipment.
3. Some working knowledge of data entry; working knowledge of basic arithmetic.
4. Ability to perform heavy manual tasks for extended periods of time; ability to communicate effectively in English both verbally and in writing; ability to establish and maintain effective working relationships with employees, other divisions,

departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

1. Valid Oregon Commercial Class "A" Driver's license (CDL) with a tankers endorsement or ability to obtain within 1 year of employment.
2. State of Oregon traffic control flagger certification.
3. Currently active certifications in Water Distribution level 1 and Treatment level 1, or the ability to obtain such certifications within 2 years of date of employment.

TOOLS AND EQUIPMENT USED

1. Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor.
2. Saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher;
3. Common hand and power tools, shovels, wrenches, pumps, gauges, detection devices;
4. Portable or mobile radio, desktop telephone, cellular telephone and computing devices, personal desktop Windows based computer including word processing, spreadsheet and other software, calculator, copy and fax machine, and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is also regularly required to stand, talk and hear. The employee is frequently required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties 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 a logical assignment to the position.

Progression from this position may be contingent on the employee becoming certified by the Oregon Department of Health as a Class I Distribution System Operator within 2 years of employment.

Employees in this position may perform similar level Maintenance Worker I duties, as needed, in the following divisions: Wastewater, Buildings, Grounds, Streets, and Sanitation.

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.

Acknowledged: _____
Applicant/Incumbent

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: August 2019

CITY OF REEDSPORT
451 Winchester Avenue
Reedsport, OR 97467
(541) 271-3603 phone
(541) 271-2809 fax

Official Use Only:

Date Received _____ **Time** _____

Reedsport provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, Oregon, or local law."

Directions: Supply an answer to every question. Write NA if the question is not applicable. Failure to observe these directions will result in your application not receiving adequate consideration.

DATE: _____ **20** _____

POSITION APPLIED FOR	POSITION TITLE	DEPARTMENT
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1. Name		
Last Name	First Name	Middle Name

2. Mailing Address		
Street		
City	State	Zip

3.				Can we call you at work?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
	Home Phone	Message Phone	Work Phone	

4.	Email Address:	Driver's License No:	State
		Type of License	

5.	Do you speak <input type="checkbox"/> Yes <input type="checkbox"/> No or write <input type="checkbox"/> Yes <input type="checkbox"/> No any languages fluently other than English? Which language(s) _____
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6.	If you have worked for the City of Reedsport before, give dates:
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7.	Are you able to work at any of the City's sites? <input type="checkbox"/> Yes <input type="checkbox"/> No
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	If No, please explain:
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8.	Will you accept: (Check work you will accept) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work </div>
	Can you work multiple shifts? (please explain)
	Do you have a legal right to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you every been convicted of or pled guilty or no contest to any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below. (exclude those cases processed in juvenile court and minor traffic violations.) Conviction does not necessarily disqualify you from employment. The type of offense, date of occurrence, and the position sought will be considered.
9.	EDUCATION RECORD - If now in school, include present term.

NAME AND LOCATION OF HIGH SCHOOL	GRADUATED? <input type="checkbox"/> Yes <input type="checkbox"/> No
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IF NOT A HIGH SCHOOL GRADUATE, DO YOU HAVE A CERTIFICATE OF EQUIVALENCY (GED)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Post High School Education:

NAME AND LOCATION OF SCHOOL	FROM Mo. Yr.	TO Mo. Yr.	FULL TIME	PART TIME	Fields of Study or Titles of Special Courses	Certificates, Degrees, etc. earned (if no degree, list number of credit hours)
			<input type="checkbox"/>	<input type="checkbox"/>	Major: <input style="width: 100%;" type="text"/> Minor: <input style="width: 100%;" type="text"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	Major: <input style="width: 100%;" type="text"/> Minor: <input style="width: 100%;" type="text"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	Major: <input style="width: 100%;" type="text"/> Minor: <input style="width: 100%;" type="text"/>	

10.	List any special training, licenses, certificates, machine skills, office equipment, languages, or other special skills you may have that are pertinent to the position.
	Keyboarding Speed:

11. **REFERENCES** - List the names of six persons, other than relatives.

	NAME	ADDRESS	BUSINESS	TELEPHONE
1)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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This section must be completed. A resume will not be accepted as a substitute, but may be attached.

12 **EMPLOYMENT HISTORY** - Beginning with your present or most recent job, describe your work experience during the past TEN years. Include all non-paid or volunteer work. Also list any prior work experience related to the duties of the position for which you are applying. If you need more space, please attach additional sheets. Explain gaps in employment.

1)	Employing Firm	Address		FROM	Mo. Yr.
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
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	Specific Duties			<input type="checkbox"/> FULL TIME	Hours per Week <div style="border: 1px solid black; width: 50px; height: 20px; margin-top: 5px;"></div>
	Reason for leaving			<input type="checkbox"/> PART TIME	

<input type="checkbox"/> CURRENT EMPLOYER If you still work here, may we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>																																	
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	Job Title	Supervisor's Title, Name and Phone Number	TO	Mo. Yr.	
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	Specific Duties				
	Reason for leaving				
	6)	Employing Firm	Address	FROM	Mo. Yr.
Job Title		Supervisor's Title, Name and Phone Number	TO	Mo. Yr.	
			<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	Hours per Week <input type="text"/>	
	Specific Duties				

	Reason for leaving	
13.	State your reason for desiring work with the City of Reedsport and add any other information pertinent to your application.	

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.

- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

- I understand that my employment with the City shall be probationary for a period of one year, and further that at any time during the probationary period or thereafter, my employment relation with the City is terminable at will for any reason by either party.

- I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have reviewed all of the information provided in this application and in any attachments or supporting documents.

- Signature _____ Date _____