

Employment Application Packet:

WATER PLANT OPERATOR I

Pay

Salary Range: \$3268 to \$3603 per month depending on qualifications, plus benefits. See reverse side for more information.

General Statement of Duties

Operates, maintains, and monitors equipment at the City Water Treatment Plant under the direction of an assigned supervisor; performs directly related work as required.

Acceptable Experience and Training

- Associate's Degree in chemistry, biology, wastewater technology, or a closely related field; and
- Some experience in a science-related or water treatment field; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Special Qualifications

- Possession of a valid State Driver's License, and a safe driving record;
- Water Treatment Plant Operator I Certification or ability to attain within six (6) months of hire date.

To Apply

A signed, completed City of Hillsboro employment application form and responses to the supplemental questionnaire **must be in the Human Resources Office no later than 5:00 p.m., Friday, February 19, 2010.** Application packets should be sent by mail, personal delivery, or overnight courier service. Please address application to the City of Hillsboro, Human Resources Department, 150 E. Main Street, Second Floor, Hillsboro, OR 97123-3999. For information about submitting applications by facsimile, contact the City Human Resources Office. Applications received after the filing deadline or without supplemental responses, will not be considered. Additional employment application packets are available at the above address or by calling 503-681-6455 (TTY 503-681-6284). Resumes will not be accepted in lieu of the employment application forms; however, resumes may be submitted in addition to the employment application. Qualified minorities and persons with disabilities are encouraged to apply.

Selection Process

Applications will be evaluated based on experience, training and skills presented in the employment application. Selected applicants will be invited to an interview approximately two weeks after the closing date. Criminal and civil record checks and reference checks will be conducted on final candidates. A pre-employment physical examination and drug screening will be required for safety-sensitive positions. All applicants will be notified in writing of the final

status of their application. Employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and employment eligibility in the United States.

Salary

All salaries, as stated, are based upon current information and are subject to change. Please carefully consider the following information before applying. Employees are assigned to one of two pay ranges, depending on retirement eligibility. The 72nd Oregon Legislature created the Oregon Public Service Retirement Plan (OPSRP). Public employees hired on or after August 29, 2003 become part of OPSRP, unless membership was previously established in PERS. Employees eligible for Oregon PERS/OPSRP are assigned to the PERS/OPSRP-eligible pay range and are subject to a mandatory 6% employee contribution. The starting salary for an Oregon PERS-eligible employee is \$3464 to \$3819 per month (depending on qualifications). Persons not eligible for Oregon PERS at the time of hire will start at the salary listed on the prior page and will move to the PERS-eligible pay range when eligibility is established. PERS/OPSRP eligibility is established after working six full-calendar months in a qualifying position.

Our pay policy states appointment is normally made at the minimum salary of a six-step pay range. Our policy further states employees will receive a five percent step increase upon successful completion of a probationary period (typically six months). Other five percent step increases occur annually thereafter with at least satisfactory performance until the top of the range is reached. In addition to step increases, cost of living adjustments are considered by City Council on an annual basis. Again, salary amounts and our compensation policy, as stated, are based upon current information and are subject to change.

Benefits

The benefits package includes family medical, dental, and vision insurance, VEBA, employee life, accidental death and dismemberment, and long-term disability insurance, retirement (PERS/OPSRP and social security), holidays, vacation, sick leave, voluntary health promotion program, employee assistance program, credit union, and deferred compensation programs. The current base benefit package employee contribution is \$35.00 per month and is subject to change.

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic, mental or physical disability. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.

Find general information about the City at www.ci.hillsboro.or.us

City of Hillsboro, Oregon

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Water Plant Operator I
Class Code Number	3205

General Statement of Duties

Operates, maintains, and monitors equipment at the City Water Treatment Plant under the direction of an assigned supervisor; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate, maintain, and monitor equipment at the City's Water Treatment Plant to ensure compliance with all Federal and State regulations. The work is performed under the direct supervision of an assigned supervisor, but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with supervisors, co-workers, and the general public. The principal duties of this class are performed in a water treatment facility environment. This is a non-exempt position.

Examples of Essential Work (Illustrative Only)

- Monitors finished water quality to ensure safety and compliance with established standards and laws, including monitoring various instruments and performing laboratory tests as directed;
- Monitors raw water, processes water conditions, and adjusts chemicals accordingly;
- Adjusts water flow and chemicals according to demands to ensure proper water flow and chemical composition;
- Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary;
- Maintains complete and accurate records and log data of Plant operations in accordance with prescribed guidelines as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions, comments, and concerns in a courteous and timely manner;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of the principles and theory of chemistry, biology, and the physical properties of water, including chemical reactions and interactions;
- Some knowledge of all relevant federal, state, and city laws, ordinances, and standards, including EPA and OSHA regulations and standards;
- Some knowledge of plant operations and processes;
- Some knowledge of the use, care, and operation of plant equipment and relevant tools and equipment;
- Some knowledge of relevant mathematical concepts and computations;
- Some knowledge of the proper use and handling of relevant chemicals, including chlorine gas and soda ash;
- Some knowledge of the basic principles and practices of equipment maintenance;
- Ability to effectively monitor plant operations;
- Ability to quickly and accurately perform scientific analyses of water samples;
- Ability to make quick and accurate computations;
- Ability to perform some basic troubleshooting functions and conduct routine mechanical repairs;
- Ability to operate relevant equipment;
- Ability to effectively respond to and resolve questions and concerns from the public;
- Ability to work alternately on a wide variety of shifts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Associate's Degree in chemistry, biology, wastewater technology, or a closely related field; and
- Some experience in a science-related or water treatment field; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid State Driver's License, and a safe driving record;
- Water Treatment Plant Operator I Certification or ability to attain within six (6) months of hire date.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment, perform scientific tests, and safely manipulate plant equipment and chemicals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a water treatment facility environment, including working in confined spaces and manipulating necessary equipment;
- Sufficient ability to lift supplies and equipment ranging in weight of up to 50 pounds.

February 2010

Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
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Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
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

Do you claim veteran's preference? Yes No (circle one)
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

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 Hillsboro, 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 Hillsboro to conduct and hold the City of Hillsboro 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 inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____

CITY OF HILLSBORO
WATER PLANT OPERATOR I
SUPPLEMENTAL QUESTIONNAIRE

Please prepare word-processed, handwritten or typewritten responses to each of the following items. Relevancy of your experience and training together with composition, grammar, spelling, punctuation, legibility, and neatness will be considered when evaluating responses. Provide as much detail as you believe will fully describe your experience and training. Responses should not exceed a total of three (3) single-sided pages. Your name must appear on each page. Staple responses to your employment application. Applications without supplemental responses will not be considered.

1. The State of Oregon requires water treatment plant operators to be certified. What is your current level of certification and do you have the filtration endorsement?

2. Please describe your computer experience, including:
 - types of software used
 - types of work/projects completed
 - level of ability (some ability, competent, very competent)

3. Please describe your experience and training handling increased turbidity problems. What might your actions be in dealing with a high or an increasing turbidity problem?

