

**Pacific City Joint Water-Sanitary Authority**

**Position:** Operator-In-Training (OIT)

**Classification:** Nonexempt

**Category:** Regular, Full time

**Pay Range:** $19.00 - $24.04 p/hour

**Position Summary:** This is an entry level position in which the employee will receive on the job training and instruction with water treatment, water distribution, wastewater collection, and wastewater treatment principles, processes, and equipment. Eligibility for advancement to higher job classifications will be based on job performance, tenure, and operator certifications. This position reports to the Operations Supervisor.

**Job Duties and Responsibilities:**

* Daily operation of water and wastewater treatment facilities including sampling, testing, and compliance monitoring.
* Monitor treatment processes and make adjustments as needed.
* Perform routine checks of treatment facilities, water storage reservoirs, sewage lift stations and wells.
* Monitor and manage reservoir and finished water storage levels.
* Monitor raw water quality and change water sources as needed.
* Collect and analyze samples for total coliform, pH, turbidity, chlorine residual, total suspended solids, biochemical oxygen demand and dissolved oxygen.
* Perform preventative and corrective maintenance tasks on equipment.
* Operate and maintain lime stabilization and sludge dewatering facilities.
* Transport and land apply biosolids.
* Receive chemical deliveries and maintain chemical feed systems.
* Calibrate and maintain laboratory equipment and water quality analyzers.
* Inspect and maintain Septic Tank Effluent Pumping (STEP) systems.
* Perform water leak investigations and repairs.
* Tap water lines for new services.
* Test and repair backflow prevention assemblies.
* Read and install water meters.
* Exercise valves and flush water lines.
* Perform utility locates.
* Operate backhoes, dump trucks, sludge trucks and other heavy equipment.
* Perform building and grounds maintenance.
* Other duties as required or assigned.

**Minimum Qualifications and Pre-Hire Contingencies:**

* High school diploma or equivalent.
* Valid Oregon driver’s license with no major infractions (employee must be insurable).
* Employee must pass pre-employment drug screen.
* Employee must pass pre-employment medical examination.
* Employee must pass pre-employment background check.
* Employee must live within 30 minutes of the PCJWSA office.

**Preferred Additional Qualifications:**

* Associate degree in Water/Wastewater Technology, Environmental Science, or related field.
* 1 year of experience working at a municipal water or wastewater treatment plant.
* Oregon Class A Commercial Driver’s License with Tanker endorsement.

**Required Competencies and Work Behaviors:**

* Exhibits a high degree of integrity and reliability.
* Promotes an atmosphere of mutual respect and trust.
* Shows initiative and demonstrates sound judgment.
* Demonstrates good verbal and written communication skills.
* Demonstrates collaborative problem solving and teamwork skills.
* Presents and maintains a positive public image.
* Displays an ongoing commitment to learning and self-improvement.
* Performs work in a safe manner.

**Workdays and Hours:**

Job requires a 6-month trial period. Normal hours of work are Monday thru Friday from 8:00 AM to 4:30 PM. Employee must be able to participate in on-call rotations and respond to emergencies outside of normal working hours. Overtime, weekend, and holiday work may be required.

**Work Conditions and Physical Requirements:**

Employee must be physically capable of performing strenuous manual labor. This includes, but is not limited to digging holes, lifting up to 50 pounds, working in adverse weather conditions, bending, squatting, kneeling, standing continuously for 1-2 hours, using respirators, climbing ladders and stairways, and working in confined spaces. Employee will be subject to the Authority’s random drug testing program.

**Eligible Employee Benefits:**

Family medical, dental, vision, and prescription card. Vacation, sick leave, and 13 paid holidays. Short-term and long-term disability. Life insurance and 457B retirement plan (employer match up to 6%). Benefits subject to plan qualifications and requirements.

**Employee Acknowledgment:**

I have read and understand the duties and responsibilities listed in this job description. I understand this job description does not create an employment agreement of any kind and that my employment with Pacific City Joint Sewer Water Authority is “At Will” and the employment relationship can be terminated at any time by either myself or my employer.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_