

City of Garibaldi, Oregon

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SYSTEM OPERATOR – JOB DESCRIPTION

EMPLOYMENT STATUS: Full-time subject to City's Personnel Policy.

GENERAL STATEMENT OF DUTIES: Performs a variety of manual, semi-skilled, and equipment operation tasks in the construction, maintenance and operation of city facilities. The System Operator shall possess and maintain current wastewater level III treatment and level II collection certification OR level I certification in water distribution, treatment, and a Cross-connection Specialist certification to always be able qualified to operate the City's water system or Wastewater/collections system as DRC.

SUPERVISION RECEIVED: This position reports directly to the Public Works Director and can receive direct supervision and oversight from the City Manager. Receives a moderate level of supervision from the Public Works Director when working as a crewmember. When assigned a specialized task receives detailed instructions and closer supervision.

SUPERVISION EXERCISED: Supervision of other employees is the normal responsibility of the Public Works Director, although the System Operator will act as the lead-worker when working as a crewmember.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The System Operator's duties and responsibilities include but are not limited to:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization
3. Prepares and submits monthly Required report forms to DEQ or OHA
4. Prepares and submits annual required reports to DEQ or OHA
5. As a member of the Public Works Department performs any of the following tasks – participates in asphalt paving and patching, ditching and shouldering, striping, installation and repair of curbs, gutters, and storm drains, and plowing and sanding. Performs traffic control and flagging duties. Installs and cleans sewer mains and laterals, culverts, catch basins, and manholes; sewer line cleaning; vermin control. Operates light pick up and dump trucks, tractors, jackhammer, air compressor, flushers, truck and related light equipment. May be assigned to assist with specialized tasks such as painting and striping streets, curbs and parking areas as appropriate, and constructing, repairing and installing signs. Installs, repairs and replaces water mains, fire hydrants, valves, water meters (service), paints and

cleans hydrants, reservoirs and pump stations and mows adjacent areas, reads water meters

6. Heavy lifting, working in extreme environmental conditions, working at different heights, above and below ground level, long periods of walking, long periods of strenuous work, and abiding by all Federal, State, and City safety rules
7. May operate heavy or specialized equipment in the construction and maintenance of water, street, sewer and storm facilities. Equipment includes backhoe, tractor, dump truck, swap loader, skid loader, roller, compactors, mowers, sanders, and other power equipment
8. May assist in customer service calls
9. Operates large water/sewage pumps, and other standard water/sewage treatment equipment
10. Make minor repairs as needed
11. Inspects the operation of the plants for proper flow or pumping
12. Makes raw sewage or water tests, taken at intervals, to determine the treatment needed
13. Keeps accurate records of the plant operations
14. Collects samples of finished water, tests samples in laboratory
15. Regulates the amount of chlorine used at the plant, and tests for chlorine dosage; also, responsible for the care of chlorination equipment at the plants
16. Operates the Water or wastewater Treatment Plants
17. Performs weekend duties at both plants on an on-call rotation
18. Investigates high readings, inspects for leaks on city side of the water system
19. Works closely with the Utility Billing staff of the city to identify problems and resolve water billing and consumption problems
20. Cleans streets, alleys and loads debris
21. Assists in the maintenance of city owned buildings
22. Installs and repairs water mains and other water work facilities
23. Installs and repairs sewer lines, and sewerage drainage facilities
24. Maintains city equipment
25. Operate hand tools, power tools, and trucks
26. Performs other duties as assigned

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The System Operator is expected to have the knowledge, skills and abilities to effectively and competently perform the essential duties and responsibilities of the position as described in this job description. These include, but are not limited to, education and/or experience in:

1. General knowledge and understanding of the City of Garibaldi's physical layout
2. Ability to carry out oral and written instructions

3. Ability to work closely, cooperatively and effectively with all City of Garibaldi staff
4. Ability to establish and maintain effective and cooperative working relationships with employees, other departments and the public
5. Skill in mechanical aptitude, including the skill in the operation, maintenance and repair of pumps and other plant facilities
6. Ability to quickly learn and utilize the City's remote Kamstrup computer water meter data collector system
7. Working knowledge of water and sewer systems and water and wastewater treatment plant operations, including the functions and mechanics of pumps and other equipment used in the water/sewage disposal plant
8. Skill with ability to perform mathematical calculations (involving addition, subtraction, multiplication and division) using a calculator required to operate water and wastewater treatment plants with the ability to perform simple chemical tests; keep records, make reports, and read gauges
9. Good communication skills
10. Ability to interact with the public in a tactful and courteous manner even when a public member may be hostile
11. Good organizational and planning skills and the ability to meet deadlines within established guidelines
12. Ability to perform laborious tasks requiring prolonged lifting of materials

MINIMUM EDUCATION, EXPERIENCE AND QUALIFICATIONS: The System Operator is required to have the following qualifications, or any satisfactory combination of experience and training which demonstrates the knowledge and ability to perform the requisite duties:

1. Graduation from high school or completion of equivalent GED Certificate.
2. Possession of a Wastewater Treatment III and collections II certificate OR Water treatment I, Water distribution I and a cross-connection specialist certificate
3. Preference will be given to applicants having Seven (7) or more years' experience in municipal public works department with at least 3 years in an operator's role; or any combination of experience and education that would demonstrate the ability to perform the duties of this position.
4. A valid Oregon CDL License with Air brakes and Tanker endorsements, with no more than two moving violations in the last five years.
5. No history of criminal convictions relevant or related to the ability to interact with the public. The City reserves the right to make an exclusive and final determination of what is "relevant" or "related".

PHYSICAL REQUIREMENTS: The functions and abilities for successful performance in this position include, but may not be limited to frequent standing, climbing, bending, lifting heavy objects weighing up to 100 lbs., walking, and operating public works equipment including motor vehicles. Expected job duties also involve pushing/pulling, manual

dexterity, stooping, kneeling, sitting, reaching above shoulder level. Most of all work is outdoors, regardless of weather conditions. Requires ability to do heavy lifting and work in extreme weather conditions.

The work environment characteristics described here are representative of those which will be found on the job and are those which 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.

The noise level in the work environment is typical of those adjacent to a hardwood mill, jobs involving work on city streets as well as those in water and wastewater treatment plants.

1. Required to stand, walk, climb, stoop kneel, reach above shoulder level, crouch or crawl.
2. Required to work in confined spaces.
3. Required to use hands to finger, handle, or feel objects, tools or controls.
4. Reach with hands and arms.
5. Required to be able to talk and hear.
6. Must frequently lift and/or move up to 100 pounds.
7. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
8. Exposure to a variety of climatic conditions including but not limited to heat, cold, rain, ice, snow and wind.

Additional duties for this position also include general office work including dialing, filing, typing, sorting, and email.

PRE-EMPLOYMENT REQUIREMENT:

1. Drug screening.
2. Medical physical and audio examination to determine ability to meet physical requirements and review of the examination results by the city. Scheduling and cost of such examinations will be the responsibility of the city.
3. Criminal background check, DMV record check.

ADDITIONAL REQUIREMENTS AFTER EMPLOYMENT:

1. Probationary employment period of six months subject to periodic evaluation and review by City Manager and or Public Works Director.
2. American Red Cross Certified CPR/First Aid Provider.
3. ODOT traffic control certification

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer and requirements of the job change.