

TITLE: Systems Operator

EMPLOYMENT STATUS: Full-time, AFSCME-represented union position; 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. Operates heavy equipment. The System Operator shall possess and maintain current wastewater level III treatment and level II collection certification, level I certification in water distribution and treatment, be qualified at all times to operate the City's municipal water system as the designated responsible charge (DRC) and be qualified at all times to operate the City's wastewater treatment plant.

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

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this position 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 DMR forms to DEQ.
4. Prepares and submits annual I&I, biosolids, backflow reports to DEQ and 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 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. Makes minor repairs as needed.
11. Inspects the operation of the plants for proper flow.
12. Makes raw sewage 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/Wastewater Treatment Plants.
17. Performs weekend duties at both plants on a regular basis.
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 from same.
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 general 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 hand held computer water meter data collector.
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 two-year Associate of Applied Science Degree in Water and Environmental Technology or other program that also provides skills and knowledge necessary to take the state certification exams for wastewater treatment and collections, water treatment and distribution, backflow tester and cross-connection control specialist.
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 Driver's License 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

general 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 all work is out of doors, 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 the 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 that 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. An Oregon Commercial Driver’s License with endorsements for air breaks and

tanker within six months of employment.

2. Probationary employment period of twelve months subject to periodic evaluation and review by City Manager and or City Engineer.
3. American Red Cross Certified CPR/First Aid Provider.

COMPENSATION: \$5,178 to \$6,005 monthly. Benefits include Oregon Public Employee Retirement System (PERS) participation, Voluntary Employee Beneficiary Association (VEBA) contributions by the City, voluntary Deferred Compensation program, Health Insurance, clothing allowance, paid vacation and sick leave. *[Exact benefit details and values are provided through supplemental documents. Refer to the City's employment policies.]*

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.