



FULL-TIME UTILITY MAINTENANCE AND/OR CERTIFIED OPERATOR NEEDED

Organization: City of Jefferson Department: Public Works

Duties include: manual and servicing tasks involving maintenance/repair of City facilities; construction activities; work on streets, curbs, sidewalks, and parks; meter reading; assist with utility lines; variety of equipment use; and may include operation of water and wastewater treatment facilities if certified, and other public works related tasks. The Utility Maintenance position has the potential for promotion to Utility Operator with necessary training and certifications.

Requirements: diploma/GED; valid ODL; CDL preferred

Salary: Utility Maintenance \$20 – 22/hr DOE. Applicants with Level I or higher certification in water, wastewater, collections, or distribution will be considered at a higher pay range: \$24.50 - \$27.00

For more information, and the required City application, visit the City's website www.jeffersonoregon.org, or stop in City Hall. Submit your application, along with any other materials you'd like considered, to scook@jeffersonoregon.org, or drop off in person at City Hall, 150 N 2nd St. **Application Deadline: 5pm, May 20, 2022.**

Equal Opportunity Employer & Provider

REFERENCES (THREE REFERENCES NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	PHONE#	YEARS KNOWN

AUTHORIZATION

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the American’s with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and/or other relevant federal and state laws.”

DATE _____ **SIGNATURE** _____

*****DO NOT WRITE BELOW THIS LINE*****

Score the individual in the following areas. 1 being poor, 5 being the best.

Regarding Questions

Answered questions completely	1	2	3	4	5
Answered questions clear and concise	1	2	3	4	5
Showed knowledge/understanding of question	1	2	3	4	5
Responded confidently, with ease, not nervous	1	2	3	4	5

Overall satisfaction with responses to questions	1	2	3	4	5

Personal

Appearance (professional, appropriate, etc.)	1	2	3	4	5
Body Language (fidgety, posture, eye contact, etc.)	1	2	3	4	5
Enthusiasm/Interest in getting the job	1	2	3	4	5

Overall satisfaction of the individual	1	2	3	4	5

Regarding the Job

Past/present related experience	1	2	3	4	5
Acceptance of environment (small town, work alone, etc.)	1	2	3	4	5
Shows ability to perform tasks and follow directives	1	2	3	4	5
Demonstrates availability, flexibility, commitment to the job	1	2	3	4	5

Overall ability to perform job duties	1	2	3	4	5
Overall score based on application, resume & interview	1	2	3	4	5

ADDITIONAL NOTES:

ORGANIZATION: City of Jefferson
LOCATION: Jefferson, Oregon
DEPARTMENT: Public Works

DATE: July 2007

JOB TITLE: Utility Maintenance

PURPOSE OF POSITION: Entry-level position. Performs manual and servicing tasks of a skilled nature and does work relating to public works as required, which may involve maintenance, repair, remodeling, construction activities, streets, parks, and related facilities with some operation of water and wastewater treatment facilities.

ESSENTIAL JOB FUNCTIONS:

- As a member of a crew, assists in the maintenance of public works and utility facilities; assists in laying and joining utility lines; assists in work on sidewalks, curbs, and streets utilizing a variety of equipment.
- Opens, flushes, patches and lays sewer pipe lines; installs fittings, valves and relocates fire hydrants; taps into and repairs water lines; installs and repairs water meters.
- Provides water meter readings for the water and sewer services and makes necessary reports to City Hall.
- Mows and waters park areas; participates in installing of turf and in spraying, weeding, cultivating, and mulching of park areas and other City property.
- Inspects and maintains pumps and lift station facilities; performs carpentry, painting, and related maintenance repairs of a routine or standard nature about the City.
- Uses power and other tools in the course of work, drives trucks and operates other special equipment connected with work assignments and street repair. Services and repairs such equipment.
- Limited operation of water and wastewater facilities.
- Performs other related work as required.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of general construction principles and practices; methods, materials, tools, and equipment used in water, sewer, street, and drainage construction and maintenance. Strong mechanical aptitude and ability to perform skilled tasks with supervision. Ability to keep accurate records and submit reports. Ability to speak and carry out oral/written instructions in English. Knowledge of Federal, State and local laws, ordinances,

Job Title: Utility Maintenance

Date: July 2007

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

rules and regulations relating to municipal government activities and assigned duties. In addition to a High School diploma, or equivalent, the applicant must show a combination of experience and training which adequately demonstrates the ability to perform the above requirements.

SPECIAL REQUIREMENTS/LICENSES: Qualification standards include a requirement that the individual shall not pose a direct threat to the health or safety of the individual or others in the workplace. Must possess a valid Oregon state commercial driver's license.

DESIRABLE REQUIREMENTS: Experience in welding, pipe fitting, construction, or mechanical maintenance. Bilingual fluency in English and Spanish is highly desirable.

PHYSICAL DEMANDS OF POSITION: The employee must possess the ability to perform manual tasks involving physical strength and endurance. May frequently be required to sit, stand, walk, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis such as chemicals, pipe, tools, etc., and may infrequently require moving materials weighing up to 100 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment, tools, maintaining records, as well as operation of standard office equipment.

WORKING CONDITIONS: The duties related to this position are primarily performed outside. Employee will be exposed to variable weather conditions and noise levels.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Foreman and/or Director.

ORGANIZATION:	City of Jefferson	DATE:	January 1999
LOCATION:	Jefferson, Oregon		
DEPARTMENT:	Utilities		
JOB TITLE:	Utility Operator		

PURPOSE OF POSITION: Operate and maintain the City's water plant facility. Perform journeylevel maintenance tasks to maintain the infrastructure within the City, including streets, parks, storm and sanitary sewer, and water distribution lines. Operate, maintain, and repair various public works equipment.

ESSENTIAL JOB FUNCTIONS:

Operate and maintain water and wastewater plant facilities, pump stations and storage tanks. Collect samples and conduct tests as scheduled or necessary. Maintain records, logs and charts. Prepare and submit reports as requested.

Install, maintain, inspect and repair water meters, lines, pumps, gauges, hydrants, and other related equipment. Flush dead end lines. Read and record water meter readings. Deliver service change notifications to customers. Perform water shut offs and turn ons.

Clean, maintain, inspect and repair City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, concrete forming/finishing, sanding/removing snow and ice, cutting and removing trees and vegetation, and, mixing and application of herbicides. Lay out and paint pavement markings. Remove old pavement markings as necessary. Install, inspect, repair and replace various street and regulatory signals/signs and barricades, posts, etc. Use and operate flagging equipment to control traffic in vicinity of crews.

Install, maintain, inspect and repair of City sanitary sewer and storm drain systems, including: clean sanitary sewer and storm lines, remove debris, inspect and repair manholes and catch basins, install and remove flow monitoring equipment, mow vegetation, mix and apply chemicals. Dye and smoke test system to establish service connection, flow tests and any infiltration/exfiltration that may be present.

Operate various public works equipment, e.g. dump truck, loader, backhoe, sewer jetter, sweeper, mower, jack hammer, chain saw, lance torch, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts, cleaning, etc. Adhere to and perform established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc.

Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Job Title: Utility Operator

DATE: January 1999

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of streets and right-of-ways, water distribution, and storm/sanitary sewer systems; and, general equipment servicing methods. Ability to acquire knowledge of the principles, methods, materials, tools and equipment used in a water treatment facility. Ability to establish and maintain cooperative working relationships with others. Equivalent to high school education and three years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must acquire Level I water treatment and distribution and wastewater treatment and collection certificates within one year of appointment. Possession of a valid CDL and a current CPR/First Aid card. Qualification standards include a requirement that the individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

DESIRABLE REQUIREMENTS: Possession of Level I water treatment and distribution and wastewater treatment and collection certificates at the time of hire.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring the occasional moving of materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis, typically by pager control. May require working on weekends and holidays.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Utilities Superintendent.