

~ JOB OPENING~
WATER OPERATOR

The City is taking applications for the Water Operator Position.

This position is Monday through Friday and is subject to call out on evenings and weekends.

The pay scale for this position is \$46,416.00 - \$60,732.00.

The Water Operator performs a variety of skilled maintenance and construction work in the water division of the public works department. The Water Operator shall be knowledgeable about all operational aspects of the City's public water system and water treatment plant.

Installation, maintenance and repair of the City's water treatment plant and distribution systems as well as fabrication, welding, electrical and experienced operation of heavy equipment is preferred. Ability to perform maintenance and repair to trucks and other City equipment as necessary is also a plus.

Class A/B CDL, State Certifications for Water Systems Operator Class I or II; Backflow Assembly Tester; Cross Connection Specialist preferred.

This position serves under the direction of the Public Works Director.

Applicant must meet the qualifications of the attached job description.

Please submit your application to Clerk/Treasurer Nickole North at 200 South Washington Avenue, Newport, WA 99156 or clerk@newport-wa.org by 3:00 PM on Monday, March 01, 2021.

APPLICATION FOR EMPLOYMENT



We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number (voluntary)

Best time to contact you at home is: : AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address, of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected statuses.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

City of Newport Job Description

Job Title: Water Operator
Department: Public Works
Reports To: Public Works Director
FLSA Status: Non-Exempt
Revised Date: February 2, 2021

SUMMARY:

Under minimal supervision, performs a variety of skilled maintenance and construction work in the water division of the public works department. The Water Operator shall be knowledgeable about all operational aspects of the City's water system and maintain day-to-day operational and process integrity of the City's public water system.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Prioritize, schedule and complete work and assure compliance with applicable laws, rules and regulations.
- Perform installation, repair and maintenance of the City's water treatment plant and distribution systems; perform fabrication work in the repair of meter lids, pipe fittings, tools and related equipment.
- Operate heavy equipment, including a backhoe, loader, dump truck, grader, jackhammer, and other related equipment and tools in the repair and maintenance of the water treatment plant and the distribution system as well as the sewer systems, street repair and park systems as needed or directed by the Supervisor.
- Install and repair fittings and splice pipe; shut down water system mains as necessary for repairs and maintenance.
- Install and replace existing and new meters, test and service meters as necessary; install service saddle and make live taps; install service lines and meters and set meter box to grade.
- Install, flush, inspect and repair fire hydrants as necessary.
- Read water meters in a timely manner and be knowledgeable about the City's water system.
- Follow the water quality monitoring testing requirements for the Washington State Health Department.
- Perform a variety of maintenance and repair work to City wells and associated well buildings; install roofs, insulation and minor electrical components as assigned.

- Responds to customer inquires and complaints within scope of knowledge and authority.
- Able to perform maintenance and repairs on trucks and other City equipment as necessary or as directed by the Supervisor.
- Post notices of delinquent water and sewer accounts.
- Maintain files on the City water system including water treatment plant, reservoirs, valves, pumps, fire hydrants, etc.
- Ability to be on call for emergency call out with a response time of 30 minutes or less.
- Promote a positive public image.
- Performs all duties in compliance with appropriate safety standards.
- Obtain Backflow Assembly Tester certification within 12 months of hire for testing of City owned backflow devices.
- Obtain Cross Connection Specialist certification within 12 months of hire.
- Perform other duties in other departments as assigned.

KNOWLEDGE OF:

- Laws, rules and regulations related to assigned activities.
- Generally accepted standards and techniques used in the operation and maintenance of water treatment plants and distribution systems and related equipment.
- Basic water quality standards.
- Health and safety regulations and procedures.
- Technical aspects of field of specialty.

ABILITY TO:

- Fabricate and weld.
- Learn department and program objectives and goals.
- Perform specialized semi-skilled work in the installation, repair and maintenance of the City's water treatment plant and distribution system.
- Operate heavy equipment in the maintenance and repair of the City water system, sewer system, snow plowing, and street maintenance/reconstruction.

- Install, service and replace existing and new water meters.
- Work from blueprints, shop drawings and sketches. Prepare as-built drawing of the water distribution system as needed.
- Trim, remove and plant trees – ability to operate a bucket truck that reaches 36' high.
- Learn City organization, operations, policies and objectives.
- Meet schedules and timelines.
- Work courteously and tactfully with customers and fellow employees.

EDUCATION and/or EXPERIENCE:

Any combination equivalent to graduation from high school and four years experience in the maintenance and repair of water or related systems and components.

Must have knowledge of plumbing, wiring and basic math skills.

LICENSES AND OTHER REQUIREMENTS:

Must have a current driver's license and also have or obtain a class A/B CDL to include air brakes and tank vehicle endorsements within 12 months of hire. *NOTE: The City of Newport will only pay ONCE for the initial CDL Class A/B license with air brakes and tank vehicle endorsement and will only pay for the renewal CDL endorsement on the license.*

Within one (1) year, must pass the State certification for Water Systems Operator Class I and within three (3) years, must pass the State certification for Water Systems Operator Class II. Failure to attain the above certification within the time limits outlined is grounds for termination from employment with the City of Newport. *NOTE: The City of Newport will pay only ONCE for each level of water exam taken as part of this job requirement.*

Within one (1) year, must pass the State certification for Backflow Assembly Tester. *NOTE: The City of Newport will pay only ONCE for the backflow assembly tester exam.*

Within one (1) year, must pass the State certification for Cross Connection Specialist. *NOTE: The City of Newport will pay only ONCE for the Cross Connection Specialist exam.*

Washington State Industrial First Aid Certification, CPR and Flagger's Card must be obtained within six (6) months of employment. *NOTE: Classes will be supplied by the City of Newport.*

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties for this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment can be loud.