

City of Warden

509-349-2326

FAX 509-349-2027

121 So. Main Street
WARDEN, WASHINGTON 98857

Position	Wastewater Operator II or III	Location	Water Reclamation Facility
Salary	\$32.67-\$36.91 Hourly \$5,662-\$6,397 Monthly \$67,954-\$76,773 Annually		
	Full benefit package includes zero cost insurance, PERS retirement, longevity pay, vacation and sick leave and paid holidays.		
Job Type	Full Time	Department	Public Works
Opening Date	05/01/2024	FLSA	Non-Exempt
Bargaining Unit	IUOE Local 280		

Job Summary

There is one vacancy, and the position will be filled as either a Treatment Plant Operator II or Treatment Plant Operator III.

The ideal candidate will have a wide range of experience and a willingness to learn new skills. Open until filled. The individual selected will join a team of other skilled operators who work closely to run and maintain the City's Water Reclamation Facility.

About the plant:

- This is a Class A Water Reclamation Facility with activated sludge, coagulation, filtration, and ultraviolet disinfection
- Each year the plant treats 83 million gallons of wastewater.
- The reclaimed wastewater is placed in recharge basins for aquifer recharge.
- Plant activities are regulated by the Washington Department of Ecology, and the plant maintains an accredited water quality laboratory.
- Facility Operators perform operations, maintenance, and repairs on all aspects of the wastewater pumping and treatment systems.

Full job description and application are attached.

Information Contact: Kristine Shuler

kshuler@cityofwarden.org

509.349.2326

CITY OF WARDEN

JOB TITLE: Maintenance Worker I-WRF
Wastewater Operator II and III

EXEMPT: No

REPORTS TO: Public Works Director

DEPARTMENT: Public Works

LOCATION: City Shop

SUMMARY OF POSITION:

Coordinates and participates in the operation and maintenance of the Wastewater Utility, Waste Treatment plant and sewer lift stations. Ensures work quality and adheres to established policies and procedures; and performs the more technical and complex tasks related to assigned areas or responsibility.

ESSENTIAL JOB FUNCTIONS:

- Perform functions of Maintenance Worker I
- Adjusts, operates and regulates chemical feed machines, chlorinators, sludge digesters, flow control and recording meters to maintain plant and systems operations.
- Coordinates and performs routine maintenance and repairs of plant systems and equipment including pumps, compressors, lift stations, screens, piping, bearing and other mechanical equipment to ensure safe and efficient operation according to city, state and federal standards.
- Inspects plant and lift station equipment and schedules preventative maintenance in order to meet city, state and federal requirements.
- Coordinates and conducts a variety of chemical test and measurements by pulling samples and takes corrective action as warranted by test results to ensure operating standards are maintained at all times.
- Maintains accurate records and logs of tests for reporting to state and federal agencies.
- Maintains records and completes a variety of reports related to plant operations, chemical testing and mechanical repairs for submission to state and federal agencies.
- Monitors supply levels and purchases chemicals and equipment used for tests of plant operations.
- Operates and maintains a variety of equipment, including pickup truck, dump truck, front-end loaders, pumps, valves, electrical panels, and motors.
- Skill in operating basic hand and power tools and specialized equipment.
- Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication, and to assure recommended operating standards are met.
- Maintains equipment by adding greases, oils, and other fluids and performs repairs on equipment as directed.
- Familiarize self and train others in safety related to tools, equipment and construction and maintenance procedures.
- Monitors operations, sets operating parameters, and maintains records using computer based instrumentation and control systems.
- Maintain daily time sheet and work order reports.
- Subject to 24-hour call back for emergency conditions.

OTHER JOB FUNCTIONS:

- Ability to work independently and as a team member.
- Performs other duties as assigned, which may include any and all city departments and functions.

WORKING CONDITIONS:

ENVIRONMENT: Work is performed indoors and outdoors, in a variety of weather conditions including temperatures ranging from 120 to -40 degrees, winds up to 80 mph, blowing dust, precipitation including rain, snow, sleet and hail.

PHYSICAL: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee frequently is required to stoop, kneel, crouch, or crawl. Occasionally required to stand, walk, sit, and climb or balance. Frequently lifts and/or moves in excess of 50 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.

HAZARDS: Exposure to physical hazards from extreme conditions while gathering samples, wet slippery work environment, confined spaces, loud noises, operating machinery and electrical systems, sewage, gases, fumes, and chemicals.

MINIMUM QUALIFICATIONS: (The minimum amount of knowledge and ability required to be hired into the job.)

KNOWLEDGE OF:

- Principles and practices of Class A Water Reclamation Facility wastewater plant.
- Active sludge and its operating parameters. Coagulation, filtration and ultraviolet disinfection.
- Laboratory tests for determining effectiveness of operations.
- Principles of plant maintenance with specific knowledge of mechanical repair and maintenance of pumps, bearings and motors.
- Safety standards related to wastewater treatment plants.
- Machinery, equipment, materials, which may include operating procedures of wastewater treatment plants, including lift stations.
- Standard and sophisticated laboratory tests and chemicals used for determining effectiveness of operations.
- Municipal wastewater collection systems.
- Laws and regulations regarding wastewater treatment.
- Occupational hazards and safety standards related to wastewater treatment plants.
- Basic mathematical calculations.

ABILITY TO:

- Diagnose operating deficiencies by interpreting chemical and physical tests.
- Maintain effective working relationships with others.
- Write reports and maintain accurate logs and records.
- Operate computer (PC) based instrumentation and control systems including lift stations.
- Demonstrate proficiency with business applications such as Microsoft office suite.
- Diagnose equipment malfunctions and take corrective actions.
- Diagnose operating deficiencies by interpreting chemical and physical tests.
- Make accurate readings, writing reports, and maintain accurate logs, and records.
- Communicate and Maintain effective courteously working relationships with other employees and the public.

- Follow oral and written instructions.
- Read and write the English language.
- Respond to emergencies on a 24-hour basis.
- Perform the essential functions of the job.

EDUCATION & EXPERIENCE: (Any equivalent combination of education and experience which provides the applicant with the knowledge, skill, and abilities required to perform the job.) Dependent upon the Utility Department of the position posting.

- High school diploma or G.E.D.
- Two (2) years of college-level courses in Science, Chemistry, Wastewater treatment or related field, or equivalent on the job training.
- Three (3) years of experience as a wastewater treatment plant operator including operations, maintenance and laboratory responsibilities with one (1) year of operation and maintenance of lift stations and one (1) year of responsible laboratory experience, or equivalent on the job training.
- Five (5) years of experience as a wastewater treatment plant operator including operations, maintenance and laboratory responsibilities, or equivalent on the job training.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS: (Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee.)

City will determine minimum qualifications for position at time of job posting.

- Valid Washington State driver's license.
- WPTO II or III.
- Valid First Aid/CPR certification.
- Valid Washington State Flagger's Card.
- Pesticide/Weeds License.
- CDL Class B with appropriate endorsements.

121 So Main Street
Warden, WA
98857
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CITY OF WARDEN

EMPLOYMENT APPLICATION

DO NOT SUBMIT A PHOTOGRAPH OF YOURSELF

The City of Warden is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, sex, sexual orientation, national origin, age, marital status, genetic information, veteran's status, or any other basis protected by applicable discrimination laws.

READ APPLICATION CAREFULLY. ALL QUESTIONS MUST BE COMPLETED IN INK AND IN HANDWRITING OF THE APPLICANT. IMPORTANT: APPLICATIONS MUST BE SIGNED IN ALL DESIGNATED PLACES. FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY CAUSE APPLICATION TO BE REJECTED. THE CITY WILL MAKE REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS FOR APPLICANTS WITH DISABILITIES.

Date _____

For what position are you applying: _____

PERSONAL HISTORY

Name _____
Last First Initial

Address _____
No. Street City State Zip

Telephone _____ Driver's License No. _____

Email _____

U.S. Citizen; or do you have a visa permitting you to work in the U.S. Yes _____ No _____

Are you available to work: Full time _____ Seasonal _____

Date you are available for work: _____

If employed and you are under 18, can you furnish a work permit? Yes _____ No _____
(Police Officer Applicant must be 21 or over)

PERSONAL REFERENCES (NOT FORMER EMPLOYERS OR RELATIVES)

Name and Occupation	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any relatives now employed by the City of Warden by name and relationship:

Veteran of the U.S. Military Services: Yes _____ No _____
If yes, branch: _____

Are there other experiences, skills, or qualifications which you feel would especially fit you for work with the City of Warden: _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here _____.

Employer's Name _____ From _____ To _____

Address _____ Supervisor _____

Phone _____ Hours Worked _____

Position _____

Number Of Employees Supervised By You _____

Reason For Leaving

Primary Duties

Employer's Name _____ From _____ To _____

Address _____ Supervisor _____

Phone _____ Hours Worked Per Work _____

Position _____

Number Of Employees Supervised By You _____

Reason For Leaving

Primary Duties

If there is additional work history from the past ten (10) years, please provide additional sheet.

RECORD OF EDUCATION

School	Name & Address	Course of study	Last Year Completed				Did you Graduate?		Diploma Or Degree
			1	2	3	4	Yes	No	
High	_____	_____	1	2	3	4	Yes	No	_____
College	_____	_____	1	2	3	4	Yes	No	_____
Other	_____	_____	1	2	3	4	Yes	No	_____

ACKNOWLEDGMENT OF EMPLOYMENT AT-WILL DOCTRINE

I UNDERSTAND THAT IF HIRED I WILL SERVE AT THE PLEASURE OF THE CITY OF WARDEN AND THAT MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, OR FOR ANY REASON (CONSISTENT WITH EXISTING PERSONNEL POLICIES AND PROCEDURES, INCLUDING DUE PROCESS REQUIREMENT), WITHOUT RECOURSE.

Applicant's Signature

THE FACTS SET FORTH IN THIS APPLICATION FOR EXAMINATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF QUALIFIED FOR EXAMINATION, OR EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED CAUSE FOR DISMISSAL. I HAVE READ THE POSITION OPEN ANNOUNCEMENT AND I CAN PERFORM THE ESSENTIAL FUNCTION OF THE POSITION FOR WHICH I AM APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION.

Applicant's Signature

I UNDERSTAND THAT IF I RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT FOR A POSITION WHERE I WILL HAVE UNSUPERVISED ACCESS TO CHILDREN, DEVELOPMENTALLY DISABLED PERSONS, OR VULNERABLE ADULTS, THE CITY OF WARDEN IS AUTHORIZED TO COMPLETE A THOROUGH BACKGROUND CHECK.

Applicant's Signature

I certify(or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant's Signature

Date and Place

NOTE: IN ACCORDANCE WITH FEDERAL LAW, IF HIRED YOU WILL BE REQUIRED TO FURNISH DOCUMENTARY PROOF OF WORK AUTHORIZATION AND IDENTITY WITHIN 24 HOURS OF EMPLOYMENT. ATTESTATION FORMS WILL BE PROVIDED BY THE CITY AND DESIGNATED DOCUMENTS WILL BE IDENTIFIED PRIOR TO HIRING.

DRIVING RECORD
(To be completed with application)

Name: _____
PLEASE PRINT Last First MI

List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Warden will; however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

City Of Warden Driving Standards:

Applicants for position in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified under the following circumstances:

- Violations
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Warden is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Warden interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Warden, in consideration of the review of my employment application, do authorize the City of Warden to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Warden from any liability for further references it may provide regarding my work history at the City of Warden.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Warden's property, the City of Warden is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date _____

Name (please print) _____

Signature _____