

Employment Opportunity Notice



Wastewater Treatment Plant Operator Certified Grade I to Grade III

The City of Crescent City is currently accepting applications for an open position for a certified Wastewater Treatment Plant Operator.

General Statement of Duties: Under general supervision, performs a wide variety of skilled and semi-skilled tasks pertaining to the operation and maintenance of the City's wastewater treatment plant and related facilities, including sewer collection facilities.

Grade I – Under general supervision operates and maintains wastewater treatment facilities and performs related work as required.

Grade II – Under general supervision performs more complex maintenance and operational tasks and related work.

Grade III – Under general supervision performs complex preventive and corrective mechanical maintenance and operational duties; may provide leadership and oversee the work of OIT's and Grade I, II operators; may also function as an operations Shift Duty Operator.

Knowledge of: Methods, practices, procedures and tools for mechanical equipment repair and maintenance; safety precautions including equipment lock out tag, confined spaces programs pertaining to working in a industrial operations and OSHA requirements of performing maintenance and equipment operations within an industrial work environment; methods and techniques of wastewater treatment and of the equipment used in such work; proper methods of lubrication and maintenance of hydraulic and electrical equipment; an understanding of wastewater treatment processes.

Ability to: Read, understand and adhere to facility specific Standard Operating Procedures Safety and Regulatory Program Procedures and Policies. Utilize computer based operator interfaces including SCADA, local control interfaces and possess general knowledge of computer programs including Outlook, Word and Excel. During performance of routine maintenance, utilize standard hand, electric and pneumatic tools and equipment to perform maintenance and repair of construction, shop, field and plant equipment and structures. Interpret plant drawings, specifications, diagrams and schematics; record and keep accurate standard and computerized records; perform basic wastewater process mathematics; work in an environment that requires logical reasoning in the diagnosing and troubleshooting of equipment and controls; lift at least 50 pounds; work on ladders and scaffolding at heights up to 30 feet; work in confined spaces; accurately read and interpret gauges and recording devices used in plant operations; communicate effectively in oral and written form in the English language; establish and maintain effective working relationships with those contacted; provide "on-call" duty, and work evenings, weekends and holidays, as required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for this job position. Any combination of education and experience which would provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Education: Education equivalent to the completion of the twelfth grade and requires education as determined by the State Water Resources Control Board to obtain Grade I to Grade III certificate.

Experience: Requires experience as determined by the State Water Resources Control Board to obtain a Grade I – Grade III California Wastewater Treatment Plant Operator certificate.

License/Certificate: Must possess and maintain a valid California Motor Vehicle Operators License or equivalent if a resident of another state with satisfactory driving record; must maintain driver's license in compliance with the City employee driving standards.

Possession of a valid California Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (certified Grade I to Grade III or a valid Operator In Training certificate) is required, and the ability to obtain a valid California Water Treatment Operator certificate (Grade T-1 or higher) and Water Distribution Operator (Grade D-1 or higher) within 18 months of appointment.

APPLICATION PROCESS: A City of Crescent City application including required supplemental questionnaire must be received in the Human Resources Department by 4:00 p.m. on the final filing date. Application materials are available from: City of Crescent City, 377 J Street, Crescent City, CA 95531 or on our website at www.crescentcity.org. Following a review for minimum qualifications, applicants who are selected to move forward in the recruitment process will be notified that they must submit a completed conviction history questionnaire in order to continue to the examination phase of the process.

FINAL FILING DATE: Position is open until filled.

Wage and Benefits

Hourly Wage: Grade I, \$16.96 - \$20.60/hour; **Grade II,** \$19.62 - \$23.81/hour; **Grade III,** \$21.35 - \$25.96/hour. WWTP Operator positions I to III are eligible for an additional 5% of base hourly rate for possession of a valid Water Distribution Operator certificate issued by the California Department of Health Services.

Retirement: PERS 2.5% @ 55 for classic members; 2% @ 62 for new members. Employee pays 8% PERS member contribution.

Health Benefits: The City provides up to \$1425/month in a Cafeteria Plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, and life insurance.

Vacation Leave: Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

Sick Leave: Sick leave is accrued at 4 hours biweekly with an accumulation limit.

Holidays: 12 paid holidays per year.

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

THE SELECTION PROCESS may consist of a written exam and an oral interview. Subsequent to a job offer and prior to being hired, all potential City employees must pass a criminal history investigation through the California Department of Justice; pass a pre-employment medical examination and drug screening; and submit a DMV printout showing an acceptable driving record.

Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department (707- 464-7483 x233) prior to the testing date.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.