



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through  
**INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

**POSITION: Wastewater Collections Utility Worker I or II  
(depending on certification of selected candidate)  
Public Works Wastewater**

*Duties include but are not limited to:*

Performs a variety of unskilled, semi-skilled and skilled tasks in the Public Works Department, Wastewater Division and related work in the Public Works Department as required. Job Description attached.

**SALARY RANGE (depending on certification of selected candidate):**

Wastewater Collections Utility Worker I: Grade 6: \$2,409 - \$2,961 per month.

Wastewater Collections Utility Worker II : Grade 8: \$2,656 - \$3,264 per month.

Salary based on 2005/2006 wage scale.

Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

**MINIMUM QUALIFICATIONS:**

Wastewater Collections Utility Worker I:

High school diploma, or equivalent, and a minimum one (1) year of experience and training in Wastewater Collection and/or Wastewater Treatment which has provided specific knowledge in the area assigned; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Ability to operate automobiles, pickup and utility trucks, equipment, machines and tools safely and in conformance with applicable laws, regulations and work rules; understand and carry out written and oral instructions; work independently, or as part of a work crew, in performance of regular assignments; establish and maintain effective working relationships with other employees, supervisors and the public.

Possession of or obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

MUST obtain Wastewater Collection I Certificate within (1) year of hire. MUST complete University of California, Ken Karri, Operation and Maintenance of Wastewater Collection Volume I.

Possession of or ability to obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

Wastewater Collections Utility Worker II :

High school diploma, or equivalent, and a minimum two (2) years of experience and training in Wastewater Collection and/or Wastewater Treatment which has provided specific knowledge in the area assigned; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Must be in possession of a Wastewater Collection I Certification.

Ability to operate automobiles, pickup and utility trucks, equipment, machines and tools safely and in conformance with applicable laws, regulations and work rules; understand and carry out written and oral instructions; work independently, or as part of a work crew, in performance of regular assignments; establish

and maintain effective working relationships with other employees, supervisors and the public.

Possession of or obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

MUST obtain Wastewater Collection II Certificate within one (1) year of hire. MUST complete University of California, Operation and Maintenance of Wastewater Collection Volume II.

Possession of or ability to obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

**All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.**

#### **HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: [Charlene.V.Miller@state.or.us](mailto:Charlene.V.Miller@state.or.us)

#### **CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST**

(indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, June 30, 2006**. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**

**City of Redmond Employee Association (COREA)  
affiliated with AFSCME Council 75**

**Disclosure Statement**

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position with the Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Association or mutually agreeable member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

More detailed and specific information may be obtained from the COREA President.

*Updated: 2/1/05*



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Wastewater Collections Utility Worker I  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 6  
**EMPLOYEE GROUP:** Union / Represented

### **PURPOSE OF POSITION:**

Performs a variety of unskilled, semi-skilled and skilled tasks in the Public Works Department Wastewater Division and related work in the Public Works Department as required.

### **ESSENTIAL JOB FUNCTIONS:**

With training materials provided, learns the daily operation and maintenance duties of collection system, lift stations, and secondary treatment.

Assist in maintaining the Storm Water system, Dry Wells, Drill Holes and Crossover Pipes.

With daily supervision from qualified operators, performs daily routine duties such as hosing, washing or scrubbing of tank walls, inlets, screens, baffles, channels, floors, walls, pumps and all related piping valves and equipment.

Performs building and grounds cleaning and maintenance.

Records daily operational information regarding electrical consumption, equipment run time meters, totalizer readings, lab data, and other related plant equipment and machinery.

Assists in the performance of basic laboratory analysis for process control data and WPCF data acquisition.

Assists in the daily operation and maintenance of grit removal equipment, compactors, mechanical screens, parshall flumes, clarifiers, pumps, motors, blowers, gear reducers, filters, compressors, air diffusers, chlorination and de-chlorination equipment, weirs, belt filter presses, polymer equipment, computers, boilers, digesters and any other related equipment, piping, valves and appurtenances.

Conducts tours of the facilities for the public, responds to citizen complaints and inquiries.

Operates and maintains the Wastewater Division equipment, tools and vehicles in an efficient and effective manner.

Works under the policies and procedures of the City and performs duties in a safe manner in accordance with the established safety policies.

Performs duties evenings, holidays and weekends when necessary.

Performs other duties as assigned within the Wastewater Division and/or the Public Works Department.

May attend meetings and serve on various committees.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High school diploma, or equivalent, and a minimum one (1) year of experience and training in Wastewater Collection and/or Wastewater Treatment which has provided specific knowledge in the area assigned; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Ability to operate automobiles, pickup and utility trucks, equipment, machines and tools safely and in conformance with applicable laws, regulations and work rules; understand and carry out written and oral instructions; work independently, or as part of a work crew, in performance of regular assignments; establish and maintain effective working relationships with other employees, supervisors and the public.

Possession of or obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

MUST obtain Wastewater Collection I Certificate within (1) year of hire. MUST complete University of California, Ken Karri, Operation and Maintenance of Wastewater Collection Volume I.

Possession of or ability to obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

#### **Desirable Requirements:**

Possession of a Wastewater Treatment I Certificate.

### **SUPERVISION RECEIVED:**

The employee works under the supervision of the Wastewater Division Supervisor. Takes assignments and direction from the WW Collection Storm Drain Coordinator who gives instructions or specific objectives and reviews work on specific projects for accuracy and adherence to standards.

### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 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.

**TOOLS AND EQUIPMENT USED:**

Grit removal equipment, compactors, mechanical screens, parshall flumes, clarifiers, pumps, motors, blowers, gear reducers, filters, compressors, air diffusers, chlorination and de-chlorination equipment, weirs, belt filter presses, polymer equipment, computers, boilers, digesters and any other related equipment, piping, valves and appurtenances and automobiles, pickups and utility trucks.

**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 of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually loud.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

**ADOPTED:                      July 1, 2003**  
**REVISED**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Wastewater Collections Utility Worker II  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 8  
**EMPLOYEE GROUP:** Union / Represented

### **PURPOSE OF POSITION:**

Performs a variety of unskilled, semi-skilled and skilled tasks in the Public Works Department Wastewater Division and related work in the Public Works Department as required.

### **ESSENTIAL JOB FUNCTIONS:**

With training materials provided, learns the daily operation and maintenance duties of collection system, lift stations, and secondary treatment.

Assist in maintaining the Storm water system, Dry Wells, Drill Holes and Crossover Pipes.

With daily supervision from qualified operators, performs daily routine duties such as hosing, washing or scrubbing of tank walls, inlets, screens, baffles, channels, floors, walls, pumps and all related piping valves and equipment.

Performs building and grounds cleaning and maintenance.

With daily supervision from qualified operators, performs routine maintenance on lift stations.

Records daily operational information regarding electrical consumption, equipment run time meters, totalizer readings, lab data, and other related plant equipment and machinery.

Assists in the performance of basic laboratory analysis for process control data and WPCF data acquisition.

Assists in the daily operation and maintenance of grit removal equipment, compactors, mechanical screens, parshall flumes, clarifiers, pumps, motors, blowers, gear reducers, filters, compressors, air diffusers, chlorination and de-chlorination equipment, weirs, belt filter presses, polymer equipment, computers, boilers, digesters and any other related equipment, piping, valves and appurtenances.

Assists in the operation of CCTV Camera System, tapping machines, & Vector Trucks.

Conducts tours of the facilities for the public, responds to citizen complaints and inquiries.

Operates and maintains the Wastewater Division equipment, tools and vehicles in a safe, efficient and effective manner.

Works under the policies and procedures of the City and performs duties in a safe manner in accordance with the established safety policies.

Assists Operations Manager and Wastewater Division Manager with training of new employees.

Performs duties evenings, holidays and weekends when necessary.

Performs other duties as assigned within the Wastewater Division and/or the Public Works Department.

May attend meetings and serve on various committees.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High school diploma, or equivalent, and a minimum two (2) years of experience and training in Wastewater Collection and/or Wastewater Treatment which has provided specific knowledge in the area assigned; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Must be in possession of a Wastewater Collection I Certification.

Ability to operate automobiles, pickup and utility trucks, equipment, machines and tools safely and in conformance with applicable laws, regulations and work rules; understand and carry out written and oral instructions; work independently, or as part of a work crew, in performance of regular assignments; establish and maintain effective working relationships with other employees, supervisors and the public.

Possession of or obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

MUST obtain Wastewater Collection II Certificate within one (1) year of hire. MUST complete University of California, Operation and Maintenance of Wastewater Collection Volume II.

Possession of or ability to obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

#### **Desirable Requirements:**

Possession of a Wastewater Treatment I Certificate.

### **SUPERVISION RECEIVED:**

The employee works under the supervision of the Wastewater Division Supervisor. Takes assignments and direction from the WW Collection Storm Drain Coordinator who gives instructions or specific objectives and reviews work on specific projects for accuracy and adherence to standards.

### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or

balance, stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 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.

**TOOLS AND EQUIPMENT:**

Grit removal equipment, compactors, mechanical screens, parshall flumes, clarifiers, pumps, motors, blowers, gear reducers, filters, compressors, air diffusers, chlorination and de-chlorination equipment, weirs, belt filter presses, polymer equipment, computers, boilers, digesters, CCTV Camera System, tapping machines, piping, valves and appurtenances, automobiles, pickups, utility trucks and Vactor Trucks

**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 of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually loud.

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Department Director

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Date

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Human Resources Director

**ADOPTED:**

**REVISED:**