



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: Water Distribution Utility Worker I or II
(depending on certification of selected candidate)
Public Works Water**

Duties include but are not limited to:

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

SALARY RANGE (depending on certification of selected candidate):

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

Water Distribution 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:

Water Distribution Utility Worker I:

High school diploma, or equivalent.

Ability to operate automobile, 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, establish and maintain effective working relationship with other employees, supervisors and the public.

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

Water Distribution Utility Worker II :

High school diploma, or equivalent, and a minimum two (2) years of experience and training in water treatment or water distribution 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. An Associates Degree in Water Technology may be substituted for six (6) months experience.

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

Possession of a valid drivers license from any state and/or ability to obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or ability 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.

Possession of a Water Distribution I Certificate.

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

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: Water Distribution / Utility Worker I
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 6
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

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

ESSENTIAL JOB FUNCTIONS:

Turn on and off water meters when customers move in, out or are delinquent on their utility bills. Hangs notices related to delinquent bills, odd/even watering days, etc.

Checks meter readings when discrepancies are identified.

Handle complaints and inquiries from citizens relating to water pressure, lack of water and advising citizens on irrigation services.

Mark the accurate location of City water, sewer and storm drainage facilities in the field.

Repairs and/or replaces water meters, meter boxes/lids, resetters and gaskets.

Repairs and/or replaces meter valves and other plumbing associated with water meters.

Perform tests at specified locations on the water system to determine pressure and volume of water delivery.

Replaces, or assists in replacing, broken or faulty valves.

Perform hydrant flushing and testing.

Flushes blow-off valves and fire hydrants.

Perform other duties as assigned within the Water Division and/or Public Works Department.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma, or equivalent.

Ability to operate automobile, 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, establish and maintain effective working relationship with other employees, supervisors and the public.

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

Desirable Requirements:

Water Distribution I certification

Backflow Testers certificate

Class A CDL

SUPERVISION RECEIVED:

The employee works under the supervision of the Water Division Supervisor. May be assigned to a Public Utilities Lead Worker who gives instructions or specific objectives and reviews work on specified 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 of this position. 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:

Water meters, meter valves, meter boxes/lids, resetters and gaskets. Automobile, pickup 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:

REVISED:

DECEMBER 10, 2003



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Water Distribution / Utility Worker II
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 8
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

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

ESSENTIAL JOB FUNCTIONS:

Turn on and off water meters when customers move in, out or are delinquent on their utility bills. Hangs notices related to delinquent bills, odd/even watering days, etc.

Checks meter readings when discrepancies are identified.

Handle complaints and inquiries from citizens relating to water pressure, lack of water and advising citizens on irrigation services.

Mark the accurate location of City water, sewer and storm drainage facilities in the field.

Repairs and/or replaces water meters, meter boxes/lids, resetters and gaskets.

Repairs and/or replaces meter valves and other plumbing associated with water meters.

Perform tests at specified locations on the water system to determine pressure and volume of water delivery.

Perform valve exercising program on the City wide water system to ensure that all valves are operating properly.

Replaces, or assists in replacing, broken or faulty valves.

Performs flushing and hydrant testing program.

Flushes blow-off valves and fire hydrants on a regular basis.

Ensures unclean water is flushed from system and that hydrants operate properly with acceptable pressure and volume for Fire Department use.

Collects routine water samples and delivers samples to the water treatment laboratory for analysis.

Checks and maintains City wells, chlorinators, reservoirs and standby generators when necessary.

Performs duties evenings, holidays and weekends when necessary.

Perform other duties as assigned within the Water Division and/or the Public Works Department.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma, or equivalent, and a minimum two (2) years of experience and training in water treatment or water distribution 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. An Associates Degree in Water Technology may be substituted for six (6) months experience.

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

Possession of a valid drivers license from any state and/or ability to obtain a valid Oregon Drivers' License within thirty (30) days from date of employment and possession or ability 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.

Possession of a Water Distribution I Certificate.

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:

Water Distribution II Certificate

Back Flow Testers Certificate

SUPERVISION RECEIVED:

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SUPERVISORY RESPONSIBILITIES:

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TOOLS AND EQUIPMENT USED:

Water meters, meter valves, meter boxes/lids, resetters and gaskets. Automobile, pickup and utility trucks.

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Department Director

Date

Human Resources Director

ADOPTED: JUNE 6, 1996
REVISED: MAY 12, 2003