



Employment Opportunity
**WASTEWATER TREATMENT PLANT
OPERATOR-IN-TRAINING**

Full-Time, 40 hours per week
To establish an Eligibility List for future vacancies

Salary: \$3,029 — \$3,682 per month

Deadline to Apply: November 22, 2016

DEFINITION

Under direct supervision, performs semi-skilled and skilled duties involved in the operation and maintenance of the Wastewater Treatment Facility; and performs a variety of related work as assigned.

EXAMPLES OF DUTIES

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

(E=Essential Duty; M=Major Portion of Time)

- ◆ In a learning capacity, participate in the operation and periodic maintenance of a variety of wastewater treatment equipment. (E)
- ◆ Work closely with certified Plant Operators to learn the various aspects of the wastewater treatment process. (E)
- ◆ Learn basic operation of the SCADA computer system. (E)
- ◆ Obtain continuing education units for Wastewater certification by correspondence courses and/or other applicable training courses.
- ◆ Read meters and maintain operating logs. (E)
- ◆ Inspect and maintain various plant equipment. (E)
- ◆ Follow safe work methods and safety precautions related to the work. (E)
- ◆ Maintain buildings and grounds. (E)
- ◆ Work various shifts and flexible hours, including weekends and holidays. (E)
- ◆ Operate various sizes of power-driven equipment. (M)
- ◆ Assist with the removal and replacement of various plant equipment. (E)
- ◆ Perform other duties as assigned.

KNOWLEDGE OF

- ◆ Use, purpose, and maintenance of hand tools.
- ◆ Operation, care, and routine maintenance of basic mechanical equipment.
- ◆ Safe work practices and procedures.

ABILITY TO

- ◆ Establish and maintain cooperative relationships with those contacted in the course of work.
- ◆ Understand and follow oral and written instructions.
- ◆ Read and interpret gauges and recording devices reflecting plant operations.
- ◆ Perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities.
- ◆ Maintain, repair, and adjust wastewater treatment equipment.
- ◆ Keep records and make reports.
- ◆ Understand and apply basic wastewater mathematics.
- ◆ Operate a variety of power-driven equipment.
- ◆ Perform heavy manual labor and lift up to 50 pounds.
- ◆ Tolerate changes in outside temperatures from winter to summer, and tolerate dust, pollen, wind, and rain.
- ◆ Sit or stand for periods of up to four hours in duration.
- ◆ Walk on uneven or steep ground.

EXPERIENCE AND EDUCATION

Equivalent to completion of the twelfth grade, in addition to any combination of experience and education that could likely provide the required knowledge and abilities to qualify for this position.

NECESSARY SPECIAL REQUIREMENTS

- ◆ Possession of a valid Class C California Driver License as required for plant operation functions.
- ◆ Ability to obtain a Grade I California Wastewater Operator's Certificate within two years of appointment with ongoing progress towards obtaining a Grade II California Wastewater Operator's Certificate.

RESIDENCY REQUIREMENT

All Wastewater Treatment Plant employees shall be expected, within six months of hire, to establish permanent residence within a 45-minute notification to respond zone.

PROBATIONARY PERIOD

Employees serve a six-month probationary period. If performance is not satisfactory, an employee may be terminated or returned to their previous position without cause and recourse during this time.

BENEFITS

Retirement	CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. The City of Ukiah does not contribute to Social Security.
Medical	The City provides a health insurance contribution of up to \$1,283.82 per month.
Vacation, Sick & Personal Leave, Holidays	<i>Vacation Leave</i> is accrued at 104 hours per year and increases with City service. <i>Personal Leave</i> is provided at 24 hours per fiscal year. <i>Sick Leave</i> is accrued at 96 hours per year with no limit. The City pays for 13 fixed <i>holidays</i> per year, in addition to 1 floating <i>holiday</i> .
Life Insurance	The City pays the premium on a \$10,000 life insurance policy for eligible employees.
Career Step Pay	Employee receives an additional 1% of base pay after 7 years; 2% after 14 years; 2% after 21 years.
Other Benefits	Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AirMed helicopter emergency transport; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.

APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707)463-6272 or they may be downloaded at www.cityofukiah.com/jobs. Applications must be filled out completely and received by the Human Resources Department at 5:00 p.m. on the final filing date. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

CITY OF UKIAH CORE VALUES

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

SAFETY

We strive to keep our community and our workplace safe and healthy.

In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.

**Application materials are available from
City of Ukiah - Human Resources**

300 Seminary Ave
Ukiah, CA 95482

Phone: (707) 463-6272

www.cityofukiah.com/jobs

FINAL FILING DATE: November 22, 2016

**The City of Ukiah is an Equal Opportunity Employer
committed to building a diverse workforce.**

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.