



Employment Opportunity
**WASTEWATER TREATMENT
PLANT OPERATOR**

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

Salary: \$3,601 — \$4,377 per month

Deadline to Apply: November 22, 2016

DEFINITION

Under supervision, to operate a sewage treatment plant; to perform routine laboratory tests; to make repairs and adjustments to plant equipment; and to perform related duties 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)

- ◆ Operate valves and other controls to feed chemicals into sewage and water. (E,M)
- ◆ Regulate and control the flow of sewage through the plant, including the operation of bar screens, grit collectors, pumps, blowers, sludge collectors, chlorinators, and other equipment. (E,M)
- ◆ Read charts and gauges and maintain a log of plant operations during assigned shift. (E)
- ◆ Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests. (E)
- ◆ Assist in periodic maintenance work, including disassembly and repair of pumps, valves, flow-rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment. (E)
- ◆ Oil, grease, and clean equipment.
- ◆ Perform maintenance painting of machinery equipment and piping.
- ◆ Perform grounds maintenance work, including watering and mowing lawns and caring for shrubbery. (E)
- ◆ Work various shifts and flexible hours, including weekends and holidays, and be available on standby for callback as assigned. (E)
- ◆ Utilize Supervisory Control and Data Acquisition (SCADA) system to track operational and plant process control trends. (E)
- ◆ Perform other duties as assigned.

KNOWLEDGE OF

- ◆ Methods, techniques, and equipment used in sewage disposal.
- ◆ Operation, maintenance, and repair of wastewater treatment plant equipment.
- ◆ Wastewater treatment principles, methods, and practices.
- ◆ Recordkeeping and reporting procedures.
- ◆ Safety rules, codes, and regulations pertaining to the work.
- ◆ Basic first aid and CPR techniques.

ABILITY TO

- ◆ Read and interpret gauges and recording devices reflecting plant operations.
- ◆ Conduct and interpret laboratory tests.
- ◆ Maintain, repair, and adjust wastewater treatment equipment.
- ◆ Keep records and prepare reports.
- ◆ Understand and carry out oral and written directions.
- ◆ Perform mathematical calculations as related to the wastewater treatment process.
- ◆ Perform heavy manual labor and lift up to 50 pounds.
- ◆ Perform mechanical work, which requires manual dexterity.
- ◆ Tolerate changes in outside temperatures from winter to summer and tolerate dust, pollen, wind, and rain.
- ◆ Sit or stand for long periods of time.
- ◆ Walk on uneven or steep ground.
- ◆ Establish and maintain cooperative relationships with those contacted in the course of work.
- ◆ Work various shifts and flexible hours, including weekends and holidays.

EXPERIENCE

- ◆ One year of experience in the wastewater treatment field.

EDUCATION

- ◆ Education equivalent to completion of the twelfth grade.

NECESSARY SPECIAL REQUIREMENTS

- ◆ Possession of a valid Class C California Driver License as required for plant operation functions.
- ◆ Possession of a Grade I California Wastewater Operator Certificate. **Grade II and III's encouraged to apply.**

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.