

**CITY OF CANYONVILLE
250 N. Main Street
Canyonville, Oregon 97417**

**CLASSIFIED AD
April 9, 2025**

ANNOUNCEMENT OF WATER PLANT OPERATOR (PREFERRED) OR TRAINEE

**WATER PLANT OPERATOR \$3,950.27 - \$5018.00/mo OR
WATER PLANT TRAINEE \$3,468.40 - \$4,388.80/mo
Plus, Full Benefit Package**

WORKING HOURS: 8hrs/day; 8:00am - 4:30pm - Full Time

The City Of Canyonville is currently seeking a self-motivated individual to join our team in the water field. We are accepting applications for the position of Water Plant Operator (preferred) or Trainee.

To qualify for this role, candidates must be certified by the State of Oregon in water treatment and distribution. Preference will be given to those who possess certification in both areas. Depending on the applicant pool, this position may be filled at a trainee level, making it an excellent opportunity for those looking to grow in their career.

This role involves but not limited to:

- Emergency Response duties that require a maximum response time of 30 minutes.
- Weekend rotation, as needed.
- Clean driving record.
- Successfully pass a drug test.

If you are passionate in water management, have the qualifications, and would like to join our team, we encourage you to apply.

Applications and a complete job description can be picked up at Canyonville City Hall, 250 N. Main Street, Canyonville, OR 97417, or you can apply online at www.cityofcanyonville.com. **Application Deadline: May 9, 2025 at 4:30 pm.**

Please forward your application, cover letter, resume, and veteran's preference information (if applicable) to the City of Canyonville, P.O. Box 765, Canyonville, OR 97417. Canyonville is an Equal Opportunity Employer.

WATER/WASTEWATER TREATMENT PLANT OPERATOR - TRAINEE

GENERAL STATEMENT OF DUTIES:

This is an entry-level training position. Under close supervision, the position is assigned to work with the plant operators and public works personnel to prepare for advancement to the position of Water/Wastewater Plants Operator.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Assists in the safe and efficient operation of water treatment and distribution and wastewater collection and treatment systems, under the direction of the Public Works Superintendent. May assist in any other Public Works functions as assigned such as: street maintenance, ditch cleaning and park and buildings maintenance.

SUPERVISION RECEIVED:

Duties are performed under the general supervision of the Public Works Superintendent but require and under the direct supervision of certified Water and Wastewater Plant Operators and other City personnel.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class.

KEY PERFORMANCE AREAS:

WASTEWATER COLLECTION AND TREATMENT

1. Operation and maintenance of the wastewater plant and lift stations, to insure the City's compliance with state and federal regulations.
2. Records data from charts, flow meter and totalizer to meet operational and DEQ compliance requirements.
3. Performs and records laboratory tests and analyses, including BOD, chlorine, pH, total and suspended solids, and volatile solids in order to establish plant operational parameters and meet DEQ reporting regulations.
4. Adjusts chlorine feed rates as necessary.
5. Conducts sludge monitoring and disposal operations.
6. Comes in daily contact with noxious substances, including raw sewage and sludge that pose personal health risks.
7. At times must work in confined spaces where hydrogen sulfide and methane gas may form a lethal environment.
8. Performs related work as assigned.
9. Repairs and maintains equipment, taking daily readings, analyzing results and conducting laboratory tests.
10. Participates in appropriate training and safety programs.

WATER TREATMENT AND DISTRIBUTION

1. Operation and maintenance of the water plant, intake and distribution system to protect the public health and meet O.S.H.D. requirements.
2. Records and analyzes charts, readings, totalizer and hour meter readings to spot equipment malfunctions and takes appropriate measures.
3. Performs and records laboratory tests, adjusts chemical feed rates and meets O.S.H.D. reporting requirements.
4. Collects bacteria samples for analysis.
5. Adjusts chemical dosages as required.
6. Checks backwash pond for proper drainage and operation.

OTHER PUBLIC WORKS

1. Maintains the grounds and physical plant in a professional manner.
2. Deals knowledgeable and tactfully with the public in dealing with their problems and concerns.
3. Reads and records water meters and performs turn on/off.
4. Maintains meter boxes and surrounding area.
5. Maintains and repairs streets, alleys and right-of-ways which include patching pavement, cleaning and repairing sidewalks, curbs, and streets, paints crosswalks and curbs.
6. Maintains storm drainage system by cleaning and repairing ditches, storm drainage lines and catch basins.
7. Repairs and replaces street regulatory, directional and informational signs.
8. Operates light and medium construction equipment including dump truck, mowers, and various power tools.
9. Performs routine maintenance on city buildings, parks, and vehicles.
10. Performs other related work as required.

GENERAL

1. Keeps detailed records of all operations, including daily equipment checks, chemical usages, preventive maintenance, a daily log, and records required by state regulatory agencies.
2. Performs a wide variety of skilled tasks in the preventive and reactive maintenance of plant and transmission system equipment, including lubrication, mechanical adjustments, bearing a
3. Trouble shoots electrical equipment malfunctions, in the motor control and telemetry systems.
4. Works with large quantities of hazardous chemicals including sodium hypo chlorite, caustic soda, and concentrated acids, involving personal, public and environmental health risks.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

High School diploma or GED.

EXPERIENCE AND TRAINING:

None required, however, experience in an area providing basic knowledge relevant to this position will be given preference. Examples are experience in public works, construction or engineering. Knowledge of computer usage is helpful. Applicants must possess the ability to read and comprehend, to prepare written materials for reports, and to speak clearly.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon driver's license and the ability to obtain Class B CDL within one (1) year of hire.

Individuals in this class are expected to obtain a Class I Water or Wastewater treatment certificate in one year.

MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION:

KNOWLEDGE OF:

Wastewater and storm water transmission systems and treatment techniques and procedures; strong mechanical aptitude and experience for repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in wastewater/water treatment; safety precautions related to water and wastewater treatment chemicals and hazards.

SKILL IN:

Safe operation of tools, equipment and vehicles to perform in the position.

ABILITY TO:

Operate and maintain the wastewater and storm water transmission systems and treatment plants; make independent decisions to keep processes and operations correctly within established guidelines; perform and evaluate laboratory tests for control and compliance purposes; establish and maintain effective working relationships with other employees, supervisors and the general public; understand and follow oral and written instructions; work weekends and be on-call for emergencies; operate sludge truck.

ESSENTIAL FUNCTIONS:

Application of principles and methods used in water and/or wastewater treatment facilities; operation of all common heavy equipment; repair and maintenance work normally performed in treatment plant facilities; chemical, bacterial and lab processes used in wastewater/water treatment; using all safety precautions related to water and wastewater treatment chemicals and hazards.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Monthly

FLSA EXEMPTION STATUS: Non-exempt

JOB GRADE: Entry level through Step "10"

CITY OF CANYONVILLE

Application for Employment

The City of Canyonville provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For	Available Start Date	Desired Pay		
Personal Information				
Name				
Address	City	State	Zip	
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses	List any professional license, registration, or certificate required or preferred for the position.			
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			

Duties

Employer (3)

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes No

Reason for leaving

Duties

Employer (4)

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes No

Reason for leaving

Duties

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
 - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- Employment app 2021

___ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact City Administrator 541-839-4258 or email cityadministrator@cityofcanyonville.com.

KKPL 10/13/17