ATTENTION APPLICANTS:

Please make sure you read the attached job descriptions. In order to be considered for the wastewater treatment plant operator you must have at least a level 1 wastewater treatment certification.

Salary range for the operator is $2,899.00 to $3,785.00 monthly.

If you do not have any wastewater certifications you are applying for the wastewater trainee classification.

Salary range for the trainee is $2,501.00 to $3,263.00 monthly.

This is an emergency response position so you must be able to respond within 30 minutes.

You will be required to work a rotating weekend schedule for the weekend duties at the water and wastewater plants.
The City of Canyonville is seeking a self-motivated individual in the wastewater field.

WASTEWATER PLANT
OPERATOR $2,944-$3,842 /Mo.
OR TRAINEE $2,539-$3,312 /Mo.
Full Time w/ Benefit Package

Applicants for plant operator position must be certified by the State of Oregon in wastewater treatment and distribution. Preference will be given to certified wastewater treatment, wastewater collection applicants. Depending upon the application pool this position maybe filled at a trainee level.

Closes: 05/31 4:30 pm
Pickup Application at: Canyonville City Hall, 250 N. Main St., Canyonville, OR 97417
-or-
Log on to City website: www.cityofcanyonville.com
Please forward application, cover letter, resume, and veteran’s preference information (if applicable) to City of Canyonville, PO Box 765, Canyonville, OR 97417.

This is an emergency response position and requires a maximum 30 minute response time and applicants will be required to work weekend rotation where needed.

EOE
CITY OF CANYONVILLE

Application for Employment

"The City of Canyonville is an Equal Opportunity Employer"
"We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status."

(Please Print)

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How did you learn about us?
( ) Advertisement  ( ) Friend  ( ) Walk-in
( ) Employment Agency  ( ) Relative  ( ) Other

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Address:
Number  Street  City  State  Zip

Mailing Address (if different):
Number  Street  City  State  Zip

ODL #

Please answer the following questions.

1. If you are under 18 years of age, can you provide required proof of your eligibility to work?
2. Have you ever filed an application with us before?
   If yes, give date
3. Have you ever been employed with us before?
   If yes, give date
4. Are you currently employed?
5. May we contact your current employer?
6. Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status?
   Proof of citizenship or immigration status will be required upon employment.
7. Are you currently on "lay-off" status and subject to recall?
8. Can you travel if your job requires it?
9. Have you been convicted of a felony within the last seven years:
   Conviction will not necessarily disqualify an applicant from employment.
   If yes, please explain
10. On what date would you be available to work?
11. Are you available to work:  ( ) Full time  ( ) Part Time  ( ) Shift work
    ( ) Temporary
### EDUCATION

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- Indicate any foreign languages you can speak, read and/or write
  
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- Describe any job-related specialized training, apprenticeship, skills and extra-curricular activities.

- Describe any job-related training received in the United States military.

- Describe any job-related experience with computers and programs.
  
  † Word – Proficiency Level / Beginner / Novice / Expert
  † Excel – Proficiency Level / Beginner / Novice / Expert
  † Springbrook – Proficiency Level / Beginner / Novice / Expert
  † Other Please List

- List Professional, trade business or civic activities and offices held.
  
  You may exclude those which would reveal gender, race, religion, national origin, age, ancestry, or any other protected status.
# Employment Experience As Related to this Position

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Additional Employers may be listed on a separate sheet.
APPLICANT'S STATEMENT

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- I authorize the City of Canyonville to conduct background checks, which may include credit history.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interviews (s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the employer.

Signature of Applicant                      Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ( ) Yes ( ) No
Remarks ________________________________________________

Employed ( ) Yes ( ) No                          Date of Employment ________________________________

Job Title ___________________________ Hourly/Salary Rate ___________ Dept ______________

By ___________________________ Name and Title __________________ Date __________

NOTES

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City of Canyonville-Application for Employment
The City of Canyonville is an Equal Opportunity Employer
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

___ 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
City of Canyonville

Pioneers of the Past
250 N. Main Street
PO Box 765
Canyonville, OR, 97417

Pioneers of the Future
Ph. (541) 839-4258
Fax (541) 839-4680

e-mail city@cityofcanyonville.com

City of Canyonville

Criminal History Consent Form

Waiver of Objection

I __________________________, hereby give consent to the City of Canyonville and the Douglas County Sheriff’s Department to conduct a criminal history background check on me for the purpose of employment eligibility. I do not hold the City liable for any action resulting from this check.

I understand that I must submit to a drug screen test prior to being hired to test that I do not currently have narcotics, sedatives, stimulants and other controlled substances and/or mood altering substances in my body. I understand that if I have substances in my body at the time of the drug test, which are not prescribed by a physician, I will not be hired.

ODL #____________________  DOB: ______________________

SSN #____________________  Date: ______________________

Signature of Applicant
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.
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 knowledgeably and tactfully with the public in dealing with their problems and concerns.
3. Reads and records water meters and performs turn on/offs.
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.
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"
WASTEWATER TREATMENT PLANTS OPERATOR

GENERAL STATEMENT OF DUTIES:

Operates, monitors and maintains the process, equipment and facilities of an activated sludge wastewater plant and its associated collection system, does other related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

Responsible for the safe and efficient operation of sewage treatment facilities within the parameters established by the Public Works Superintendent.

SUPERVISION RECEIVED:

Duties are performed under the general supervision of the Public Works Superintendent but require a large degree of individual initiative, judgment and responsibility in dealing with malfunctions and emergency situations.

SUPERVISION EXERCISED:

Supervision is not normally a responsibility of positions in this class; however, supervision is provided to Public Works employees assigned to the wastewater treatment plant/systems.

KEY PERFORMANCE AREAS:

WASTEWATER 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, flowmeter 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, volatile solids, and volatile acids/alkalinity in order to establish plant operational parameters and meet DEQ reporting regulations.
4. Establishes and adjusts clarifier sludge removal and primary digester transfer rates for optimum plant operation.
5. Adjusts chlorine feed rates as necessary.
6. Conducts sludge monitoring and disposal operations.
7. Reports malfunctions or overflows to DEQ as required by State and Federal regulations.
8. Comes in daily contact with noxious substances, including raw sewage and sludge that pose personal health risks.
9. At times must work in confined spaces where hydrogen sulfide and methane gas may form a lethal environment.
10. Performs related work as assigned.

COC/HUMAN RESOURCES/JOB DESCRIPTIONS-CURRENT/Wastewater Treatment Plants Operator
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 and packing adjustments, and pump, motor and generator replacement and repair.
3. Trouble shoots electrical equipment malfunctions, in the motor control and telemetry systems.
4. Works with large quantities of hazardous chemicals including chlorine gas, caustic soda and concentrated acids, involving personal, public and environmental health risks.
5. Maintains the grounds and physical plant in a professional manner.
6. Deals knowledgeably and tactfully with the public in dealing with their problems and concerns.
7. Performs other related work as required.

EMPLOYMENT STANDARDS

EDUCATIONAL REQUIREMENTS:

High School diploma or GED. Preference given to Associate's Degree in related field. Additional Certifications resulting from educational achievement will be taken into consideration for advancement or promotional opportunities.

CERTIFICATIONS REQUIRED:

Waste Water Collection I
Waste Water Treatment I
Water Treatment I

EXPERIENCE AND TRAINING:

Two years of experience/training which has provided specific knowledge to perform in the position assigned; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon driver's license/CDL with tanker endorsement; possession of or ability to obtain a Wastewater Operator II and/or a Water Treatment Operator Certification and any other certification required by state or federal agencies to work in the position assigned.
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 storm water and wastewater treatment chemicals and hazards.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, bondability, 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"