



19601 NE Halsey Street  
Portland, OR 97230-7430  
503-665-4179 - Phone  
503-667-5108 - Fax  
[www.rwpud.org](http://www.rwpud.org)

## EMPLOYMENT OPPORTUNITY

### Operator in Training / Operator 1

Salary Range:

**Operator in Training:** \$4,904 per month(\$28.29hr), plus benefits (position is offered at 40 hours per week).

**Operator 1\*:** \$4,815-\$5,867 per month (\$30.40hr- \$36.96hr), plus benefits (position is offered at 40 hours per week).

**\*Minimum certification requirements apply. See job description for details.**

Application Deadline: Open until filled. First review of applications on December 16<sup>th</sup>, 2024.

#### SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. You must have verifiable references with current contact information. If you wish modification of the selection process to accommodate a disability, please make your request in writing and submit it along with the required application materials. All employment offers are contingent upon successful completion of a pre-employment drug screening, physical exam, background investigation, and verifiable references. Preference will be given to honorably discharged veterans and disabled veterans of the United States Armed Forces. To receive veterans' preference, please complete the veterans' preference form, including attachment of required materials, and submit with your applications materials.

#### HOW TO APPLY

Complete and Return **a signed District application form along with your resume and cover letter** to:

**Rockwood Water People's Utility District  
19601 NE Halsey Street  
Portland, OR 97230-7430**

or email signed and completed documents to:

**[nclark@rwpud.org](mailto:nclark@rwpud.org)**

Applications are available at the District office or visit **[www.rwpud.org](http://www.rwpud.org)**.



## **JOB DESCRIPTION- OPERATOR SERIES OPERATOR IN TRAINING/OPERATOR 1**

**FLSA CLASSIFICATION: Non-Exempt**

**REPORTS TO: Superintendent / Assistant Superintendent**

**REPRESENTATION: Represented**

### **POSITION SUMMARY**

The Operator in Training (OIT) and Operator 1 positions are entry level positions within the Operator Series. These roles are trained to perform a variety of manual and semi-skilled tasks in the District's Operations Department. Work is completed through training along with independent work within a team environment. The work is reviewed while in progress and upon completion for conformance with instructions and specifications.

**Operator in Training expectations:** Entry level role where training and experience will be provided on the job. Incumbent will learn a variety of skills, techniques, and systems throughout a 12-month period. Incumbent is expected to show and perform essential duties of an Operator 1 to obtain required certifications to be successful and transition to an Operator 1 level role.

**Operator 1 expectations:** Incumbents in this role are expected to perform all duties assigned with independence, accuracy, and proficiency. Incumbent will utilize required certifications to perform independently, in a team, and continue to grow and train on additional duties within the Operator Series.

### **DUTIES AND RESPONSIBILITIES/EXAMPLES OF WORK**

1. Perform duties of a Meter Reader as required reading a minimum of 50 meters per hour on average.
2. Field locate District water meters, water lines and other assets.
3. Perform the duties of Meter Technician as required.
4. Train on various duties of an Operator 2.
5. Develop an understanding of system operations and SCADA.
6. Train on the calibration, testing, repair, and replacement of small and large meters in the shop and in the field on customers' premises in accordance with the District's small and large meter testing program and protocols.
7. Perform miscellaneous water system field work.
8. Work with office staff, transmit reads, and meet required schedules.
9. Safely enter confined spaces.
10. Compile maintenance logs.
11. Perform maintenance on boxes and meters as assigned.
12. Communicate effectively with the public and present a positive and professional image.
13. Participates in cross training as time allows to assist other personnel. Takes on additional assignments as requested and assists with other positions as needed.
14. Maintenance of reservoirs, buildings, and grounds.
15. Traffic control setup and flagging of traffic
16. Assists in minor repairs to District's equipment and facilities.

17. Operates a variety of power tools and other equipment in a safe and responsible manner including, but not limited to, chainsaw, pipe saw, trash pump, jackhammer, hydraulic shoring, pressure testing and chlorinating pump, lawnmower, weed eater, street saw, hydraulic rock splitter, compactor, and welder.
18. Follows standards as outlined in the District's Policy Manual.
19. Participates in cross training as time allows to assist other personnel. Takes on additional assignments as requested and assists with other positions as needed.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or GED.
- Must possess a valid driver license.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong aptitude for numbers and ability to calculate simple math.
- Ability to do data entry on a hand-held device and manual numeric entry on hard copy.
- Ability to work in all weather conditions.
- Must have the ability to work in traffic.
- Knowledge and skills in communicating effectively orally and in writing.
- Solid basic computer skills.
- Knowledge and ability to maintain meters and meter boxes or the aptitude to learn how.
- Must have strong mechanical aptitude and the ability to perform numerous tasks associated with the delivery of safe drinking water.

#### **LICENSES AND CERTIFICATIONS**

##### **Operator in Training:**

- Must obtain a Class A CDL with tanker endorsement within 6 months of employment with the District.
- Must acquire Oregon Water Distribution Level I certification or Operator in Training (OIT) prior to advancing to an Operator 1
- Must obtain Oregon Health Authority, Cross Connection Specialist & Backflow Assembly Tester certifications prior to advancing an Operator 1

##### **Operator 1 (Required upon placement into classification):**

- Must possess Class A CDL with tanker endorsement
- Must possess Oregon Water Distribution Level I certification
- Must possess Oregon Health Authority, Cross Connection Specialist & Backflow Assembly Tester certification

#### **ESSENTIAL JOB ELEMENTS**

Employees in this classification are expected to arrive at work on time, dress appropriately, hold work related information as confidential, work cooperatively with other employees and maintain positive and helpful working relationships with the public and all customers. Must be available for rotating, emergency, and on-call duties including evening and weekend work.

#### **PHYSICAL REQUIREMENTS**

Must be able to climb, sit, crawl, lift 50 pounds, bend, stoop, and work in elevated positions. Must be able and willing to work in all types of extreme weather conditions. This job requires an individual to walk, climb, kneel, bend, and enter and exit meter reading vehicle six to eight hours per day. Must be able to safely operate a three-wheeled vehicle.

**SUPERVISION RECEIVED**

Works under the supervision of the District Superintendent and Assistant Superintendent. May report to a Lead person for direction and instructions.

**SUPERVISION EXERCISED**

Supervision of other employees is not a normal responsibility of positions in this class.

**Work Environment/Environmental Factors**

Environmental Factors	Exposure	Frequently	Occasionally	Never
Heat or cold temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust or smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

	Essential Function	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Never 0%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching - with arms and hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling/crouching/crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/touching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving/carrying items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting - up to 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboard operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rapid hand/eye coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correctable vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to speak to people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee Acknowledgement**

I have read, understand, and agree to the job duties, responsibilities, and qualifications listed in this job description as a condition of employment with Rockwood PUD. I understand that I must maintain currency of all certifications and licenses including state mandated continuing education and training requirements as a condition of continuing employment.

Employee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_



# Rockwood Water

People's Utility District

## EMPLOYMENT APPLICATION

Last Name	First Name	Initial	Date of Application
Street Address	City	Zip	Date Available
Residence Telephone	Alternate Telephone	Expected Pay Rate	

**IMPORTANT:** Any applicant providing unrequested information on this application, or on any attachments or supporting documents will automatically be disqualified from consideration.

**IMPORTANT:** Applicants with disabilities may request any reasonable accommodation necessary to complete this application or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

**EQUAL EMPLOYMENT OPPORTUNITY.** It is our Policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you ever worked for us before? ___ Yes ___ No	Are you 18 years of age or older? ___ Yes ___ No
Position (s) Applied For: 1. _____ 2. _____	

When are you available to work? (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – Check shifts and days you can work.

\_\_\_ Days \_\_\_ Swing \_\_\_ Graveyard \_\_\_ Rotating

\_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?

\_\_\_ Yes \_\_\_ No

**RELATIVES/FRIENDS:** Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends (such as roommates) who currently work for us?  
\_\_\_ Yes \_\_\_ No

If yes, state name(s): \_\_\_\_\_

**QUALIFICATIONS:** Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING	WHERE DID YOU ACQUIRE IT (Name/address of school, program, military branch and specialty, etc.)

**IN CASE OF EMERGENCY NOTIFY:** Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

EMPLOYMENT EXPERIENCE: Please account for all periods of employment *by month/year*, including any self-employment and U.S. military service. (Attach another sheet if more space is needed.)

Present or Last Employer    Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer    Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer    Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer    Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters, which the District deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability, which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. IMPORTANT: This means that with very few exceptions- for example, operations located in states where it may not be lawful – an employee will be required to submit to testing in several different circumstances. *Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.* I agree to such examinations, inquires and/or testing at the District’s expense. I authorize release of the results to the District and their use to evaluate my suitability for employment. I also release the District from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that only the Board of Directors will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts, and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must also be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the District may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for sixty (60) days. I understand that if I have not been contacted by the District within the sixty (60) days and that if I still want to be considered for employment, I will need to reapply and complete a new employment application.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.    \_\_\_ Yes    \_\_\_ No

Signature \_\_\_\_\_ Date \_\_\_\_\_