



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

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## EMPLOYMENT OPPORTUNITY

### Water Worker Technician

**Salary Range:** \$21.00 per hour, (*Desired hours of work is 40 hours per week, but employer is flexible and willing to schedule fewer hours based on employee needs*).

**Application Deadline:** Open until filled. First application review will be Friday, November 10<sup>th</sup>, 2023.

**Position Duration:** Current openings start and end dates are flexible, positions are planned for up to 180 days starting in November 2023. Future District projects or work demands could offer extended employment in this position.

#### ABOUT THE DISTRICT

The Rockwood Water People's Utility District provides drinking water to over 66,000 residents in Gresham, Portland and Fairview. The District encompasses approximately 10 square miles in Multnomah County and its 25 staff operate and maintain over 165 miles of pipeline, five water production wells and 4 reservoirs which provide 19.2 million gallons of storage. Employees will receive training and on-the-job instruction on many aspects of water construction and maintenance, meter installation, traffic control and flagging and utility locates.

#### SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. The position is ideal for an entry level candidate interested in starting a career in water works. 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

Applications are available at the District office or visit [rwpud.org](http://rwpud.org). Complete and return a signed District application form with optional cover letter and resume 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)



**JOB DESCRIPTION**  
**Water Worker Technician**

**DUTIES AND RESPONSIBILITIES/EXAMPLES OF WORK**

1. Assist in the installation of water mains, fittings, hydrants, services and meters.
2. Assist in repairs and maintenance to mains, hydrants, services and meters.
3. Assist in water quality sampling and monitoring
4. Assist in maintenance of reservoirs, buildings and grounds.
5. Assist in asset allocation of District infrastructure (GPS valves, hydrants, meters)
6. Assist in Leak detection of water mains and services
7. Assist with traffic control setup and flagging of traffic
8. Assist with utility locates
9. Assists with customer service and office duties.
10. Assists in minor repairs to District's equipment and facilities.
11. Accurately read water meters
12. Assist in delivery of distribution of notices
13. May be requested to operate 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, pressure testing and chlorinating pump, lawnmower and weed eater
14. Follows standards as outlined in the District's Policy Manual.
15. Participates in job shadowing and cross training to assist personnel and departments as needed.

**QUALIFICATIONS**

Must be 18 years old. Must possess a valid driver license.

**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. Position is planned for 180 days of employment. Entry level training opportunity for individuals interested in starting a career in water works. Position will provide the ability to gain skills and experience in several aspects of water distribution system operation.

**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.



**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 \_\_\_\_\_

# Rockwood Water People's Utility District Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Rockwood Water at (503) 665-4179.

**This completed form and the required documentation must be submitted to Rockwood Water at the time you submit your application materials.**

**A. QUALIFIED VETERAN QUESTIONS:** You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

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; or
- I served on active duty with the Armed Forces of the United States 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; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 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; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I 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; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- 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 veteran's preference 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ORS 408.225-230

*Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.*