



## EMPLOYMENT OPPORTUNITY

# WASTEWATER OPERATOR I/II

Wastewater Operator I: \$2,928 - \$3,560 monthly (paid bi-weekly)

Wastewater Operator II: \$3,232 - \$3,929 monthly (paid bi-weekly)

**PLUS EXCELLENT FRINGE BENEFITS**

**\*\*CONTRACT NEGOTIATIONS CURRENTLY UNDERWAY\*\***

**Open: Thursday August 2, 2018**

**Close date: Until filled or when 150 applications are received  
(whichever occurs first)**

**First review of applications on August 17, 2018**

**Apply at: [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres)**

*A completed online employment application and questionnaire are REQUIRED*

Incomplete or late applications will NOT be accepted.

**Failure to submit appropriate certifications will result in disqualification.**

*(If you have 3 certificates, please scan them all in as one single document. Do not scan each document separately)*

Resumes will NOT be considered in lieu of the required employment application.



## **BENEFITS**

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (within the last six (6) months a member of StanCERA or a reciprocal retirement plan, e.g. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.12%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at no cost to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

**Voluntary Benefits:** The City contributes an additional \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for unreimbursed medical expenses and daycare). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to the employee's Retiree Health Savings (RHS) or Health Savings Account (HSA), as applicable.

**Other Benefits & Leave:** Employee Assistance Program, voluntary options for Deferred Compensation (457) and short-term and long-term disability, voluntary life insurance and AD&D, 12 days of sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare. Benefits and compensation for this job classification are administered under the Miscellaneous Bargaining Unit MOU Agreement.

### **JOB SUMMARY DESCRIPTION**

Under immediate supervision (Wastewater Operator I) or under general supervision (Wastewater Operator II), performs a variety of skilled and semi-skilled tasks in the maintenance and operation of the City's sanitary sewer system and wastewater treatment plant.

### **DISTINGUISHING CHARACTERISTICS**

**Wastewater Operator I** - This is the entry level class in the Wastewater Operator series. This class is distinguished from the Wastewater Operator II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to the established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

**Wastewater Operator II** - This is the full journey level class within the Wastewater Operator series. This class is distinguished from the Wastewater Operator I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the level I.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Operate and adjust controls on treatment plant equipment and machinery, such as valves, pumps and motors.
2. Grease and clean plant equipment; read and interpret meters and gauges; regulate plant effluent.
3. Monitor, repair, and maintain wastewater system lift stations; remove debris; disassemble and clean pumps; perform minor repairs when necessary.
4. Respond to emergency calls as needed; locate problems and operate sewer cleaning equipment to clear stoppages.
5. Collect samples and perform various lab tests.
6. Inspect and make repairs to plant equipment.
7. Perform general plant maintenance work such as sweeping, cleaning, sanding and painting of equipment and facilities.
8. Assist in operating video inspection system.
9. Perform general grounds maintenance work.
10. Rod sanitary sewers; install and repair sanitary sewer laterals and trunk lines.
11. Enter and work in permitted confined spaces and underground trenches.
12. Locate, mark and notify sewer lines per USA (underground service alert) requirements.
13. Observe and enforce safety precautions.
14. May temporarily be assigned to work with other City departments as needed.
15. Operate trucks, tractors and other motorized equipment of comparable size and complexity.
16. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Basic principles and practices of mechanical, electrical and hydraulic system.
- Occupational hazards and standard safety practices.
- Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.
- Operation and routine maintenance of wastewater treatment equipment and sanitary sewers.
- Wastewater sampling and routine process control tests.
- Mechanical, electrical and hydraulic principles related to the operation of wastewater treatment equipment.

### **Ability to:**

- Perform wastewater treatment plant and sewer system maintenance duties.
- Operate trucks, tractors, and related equipment efficiently and safely.
- Understand and follow oral and written instructions.
- Recognize inefficient, unusual or dangerous operating conditions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Wastewater Operator I**

#### **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

No experience is required.

#### **License or Certificate:**

Possession of a valid Class B driver's license within one year of employment.

Possession of verifiable Wastewater course certificates.

Ability to obtain a Grade I Wastewater Treatment Plant Operator certificate from the California State Water Resources Control Board within 24 months of employment.

### **Wastewater Operator II**

#### **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Two years experience performing duties at a level comparable to a City of Ceres Wastewater Operator I while in possession of a Grade I Wastewater Treatment Plant Operator certificate.

#### **License or Certificate:**

Possession of a valid Class B driver's license.

Possession of a Grade I Wastewater Treatment Plant Operator certificate from the California State Water Resources Control Board.

## **DESIRABLE QUALIFICATIONS:**

Possession of Wastewater certificates recognized by the CA State Water Resources Control Board

Verifiable Wastewater coursework

Possession of a valid Class B driver's license

Municipal utility maintenance experience

Plumbing and/or sewer systems experience

Underground utility familiarity

Direct construction and/or heavy equipment experience

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor plant and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## **EXAMINATION PROCESS**

Those applicants who meet the employment qualifications will be contacted via email regarding next steps in the recruitment process. Candidates who achieve a top ranking score will be invited to an Oral Panel Interview Test. Candidates who achieve a passing score of 70% and above on the Oral Panel Interview Test will be certified on an Employment List and will be contacted for second in-person hiring interview.

## **SELECTION PROCESS**

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 verification form designated by US Citizenship and Immigration Services (USCIS).

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

## **AMERICANS WITH DISABILITIES ACT**

Individuals with qualified disabilities as defined by the ADA and FEHA, who need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, must notify the Human Resources Department in writing prior to the final filing date for this recruitment. Official documentation of your functional limitations may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**