



**CITY OF FORTUNA**  
**EMPLOYMENT OPPORTUNITY**  
for  
**TREATMENT PLANT OPERATOR IN TRAINING (OIT)**  
**Full-time, with benefits**

<b>SALARY:</b>	<b>\$32,762 - \$39,860 per year</b>
<b>APPLICATION:</b>	<b>Submit Application Form and Resume (optional) to: City of Fortuna Attn: Human Resources 621 11<sup>th</sup> Street Fortuna, CA 95540</b>
<b>FINAL FILING DATE:</b>	<b>Application packets must be received by 4:00 pm on Friday, May 4, 2018</b>

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

**DEFINITION**

Under the direct supervision of a certified operator, to perform a variety of operations and maintenance functions in the City's water and wastewater treatment system. Perform sample collection and basic lab work; to perform a variety of unskilled and semiskilled work in the maintenance, repair, and construction of water and wastewater treatment and pumping systems; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Treatment Plant OIT is the full-time, entry level, training position in the Treatment Plant Operator class series. Incumbents are expected to perform basic operations, maintenance, repair, and construction assignments, while learning the more skilled and complex tasks. Work is done under the direct supervision of a certified operator. Work is typically performed in a treatment facility environment. Some tasks may involve moderate physical labor.

**SPECIAL CHARACTERISTICS**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).
- Due to the responsibilities associated with this position, the position is designated as a safety-sensitive position and drug testing will be a part of the pre-employment physical.
- Flexible work schedule may include rotating through weekend and holiday work assignments; potentially working occasional evening shifts.

**EXAMPLES OF DUTIES**

Monitors the operation of water and wastewater treatment plant pumps, motors, and other equipment; reads gauges, dials, and other instruments that record system and plant operations; makes visual inspections of system and plant operations; operates valves; cleans pumps, motors, valves, filters, meters, and related equipment; performs preventive maintenance for pumps, motors, control circuits, air compressors, hydraulic systems, and other plant equipment; collects samples; works with hazardous chemicals, changes gas cylinders, using proper safety precautions; performs a variety of general and grounds maintenance in and around water and wastewater facilities; learns a variety of basic equipment operation work, uses hand and power tools; performs heavy physical labor; may work evenings, weekends and holidays.

**JOB REQUIREMENTS**

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Employees must be at least 18 years old to operate a City vehicle or personal vehicle for work-related purposes, as required by Redwood Empire Municipal Insurance Fund (REMIF), the City's self-funded insurance pool.
- Obtain both a T1, Treatment Certification within 18 months and WW1, Wastewater Operator Certification issued by the State Water Resource Control Board (SWRCB) within 24 months of date of hire and thereafter maintain valid minimum WW1, or higher, certification throughout employment.
- Employee will remain on probation for a minimum of 12 months and up to 24 months. If T1 and WW1 certifications are not achieved within 24 months, employment may be terminated.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Safe work practices.
- Principles and practices of water and wastewater treatment plant operations.
- Repair, maintenance, and adjustment procedures for treatment plant equipment.
- Operation, maintenance and repair of sewer and water pumping facilities.
- General maintenance and repair work.
- OSHA regulations concerning utility operations.

### **And Ability to:**

- Learn a wide range of operations, repair, and maintenance work at wastewater treatment facilities.
- Learn a wide range of operations, repair, and maintenance work at water and sewer pumping and/or storage facilities
- Work a flexible work shift which may include nights and/or weekends.
- Read and interpret gauges and other devices reflecting plant operations.
- Take wastewater and sludge samples.
- Maintain and update logs, records, reports, and charts, neatly and accurately.
- Wear self-contained breathing apparatus.
- Maintain good public relations.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

### **And Education and Experience:**

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be prior work experience in a related field, and a desire to learn the water and wastewater treatment operator profession.

## **ESSENTIAL PHYSICAL ABILITIES**

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

## EMPLOYEE BENEFITS

<b>Salary</b>	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Miscellaneous:</b> <u>Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> – The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2013-2014, the maximum employee contribution for full coverage for employee only is \$76.38 per month, employee + 1 is \$130.33 per month, and employee + two (or more) is \$179.01 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after six years and four weeks after eleven years.
<b>Holidays:</b>	Eleven paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

### EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

### REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

### IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

### THE COMMUNITY

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**



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Obtain application package and complete job description from City of Fortuna

621 11<sup>th</sup> Street, Fortuna, CA 95540 • (707) 725-7600 • [www.friendlyfortuna.com](http://www.friendlyfortuna.com)

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