



# **CITY OF GERING**

## **Job Posting Notice**

**Job Title:** Water/Wastewater Operator I

**Department:** Water/Wastewater

**Pay Scale:** IBEW Union \$17.86 - \$26.39/hourly (based on experience & longevity)

**Application Deadline:** 4:00pm, Friday, February 2, 2024

**Job Description:** Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**Please submit a completed application, including resume and cover letter,  
by email, fax, or in person.**

City of Gering  
Shannon Goss  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
Fax: 308-436-6899  
sgoss@gering.org

## **POSITION DESCRIPTION**

Class Title: Water/Wastewater Operator I	Grade Number: IBEW 4
Department: Water/Wastewater	Union: Yes
Updated Date: April 2023	Safety Sensitive: Yes

### **GENERAL PURPOSE**

Performs unskilled and semi-skilled work on the water system and sanitary sewer system. In the installations, and maintenance and operation of a water pumping, transmission and distribution system, and a sanitary sewer collection system, lifts stations and treatment facilities.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Water/Wastewater Operator II.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The installation and repair of water mains, service lines; taps mains; installs and performs maintenance on fire hydrants and valves; installs and maintains tees and valves, and repair manholes.

Measures and records location of valves and curb stops.

Changes, reads, and repairs water meters.

Performs water and sewer line locations on city right-of-way.

May operate trucks and medium equipment such as backhoes and trenchers.

Flushes and televises sanitary sewer and storm sewer lines.

Services and maintains pumps and related facilities.

Utilizes SCADA system to monitor operations of water and wastewater systems.

Responds to after-hours service and emergency call if required.

Checks, services, and repairs lift stations, wells, and pumps.

Services and occasionally repairs vehicles, equipment, and buildings; prepares area and replaces concrete and asphalt.

### **PERIPHERAL DUTIES**

Responds to questions and calls of customer complaints.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) any combination of experience and training equivalent to completion of the eighth grade and
- (B) general public works maintenance or construction of similar work.

## **NECESSARY KNOWLEDGE, SKILLS, & QUALIFICATIONS**

- (A) Ability to organize and to lead a crew of one to three employees.
- (B) Ability to perform routine water and wastewater laboratory tests.
- (C) Ability to work in harmony with other employees of the City.

## **PHYSICAL DEMANDS**

The physical demands require good physical condition and ability to perform hard labor for extended periods of time and the ability to perform moderate to heavy physical work and to lift 75 pounds, to lift and carry 50 pounds and occasionally 100 pounds.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, ride, bend, climb, crawl, twist, kneel, reach, grasp, pick, pinch, push, pull and perform a variety of similar body movements. Also, the ability to talk and hear in person, by telephone and w-way radio; ability to see and read instructions, maps, location sketches, similar document and a computer screen. The employee must possess hand, eye and foot coordination adequate to use hand and power tools and operate a vehicle and equipment.

## **SPECIAL REQUIREMENTS**

- (A) Must possess a valid Nebraska State Drivers License or be able to obtain one by time of hire.
- (B) Must possess a valid Nebraska State Commercial Driver's License or be able to obtain one.
- (C) Must possess a valid Nebraska Grade 4 Water Operators license or obtain within one year of hire.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

**Job Applications must be completed in their entirety ("see resume" is not sufficient)** as this is the tool that will be used during the initial review in order to select applicants for interview. **A resume and cover letter are required, please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided in this application.

You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.



## CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address (physical & mailing address)

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email Address

Have you ever applied for employment with us?

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

If yes, dates: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_

Pay expected: \_\_\_\_\_

What hours are you available?

\_\_\_ Full Time

\_\_\_ Part-Time

\_\_\_ Seasonal

\_\_\_ Overtime (if requested)

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

\_\_\_\_\_



Reason for leaving

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

We may contact the employers listed above unless you indicate those you do not want us to contact.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may



terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

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Signature

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Date

**PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:**

1025 P Street  
Gering, NE 69341

Phone: (308) 436-5600  
Fax: 308-436-6899  
or email to [sgoss@gering.org](mailto:sgoss@gering.org)

**NOTE:**

*If submitted by email or fax, please understand that the original applications need to be mailed to the above address.*



## **EMPLOYMENT REFERENCE AND BACKGROUND CHECK**

***Disclosure Pursuant to the Fair Credit Reporting Act:*** *The City of Gering may obtain a Consumer Report about you for employment purposes. The Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.*

I, \_\_\_\_\_ authorize the City of Gering to check previous employment and/or personal references listed on my application and/or resume. I also give my consent the City of Gering to obtain the following:

- Records of educational institutions that I have attended.
- Driving record and civil/criminal history.
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me.
- Pre-employment records from prospective employers.
- A consumer report that might show financial and credit information, including credit reports and ratings. Records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.
- Any information from Counsel who have represented me in civil/criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

**PRE-EMPLOYMENT DRUG TEST:** I understand that job applicants who are being considered for employment for positions with particular responsibilities must submit to pre-employment drug testing.

Name (Including Maiden Name): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Most Recent/Current Employer: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051