

City of Gering Job Posting Notice

Job Title: Water/Wastewater Operator I or Operator II

Department: Water/Wastewater

Grade Level: IBEW Union scale

Posting Period: August 12, 2021-September 3, 2021 (Open until filled)

Application Deadline: 4:30 p.m. September 3, 2021 at the Gering City Administration Office, 1025 P Street, Gering, Nebraska.

Job Description: Attached

WATER/WASTEWATER OPERATOR I or II– Full time position at the City of Gering Water/Wastewater Department. Works under the direct supervision of the Public Works Director installing & repairing water mains and service lines; changes, reads and repairs water meters; services and maintains pumps and related facilities. Preferred experience with general public works maintenance or construction of similar work. Specific duties, responsibilities, and desired qualifications are available with the application form. Apply at the City of Gering, 1025 “P” Street, Gering, NE 69341 or at www.gering.org. Application deadline is 4:30 p.m., September 3, 2021. (Open until filled) EOE

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.

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.

Human Resources

POSITION DESCRIPTION

Class Title: **Water/Wastewater Operator I**
Department: Water/Wastewater
Status: Non-Exempt

Union: IBEW
Date: October, 2011
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 III.

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) High school diploma or GED; 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 Drivers License;

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 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 _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available? Are you legally eligible for employment in the United States? Yes No
 Full-Time Seasonal
 Part-Time Overtime (if requested)

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

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

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

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

Do Not Contact: Employer: _____
Reason: _____

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.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899