



CITY OF KENAI
invites applications for the position of:

Water & Sewer Operator I/II

SALARY:	\$26.85 - \$31.09 Hourly
DEPARTMENT:	Public Works Department
DIVISION:	UTILITY
OPENING DATE:	06/03/22
CLOSING DATE:	06/24/22 05:00 PM
JOB DESCRIPTION:	

The Water and Sewer Operator I/II is an employee of the Public Works Department working under the direction of the Utility Foreman I/II. The Operator is licensed by the State of Alaska to work in Water Treatment, Water Distribution, and/or Waste Water Collections. This position performs work in support of the daily operation, maintenance, and repair of the water treatment facility, water distribution system, wastewater collection system, and all structures, buildings, and grounds associated with each system to protect the public health by ensuring all state and federal laws and regulations are followed. This position will be required to perform manual labor, occasionally in inclement weather and confined spaces.

****This position may be filled at either the Operator I or Operator II level based on the applicant's minimum qualifications. The starting salary will be determined by the level at which the position is hired. The Operator I level starting salary is at a Range 15 (\$26.85 per hour) and The Operator II starting salary is at a Range 18 (\$31.09 per hour). The applicant (or employee after hire) must meet all minimum qualifications to be placed at the higher level.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate and maintain the Water Treatment Facility, well houses, distribution systems, reservoirs, and waste water collection systems.
2. Perform maintenance and occasionally new construction on pumps, lift stations, water and sewer lines, meters, telemetry equipment, and other water and sewer appurtenances.
3. Operate backhoes, forklifts, vacuum trucks, steam trucks, water trucks, dump trucks, and other heavy and light equipment.
4. Perform field locates of existing water and sewer lines, and inspect new construction of water and sewer lines.
5. Operate Supervisory Control and Data Acquisition (SCADA) software and telemetry equipment.
6. Sample and test water; adjust chemical feed rates as necessary.
7. Read meters, shut off and turn on water service, deliver shut off notices.
8. Communicate effectively with co-workers and the public.
9. Prepare documents and maintain records, including but not limited to daily logs, timesheets, accident reports, and job safety analyses.
10. Attend training programs; participate in and occasionally lead safety discussions; work safely.
11. Complete assigned work with a minimum of supervision.
12. Assist in other Public Works departments or divisions as required.
13. Have regular, reliable, and predictable attendance at work.
14. Perform other work as assigned.

MINIMUM QUALIFICATIONS:

1. Be at least eighteen (18) years of age.
2. **Operator I:** The applicant (or employee after hire) must possess a provisional license issued by the State of Alaska Department of Environmental Conservation in at least one (1) of the following: Water Treatment (WT), Water Distribution (WD), or Waste Water Collection (WWC) and obtain the required level of certification for City facilities within one (1) year of acquiring the required hours of operation. The Operator I shall be paid at a Range 15. Continuing education to maintain certification is also required. This requirement continues until the employee reaches the level of certification required by Alaska

Department of Environmental Conservation to operate City of Kenai facilities.

Operator II: The applicant (or employee after hire) must meet all requirements of Operator I and possess a Level 1 certification issued by the State of Alaska Department of Environmental Conservation in at least two (2) of the following: Water Treatment (WT), Water Distribution (WD), or Waste Water Collection (WWC) –or– a Level 2 certification in any one category. The Operator II shall be paid at a Range 18. Continuing education to maintain certification is also required. This requirement continues until the employee reaches the level of certification required by Alaska Department of Environmental Conservation to operate City of Kenai facilities.

3. Possess and maintain a valid Alaska Class B commercial driver's license with endorsements and without restrictions required to operate equipment utilized by the Utility division within six (6) months of employment start date. All licenses must be valid and current prior to operating a City vehicle requiring a commercial driver's license. Applicants will be required to submit a Division of Motor Vehicles record upon request. This position is governed by the City of Kenai's Drug and Alcohol policy and Department of Transportation (DOT) CDL regulations. The successful applicant will be given a conditional job offer conditioned on the applicant receiving a negative result on a pre-employment drug test. Regulations also require the City to obtain drug and alcohol information and testing results from the applicant's employers for the previous two (2) years. Past violations may make the applicant ineligible for hire unless evidence is provided to the City that the applicant has successfully completed DOT's Return to Duty Requirements.
4. The employee must be available to work varying schedules, including weekends, holidays and occasional shift extensions into the late evening hours in order to respond to after-hours emergencies and approved stand-by shifts. The employee will be required to respond to emergency call-outs when available and comply with any requirements of approved stand-by pay.

WORKING ENVIRONMENT The employee must be able to do strenuous work in all kinds of weather (e.g., high temp., low temp., winds, snow, ice, fog, and direct sunlight) and on surfaces at, above, or below floor level. Duties are performed both indoors and outdoors in a varied working environment, during day and at night or in the dark, and often in inclement weather and in extreme temperatures. Inside work is usually in buildings, adequately heated, lighted, and ventilated. Noise from heavy equipment, hammers, saws, and other tools is frequent. There is dust and sometimes dirt when repairing structures and operating tools. The employee may be exposed to dust and other irritants and toxic/poisonous substances. The employee is required to drive a vehicle and perform some work inside a vehicle, including operating radios, and a cell phone. Personal protective equipment is provided and must be used in accordance with best practices, federal and state laws, and City/Department policies and operating procedures._

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate hand and power tools, telephones, radios, and some general office equipment); to work both inside and outside in all types of weather; to sit, stand, walk, stoop, crouch, lift, bend, and reach with hands and arms; to climb ladders; and to work in confined spaces. While performing the duties of this job, the employee is required to exert in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently. The employee is frequently required to operate heavy equipment and sit for extended periods of time. The employee must be able to climb in and out of heavy equipment vehicles, work in small spaces, and must be able to perform strenuous work in inclement weather. Specific vision abilities required include close, distance and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone and radio._

MISCELLANEOUS INFORMATION The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no restrictions on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

The applicant pool acquired during this recruitment may be used for future vacancies for up to ninety (90) days after this recruitment closes.

DESIRABLE QUALIFICATIONS:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kenai.city>

210 Fidalgo Ave
Kenai, AK 99611
(907) 283-8223

ccunningham@kenai.city

Position #00176
WATER & SEWER OPERATOR I/II
CC

Water & Sewer Operator I/II Supplemental Questionnaire

- * 1. What State of Alaska Department of Environmental Conservation provisional license or licenses do you currently have?

- * 2. Do you possess a valid Alaska Class B commercial driver's license with endorsements or plan to obtain a Class B commercial driver's license within the next six months? If yes, please explain.

- * 3. Are you available to work varying schedules, including weekends, holidays and occasional shift extensions into the late evening hours in order to respond to after-hours emergencies and approved stand-by shifts?

- * 4. Do you possess experience in the use of heavy equipment? If yes, please explain.

- * 5. Do you have experience in using the following software: Wonderware, Arcview, and Microsoft Office including Excel? If yes, please explain.

- * Required Question