



CITY OF KENAI, ALASKA

Position Vacancy

Water and Sewer Operator. Full-time, starting pay \$29.08 per hour plus excellent benefits package. Additional qualification pay for level II and III water and sewer certification and authorized stand-by pay. The Water and Sewer Operator is an employee of the Public Works Department who works under the direction of the Water and Sewer Foreman. The functions of this position include performing 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. Applicants must have a valid Alaska Class B commercial driver's license within six months of hire and a provisional license in at least one of the following three categories: Water Treatment, Water Distribution, or Waste Water Collection. Position is governed by the City of Kenai's Drug and Alcohol policy and Department of Transportation CDL regulations. Position announcement, job description and application are available through the Alaska Job Center Network, (907) 335-3010. Submit resume and City of Kenai application form by end of business on January 12, 2018 to Peninsula Job Service, 11312 Kenai Spur Hwy., Kenai, AK 99611. The City of Kenai is an equal opportunity employer. For more information about the City of Kenai, visit our home page at www.kenai.city.

TO BE PUBLISHED: Anchorage Daily News- December 11, 2017
Peninsula Clarion- December 11 and 19, 2017
Fairbanks Daily News Miner-December 11 and 28, 2017
Kenai Peninsula Job Center
City of Kenai Website (www.kenai.city)

**CITY OF KENAI
PUBLIC WORKS DEPARTMENT**

TITLE: WATER & SEWER OPERATOR
RANGE: 13
SUPERVISOR: WATER & SEWER FOREMAN
NO. SUPERVISED: 0
NORMAL HOURS/WK.: 40
SERVICE TYPE: NON-EXEMPT

GENERAL DESCRIPTION The Water and Sewer Operator is an employee of the Public Works Department, works under the direction of the Water and Sewer Foreman, and is licensed by the State of Alaska to work in Water Treatment, Water Distribution, or Waste Water Collections. The functions of this position are performed for the Water and Sewer Division and include performing 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. The primary function of the Water and Sewer Division is to protect the public health by ensuring all USEPA and ADEC rules are followed. This position will be required to perform manual labor, occasionally in inclement weather and confined spaces.

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 via radio, cell phone, and e-mail; communicate effectively with co-workers and the public.
9. Complete assigned work with a minimum of supervision.

10. Prepare documents and maintain records including but not limited to daily logs, timesheets, accident reports, and job safety analyses.
11. Attend training programs; participate in and occasionally lead safety discussions; work safely.
12. Have regular, reliable and predictable attendance at work.
13. Perform other work as assigned.

MINIMUM QUALIFICATIONS

1. Be at least eighteen (18) years of age.
2. The applicant must possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.
3. A provisional license in at least one (1) of the following three (3) categories: Water Treatment (WT), Water Distribution (WD), or Waste Water Collection (WWC).
4. Employee must achieve the next level of certifications within one (1) year of acquiring the required hours of operation. This requirement continues until the employee reaches the level of certification required by Alaska Department of Environmental Conservation to operate the City of Kenai facilities.
5. A valid Alaska Class "B" commercial driver's license with "N" tanker endorsements and without an Air Brakes L Restriction within six (6) months of hire and possess and maintain throughout employment. Applicants will be required to submit a Division of Motor Vehicles record upon request.
6. 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 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.
7. The employee must be available to work varying schedules including weekends, holidays (including religious holidays), occasional shift extensions into the late evening hours in order to respond to after-hours emergencies, and approved stand-by shifts. The schedule is typically four ten-hour days per week, with the work days of the week changing on a rotating shift that will include occasional five hour work days on weekends. The employee will be required to respond to emergency call outs when available and comply with any requirements of

approved stand-by pay.

DESIRABLE QUALIFICATIONS

1. Additional or higher levels of certification in Water Treatment (WT), Water Distribution (WD), Waste Water Collection (WWC), and Waste Water Treatment (WWT).
2. Experience in the use of heavy equipment (e.g. Vactor trucks and forklifts.)
3. Experience in using the following software: Wonderware, Arcview, and Microsoft Office including Excel.
4. Training or certification in hazardous communications, confined space and Lock-out/Tag-out.

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.

Review and Approval:	Initials/Signature	Date
Human Resources	_____	_____
City Attorney	_____	_____
City Manager	_____	_____



City of Kenai

Application For Employment

Application Date:	
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Personal Information

First Name:		Last Name:		Middle Initial:	
Mailing Address:		City:		State:	
Physical Address:		City:		State:	
Phone Number(s):	Home Phone:	Work/ Message Phone:			
E-mail: (Optional)					

Employment

Position(s) you are applying for:

Do you have a legal right to accept employment in the United States? YES NO

If necessary for the job, do you have a valid Alaska driver's license? YES NO

If necessary for the job, do you have a valid Alaska commercial driver's license? YES NO

Are you currently, or have you ever been employed by the City of Kenai? YES NO

If Yes, please provide Position Title and dates of employment:

Are you related to any person currently working for the City of Kenai? YES NO

If Yes, please list their names(s), department(s), and your relationship(s):

What date will you be available for work?

Education & Training

	School Name	School Location	Areas of Study	Years Completed	Degree
High School or GED					
College					
Post College					
Trade or Business School					

Professional licenses or certifications and date obtained:

Position-specific, job related training and skills:

Experience

Current or Last Employer:

Address:		City:		State:		Zip Code:		
Employment Dates:	From: To:	Supervisor Name and Contact Number:						
Reason for Leaving:								
Position Title:				Primary Duties:				
Salary:								
May the City contact this employer?							YES	NO

Previous Employer:								
Address:		City:		State:		Zip Code:		
Employment Dates:	From: To:	Supervisor Name and Contact Number:						
Reason for Leaving:								
Position Title:				Primary Duties:				
Salary:								
May the City contact this employer?							YES	NO

Previous Employer:								
Address:		City:		State:		Zip Code:		
Employment Dates:	From: To:	Supervisor Name and Contact Number:						
Reason for Leaving:								
Position Title:				Primary Duties:				
Salary:								
May the City contact this employer?							YES	NO

If you wish to list other employment because it is relevant to the position for which you are applying, attach a separate sheet.

Professional References

Name:		Relationship:		Contact Phone:	
Name:		Relationship:		Contact Phone:	

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any fact in my application, resume or any other materials can be justification for refusal of employment, or if employed, termination from the City's employ. I understand that by signing this application, I am giving the City of Kenai the authority to investigate and inquire as to the accuracy of the information contained in the application, and to contact the personal references and previous employers (if agreed to above).

Signature:		Date:	
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