



Seal Rock Water District

Job Opening for a Water Distribution Operator 1 & 2

Application Deadline is May 31, 2024



Photo Credit: Pete Eckert

Seal Rock Water District is now accepting applications for Water Distribution Operator 1 and 2 positions. Seal Rock Water District is home to 5,500 full-time residents located on the central Oregon Coast. Water Distribution Operators perform a variety of tasks necessary for the operation and maintenance of the District's Water Distribution System. The distribution system includes 65 miles of piping, over 2,600 service connections, and a fully automated smart water grid system. This is an entry-level position and requires a State of Oregon Water Distribution Certification Level 1 or 2 within 24 months of employment.

Pay range: WD1 \$20.98 to \$29.63 per hour D.O.E. plus benefit package

Pay range: WD2 \$28.46 to \$40.24 per hour D.O.E. plus benefit package

Applicants must complete a Seal Rock Water District application. To review the complete job description and obtain a SRWD employment application, please visit the District's website at www.SRWD.org.

Applications are also available at the district office by appointment only, located at 1037 NW Grebe Street, Seal Rock, OR 97376. Arrangements to pick up an application can be made by contacting the district office at 541.563.3529 and choosing option 3. Applications can be returned to the district by email at info@srwd.org, or by U.S. Mail to Seal Rock Water District 1037 NW Grebe Street, Seal Rock, OR 97376 on or before Friday, May 31, 2024, by 1:00 PM. The position is open until filled.

The job posting opens on April 25, 2024, and closes on May 31, 2024.

Questions, Contact:

Adam Denlinger
SRWD, General Manager
adenlinger@srwd.org
Phone: 541-563-4447

Submit Application to:

Seal Rock Water District
1037 NW Grebe Street
Seal Rock, OR. 97376

SEAL ROCK WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER



1037 NW Grebe Street
Seal Rock, Oregon 97376
Phone: 541.563.3529 – Fax: 541.563.4246
www.srwd.org



Seal Rock Water District

April 24, 2024

JOB OPENING ANNOUNCEMENT

Seal Rock Water District

Position: Water Distribution Operator 1 & 2

Full Time: 40 hours/week (M-F 7:30 am – 4:00 pm, hours may vary)

Salary Range: WD1 \$20.98 - \$29.63 per hour D.O.E. plus benefit package

Salary Range: WD2 \$28.46 - \$40.24 per hour D.O.E. plus benefit package

Closing date: First closing date is Friday, May 31, 2024, position open until filled.

NECESSARY AND SPECIAL QUALIFICATIONS: High school diploma or equivalent. Valid State of Oregon Commercial Driver's License (must be maintained as a condition of employment). Clean driving record. Must pass drug screening and background check. Obtain Water Distribution Certification Level 1 or 2 within 24-months.

DUTIES: Assist with the operations and maintenance of a public water system. Communicate with customers and maintain customer relations. Perform demanding physical tasks in adverse weather conditions. Read water meters monthly. Install and replace meters. Drive District vehicle. Available for "on call" duties one week per month.

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IF HEARING IMPAIRED, PLEASE DIAL 711 OR CALL TTY# 1-800-735-1232
SRWD is an Equal Opportunity Service Provider



1037 NW Grebe Street
Seal Rock, Oregon 97376
Phone: 541.563.3529 – Fax: 541.563.4246
www.srwd.org



Seal Rock Water District

WATER DISTRIBUTION OPERATOR 1 and 2 JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs a wide variety of skilled, semi-skilled duties in the installation, repair, and maintenance of systems used in the operation of the District's water distribution/treatment system; and performs related work as assigned. Will be required to operate and maintain a range of construction equipment, including a variety of power and hand tools.

SUPERVISION RECEIVED:

Works under the immediate direction of Senior Water Distribution Operators.

SUPERVISION EXERCISED:

None.

TYPICAL EXAMPLES OF WORK DUTIES:

Makes rounds to check master meters and water levels, repairs service line breaks, installs water lines and new customer services, repairs meters, installs check valves, performs line locates, checks chlorine residuals, operates dump truck/track hoe/bobcat, coordinates with the office on work orders and customer requests/complaints, remains alert for line breaks or unusual situations, checks pressure at curb stops and hose bibs, tests accuracy of meters, corresponds with state and local utilities. Maintains a charged radio.

Flushes lines and breaks down old meters. Performs routine maintenance activities such as trash removal, truck and heavy equipment cleaning and maintenance, building cleaning and maintenance, equipment and tool cleaning, and organizing and restocking parts.

Reads meters, places door hangers, responds to turn-offs and turn-ons, and performs re-reads. Takes rotating weekend on-call duty. Inspects fire extinguishers and air packs. Makes additions and corrections to map books. Cleans and maintains pump stations, collects Health Department water samples.

The duties listed below are intended only as an illustration 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 a logical assignment to the class.

1. Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair, and servicing of water distribution equipment, components, facilities and

machinery, such as pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, valves, and pumps.

2. Inspects, maintains, and repairs pumps, valves, motors, and other equipment located in pump stations and other points within the water distribution and transmission system.
3. Maintenance of District facilities, to include pumping stations, equipment and systems, and other tasks as assigned by Senior Operators.
4. Carries out small scale construction projects involving, installation of water pipelines.
5. Performs street maintenance activities including patching, pothole repairs, resurfacing, drainage maintenance, brush control, grading, and sign maintenance.
6. Carries out water distribution system maintenance including tracing and repairing leaks, pipe repair, and replacement, manhole repair, meter reading, service connection installation, and repair.
7. Performs duties assigned to Water Distribution Operator positions as needed.
8. Ability to read and follow verbal and written instructions.

ADDITIONAL DUTIES INCLUDE:

KNOWLEDGE OF:

Requires some knowledge and understanding of the operation of mechanical pumping systems, to include water pumping equipment. Also calls for knowledge of the equipment used in the construction and maintenance of those systems and its operation. Willingness to work in all phases of operations and under varying weather conditions is expected, and the ability to move and lift heavy items. Also requires the ability to work as a team member and to communicate effectively with the general public and District staff.

ABILITY TO:

Diagnose and repair a wide variety of system components, such as valves, meters, piping, and other equipment common to the water distribution field; use precision and diagnostic instruments to measure required tolerances of mechanical parts; use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex devices and equipment; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; exercise independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; coordinate work assignments with other crewmembers.

Ability to build positive working relationships with others; proactively supports in attaining District goals and objectives even if personally not in agreement with them; speaks positively of others and the District organization.

EXPERIENCE AND TRAINING:

WD Operator 1: None

WD Operator 2: Requires a minimum of two years of hands-on experience in the operation and maintenance of water/wastewater systems, operating and maintaining relevant pumping machinery, systems, and equipment, with a proven safety record. High school diploma or equivalent.

NECESSARY AND SPECIAL QUALIFICATIONS:

High school diploma or equivalent. Valid State of Oregon Commercial Driver's License (must be maintained as a condition of employment). Clean driving record. Must pass drug screening and background check. Obtain Water Distribution Certification Level 1 or 2 within 24-months.

OTHER JOB REQUIREMENTS:

Position holder must be able to lift heavy objects, sit, stoop, maneuver into tight spaces, use fingers and hands with dexterity suitable for normal activities of this position, possess accurate vision acuity to perform duties, and wear suitable protective clothing or equipment. Position also requires the ability to work in confined spaces. Ability to read and follow verbal and written instructions is required.



1037 NW Grebe Street
Seal Rock, Oregon 97376

Phone: 541.563.3529 - Fax: 541.563.4246

www.srwd.org



Seal Rock Water District

EMPLOYMENT APPLICATION

The Seal Rock Water District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

Date _____

Position Applying For _____

Last Name First Name Middle Name

Address

City State Zip

Telephone Number (s)

Driver's License Number State Expiration Date

Please state your salary expectation

Have you been previously employed by the Seal Rock Water District? Yes No

If yes, when _____

Are you legally able to work in the United States? Yes No

Date available for work _____

References

Please list 2 professional references.

Name Telephone Number Number of Years Known

Name Telephone Number Number of Years Known

Education and Training (Colleges, Military, Trades, Business or Other Schools Attended)

If you need additional space, please continue on a separate sheet of paper.

Name of school, location _____

Years completed _____

Type of training or major _____

Name of certificate or degree received _____

Name of school, location _____

Years completed _____

Type of training or major _____

Name of certificate or degree received _____

Licenses and Certificates

List below any licenses/certificates that you have that may be required for this position.

Title of license or certificate

Number

Issuing agency

Expiration date

Title of license or certificate

Number

Issuing agency

Expiration date

List special accomplishments, publications, awards. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or other protected status).

Skills & Qualifications: Summarize special skills and qualifications, including software and hardware you are familiar with, acquired from employment or other experiences that may qualify you for work with our company.

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

Please start with your most recent employment. Indicate the positions held during the last 5 years. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Please continue on a separate sheet of paper if necessary.

Job Title	Start Date	End Date
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Employer

Address

Direct Supervisor	Telephone Number
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Reason for Leaving _____

Duties and Responsibilities _____

Job Title	Start Date	End Date
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Employer

Address

Direct Supervisor	Telephone Number
-------------------	------------------

Reason for Leaving _____

Duties and Responsibilities _____

Job Title	Start Date	End Date
-----------	------------	----------

Employer

Address

Direct Supervisor	Telephone Number
-------------------	------------------

Reason for Leaving _____

Duties and Responsibilities _____

May we contact the employers listed above? Yes No

If not, why? _____

Certification of Information, Authorization and Release

CAUTION: Read before signing

Authorization – I hereby authorize and direct you to permit the Seal Rock Water District and their representative(s) to review my credit records, employment records, educational records, driving records, juvenile and adult criminal records as part of a background investigation being conducted prior to my possible employment with the Seal Rock Water District. I also authorize you to permit any materials listed above to be copied and retained by the Seal Rock Water District.

Initial: _____

Release of Agency Providing Information from Liability – I hereby release you, your organization and any of its agents, employees, or representatives from any and all liability or damage, which may result from furnishing the above requested information.

Initial: _____

Release of District from Liability – I hereby exonerate, release, discharge, and hold harmless the Seal Rock Water District, its officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents or assigns, for:

1. Maintaining the confidentiality and refusal to make available any and all information contained or gained as part of this pre-employment investigation, including but not limited to the identity of any persons or organizations who may have supplied information in the course of this investigation, and
2. Their refusal to make available the substance of any such information supplied, even where such information has been the basis for my disqualification from further consideration, and
3. The District’s actions taken based on the information gathered as part of the background check.

Initial: _____

By my signature below, I:

Authorize the investigation of all matters which the Seal Rock Water District, referred to as the “District” deems relevant to my qualifications for employment including all statements made in this application and in any attachments or supporting documents and in any interviews, including but not limited to personal history, academic records, job performance, and driving and criminal history, to ascertain any and all information which may concern my character, whether same is of record or not. I release your organization and all persons whomsoever from any charge or liability due to the release or furnishing of any documentation, records, materials, or any other form of information.

I hereby acknowledge that I am aware that the information and results of this investigation are confidential to the Seal Rock Water District Personnel Office, and is for their use only, and will not be disclosed to myself or any other person without proper authorization.

Certify that the facts and information given in this application, and in any attachment or supporting documents and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, will generally result in denial of employment or immediate termination, regardless of when and how discovered.

Understand that I may be required to submit to pre-employment or post-employment physical examination or other professional examinations, medical inquires and/or urinalysis tests for the presence of drugs or alcohol. I agree to such examinations, inquires or testing. I authorize release of the results to the District to evaluate my suitability for employment. I release the District from all liability arising out of or connected with any examinations, inquires or testing.

Understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have reviewed all the information provided in this application and in any attachments or supporting documents.

Understand that if I am hired as a temporary employee, I cannot expect continued employment in a temporary position or to automatically become a regular employee. As a temporary employee, I may be disciplined or discharged from employment for any lawful reasons without warning.

Understand that this application by itself does not create a contract of employment. I understand and agree that if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages and salary, be terminated at any time without any pervious notice.

Signature

Date