

City of Dufur, Oregon
JOB DESCRIPTION
Job Title: UTILITY ASSISTANT

Shift: 7:00 a.m. to 3:30 p.m., M-F, some weekends and evenings

Hourly Wage: Subject to qualifications and experience, plus Medical, Dental, Vision insurance, and retirement benefits.

Certification Requirements or Ability to Obtain:

- * Valid Driver's License and CDL
- * Wastewater Collection Level I
- * Maintain all certifications through CEU
- * Water Distribution Level I
- * Wastewater Treatment Level I
- * Cross Connection Control Specialist Certification

Physical Requirements:

- * Must be in good physical condition to enable an employee to work at strenuous outside activities in all types of weather
- * Heavy lifting (50 lbs.) and manual labor performed often
- * Ability to be on-call and respond to emergency situations day or night

Skills:

- * Knowledge of construction methods for installation of water and wastewater lines, street repair, and maintenance as per ORS
- * Operate, inspect, maintain, and repair Wastewater lagoons, reservoirs, pumps, chlorinators, all City-owned vehicles, Solar circulators, and small engines
- * Ability to work without supervision
- * General Arithmetic and writing skills a must

Duties:

- * Operation and maintenance of Water wastewater facilities to assure compliance with DHS and DEQ permits
- * Maintain all fire hydrants and water system valves
- * Must become familiar with City Ordinances
- * Maintain City streets, storm drainage system and signage
- * Maintain all city buildings and pump houses
- * Janitorial duties as required
- * Repair and replace as needed
- * Ensure samples are within permit parameters
- * Maintain pressure-reducing stations
- * Maintain transmission lines
- * Read water meters monthly
- * Install new water and wastewater services
- * Other duties as assigned by supervision
- * Keep records of equipment maintenance
- * Weekend and Holiday checks of the water system, pump houses, chlorinators, wastewater lagoons and pump station
- * Perform daily, weekly, monthly, annual, and bi-annual samples of water and wastewater systems per state requirements
- * Perform locates of City water and wastewater lines when required
- * Complaints and conflicts with the public that the Utility Assistant cannot resolve are to be referred to office staff or the city council
- * Removal of snow on all City streets in accordance with the snow removal policy
- * Water and Wastewater sampling, assist with monthly and annual reports
- * Perform all work in a courteous, effective, and helpful manner
- * Insulate meters in the fall and remove insulation in the spring

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