

WASTEWATER SYSTEM ENGINEER

\$98,204. to \$120,779. ANNUALLY, DOE PLUS EXCELLENT BENEFITS

The City of Hood River is located in the Columbia Gorge National Scenic Area. Hood River's permanent population is 8,250 but swells to over 20,000 on summer weekends.

New residents of Hood River quickly discover the city has much to offer. Activities range from leisurely to a wide range of active sports, and much in between. The more adventurous seek out surrounding areas including mountain peaks for various snow sports, trails for mountain biking and hiking, or world-renowned wind sports and other water sports. The City firmly believes in and supports a healthy work-life balance. Relationship building and the ability to develop trust and respect throughout the community are vital.

The City of Hood River owns a wastewater collection system and treatment plant facility, which is operated by a contract third party. The system currently includes four Significant Industrial Users who have industrial discharge permits overseen by the City. The wastewater system is nearing its capacity limitations and will require significant planning, permitting, and capital investment in the coming years. The Wastewater Systems Engineer will have a key role in these activities and will provide technical guidance. This position works with Treatment Plant Staff to solve problems with a focus on collaboration with internal and external stakeholders including regulatory agencies.

Qualifications - The ideal candidate will have the following experience and training:

- Master's degree in civil, mechanical, or related engineering discipline is preferred. A bachelor's degree in civil, mechanical, or related engineering field from an accredited university or college will also be considered.
- 5+ years of engineering experience in wastewater system engineering.
- Professional Engineer (PE) license in Oregon or ability to obtain within the first 6 months of employment.
- Project management experience in planning and designing wastewater, collection, and treatment facilities is required.
- Experience with similar systems (water or wastewater) may also be considered.

Employee Benefit Overview

Trial Service Period: Regular probation is six months for all new employees.

Compensation: Payday is the 5th and 20th of the month unless those days land on a holiday or weekend and the payable is on the Friday before.

Medical, Dental, and Vision Insurance: Beginning the first day of the month after one month of employment, the City will pay 90% of the premiums for employees and any eligible dependents. The employee pays the remaining 10%. Medical insurance is currently provided through Regence; Dental insurance is currently provided through Delta Dental (Moda); and Vision is provided through VSP.

VEBA Program: Employees may be eligible to participate in the City's Voluntary Employee Beneficiary Association (VEBA) Program the City contribution is equal to the deductible.

Group Life and Accident Insurance: The City provides a \$5,000 Life insurance policy and \$5,000 AD&D policy currently through Hartford at no cost to the employee.

Retirement: City of Hood River retirement plan is through PERS. The City contributes depending on status level in PERS currently between 15% and 25%. The employee contributes 6% after 600 hours and six months of employment or earlier depending on status with PERS.

Deferred Compensation: Employees may elect to establish a deferred compensation account through Voya or Nationwide.

Sick Leave: Full-time Employees are credited with 4 hours of sick leave each pay period.

Vacation: All regular employees are eligible for vacation based on the schedule below. Vacation time is not credited until after the completion of the six-month trial service period.

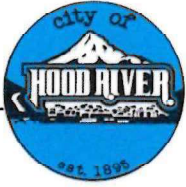
Length of Service:	<u>Accruals:</u>
Up to 6 months	5 days
6 months through 2 years	3.34 hours/pay period
3 years through 5 years	4 hours/pay period
6 years through 10 years	5 hours/pay period
11 years through 15 years	6 hours/pay period
16 years through 20 years	7 hours/pay period
21 years or more	8 hours/pay period

Holidays: The City grants 12 paid holidays and 1 floating holiday to all regular and trail service employees.

Executive Leave: 40 hours annually.

To Apply: Submit a cover letter, resume, and completed application to Sandy Galvez, Human Resources Manager, s.galvez@cityofhoodriver.gov. The job description can be viewed at <https://cityofhoodriver.gov/employment-opportunities/> The position is open until filled; the first review is on March 29th, 2024.

The City of Hood River is an equal opportunity, affirmative action employer.



CITY OF HOOD RIVER

211 2nd Street, Hood River, OR 97031 Phone: 541-386-1488

JOB DESCRIPTION **Wastewater System Engineer**

Department: Public Works

Reports to: Public Works Director

Classification: Full Time - Exempt

Grade: L

KEY DISTINGUISHING DUTIES:

The City of Hood River owns a wastewater collection system and treatment plant facility, which is operated by a contract third party. The system currently includes four Significant Industrial Users who have industrial discharge permits overseen by the City. The wastewater system is nearing its capacity limitations and will require significant planning, permitting, and capital investment in coming years. The Wastewater Systems Engineer will have a key role in these activities and will provide technical guidance. This position works with Treatment Plant Staff to solve problems with a focus on collaboration with internal and external stakeholders including regulatory agencies.

SUPERVISION:

- Received: This position works under the direction of the Public Works Director.
- Exercised: Collaboration with Treatment Plant Staff; may lead project interdepartmental teams.

RESPONSIBILITIES:

- Work collaboratively with and lead project teams to complete applicable planning, permitting, capital and other tasks by leading the team and providing technical engineering guidance to responsible teams.
- Prepare scopes and proposals for prospective projects. This may include development and administration of Requests for Proposals when outside assistance is needed from consultants.
- Oversee work completed by project team members and third-party consultants and contractors.
- Play a key role in all phases of project development, design, permitting, and construction.
- Analyze engineering data, prepare plans and specifications, and make sound engineering decisions to solve client challenges.

- Collaborate with Treatment Plant Staff on industrial pre-treatment oversight issues and correspondence. Complete all applicable regulatory compliance documents and reporting.
- Communicate and collaborate with Treatment Plant Staff to resolve issues as they arise.
- Collaborate on design and construction projects for City of Hood River non-wastewater projects as well as pre-treatment projects performed by industrial users within the City.
- Collaborate with government agencies for permits, reviews, and other necessary requirements. This includes the Oregon Department of Environmental Quality (ODEQ) which has oversight responsibilities for the City's wastewater treatment plant. It may also include other local and state agencies.
- Organize and conduct meetings with consulting partners, contractors, clients, and agencies.
- Effectively use design tools such as Bluebeam, AutoCAD Civil 3D, Microsoft Office, and modeling software to communicate engineering decisions in reports, technical memorandums, e-mails, and by telephone.
- Provide written and verbal presentations to City staff and City Council to keep others informed and to seek approval from elected officials for projects and other actions.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-motivated, team-oriented work practices, strong data analysis skills, technical problem-solving ability, organizational skills, and the ability to effectively multi-task in a fast-paced environment.
- Proficient skills with MS office Suite (Word, Excel, PowerPoint)
- Strong communication and writing skills.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Comply with safety requirements of the position and actively promote safe work practices.

EDUCATION, EXPERIENCE, LICENSING AND OTHER SPECIAL REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties and responsibilities of the job.

The ideal candidate will have the following experience and training:

- Master's degree in civil, mechanical, or related engineering discipline is preferred. A bachelor's degree in civil, mechanical, or related engineering field from an accredited university or college will also be considered.
- 5+ years of engineering experience in wastewater system engineering.
- Professional Engineer (PE) license in Oregon or ability to obtain within the first 6 months of employment.
- Project management experience in planning and designing wastewater, collection, and treatment facilities is required.
- Experience with similar systems (water or wastewater) may also be considered.

- May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.


WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Frequent repetitive motions including, but are not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitations.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The City is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act, the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval:  _____
City Manager

 _____
Date

By signing below, employee acknowledges that they have reviewed the job description, and they acknowledge the duties and requirements of the position.

Employee Signature

Date

EMPLOYMENT APPLICATION			
CITY OF HOOD RIVER			Received: _____
QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.			
JOB INFORMATION			
		* POSITION TITLE:	
PERSONAL INFORMATION			
* FIRST NAME	MIDDLE INITIAL	* LAST NAME	
* ADDRESS			
* CITY	* STATE		* ZIP
HOME PHONE		ALTERNATE PHONE	
* EMAIL ADDRESS		* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL <input type="checkbox"/> PAPER <input type="checkbox"/> PHONE	
EDUCATION			
WHAT IS YOUR HIGHEST LEVEL OF EDUCATION: <input type="checkbox"/> Some High School <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> High School <input type="checkbox"/> Technical College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Doctorate			
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>			
SCHOOL NAME		CITY	STATE
COLLEGE/UNIVERSITY EDUCATION			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
DRIVER'S LICENSE INFORMATION			
* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>		STATE WHERE ISSUED	CLASS
CERTIFICATES & LICENSES			
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER		ISSUING AGENCY	
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER		ISSUING AGENCY	

WORK HISTORY

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE	
ADDRESS	CITY	STATE	
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE	
ADDRESS		CITY		STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

SKILLS		
OFFICE SKILLS	TYPING (NET WORDS PER MINUTE)	DATA ENTRY (NET WORDS PER MINUTE)
OTHER SKILLS		
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN		
LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	
EMPLOYMENT OBJECTIVE		
ADDITIONAL INFORMATION		
Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous		
ATTACHMENTS		
Please list any attachments you are including with your application.		
Signature Verbiage		
<p>I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.</p> <p>I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.</p> <p>I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.</p> <p>I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement. I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.</p> <p>I have read and understand the above information.</p>		
X _____ SIGNATURE OF APPLICANT		_____ DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
☐ NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME ☐ PART TIME ☐ TEMPORARY FULL TIME ☐ TEMPORARY PART TIME ☐ VOLUNTEER ☐ INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- ☐ CAREERBUILDER.COM
- ☐ CRAIGSLIST.COM
- ☐ DICE.COM
- ☐ GOVERNMENT FINANCE OFFICERS
- ☐ GOVERNMENTJOBS.COM
- ☐ CITYOF HOOD RIVER WEBSITE
- ☐ OREGON CPCU SOCIETY
- ☐ OREGON EMPLOYMENT DEPARTMENT
- ☐ OREGON MUNICIPAL FINANCE OFFICERS
- ☐ OREGON PRIMA
- ☐ OREGONIAN NEWSPAPER
- ☐ OREGONIAN ON-LINE
- ☐ STATEMAN JOURNAL NEWSPAPER
- ☐ UNDERWRITINGJOBS.COM
- ☐ OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- ☐ YES
- ☐ NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- ☐ YES
- ☐ NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- ☐ YES
- ☐ NO