

**City of Harrisburg**  
**Public Works Utility III Position**  
**\$24.50 to \$32.23**

The City of Harrisburg seeks a motivated and hardworking individual to be part of our Public Works Team as a Utility III employee. The Harrisburg Public Works employees work with the city's infrastructure including water, sewer, storm sewer, streets, and parks, as well as maintenance of City facilities.

This employee will be the lead on projects and directs the Public Works crew in the absence of the Public Works Foreman. The ideal candidate efficiently and safely performs a wide variety of analysis, adjustments, and maintenance tasks to operate and maintain wastewater and water treatment plants in compliance with regulatory authorities. The incumbent performs a wide variety of routine and semi-skilled tasks requiring physical activity and the use of large equipment, motorized machines, power equipment, and hand tools. This position is the most advanced position in a series consisting of Utility I, II and III

Utility III Position Minimum Qualifications: High School Diploma or GED or equivalent is required. At least five years related experience in a municipal or special district water and sewer systems. Employee must possess the following certifications:

- Wastewater Treatment 1
- Wastewater Collection 1
- Water Distribution 1
- Oregon Commercial Driver's license (CDL) or must obtain within 12 months of hire

PW employees must establish and maintain residency within a thirty-minute drive from Harrisburg within six months from their date of hire.

The wage scale for a Public Works Utility III position is \$24.50 to \$32.23 based on the 2023/2024 Fiscal Year Budget and is subject to a 3% to 3.5% COLA increase effective July 1, 2024 if approved by the Budget Committee. The City also offers an excellent benefits package includes PERS, vacation, 11 paid holidays, sick and longevity pay as well as medical, vision, dental, an HRA/VEBA plan and life insurance for employees and dependents.

Please provide a City employment application and resume to the City of Harrisburg, Attn: Lori Ross, 120 Smith St., PO Box 378, Harrisburg, OR 97446. Applications can also be faxed to 541-995-9244 or emailed (**no encryption**) to [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us). **Applications must be received by 5:00PM April 5, 2024.**

Application packet materials may be obtained at City Hall, at 120 Smith St., or online at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us). The City of Harrisburg does not discriminate against individuals with disabilities and is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973. Veterans' preference is provided with a Veterans' Preference Form and submission of a copy of form DD-214 or 215 (Copy 4).

Posted: March 13, 2024



## **Public Works Utility III**

### **Position Description**

#### **Reports to: Public Works Foreman**

**Job Summary:** This employee, under the guidance of the Public Works Foreman, efficiently and safely performs a wide variety of analysis, adjustments, and maintenance tasks to operate and maintain wastewater and water treatment plants in compliance with governing authorities. The incumbent performs a wide variety of routine and semi-skilled tasks requiring physical activity and the use of large equipment, motorized machines, power equipment, and hand tools. This position is the most advanced position in a series consisting of Utility I, II and III

**Supervisory Responsibility:** This employee will be the lead on projects and direct the Public Works crew in the absence of the Public Works Foreman. In the absence of the Public Works Foreman the Utility III will report to the Public Works Director.

#### **Essential Duties/Functions and Responsibilities**

1. Communicate effectively and courteously with City employees and the public and establish effective working relationships.
2. Assist the Public Works Foreman with the installation, inspection, operation, maintenance and repair of the Water Treatment Facilities and the Wastewater Treatment Facilities.
3. Monitor controls, mechanical, digital, electronic, and water systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary.
4. Produce and maintain technical records and documents as required by state and federal agencies.
5. Troubleshoot and perform extensive preventative maintenance activities, with wastewater, storm water, water, street, or park systems. Includes flushing the water system and performing smoke testing as I & I protocol requires. Maintenance of the City's poplar plantation, as part of the wastewater facility management plan.
6. Keeps inventory and orders parts and supplies for Public Works. Does general requests for quotes and bids for larger equipment. Coordinates with work order requests, and schedules work with available resources.
7. Perform lab work and other readings and has the ability to work with chemicals. Order lab supplies and equipment as needed for treatment requirements.
8. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes, sewer lines, culverts.

9. Assist public works staff with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.
10. Maintain and operate generators.
11. Must safely operate City vehicles and equipment, including backhoe, tractor, dump truck, front end loader, jack hammer, jet rodder, forklift, and power tools.
12. Utilize proper safety protocol, including working in confined spaces, and verifying that Public Works Crew is also working safely.
13. Keep supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff.

**Non-Essential Duties:** As a member of the Public Works crew, this employee will work as part of a team that performs maintenance work such as painting, and landscaping in parks areas and on other City owned facilities.

**Qualifications and Experience:**

**Minimum:** High School Diploma or GED or equivalent is required. At least five years related experience in a municipal or special district water and sewer systems. Employee must possess the following certifications:

- Wastewater Treatment 1
- Wastewater Collection 1
- Water Distribution 1
- Oregon Commercial Driver's license (CDL) or must obtain within 12 months of hire

**Desirable:** Knowledge of the principles and practices of repair, maintenance, and construction of such things as water, wastewater, storm water, and street systems. Ability to understand and carry out instructions, work independently and with others and perform physical tasks in adverse weather conditions. Ability to keep accurate, detailed records and do simple arithmetic. Ability to work safely with chlorine and other various chemicals. Knowledge to instruct other Public Works crew members on matters of safety including the safe use of chemicals and equipment.

**Work Relationships:**

The employee works under supervision, and can lead work crews, providing some direction or supervision to other Public Works crew members. Most tasks are assigned orally. Work is reviewed less frequently than the work of Utility II employees. As the Utility III employee learns tasks, supervision becomes more general, and work is reviewed less frequently. The employee will often work independently, will often work with other co-workers, and will have frequent public contact.

**Physical and Mental Demands:**

The work is moderately to highly physical, with periods of walking, kneeling, reaching, standing, hearing and seeing. Heavy physical labor can occur, details in physical assessment. Reading and comprehension skills are routinely required on an everyday basis and are used on a regular basis for troubleshooting equipment. The incumbent will also operate a computer, or hand-held devices used by Public Works to read meters.

**Work Conditions:** The majority of each day will be spent outdoors, although some of it may be spent in controlled environment. This employee will often work at other locations

in the City, such as the water plant, wastewater facility, storm lifts, sewer lifts, and other City facilities. Physical tasks are sometimes performed in adverse weather conditions. The incumbent is on-call on occasion in order to respond to emergencies and other urgent needs, often during unusual hours, and in adverse weather conditions. Public Works employees are often first responders to any local emergencies declared by the regional emergency coordinator in Linn County, City Administrator, Public Works Director or by local EMS agencies.

**Attendance Requirements:** Most work is done during the day, with occasional work being required in the evenings or on weekends and with occasional emergency work being required in the evenings or on weekends. This employee is part of a rotational shift for being on-call and doing chores on weekends.

## ***Physical Requirements: Heavy Work Position***

POSITION INFORMATION:		
Job Title: Public Works Utility III	Employer: The City of Harrisburg	Dept./Location: Public Works

### **Frequency Definitions:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 - 5 times/minutes per shift.  
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS						
Particular working conditions associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific details as to condition.						
N	R	O	F	C	Condition	Descriptive Details/Comments
		X			Indoors	
			X		Outdoors	
	X				Extended work hours	
				X	Travel to multiple worksites	
		X			Slippery surfaces	
			X		Low background noise	
			X		Moderate background noise	
		X			High background noise	
		X			Fumes/odors	
		X			Respiratory protection	
		X			Dust	
			X		Varied/extreme temperatures	
		X			Cramped workspace	
	X	X			Exposure to hazardous materials	Certification to handle occasional chemicals and Chlorine tablets
		X			Personal protective equip. required	
			X		Glove use	
	X				Vibration – whole body	
	X				Vibration—extremity (arm, leg ,hand)	
					Other (specify)	
					Other (specify)	

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

MATERIALS AND EQUIPMENT USED						
Particular materials and/or equipment used with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to work tasks and materials/equipment used.						
N	R	O	F	C	Condition	Descriptive Details/Comments
		<input checked="" type="checkbox"/>			Computer	
		<input checked="" type="checkbox"/>			Mouse/Trackball	
	X				Ten Key/Calculator	
		<input checked="" type="checkbox"/>			Copier	
	X				Fax Machine	
		<input checked="" type="checkbox"/>			E-mail	
			X		Telephone	
		X			Heavy Equipment	
		X			Hand Tools	
		X			Power Tools	
	X				Hydraulic Equipment	
			X		Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/> )	
					Other (specify)	
					Other (specify)	

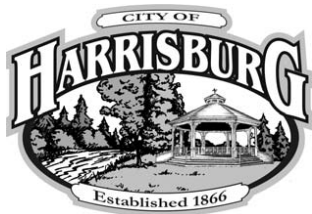
PHYSICAL DEMANDS						
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.						
N	R	O	F	C	Physical Demand	Descriptive Details/Comments
		<input checked="" type="checkbox"/>			Standing	
		<input checked="" type="checkbox"/>			Walking	
		X			Sitting	
			X		Driving	
			X		Lifting/Lowering (Max: 50 Avg. 20 lbs.) with assistive equipment? Yes No X	
			X		Carrying (Max: 50 Avg. 10 lbs.)	
		<input checked="" type="checkbox"/>			Pushing (Max: 40 Avg. 20 lbs.)	
		<input checked="" type="checkbox"/>			Pulling (Max: 40 Avg. 10 lbs.)	
		<input checked="" type="checkbox"/>			Dragging	
		<input checked="" type="checkbox"/>			Climbing (Max height: 30')	
		<input checked="" type="checkbox"/>			Stairs	
	X				Work at heights	
		<input checked="" type="checkbox"/>			Uneven Surfaces	
		<input checked="" type="checkbox"/>			Balancing	

PHYSICAL DEMANDS (CONTINUED)						
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.						
N	R	O	F	C	Physical Demand	Descriptive Details/Comments
		X			Stooping	
		X			Twisting	
		X			Kneeling	
		X			Crouching	
X					Crawling	
					Unexpected motions/reactions	
	X				Reaching overhead	
	X				Reaching forward	
	X				Reaching shoulder level	
X					Reaching backward	
		X			Handling	
	X				Pinching	
		X			Grasping	
					Seeing	
		X			Writing	
		X			Depth Perception	
		X			Color Vision	
					Other (specify)	
					Other (specify)	

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



City of Harrisburg  
120 Smith Street  
PO Box 378  
Phone: (541) 995-6655  
Fax: (541) 995-9244

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## APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

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### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Current Address:

If you have lived at your current address for less than one (1) year, please provide your prior address:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years old: Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status: Yes No

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### Employment Desired

Position: \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you currently employed: Yes No May we contact your current employer: Yes No

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### Education

Name & Address	# of Years Attended	Graduate (Y/N)	Major
High School			
College / University			
Trade, Business, or Tech. School			

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### General

Subjects of  
special study or  
research work:

Do you have a valid Drivers License? Yes No Do you speak another language? Yes No  
If yes, what language?



Special Skills:

Activities (Civic,  
Organizations):

\*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service: Rank: Are you active reserve: Yes No

In order to prove your eligibility for Veterans preference, you must submit a Harrisburg Veterans preference Form, with your DD214 or DD215 (Copy 4) form, with your application permit, prior to the job posting deadline.

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**Employment** (List at least three employers, starting with the most recent)

Dates Mo/Yr	Name & Address	Position Held	Reason for Leaving
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From / To

From / To

From / To

From / To

Which of these  
jobs did you like  
the best and why:

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**References** (Provide three references not related to you, who have known you at least one year)

Name	Address & Daytime Phone Number	How You're Acquainted	Years Acquainted
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1.

2.

3.

In case of emergency, notify:

Name	Address	Phone
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"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date:

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