



**CITY OF HOQUIAM**  
609 8th St.  
Hoquiam, WA 98550  
[www.cityofhoquiam.com](http://www.cityofhoquiam.com)

City Hall Departments

- Mayor  
Phone (360)538-3979  
Fax (360)532-4031
- City Administrator  
Phone (360)538-3983  
Fax (360)532-4031
- City Attorney  
Phone (360)538-3981  
Fax (360)532-4031
- Finance Dept.  
Phone (360)532-5700 Ext 0  
Fax (360)532-2306
- Municipal Court  
Phone (360)538-3965  
Fax (360)533-3602
- Community Services, Parks & Cemetery  
Phone (360)538-3970  
Fax (360)538-0938
- Public Works
  - Building (360)538-3980
  - Code Enf. (360)538-3980
  - Planning (360)538-3971Fax (360)538-0938
- Utilities (360)538-3963
  - Building (360)538-3968
  - Water Shop (360)538-3966
  - Street/Sewer Shop (360)538-3972Fax (360)532-2306

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Library (360)532-1710  
420 7th St.  
Hoquiam, WA 98550  
Fax (360)538-9608

Police Department (360)532-0892  
215 10th St.  
Hoquiam, WA 98550  
Fax (360)532-0899

Fire Department (360)538-3962  
625 8th St.  
Hoquiam, WA 98550  
Fax (360)532-3340

**CITY OF HOQUIAM**  
Wastewater Treatment Plant Operator  
\$3911-\$4592/Month

The City of Hoquiam is accepting applications for a wastewater treatment plant operator.

The position performs a variety of wastewater maintenance tasks at the treatment plant and in all of the sewer pump stations. A full job description and application can be obtained at [www.cityofhoquiam.com](http://www.cityofhoquiam.com).

Applications with a resume will be accepted until 3:00 p.m. on July 31st at the Hoquiam Administration Department, either by mail or in person. For more information about the position, please contact City Administrator Brian Shay at **360-538-3983** or [bshay@cityofhoquiam.com](mailto:bshay@cityofhoquiam.com).

**The City of Hoquiam is an equal opportunity employer**

## **POSITION DESCRIPTION**

Position Classification: WasteWater Treatment Plant Operator      Union Status: AFSCME  
Department/Division: Street/Sewer Department      FSLA Status: Non-exempt  
Salary Range:      Employment Status: FT  
Revision Hist:      2/98

### **GENERAL PURPOSE/SUMMARY**

Assists in the routine operation and maintenance of equipment in a secondary activated sludge treatment plant and in sewage/storm pumping stations.

### **SUPERVISION RECEIVED**

Works under general supervision of the Street Foreman.

### **SUPERVISION EXERCISED**

None generally. May serve as a lead worker over lower level operators or maintenance workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates and maintains motors, pumps, clarifier, comminutor, rotor aerators, chlorine equipment, valves and portable pumps.
- Assists as directed in collecting samples and performing routine, basic laboratory analysis.
- Assists in cleaning, painting, and maintenance of wastewater treatment plant buildings, facilities and grounds.
- Greases, lubricates and performs preventive maintenance on all plant equipment as directed.
- Assists in cleaning, painting, and maintenance of sewage/storm pumping stations.

### **WORK ENVIRONMENT AND EQUIPMENT OPERATED**

Work is performed indoors and outdoors, frequently in inclement weather, in confined spaces and at heights up to 10 feet, with occasional heights of up to 25 feet. Physical hazards include exposure to gases such as chlorine, and hydrogen sulfide, lab chemicals (acid bases), slippery floors, raw sewage, sharp objects, heavy equipment and working around equipment with automatic stop and start; work schedule includes weekends, holidays, and evenings.

Equipment used includes but is not limited to commonly used office appliances; microcomputers and calculators; emergency generators; centrifugal and progressing cavity pumps; flow meters, motor control centers, maintenance equipment such as hand and power tools; chlorinators and related systems; electric and hand operated hoists; hand operated valves;

check valves; comminutor; secondary clarification equipment; rotor aerators; hydraulic scales; variable speed electric drives; scum collectors; high pressure cleaning equipment; wash-down hoses; riding and push lawn mowers, weedeaters, sandblasters; weed spraying equipment; back flow preventors and self contained breathing apparatus.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of processes involved in wastewater treatment; standards and procedures for mechanical repair and equipment maintenance.
- Ability to learn to operate laboratory equipment, read and record measurements, and follow specific directions, both verbal and written.
- Ability to understand and carry out written instructions; read meters and gauges correctly; perform semi-skilled manual tasks; establish and maintain satisfactory working relations with other employees.
- Ability to climb ladders into pump stations and work in uncomfortable and confined spaces.

### MINIMUM QUALIFICATIONS

- Must be a high school graduate or have a G.E.D. certificate.
- Also must have a valid WA State Driver's License/no serious or frequent violations.
- Current First Aid/CPR Card.
- WA State Wastewater Certificate-Operator in Training(OIT) within 6 months of employment and obtain Group 1 Certification within 18 months of employment.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and /or move up to 50 pounds. Lifting includes airpicks, pump parts, and buckets; range of motion includes climbing ladders, staircases and spiral stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**City of Hoquiam**  
**EMPLOYMENT APPLICATION**  
 Administration Department  
 609 8<sup>th</sup> Street  
 Hoquiam, WA 98550

The City of Hoquiam is an equal Opportunity Employer

The City of Hoquiam provides reasonable accommodation to its employees & the public with disabilities, including disabled veterans.

An incomplete application may delay or disqualify you. Do not use pencil to complete this application.

### Personal

Position Applied For \_\_\_\_\_ Department \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day time Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you under 18 years old? ( ) Yes ( ) No

Notice: If you are currently under PERS, LEOFF, or TRS, your retirement benefits may be interrupted if you are hired by the City of Hoquiam. Contact State Department of Retirement Systems with questions.

### Education

High School Diploma or GED received? ( ) Yes ( ) No      If no degree, please specify semester or credit hours

College/University/Voc Tech School	City/State	Major	Degree/Cert	Credit Hours
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College/University/Voc Tech School	City/State	Major	Degree/Cert	Credit Hours
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College/University/Voc Tech School	City/State	Major	Degree/Cert	Credit Hours
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### Skills

Describe your skills, knowledge & abilities that qualify you for this position.

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List licenses, professional affiliations, and non-religious volunteer experiences that pertain to this position.

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## Employment History

(Please Read Carefully)

Resumes may be attached but will not be accepted as a substitute for completing this section. Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & US Military service. Attach separate sheets if necessary.

<b>From (month/yr)</b>	<b>Company Name</b>		<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>	<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>		<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>				
<b>From (month/yr)</b>	<b>Company Name</b>		<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>	<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>		<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>				
<b>From (month/yr)</b>	<b>Company Name</b>		<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>	<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>		<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>				
<b>From (month/yr)</b>	<b>Company Name</b>		<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>	<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>		<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>				

Have you been convicted of a felony or released from prison within the last 7 years?

Yes             No

If the answer is "yes", please give the nature of the crime, dates of conviction, & the court in which you were convicted.

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Do you have any relatives employed by the City of Hoquiam?    Yes    No

\_\_\_\_\_  
Name & Relationship of Relative (s) at the City of Hoquiam

Having a relative employed by the City of Hoquiam will not necessarily bar you from employment.

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This statement must not be altered. I understand that false or misleading information in any of my answers or statements will result in my application being eliminated from further consideration, or if employed, will be cause for my dismissal. All statements submitted on this application for employment will be subject to investigation and verification prior to appointment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This page is optional. It will be used only for record keeping purposes.

## RECRUITMENT INFORMATION

How did you learn about the job?

Position you are applying for? \_\_\_\_\_

Saw advertisement in paper (which one) \_\_\_\_\_

Magazine or Journal (which one) \_\_\_\_\_

Saw job posting (where) \_\_\_\_\_

Career Fair (which one) \_\_\_\_\_

Heard about it from current city employee (whom) \_\_\_\_\_

## E.E.O. Information

The data collected below will not be used to make employment decisions. It will be used for affirmative action record keeping purposes only.

Date of birth: \_\_\_\_\_ ( ) Male ( ) Female

( ) African American ( ) Hispanic ( ) Native American (proof of tribal affiliation is required)

( ) Asian ( ) Pacific Islander ( ) Caucasian (White, not of Hispanic Origin)