

**The City of Warrenton, Oregon is seeking a qualified individual to serve as Wastewater Treatment Plant Operations Supervisor.**

Range 28: \$6,018.83 - \$7,315.93 monthly + excellent benefits. FT Exempt Position under the direction of the Public Works Director.

Under the direction and general supervision of the Public Works Director, operates, maintains, and supervises activities of the Wastewater Treatment Plant as the Operations Supervisor. The Supervisor plans and arranges work as approved by the Public Works Director and provides supervision and training as needed of day-to-day activities for Wastewater Plant Operator II, Wastewater Treatment Plant I/Operator in Training, and Utility Workers or other assigned personnel at the Wastewater Treatment Plant. Performs all duties associated with the operation of the wastewater plant and sewerage system. Available to respond as needed to any alarms or emergencies at the Wastewater Treatment Plant and monitors the SCADA system both off site and on site.

**Minimum Qualifications include:**

- Must hold an Oregon DEQ Wastewater Treatment System Operator certification, Grade III.
- Must hold an Oregon DEQ Wastewater Collections System Operator certification, Grade II.
- 3 years minimum experience in water/wastewater collection, treatment, and plant operations.
- At least one year of supervisory experience is preferred.
- Thorough knowledge of the principles and practices of water/wastewater treatment plant operations specifically Sequence Batch Reactors; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of industrial waste.
- Thorough knowledge of the principles and practices of training and safe work practices.
- Use of word processing, spreadsheet, and database software.
- Able to direct, lead, and communicate effectively both orally and in writing.
- Effectively communicate and interact positively and cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

**Licenses, Certificates, and other Requirements:**

- Oregon Wastewater Treatment System Operator Grade III Certification.
- Oregon Wastewater Collections System Operator Grade II Certification.

To apply: Download application and full job description at [www.warrentonoregon.us](http://www.warrentonoregon.us); application packet can also be obtained at City Hall, 225 S. Main Ave., Warrenton, OR 97146; (503) 861-2233.

Mail application, resume, and cover letter to City of Warrenton, Attn: Public Works, PO Box 250, Warrenton, OR 97146 or email to [gshafer@warrentonoregon.us](mailto:gshafer@warrentonoregon.us); [citymanager@warrentonoregon.us](mailto:citymanager@warrentonoregon.us) & [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us).

**First review, December 19, 2024.**

EOE

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Mailing  
Address:

*Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been a City of Warrenton employee? YES  NO  If yes, when? \_\_\_\_\_

Are you now a City of Warrenton employee? YES  NO  Dept. \_\_\_\_\_

Do you have relatives employed by the City of Warrenton? YES  NO  If yes, indicate name, relationship, dept. \_\_\_\_\_

Do you possess a valid driver's license Class: YES  NO  State: \_\_\_\_\_

Endorsement: \_\_\_\_\_

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

High School Equivalency? YES  NO  School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_