



CITY OF GRANTS PASS
invites applications for the position of:

Water Treatment Superintendent

SALARY: \$31.43 - \$39.77 Hourly
\$5,447.87 - \$6,893.47 Monthly
\$65,374.40 - \$82,721.60 Annually

OPENING DATE: 01/02/18

CLOSING DATE: 02/01/18 05:00 PM

ABOUT THE POSITION:

The Water Treatment Plant Superintendent leads the Water Treatment division under the general supervision of the Public Works Director. It exercises full supervision of employees in the division as well as seasonal full time temporary staff. The position manages the operation and maintenance of a 20 MGD conventional surface water treatment plant, 13 remote booster pump stations and 8 reservoir sites. The superintendent is also responsible for the City's water quality laboratory for quality control and compliance analysis as well as assuming fiscal responsibility by participating in the preparation of and operating within an approved annual budget.

The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of our community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!

MINIMUM QUALIFICATIONS:

Training and Experience

An Associate's Degree and six years of directly related water treatment experience, two years of which must be supervisory or lead; or an equivalent combination of education and experience sufficient to successfully perform the essential job duties.

Licensing Requirements

Oregon Driver's License-Class C
OR Grade III Water Treatment Certificate. A Filtration Endorsement is preferred.

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be completed online, hand delivered or post-marked by the application deadline. Any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered. No late, incomplete or faxed applications will be accepted.

The required materials to be turned in for this recruitment are:

1. City Applications
2. Supplemental Questionnaire

3. Resume
4. Cover Letter

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process for our Public Safety Department includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position.

The initial selection process includes the following steps:

1. Application review
2. Oral interview and supplemental memo

The final selection process following interview includes the following steps:

1. Tentative offer
2. Driving and criminal history check
3. Background investigation
4. Pre-employment drug testing
5. Final offer of employment

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

The City's Veterans's Preference Form is available on the City's website.

All candidates will be notified of the status of their application after the closing date.

EEO/AA

Recreation

The recreational opportunities of the Rogue River are many: jet-boat trips, rafting, kayaking, paddle boarding, fishing, water skiing, swimming, hiking, and gold panning. In addition to the world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including show skiing at Mt. Ashland. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the Redwoods that stretch from San Francisco to Southern Oregon. Grants Pass' year round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with fine restaurants, theaters and a performing arts center.

Visitor information: www.travelgrantspass.com

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #18-1
WATER TREATMENT SUPERINTENDENT
TM

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Water Treatment Superintendent Supplemental Questionnaire

- * 1. Explain what prompted you to apply for this position.

- * 2. Tell of a time when you exhibited forward thinking and questioned the "status quo" in order to make improvements on the job.

* 3. Give an example of when you were responsible for an error or mistake and what did you do when you realized the error/mistake?

* 4. Give an example of when you have taken ownership of your own professional development.

* 5. Tell about a time you coached or mentored someone to a higher level of performance or a higher level position.

* Required Question



101 Northwest A Street
Grants Pass, Oregon 97526
541-450-6000

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name			First	Initial
Street Address		City & State		Zip
Mailing Address		City & State		Zip
Telephone Home	Work	Cell	Message	
Electronic Mail Address		Driver's License Number/ State Issued / Expiration Date		
Nickname or preferred name		Best way to reach you? Home Phone Cell Phone E-mail		

Answer all of the questions listed below:

- Are you 18 years of age or over? Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
- Have you previously been employed by the City of Grants Pass?
If so, when and what position/s? _____ Yes No
- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
- Do you have any relatives working here?
If yes, please provide their name, department and relationship to you below: _____ Yes No

7. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

8. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (_____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No	If so, # supervised? _____	May we contact this employer? Yes No
Duties/Responsibilities _____		
Reason for leaving: _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No	If so, # supervised? _____	May we contact this employer? Yes No
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving: _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving: _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Duties/Responsibilities _____		
Reason for leaving: _____		

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature
Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____

Gender:

Male

Female

Please check the appropriate box:

Ethnic Origin (select one):

- White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- Newspaper (please specify) _____
- Organization or Group (please specify) _____
- Newsletter or Journal (please specify) _____
- City Employee Employment Office
- City Web Site Other (please specify) _____