



# CITY OF GERING

## Job Posting Notice

**Job Title:** Water/Wastewater Operator I

**Department:** Water/Wastewater

**Starting Pay:** \$18.43 - \$20.32/hourly (based on experience & longevity)

**Classification:** Full-time, Union position

**Application Deadline:** 4:00pm, Friday, October 18, 2024

**Job Description:** Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**The City of Gering is seeking a full-time Water/Wastewater Operator I to assist in the installation, maintenance, and operation of the city's water and sewer systems. This position involves hands-on work with water mains, service lines, hydrants, valves, and lift stations. Candidates should have experience in public works or construction, be capable of performing physical labor, and possess a Nebraska Driver's License (with CDL and Water Operator's License required within one year). If you're reliable, safety-conscious, and ready to respond to emergency calls, we encourage you to apply!**

**To apply, please submit your resume and cover letter, along with your application, detailing your qualifications. Submit via email or in person.**

City of Gering  
Shannon Goss  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
sgoss@gering.org



## Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient. The application will be used for the initial review to select applicants for interviews.
2. **Resume & Cover letter are required:** A resume and cover letter must be submitted with the job application.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
6. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



## JOB DESCRIPTION

Title: Water/Wastewater Operator I

Type:  Full Time  Part Time  Seasonal

Department: Water/Wastewater

FLSA:  Exempt  Salary

Reports to: Water/Wastewater

Non-Exempt  Hourly

Supervisor/Department Head

Pay Grade: IBEW/4

Date Adopted:

Union:  Yes  No

Previous Revision Date: April 2023

Last Revision Date: October 2024

Safety Sensitive:  Yes  No

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### Job Summary:

The Water/Wastewater Operator I performs unskilled and semi-skilled tasks in the installation, maintenance, and operation of the water pumping, transmission, and distribution system, as well as the sanitary sewer collection system, lift stations, and treatment facilities. This position assists with repairs, equipment operation, and responds to emergency calls as needed.

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### Essential Functions:

- Install and repair water mains, service lines, fire hydrants, valves, tees, and manholes.
- Measure and record the location of valves and curb stops.
- Change, read, and repair water meters.
- Perform water and sewer line locations on city right-of-way.
- Operate trucks and medium equipment such as backhoes and trenchers.
- Flush and televise sanitary sewer and storm sewer lines.
- Service and maintain pumps and related facilities.
- Monitor water and wastewater systems using the SCADA system.
- Respond to after-hours service and emergency calls when required.
- Check, service, and repair lift stations, wells, and pumps.
- Service and occasionally repair vehicles, equipment, and buildings.
- Prepare areas for concrete and asphalt replacement.
- Basic computer skills & knowledge.
- Perform other related duties as assigned to support the overall functioning of the City.

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### Qualifications:

#### 1. Education and Experience:

- High School Diploma or equivalent.
- Must be 18 years of age or older.
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities.

#### 2. Necessary Knowledge and Skills:

- Operate vehicles and equipment like backhoes, loaders, and mowers.
- Skill in operating listed tools and equipment.

- Alert and extremely safety conscious, exercising caution and sound judgment.
- Ability to perform routine water and wastewater laboratory tests.
- Ability to work safely and establish effective working relationships.
- Ability to follow written and oral instructions accurately.
- Ability to communicate effectively (orally and in writing).

### 3. Special Requirements:

- Valid NE Driver's License.
- Valid Nebraska State Commercial Driver's License (CDL) or the ability to obtain one.
- Valid Nebraska Grade 4 Water Operator's License or the ability to obtain it within one year of hire.
- Ability to report to work within 30 minutes when on-call.

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### Tools & Equipment Used:

- Pickup truck, backhoes, trenchers, water meters
- Other water/sewer equipment
- Miscellaneous hand and power tools
- SCADA system
- Computer, variety of office machines

### Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Regularly reach, stand, and walk. Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl.
- At times, may need to work at considerable heights.
- Frequently lift and/or move up to 75 pounds; occasionally lift/move up to 100 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

### Work Environment:

- Regularly works outside in various weather conditions.
- Frequently works near moving mechanical parts and is exposed to wet, humid conditions
- Exposed to vibration and occasional electric shock.
- Exposed to fumes, airborne particles, and toxic or caustic chemicals.
- Noise level is usually loud.

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**Supervisory Responsibility:** None.

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**Disclaimer:** This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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.

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**Approved:**

*Pat Heath*

**City Administrator**

*10/10/2024*

**Date**



## CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

\_\_\_\_\_

Last Name                                      First Name                                      Middle                                      Date

\_\_\_\_\_

Street Address (physical & mailing address)                                      Contact Number

\_\_\_\_\_

City                                      State                                      Zip Code                                      Email Address

Have you ever applied for employment with us?

Yes  No                      If yes, dates: \_\_\_\_\_                      Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_                      Pay expected: \_\_\_\_\_

What hours are you available?

Full Time                       Part-Time                       Seasonal                       Overtime (if requested)

Are you legally eligible for employment in the United States?    Yes  No

Are you over the age of 18?      Yes      No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

\_\_\_\_\_

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces?  Yes  No

Describe any training received relevant to the position for which you are applying:

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**REFERENCES WE MAY CONTACT:**

\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
Name    Years Known                                  Telephone                                  Business

\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
Name    Years Known                                  Telephone                                  Business

\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
Name    Years Known                                  Telephone                                  Business

**EMPLOYMENT HISTORY:**

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name	_____	Telephone	_____
Address	_____	Starting Pay	_____
Supervisor's Name	_____	Ending Pay	_____
Job Title	_____	Employment Dates:	
Describe your work	_____	From:	_____
	_____	To:	_____

Reason for leaving

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

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

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

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

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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We may contact the employers listed above unless you indicate those you do not want us to contact.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:**

1025 P Street  
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to [sgoss@gering.org](mailto:sgoss@gering.org)