



CITY OF TOLEDO, OREGON
JOB RECRUITMENT – ANNOUNCEMENT

JOB REFERENCE NUMBER: 2026-01
SALARY: \$4857 - \$6390/month
DEPARTMENT: Public Works
POSITION TITLE: Junior Facility Operator - Water Treatment
POSTING DATE: May 7, 2026
CLOSING DATE: Friday, June 12, 2026 @ 5pm

How to apply: Please submit a completed City of Toledo employment application, cover letter and resume to Human Resources, information listed below. A copy of the full job description and the employment application is available on the City’s website at <https://www.cityoftoledo.org/jobs>. You may also pick up a copy at City Hall. For further information concerning the above vacancy please contact Human Resources at 541.635.2008.

Toledo City Hall
Attention: Human Resources
206 N. Main Street
PO Box 220
Toledo, Oregon 97391
E-mail: hr@cityoftoledo.org

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

*The duties/responsibilities, experience and certifications listed below is a summary of the requirements for this position. To see a full list of the position requirements, please refer to the Job Description located on the City of Toledo Careers webpage: <https://www.cityoftoledo.org/jobs>

The Junior Facility Operator is responsible for the general maintenance and operation of the City-operated Water Treatment plant, including equipment operation and maintenance, conducting required testing and recording for plant operations in accordance with City and State of Oregon requirements. **This position serves as the Saturday/Sunday duty operator for the water treatment facility – must be able to work weekends** - and is paid on a salary basis with overtime eligibility.

Qualifications

Minimum Education

- High School Diploma or equivalent (GED)

Experience

- One (1) year of Public Works or related experience
- Practical experience in a treatment plant or industrial maintenance role is highly desirable.



Certifications/Licenses

- Valid Oregon State Class C Driver's License
- Oregon Class B Commercial Driver's license with tank & air brake endorsement within a specified timeframe
- Treatment Level 1 Certification within 90 days of appointment
- Treatment Level 2 Certification within 18 months of appointment
- *First Aid/CPR certification, forklift certification and flagger certification are desirable. Grade II or Grade III Water Distribution System operator certificate is highly desirable.*

Certifications/Licenses

- Valid Oregon Driver's License or ability to obtain one upon acceptance of the position

Must be able to submit documentation of the above upon request

Conditions of Employment

This position requires the successful completion of a criminal background check, drug screening and may include verification of professional references. The employee must maintain a valid driver's license and a safe driving record. The employee must comply with all City policies, participate in ongoing training and professional development and successfully complete any applicable probationary period.

Additional Information

Equal Opportunity Employer:

The City of Toledo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic under applicable law.

Veteran's Preference:

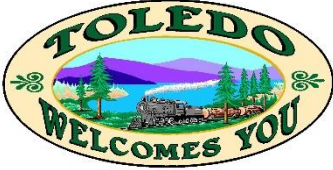
Qualified veterans may receive preference in the hiring process in accordance with Oregon law. If you are claiming veteran's preference, please indicate this on your application and provide the required documentation.

Reasonable Accommodation:

In compliance with the Americans with Disabilities Act (ADA), the City will provide reasonable accommodation to qualified individuals with disabilities throughout the recruitment, application and selection process. If you require accommodation at any stage, please contact Human Resources in advance.

E-Verify Participation:

We participate in E-Verify, a federal program that verifies employment eligibility for all new hires. For more information, visit <https://www.e-verify.gov/>

	City of Toledo Junior Facility Operator - Water Treatment Job Description	
	Salary Range: \$4857 - \$6390/month	Department: Public Works Department
	Classification: FLSA Non-Exempt	Supervisor: Public Works Director
	Representation: Toledo Employees' Association	Location: Water Treatment Plant

General Roles and Responsibilities

The Junior Facility Operator is responsible for the general maintenance and operation of the City-operated Water Treatment plant, including equipment operation and maintenance, conducting required testing and recording for plant operations in accordance with City and State of Oregon requirements. This position serves as the Saturday/Sunday duty operator for the water treatment facility and is paid on a salary basis with overtime eligibility.

Supervision Received and Exercised

- This position reports to the Public Works Director
- There are currently no supervisory functions for this position

Knowledge and Skills Required/Desired

Minimum Education

- High School Diploma or equivalent (GED)

Experience

- One (1) year of Public Works or related experience
- Practical experience in a treatment plant or industrial maintenance role is highly desirable.

Certifications/Licenses

- Valid Oregon State Class C Driver's License
- Oregon Class B Commercial Driver's license with tank & air brake endorsement within a specified timeframe
- Treatment Level 1 Certification within 90 days of appointment
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- *First Aid/CPR certification, forklift certification and flagger certification are desirable. Grade II or Grade III Water Distribution System operator certificate is highly desirable.*

Must be able to submit documentation of the above upon request

Knowledge Of:

- Basic operating principles of surface water treatment systems, including filtration, disinfection and chemical dosing
- Standard operating procedures for monitoring, adjusting and maintaining plant processes (e.g., filter backwashing, flow control, chemical feed adjustments)

- Methods and procedures for sampling and analyzing water quality, including turbidity, pH, chlorine residual, alkalinity and temperature
- Interpretation of laboratory and process control data to support operational adjustments
- Applicable drinking water regulations and reporting requirements, including Oregon Health Authority and EPA standards related to surface water treatment and water quality monitoring
- Basic operation and use of Supervisory Control and Data Acquisition (SCADA) systems for monitoring plant conditions and alarms
- Routine maintenance practices for water treatment facilities, including use of hand and power tools and general facility upkeep
- Occupational hazards and standard safety practices related to water treatment operations, including confined space awareness and chemical handling

Skills & Abilities:

- Monitoring plant operations and recognizing abnormal conditions
- Recording accurate operational and laboratory data and maintaining required logs
- Performing routine laboratory tests and applying results to adjust treatment processes
- Operating and maintaining equipment used in water treatment and facility upkeep
- Using SCADA systems and basic computer applications for data entry and communication
- Following written procedures and verbal instructions with attention to detail
- Communicating effectively with supervisors, coworkers and the public
- Working independently and as part of a team in a safety-focused environment

Essential Functions

Plant Operations (60% of Time)

- Monitors all observed variations in operating conditions.
- Confirms all equipment is running at set parameters.
- Maintains a log of operations and records required information.
- Communicates with a supervisor regarding operations and any other essential information.
- Maintains and repairs water facility equipment, hand tools and power tools.
- Performs general maintenance of the facility, including custodial and landscape work
- Backwashes filters.

Lab Testing (25% of Time)

- Performs required daily operational tests, including Jar testing, PH testing, turbidity, temperature and alkalinity testing.
- Performs state required testing, such as; Oregon Health Authority Surface Water Quality Data Form, Daily Low Chlorine Residual, Peek Hourly Demand Flow, Turbidity Monitoring Report (highest daily turbidity) etc.
- Adjusts plant parameters, as needed, based upon laboratory test results.

Special Projects (15% of Time)

- A. Assists public works crews as needed for major problems such as water line breaks, sewer line stoppages, etc., as time allows.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

The conditions described below are representative of those encountered while performing the Essential Functions of this position, including plant operations, laboratory testing and facility maintenance.

Work Environment

Work is performed primarily at a water treatment facility and involves regular exposure to conditions associated with treatment plant operations and laboratory testing. Employees routinely work with and around treatment chemicals, including lime, chlorine, soda ash, acids and bases and may be exposed to wet surfaces, moving mechanical equipment and confined spaces.

These conditions are present during a substantial portion of the work (approximately 50% of time), particularly while performing plant monitoring, equipment maintenance and laboratory sampling and testing. Moderate exposure to hazards or obstacles (e.g., chemical handling, equipment operation and access to basins or treatment areas) occurs on a recurring basis.

Physical Demands

The physical requirements described below are directly related to performing operational monitoring, laboratory analysis and routine maintenance tasks:

- **Lifting and Carrying:**
 - Up to 5 pounds: frequent (e.g., lab tools, sample containers)
 - 5–25 pounds: occasional (e.g., chemical containers, tools)
 - 25–60 pounds: frequent (e.g., bags of treatment chemicals, equipment components)
 - Over 60 pounds: infrequent and typically requires assistance
- **Manual Dexterity**
Regularly required for:
 - Collecting water and sludge samples
 - Performing laboratory testing (e.g., pipetting, measuring, recording results)
 - Adjusting valves, controls and chemical feed systems
 - Operating hand and power tools for maintenance and repair
- **Mobility and Positioning:**
 - Frequent standing and walking during plant rounds and inspections
 - Frequent bending, kneeling and reaching when accessing equipment or performing maintenance
 - Climbing ladders or accessing elevated or confined areas as needed
- **Vision and Focus:**
 - Required for reading gauges, SCADA screens, lab instruments and completing logs and reports
 - Occasional close work for detailed laboratory analysis and computer-based data entry

Work Schedule and Availability

The typical work schedule consists of assigned shifts designed to support continuous plant operations, including:

- Standard schedule: five consecutive eight-hour shifts

This position **requires**:

- Availability for **on-call duty** to respond to operational issues or emergencies
- **Prompt response to call-outs**, including after-hours situations
- Serving as **Saturday/Sunday** duty operator for the water treatment facility
- Occasional **overtime**, depending on plant conditions, maintenance needs, or emergencies

Safety and Compliance

Work is performed in accordance with established safety practices and regulatory requirements. Employees are expected to follow all safety procedures related to chemical handling, equipment operation, confined space entry and general facility operations, consistent with applicable safety standards and water treatment regulations.

General Statement

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the Essential Functions of the position, consistent with applicable law. Essential Functions are those that are fundamental to regulatory compliance and the continuous delivery of safe drinking water. Secondary duties, such as custodial work, landscaping, or assisting other public works crews, are considered non-essential and may be reassigned as appropriate.

The duties, working conditions and physical requirements described above are representative and not intended to be all-inclusive. They may be modified as operational needs change. This job description does not constitute an employment agreement and may be revised at any time.

Conditions of Employment

This position requires the successful completion of a criminal background check, drug screening and may include verification of professional references. The employee must maintain a valid driver's license and a safe driving record. The employee must comply with all City policies, participate in ongoing training and professional development and successfully complete any applicable probationary period.

Revised: May 1, 2026

Adopted: August 1, 2018

Employee Name

Employee Signature

Date