



ROSEBURG URBAN SANITARY AUTHORITY

ROSEBURG, OR • FOUNDED 1983

Collections Operator I

Salary Collections Operator I \$4380 - \$5590 monthly

Closing Open until filled

Location Roseburg Urban Sanitary Authority Administrative Office
1297 NE Grandview Dr., Roseburg, OR

Department Collections

Overview of the Position

Roseburg Urban Sanitary Authority has a full-time opening in our Collections Department. We will be hiring a Collections Operator I. This is semi-skilled work in one or more areas in the wastewater collection system or other related RUSA facilities involving installations, maintenance, repair, and construction activities or coordination of a service related to one or more areas listed above. The position will report to the Collections Supervisor. Supervision is not a function assigned to this position.

If you would like to learn more about this position, please see the job description link below:

<https://www.rusa-or.org/collections-operator-i-oit>

Training & Experience:

Roseburg Urban Sanitary Authority will consider any equivalent combination of knowledge, skill, education, and experience to meet the minimum qualifications.

- High School diploma, or completion of a GED® Certificate.
- Live within a 45- minute commute of the RUSA office.

Licenses & Certifications:

- Be able to obtain a Wastewater Collection Grade I certification from the Oregon Department of Environmental Quality within 18 months of appointment.
- Possession of a valid Oregon Driver's License at time of appointment.
- Be able to obtain a Oregon Class "B" commercial driver's license (CDL) permit within 60 days of appointment, a valid Oregon Class "B" CDL within 180 days of appointment and a valid Oregon Class "A" CDL within 36 months of appointment
- Obtain and maintain a Work Zone Traffic Control and valid First Aid/CPR card within one year of appointment.
- Must complete Competent Person and Asbestos Awareness class within one year of appointment.

Selection and Interview Process:

Top candidates will be interviewed. References will be checked, please ensure that the contact information included in the application is correct. Successful candidates will be required to submit to a driving record check and criminal background check, and drug test.

Post-offer physical will be required as part of the final employment with the Authority.

Equal Employment Opportunity:

Roseburg Urban Sanitary Authority (RUSA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: RUSA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RUSA are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social, or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations. RUSA will not tolerate discrimination or harassment based on any of these characteristics.

Veterans' Preference:

Roseburg Urban Sanitary Authority follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214/DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefits summary/award with your application.

Benefits Summary:

Roseburg Urban Sanitary Authority provides a comprehensive benefits package including medical, vision, dental, long-term disability, life Insurance, and various voluntary benefits. Roseburg Urban Sanitary Authority participates in the State of Oregon Public Employees Retirement System (PERS). All full-time employees are eligible for medical benefits the first month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.rusa-or.org/rusa-employee-benefits>

Roseburg Urban Sanitary Authority

Roseburg Urban Sanitary Authority is a Special District that provides sanitary sewer service to the City of Roseburg and the Urban Growth Boundary adjacent to the City.

Roseburg Urban Sanitary Authority's conveyance system is approximately 15.6 square miles and services about 11,000 connections. The system includes 8 public and 1 private pump stations, 4150 manholes, and approximately 160 miles of sewer main lines. Installation of the collection system dates back prior to 1925.

RUSA's wastewater treatment plant includes a traditional treatment facility constructed in the early '80s. In 2011 Roseburg Urban Sanitary Authority completed a natural treatment facility covering 340 acres used to reduce the nutrients in the discharge water. Both facilities discharge to the South Umpqua River.

For more information, please visit our website: <https://www.rusa-or.org>

Roseburg, Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low, and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg is the county seat and largest city in Douglas County. The population is 24,915 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity, and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community-oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city

boasts numerous park areas, including tennis courts, soccer, and ball fields, a 9-hole golf course, skate park, disc golf course, dog park, and walking trails. Roseburg is the location of choice for many who seek a high-quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals, and Music on the Half Shell, among others, are held throughout the year for residents and tourists. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base.

How to Apply

Applications will be accepted until the position is filled. Applications can be found at:

<https://www.rusa-or.org/employment-opportunities>

Complete the application form and submit in one of the following methods:

Email: harmony@rusa-or.org

Mail: Roseburg Urban Sanitary Authority, PO Box 1185, Roseburg, OR 97470

In-Person: Roseburg Urban Sanitary Authority, Administrative Office, 1297 Grandview Dr.
Roseburg, OR 97470

Questions: Please direct questions to Roseburg Urban Sanitary Authority Administration,
Finance/HR Director at 541-672-1551.