



## COUNCIL WORK SESSION

Wednesday, September 06, 2023 at 2:00 PM

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### COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Brandon Sundeen  
Vacant Position

### LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL WORK SESSION TO ORDER

**VISITOR COMMENTS** - *Limited to three (3) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a break around 4:00PM*

1. 2:10PM - Length of Service Recognition - Lisa Scholl (20 years) & Nicole Woodruff (15 years)
2. 2:20PM - Columbia Economic Team (CET) Semi-Annual Report - *Executive Director Paul Vogel*
3. 2:40PM - Columbia River Fire & Rescue District Financial Assistance Proposal - *City Administrator John Walsh*
4. 3:00PM - Economic Opportunities Analysis Update - *City Planner Jacob Graichen and Associate Planner Jenny Dimsho*
5. 3:10PM - Review Proposed Rates Increases for Waste Management Drop Box Services - *City Administrator John Walsh*
6. 3:25PM - Review New Job Descriptions - *City Administrator John Walsh*
7. 3:40PM - Assignment of Voting Delegate and Alternate for LOC Business Meeting
8. 3:50PM - Report from City Administrator John Walsh

### ADJOURN

### EXECUTIVE SESSION

*Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

**FOR YOUR INFORMATION**

Upcoming Dates to Remember:

- September 4, Labor Day, City Offices Closes
- September 6, 2PM, Council Work Session, Council Chambers/Zoom
- September 6, 7PM, Council Regular Session, Council Chambers/Zoom
- September 11, 4PM, Parks and Trails Commission, Council Chambers/Zoom
- September 11, 7:15PM, Library Board, Zoom
- September 12, 7PM, Planning Commission, Council Chambers/Zoom
- September 13, 4PM, Joint City Council/Planning Commission, Council Chambers/Zoom
- September 14, 5:15PM, Council Special Session, Zoom

Future Public Hearing(s)/Forum(s):

- October 18, 6:45PM, Comprehensive Plan & Zoning Map Amendment at 58646 McNulty Way

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/88563089688?pwd=WW12S244ektuN3dYL2VRUDJYVXYxdz09>

Meeting ID: 885 6308 9688

Passcode: 410775

Dial: 253-205-0468

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217.

# LENGTH OF SERVICE RECOGNITION



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: September 6, 2023

I am happy to announce that we have two employees who have reached milestones in their employment with the City of St. Helens. The following individuals will be recognized at the September 6 Work Session.

## **20 Years**

**Lisa Scholl** started working for the City in 2003 as a Planning Secretary. She was then promoted to Administrative Assistant in 2010. In 2015, the position was reclassified to a Deputy City Recorder where she still serves today.

I would have to say, "Lisa is a fantastic employee and an all-around great human being! She is very conscientious and her attention to detail is impeccable. I have appreciated working with her since she came on board in 2003. I can count on her without hesitation. Lisa often is the default "party planner" for City employee events. She does her work with enthusiasm and thoroughness. She is a tremendous asset to the City."

Communications Officer Crystal King had this to say, "Lisa is a model coworker and employee. I've had the pleasure of working with her for 15 years, and she has always gone above and beyond in fulfilling her job duties. She is conscientious, reliable, takes on extra duties when needed, and graciously helps with coverage. One of her most admirable qualities is that she embodies the good qualities that the public expects government employees to exhibit. She's trustworthy, ethical, unbiased, and a hard worker. She is a true credit to the City of St. Helens and the St. Helens community."

City Planner Jacob Graichen shared this about Lisa, "There are some employees that an employer is blessed to have. And having worked with Lisa in her various capacities over the last 16 years, there is no question she is one of them."

## **15 Years**

**Nicole Woodruff** started working for the City in 2008 as a part-time Library Assistant. After a brief 4-month layoff due to budget constraints, she was rehired into her previous position in October 2009. In 2016, she was promoted into Library Technician I where she currently serves the citizens of St. Helens.

Library Director Suzanne Bishop had this to say, "Nicole is a dedicated public servant and her attention to detail is important to the smooth functioning of the Library. Selecting and preparing materials for the collections is part of the backbone of the library, and she excels in this area. She takes an interest in all aspects of the library and her long tenure means she can provide helpful context. She has a passion for, and keeps knowledge of, library principles and practices. She designs and presents popular

programs for adults. We are fortunate to have had the benefit of her knowledge and experience for the past 15 years and hope she will be with us for years to come.”

Item #1.

**Congratulations Lisa and Nicole** and **thank you** for your service!



# Columbia River Fire & Rescue

## ADMINISTRATION OFFICES

270 Columbia Blvd \* St Helens, Oregon \* 97051  
Phone (503)-397-2990 \* [www.crfr.com](http://www.crfr.com) \* FAX (503)-397-3198

Item #3.

### Memorandum

**To:** City Administrator John Walsh

**From:** Division Chief: Jimmy Sanchez

**Date:** 08/21/23

**Memo#:**23-24-18

**Re:** Proposal for a \$1.6 million loan from the city of Saint Helens, OR.

Per our conversation today,

I propose that Columbia River Fire & Rescue partner with Gulgun Ugur (Hawkins, Delafield & Wood LLP) obtain a \$1.6M loan from the city of St. Helens. We can request a conflict waiver from Gulgun Ugur and work with them to iron out the fine print. Upon receipt of tax revenue, CRFR will pay the full amount back by November's end. This will ensure that emergency services continue without interruption. This partnership will prove fruitful for all parties involved despite the political pressure that you have received to not follow through with this loan. It is unimaginable to assume that the public would not want to assist in keeping emergency services for St. Helens and Columbia County uninterrupted. This partnership would further assert the city's willingness to provide for its citizens and those in need of emergency care in conjunction with CRFR.

We look forward to your response and collaboration in this matter.



August 29, 2023

John Walsh  
City Administrator  
City of St. Helens  
265 Strand Street  
St Helens, OR 97051  
[jwalsh@ci.st-helens.or.us](mailto:jwalsh@ci.st-helens.or.us)

Re: 2023 Inflation Adjustment

Please find the enclosed 2023 rate schedule for garbage drop box collection services provided by WM to the City of St. Helens.

These rates are based upon the published Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services, or successor index ("CPI"), July to July, as published by the Bureau of Labor Statistics of the United States Department of Labor. This year's index changes are described on the attached page. The annual change is an increase of 5.825%. Per our contract, WM is allowed 50% of this annual change not to exceed 1.5% which results in a 1.5% increase.

Please review this schedule and let me know of any discrepancies as WM will adjust our billing system to reflect these changes effective October 1, 2023.

WM looks forward to providing quality garbage drop box collection services to the City of St. Helens in the years ahead.

Sincerely,

A handwritten signature in black ink that reads 'Kelly Emerson'.

**KELLY EMERSON**  
Contract Compliance Administrator  
Public Sector, Pacific Northwest  
[kemerson@wm.com](mailto:kemerson@wm.com)

**Waste Management - Columbia County Operations**  
**St. Helens - Rates for Drop Box Services**  
**As of October 1, 2023**

	CPI 1.50% 10/1/2022	CPI 1.50% 10/1/2023
10 Yard Drop Box Haul	\$ 138.05	\$ 140.12
20 Yard Drop Box Haul	\$ 144.95	\$ 147.12
30 Yard Drop Box Haul	\$ 152.59	\$ 154.87
40 Yard Drop Box Haul	\$ 152.59	\$ 154.87
Compactor Haul	\$ 290.64	\$ 294.99
Rental Per Day - All sizes	\$ 4.63	\$ 4.69
Rental Per Month - All sizes	\$ 92.99	\$ 94.38
Mileage - All sizes	\$ 1.82	\$ 1.84
Disposal Rate/Ton	\$ 100.97	\$ 106.12
<b>Plus franchise fee added to total monthly charge:</b>	<b>7%</b>	<b>7%</b>



Effective 11/19/2020

**Section 6. Franchise Fee.** In consideration of the rights, privileges and franchise herein granted, Franchise Holder shall pay an annual franchise fee to the City equal to Seven percent (7%) of Franchise Holder's annual Gross Receipts. Franchise fees shall be paid on a quarterly basis and are due and payable within thirty (30) days of the end of each quarter. Annually, and no later than ninety (90) days following the close of Franchise Holder's fiscal year, Franchise Holder shall submit a written report to the City Administrator, that includes:

- a) a summary of Franchise Holder's previous year's customers, services provided, and new services, if any; and
- b) a calculation of Franchise Holder's Gross Receipts and the amount of franchise fees paid to the City during Franchise Holder's previous fiscal year.

**Section 7. Rates.** The rates to be charged for collection of Solid Waste under this Franchise are set forth at **Exhibit A** attached hereto, as the same shall be adjusted, during the term of this Franchise, in accordance with Sections 8 and 9 below.

**Section 8. Annual Rate Adjustments.** The rates shall be adjusted on October 1, 2021 and annually thereafter, by a percentage equal to one-half of the annual percent change in the average *Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services*, or successor index ("CPI"), July to July, for West-C, all items (1982-84 = 100), (Series CUUR0000SEHG, CUUS0000SEHG), as published by the Bureau of Labor Statistics, not seasonally adjusted, and not to exceed one and one-half percent (1.5%) (<http://www.bls.gov/cpi/home.htm>) for the 12-month period ending nearest, but at least SIXTY (60) days prior to, each annual adjustment date. Franchise Holder shall notify the City of any rate adjustments hereunder at least THIRTY (30) days in advance, provided however, that Franchise Holder's failure to notify the City of such rate adjustments prior to the annual adjustment date shall not waive Franchise Holder's right to adjust rates at any time thereafter. Adjustments to the rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) will not be considered in calculating adjustments. Annual CPI adjustments shall not be negative. If the CPI index series decreases year-on-year, no CPI adjustment will occur.

**Section 9. Other Rate Adjustments.** Franchise Holder may at any time request a rate revision whenever a significant change in revenue or expenses occurs or is anticipated, or in the event of Uncontrollable Circumstances (see Section 15). In the event Franchise Holder requests a rate revision, the City shall consider such request in good faith and shall act upon the request without undue delay, but in no case later than SIXTY (60) days from the date the request was made. In determining reasonable rates, the City Council shall consider all relevant factors, and the City and Franchise Holder shall work in good faith to develop and adjust the rates, as necessary, to allow Franchise Holder to earn a reasonable rate of return. The City agrees that it shall not unreasonably withhold its consent or unreasonably delay a rate review request submitted by Franchise Holder.



**Consumer Price Index - All Urban Consumers**  
**Original Data Value**

**Series Id:** CUUR0000SEHG,CUUS0000SEHG

**Not Seasonally**

**Series Title:** Water and sewer and trash collection services in U.S. city average, all urban consumers, not seasonally adjusted

**Area:** U.S. city average

**Item:** Water and sewer and trash collection services

**Base Period:** DECEMBER 1997=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2	% of Change	0.50% of change	Not to exceed 1.5%
2011	175.754	177.194	177.694	178.033	178.521	178.640	179.820	180.762	181.569	181.916	182.254	182.758					
2012	183.984	185.499	186.280	187.473	187.788	188.489	189.750	191.927	191.833	192.370	192.921	193.237					
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203					
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414					
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386					
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745					
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842					
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204	234.760	239.509			
2019	241.606	242.011	242.611	243.49	243.774	244.322	244.943	245.549	245.903	246.741	247.364	247.567	242.969	246.345			
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.65	256.456	250.331	254.588	3.045%	1.522%	1.500%
2021	257.722	258.763	259.204	259.581	259.542	260.4	261.706	262.81	263.747	264.278	264.58	265.365	259.202	263.748	3.687%	1.843%	1.500%
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097	274.984	276.759	276.892	277.824	278.464	270.076	276.337	4.353%	2.176%	1.500%
2023	281.461	283.663	284.166	285.052	286.322	287.457	289.005						284.687		5.825%	2.913%	1.500%

## City of St. Helens

**Job Title:** ~~BUILDING & ADMINISTRATION SECRETARY~~ BUILDING PERMIT  
TECHNICIAN

**Department:** Community Development ~~/Administration~~

**FLSA Status:** Non-Exempt

**Union:** Yes

**Date Revised:** ~~March 21, 2012 November 17, 2008~~ December 30, 2022

### GENERAL PURPOSE

~~Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Community Development Building Department and City Administration Departments staffs, and assisting in the administration of the standard operating policies and procedures of these departments. Assists the City Recorder in various administrative functions.~~

The Building Permit Technician performs a variety of complex clerical, administrative, and accounting duties in supporting the Building Division's administration and enforcement of the adopted City and state building codes. ~~department and permit software program process. Provides information and assistance to customers in applying for and obtaining city building permits. This includes providing friendly and professional service and assistance to internal and external customer requests, to issue building permits in a timely manner. Work may require independent judgement in the application of regulations and established procedures of the Building Division department. May assist less experienced co-workers in department procedures. May provide administrative and clerical assistance to other division staff as assigned.~~

### SUPERVISION RECEIVED

Works under the close supervision of the ~~Building Official and City Recorder~~ Finance Director.  
Building Official.

### SUPERVISION EXERCISED

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and providing technical assistance on building related information to the public ~~over the phone and front counter.~~
- Prepares reports, correspondence, and/or invoices for Building Division related matters.
- Collect, balance, and report daily Division revenues.
- Review permit applications and construction documents and provide assistance to applicants to ensure submittals are complete and accurate.

- Engaging in the permit process from application intake to certificate of occupancy. This includes but is not limited to; application intake, routing plans to other departments and/or outside agencies for review, tracking plan review processes, coordination with customers, other staff, other divisions and/or agencies for information accuracy, Division related notifications, and permit issuance.
- Calculates and verifies various fees, prepares fee estimates, and applies fees to permits.
- Issues Building Division Permits.
- Daily reconciliation of all online building permit fees collected through the online permitting system. Which includes daily reporting to the finance department.
- Monthly invoicing for services rendered through IGA's; monthly reporting to census bureau of building permits issued for new privately owned housing units.
- Quarterly reports and payouts for state surcharge and school excise tax.
- Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permit/license. (i.e. building, mechanical, plumbing, dog licenses, parks reservations, watershed permits, business licenses, etc.)
- Review and process residential and commercial construction documents at intake of the application process for permitting; reviews applications to ensure accuracy and completeness; assists in completing the applications; provides information regarding the application process and city procedures to ensure adequate information is being submitted for review.
- Enters permitting information into online software program accurately; verifying ownership of property through assessor records as well as lot, map and tax lot information associated with the property.
- Monitors the permit review process by routing applications and plans and tracking applications through the approval process; ensures timely processing of application requests.
- Facilitates issuance of a variety of permits including building permits, mechanical permits and plumbing permits. Helps determine the type of permit and review process as well as fee assessment associated with the permit type. Acts as liaison between customers and the city throughout the permitting process; provides permit cost estimates upon request.
- Daily preparation and coordination of requested inspections. Including but not limited to notification of inspections to be performed by other divisions or agencies, sending or receiving inspection reports, and customer notifications.
- Provides clerical and administrative services to the Building Division Board of Appeals, as needed. Includes scheduling meeting dates/times and reserving meeting space, providing legal notices to the media and public, creating agendas, collecting data, distributing meeting packets, attending meetings, and producing meeting minutes.
- Acts as backup to the Community Development Administrative Assistant in regards to inspection preparation. Monitors daily inspection information; includes permit/inspection research, contacting applicant for clarification, adds notes or verbal instructions to inspectors, including changes to inspections and reschedules inspections.
- Works with the Community Development Building Official and/or Building assigned Inspector, in the processing of City building permits and scheduling inspections daily.
- Schedules inspections daily for Building Department.

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- ~~Assists the City Administration Department Recorder in the management and filing of official City documents and records, including the City Recorder's Office, Finance and Municipal Court.~~
- ~~Acts as clerical support secretary to the Tourism Committee or other boards or committees, as assigned. Includes scheduling meeting dates/times and reserving meeting space, providing legal notices to the media and public, creating agendas, collecting data, and distributing for monthly meeting packets.~~
- ~~Attends meetings to take notes and record meeting, as assigned. May require attendance at evening meetings.~~
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Assists in the procurement of materials and supplies for the Community Development Department - Building Division ~~Building Department and City Administration~~ Administration Department materials and supplies.
- Operates listed office tools and equipment machines as required.
- Composes, transcribes, types, and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Acts as custodian of records for Community Development Department - Building Department Division documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
- Schedules appointments and performs other administrative and clerical duties as needed for the Building Division.
- ~~Schedules appointments, and performs other administrative and clerical duties.~~
- Obtains information from the City and County records, as assigned.
- Delivers excellent customer service to diverse audiences.
- Establishes and maintains positive working relations with coworkers, ~~citizens~~ citizens, and the general public.
- Performs other duties as assigned by the Building Official that support the overall objective of the ~~department~~ Division.
- Creates, modifies, photocopies, and/or distributes forms, agendas, correspondence, minutes, and/or other materials related to the Building Division.
- Update Building Division webpage within City website, as needed.
- ~~Photocopies and distributes forms, agendas, correspondence, minutes, etc.~~
- ~~Assists in the compilation of bid packets for Public Works Department projects, receives requests and payment for bid packets, and updates plan holders list in a timely manner.~~

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#### PERIPHERAL DUTIES

- ~~Operates a vehicle to run errands.~~
- Provides clerical support and back-up to the Community Development Administrative Assistance Assistant at the front counter, ~~related to building department matters~~ other related position staff, as needed.
- Operates a vehicle to run errands.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

### Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Ability to maintain a high level of organization.

## Special Certification Desired:

- (A) \_\_\_\_\_ ~~(A)~~ Possession of Notary Public Commission.  
(B) Permit Technician certification.

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## TOOLS AND EQUIPMENT USED

Phone; personal computer including word processing software; copy machine; postage machine; fax machine; two way cell phone; calculator; transcriber.

Phone, computer, calculator, copy machine, scanner, fax machine, windows-based software, Word and Excel, ~~p~~Permitting, ~~p~~Plan ~~r~~Review, and ~~f~~Financial ~~s~~Software ~~s~~Systems.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~The noise level in the work environment is usually quiet.~~

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.



### EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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.

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the ~~Building and Administration Administration Secretary~~ **Building Permit Technician** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

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

~~Department Head~~ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Librarian I (Patron Services Librarian)**

**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** Library Director  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

Under direction of the Library Director, performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; provides professional and technical library services to the community; and performs other related work as necessary.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

### **SUPERVISION EXERCISED**

At the direction of the Director, may exercise technical and functional direction of lower-level library staff, including Library Technicians, Library Assistants, Library Aides, interns, and volunteers, subject to collective bargaining unit language.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Advises and assists patrons in the use of library services, resources, and tools; accesses and retrieves information for patrons and staff as requested; researches and responds to challenging or technical reference questions; and provides in-depth readers' advisory, answering informational and specialty service questions.
- Interprets and applies library policies and procedures for patrons and staff.
- Demonstrates depth of knowledge in reference services.
- Recommends patron-related policies and procedures to the Library Director and advises on long-term needs in relation to these areas.
- Plans, develops, and evaluates programs and services for patrons.
- Reviews, evaluates, and purchases books, periodicals, pamphlets, and electronic resources for inclusion in library collections as assigned. Withdraws materials as needed.
- Analyzes community needs as informed by equity, diversity, cultural trends, and topics of local interest. Sees connections and possibilities across the City of St. Helens, community, and library.
- Contributes to the smooth operation of the library by covering the desk, shelving, opening/closing, and performing other customer service operations and tasks as required to make the library a welcoming place that meets community needs.
- Maintains and manages the digital specialized content for the library in coordination with City IT staff.

- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required.
- Contributes to library wide projects and initiatives as assigned or required.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. A master's degree in library science from an American Library Association (ALA) accredited institution.
- b. Previous experience in reference services.
- c. Proficiency with Microsoft Office and electronic resources.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Interest in, and an affinity for, serving patrons and staff, with reference and readers advisory needs.
- b. Knowledge of current library practices, especially as they relate to reference and readers advisory services.
- c. Knowledge of current societal needs, especially relating to diversity and inclusion.
- d. Knowledge and support of the principles of intellectual freedom including attention to equity, diversity, and inclusiveness as reflected by the American Library Association's Bill of Rights, Freedom to Read, and Freedom to View statements.
- e. Knowledge of patron protections provided through the Oregon State Revised Statutes Chapter 192.355(23)(a), (b), and (c).
- f. Has a knowledge of current and trending library practices through professional development demonstrated and informed by participation in professional organizations, workshops, and continuing education.
- g. Ability to think strategically and see connections and possibilities across the library, City, and community.
- h. Strong interpersonal skills with a demonstrated commitment to building relationships with members of the public, volunteers, staff, interns, and organizations.
- i. Strong communication skills, both verbal and written, including the ability to remain calm, courteous, and solutions-focused in stressful situations.
- j. Ability to work both independently and as a member of a collaborative team.
- k. Commitment to public service and the community.
- l. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- m. Ability to adhere to safety and confidentiality policies.
- n. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- o. Strong organizational skills.
- p. Demonstrated problem-solving skills.
- q. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- r. Strong attention to detail.
- s. Able to conduct outreach, especially to underserved or marginalized populations.

- t. Ability to communicate in the English language in person, by telephone, and in video calls in both one-to-one and group settings.

### **DESIRED QUALIFICATIONS**

- a. Previous experience in public library reference and adult services.
- b. Previous experience in community education, especially non-formal or self-directed learning.
- c. Spanish language fluency.

### **SPECIAL REQUIREMENTS**

- Must pass a background check.
- Must have a valid driver's license.
- Must obtain valid CPR/First Aid Card as offered.
- Must be able to hear and speak in the English language in person, by telephone, and video in both one-to-one and in group settings.

### **TOOLS AND EQUIPMENT USED**

- Use of computers including a laptop for use in word processing, spreadsheets, desktop publishing, and other related software.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, manipulate, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds.

Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required.

The employee is required to hear and speak.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments; telephones, office equipment, personal interruptions, and background noises may be moderately loud depending on activities.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to 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.

I acknowledge that I have received a copy of the **Librarian I (Patron Services Librarian)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Librarian I (Patron Services Librarian)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_





# Water Quality Operator I

**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Water Quality Manager  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

## **POSITION SUMMARY**

Performs a variety of entry level tasks at the Wastewater Treatment Plant, the Sanitary Sewer Lift Stations, and the Water Filtration Facility. Performs activities to assist in the operation of the treatment facilities, including monitoring processes and computers, conducting lab and clerical work, and in maintaining equipment, facilities, structures, and grounds.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Water Quality Manager.

## **SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### **Water Filtration Facility**

- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis.
- Conducts in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Assists in the organization, scheduling, and performance of all routine maintenance on equipment such as lubrication, oil changes, and belt changes.
- Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

### **Wastewater Treatment Plant**

- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary.
- Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.

- Contains and disposes of hazardous wastes generated by the lab.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs other duties as assigned as it pertains to this job and department.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from a high school or GED equivalent.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Skill in operation of some of the listed tools and equipment.
- b. Ability to perform process control calculations.
- c. Ability to work safely.
- d. Ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- f. Ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS**

- Must possess a valid state driver's license or ability to obtain prior to employment.
- Must be able to use basic spreadsheet and word processing computer programs to enter data.
- Trained in confined space procedures and use and containment of hazardous chemicals used.
- Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

### **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

### **PHYSICAL DEMANDS**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

- Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.
- Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and lift stations, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- Work environment varies from normal office and lab setting to outside in all types of weather conditions, around chemicals, moving machinery, or other potential hazards. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- Position has normal business hours.
- Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to 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.

I acknowledge that I have received a copy of the **Water Quality Operator I** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Water Quality Operator I

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Water Quality Manager

\_\_\_\_\_  
Date



## Water Quality Operator II

**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Water Quality Manager  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

Applies knowledge, experience, and skills in the field of water and wastewater treatment to perform both regular and non-routine tasks in the operation and maintenance of water filtration, wastewater treatment, and wastewater collection facilities. Performs activities to operate and monitor processes and computers, to conduct lab and clerical work, and to maintain equipment, facilities, structures, and grounds. May be assigned Pretreatment tasks.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Water Quality Manager.

### **SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

#### **Water Filtration Facility**

- Operates and monitors Supervisory Control and Data Acquisition (SCADA) system to control processes, adjust chemical feeders, verify plant operations and equipment to ensure compliance according to local, state, and federal laws, rules, and regulations.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- May serve as the City's Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintains appropriate records.
- Performs work with a high level of skill and judgment, requiring quick and accurate decisions to prevent risk of physical harm to operators, costly damage to equipment, health hazards to the public, interruption of service to consumers, or possible fines by the Oregon Department of Health.
- Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.
- Responds to public inquiries in a courteous manner, provides information within scope of knowledge, and refers to Water Treatment Operator or Public Works Supervisor as appropriate.
- Conducts or participates in public tours of the Water Filtration Facility as requested.

- Responds to alarms, when on-call, and makes necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

### **Wastewater Treatment Plant**

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the Wastewater Treatment Plant, repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Other duties as assigned as it pertains to this job and department.

### **PERIPHERAL DUTIES**

- Works as part of a team to cover both the Wastewater Treatment Plant and Water Filtration Facility.
- May be required to work weekends and be on call.
- May serve as a member of various employee committees.
- May be assigned Industrial Pretreatment duties, which may include but are not limited to; industrial inspections, collection of data, billing, meeting attendance, or writing reports.
- May perform portions of the work of higher classified positions occasionally, as assigned only as it pertains to the AFSCME Collective Bargaining Agreement.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field.
- b. Six (6) years of combined experience relating to water treatment, water distribution, wastewater treatment, and collections; or
- c. Any equivalent combination of education and experience.



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Working knowledge of equipment, facilities, materials, methods, and procedures used in Wastewater Treatment Plant maintenance and operation activities, working knowledge of laboratory procedures and practices.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform process control calculations.
- d. Ability to work safely.
- e. Ability to communicate effectively verbally and in writing.
- f. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- g. Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS REQUIRED**

- Must possess a valid state driver's license.
- Certification as an Oregon Water Treatment Plant Operator II at a minimum, or the ability to obtain one within six (6) months of hire.
- Certification as an Oregon Wastewater Treatment Plant Operator III (preferred), or the ability to obtain one in a reasonable time as determined by the Water Quality Manager.
- Certification as an Oregon Wastewater Collection Operator II (preferred), or the ability to obtain one in a reasonable time as determined by the Water Quality Manager.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence.

## **PREFERRED**

- Trained in confined space procedures and use and containment of hazardous chemicals used.
- Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Training in micro-fiber filtration facilities or processes.

## **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

## **PHYSICAL DEMANDS**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.
- Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and lift stations, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- Work environment varies from normal office and lab setting to outside in all types of weather conditions, around chemicals, moving machinery, or other potential hazards. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- Position has normal business hours.
- Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to 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.

I acknowledge that I have received a copy of the **Water Quality Operator II** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Water Quality Operator II

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Water Quality Manager

\_\_\_\_\_  
Date



## Water Quality Operator III

**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Water Quality Manager  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

Applies knowledge, experience, and skills in the field of water and wastewater treatment to perform both regular and non-routine tasks in the operation and maintenance of water filtration, wastewater treatment, and wastewater collection facilities. Performs activities to operate and monitor processes and computers, to conduct lab and clerical work, and to maintain equipment, facilities, structures, and grounds. May be assigned Pretreatment tasks.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Water Quality Manager.

### **SUPERVISION EXERCISED**

May serve as a lead worker over Level I or Level II Operators. Functions as the NPDES required facility supervisor and Direct Responsible Charge (DRC) for the Water Filtration Facility when on call.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

#### **Water Filtration Facility**

- Operates and monitors Supervisory Control and Data Acquisition (SCADA) system to control processes, adjust chemical feeders, verify plant operations and equipment to ensure compliance according to local, state, and federal laws, rules, and regulations.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Assists in completing all federal, state, and local reports in accordance with prescribed standards.
- May serve as the City's Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Performs work with a high level of skill and judgment, requiring quick and accurate decisions to prevent risk of physical harm to operators, costly damage to equipment, health hazards to the public, interruption of service to consumers, or possible fines by the Oregon Department of Health.
- Organizes, schedules, and performs routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

- Responds to public inquiries in a courteous manner, provides information within scope of knowledge, and refers to Water Treatment Operator or Public Works Supervisor as appropriate.
- Conducts or participates in public tours of the Water Filtration Facility as requested.
- Responds to alarms, when on-call, and makes necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

### **Wastewater Treatment Plant**

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the Wastewater Treatment Plant, repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards and provides information to the supervisor on immediate and long-term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Other duties as assigned.

### **PERIPHERAL DUTIES**

- Works as part of a team to cover both the Wastewater Treatment Plant and Water Filtration Facility.
- Communicates effectively both verbally and in writing.
- May be required to work weekends and be on call.
- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits, or equipment of the treatment plant.
- May serve as a member of various employee committees.
- May be assigned Industrial Pretreatment duties, which may include but are not limited to; industrial inspections, collection of data, billing, meeting attendance, or writing reports.
- Assists the Water Quality Manager in long term planning goals.
- May perform portions of the work of higher classified positions occasionally, as assigned, and as outlined in the union CBA.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field.
- b. Six (6) years of combined experience relating to water treatment, water distribution, wastewater treatment and collections; or
- c. Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Working knowledge of equipment, facilities, materials, methods, and procedures used in Wastewater Treatment Plant maintenance and operation activities, working knowledge of laboratory procedures and practices.
- b. Knowledge of modern water and wastewater treatment methods, theories, and practices.
- c. Skill in operation of some of the listed tools and equipment.
- d. Ability to perform process control calculations.
- e. Ability to work safely.
- f. Ability to communicate effectively verbally and in writing.
- g. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- h. Ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS REQUIRED**

- Must possess a valid state driver's license.
- Certification as an Oregon Water Treatment Plant Operator II at a minimum, or the ability to obtain one within six (6) months of hire.
- Certification as an Oregon Wastewater Treatment Plant Operator IV, or the ability to obtain one in a reasonable time as determined by the Water Quality Manager.
- Certification as an Oregon Wastewater Collection Operator III, or the ability to obtain one in a reasonable time as determined by the Water Quality Manager.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence.

### **PREFERRED**

- Trained in confined space procedures and use and containment of hazardous chemicals used.
- Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Training in micro-fiber filtration facilities or processes.

## **TOOLS AND EQUIPMENT USED**

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill, and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

## **PHYSICAL DEMANDS**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl, and smell.\
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.
- Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and lift stations, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
- Work environment varies from normal office and lab setting to outside in all types of weather conditions, around chemicals, moving machinery, or other potential hazards. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
- Position has normal business hours.
- Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to 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.

I acknowledge that I have received a copy of the **Water Quality Operator III** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Water Quality Operator III

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Water Quality Manager

\_\_\_\_\_  
Date





## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: September 6, 2023

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Planning Division Report attached.

Business License Report attached.

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner  
**cc:** Planning Commission

**Date:** 08.25.23

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

**ASSOCIATE PLANNER/PROJECT MANAGER**—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

## PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential buyer of the now former Armstrong property along Old Portland Road and RR Avenue.

Had a preliminary Q&A meeting for potential buyer/developer of the city-owned Millard Road property.

Conducted a pre-application meeting for a potential partition of an approximate 4.5-acre parcel located between Grey Cliffs Drive and the Botanical Gardens Nature Park.

## PLANNING ADMINISTRATION—MISC.

A double address conflict (two properties with same site address) came up recently for a couple properties by Don's Rentals. Old neighborhood and one building that has been a warehouse for a long time with no posted address. Assessor records had the same site address for the two properties. After a bit a research and discussion with the property owners, the path of least resistance was determined to fix the issue: change the addr of the warehouse building.

## DEVELOPMENT CODE ENFORCEMENT

A new case came up on the 200 block of S. 4<sup>th</sup> Streety for an unlawful building (accessory structure).

## PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

August 8, 2023 meeting (outcome): Discussed the properties being donated to the city on the corner of Pittsburg Road and US30 and surrounding properties. This was strictly "for your information" purposes.

The Commission also discussed the scheduled September joint meeting with the City Council and felt that given there is nothing specific to talk about at this time, at least two Commissioners

will be out of town, and given a vacancy on the Commission and Council, it would be acceptable to cancel this joint meeting. The next one would be in December.

*As the Historic Landmarks Commission*, they reviewed and selected the recipient of the latest Historic Preservation Rehabilitation Grant that the city offers as a Certified Local Government. They also reviewed the latest changes proposed for 71 Cowlitz Street (Klondike Tavern), though, it was tabled to the September meeting due to some information gaps.

September 12, 2023 meeting (upcoming): The Commission will hold three public hearings—one for a Variance associated with a Lot Line Adjustment, a second for a zoning and comprehensive plan map change for the CCMH property, and a third for a Conditional Use Permit (and other associated files) for the new Police Station at the St. Helens Industrial Business Park.

*As the Historic Landmarks Commission*, they will consider reviewed the latest changes proposed for 71 Cowlitz Street (Klondike Tavern) as tabled from the August meeting.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Quarterly data updates this month.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** August Planning Department Report  
**Date:** Friday, August 25, 2023 1:24:21 PM  
**Attachments:** [image001.png](#)

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Here are my additions to the August Planning Department Report.

## GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Construction with TFT began July 17, starting at the culvert near Gable Road. Trees have been removed. Culvert is installed. Grading work is ongoing. Retaining walls are coming soon. Flashing beacon and signage near elementary school is up next for installation.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. 1<sup>st</sup> Reimbursement request is being processed (which included over 30 invoices). Submitted an amendment request (for scope of work changes and cost increases). Working with finance to support amendment request.
3. **Riverwalk Project (OPRD Grants x2)** – 100% design completed. Bid documents received. Compiled contract documents/bid documents with City Engineering. Bidding to occur 7/26. Deadline for bids extended to 9/12. We have issued 2 addenda and have 9 contractors on the planholders list. We had over 19 participants at the pre-bid meeting on 8/9!
4. **Community Development Block Grants (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project. This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. Contracts are expected in August. Construction will be funded by a \$16.4 million loan (with up to \$4.5 million in loan forgiveness) from DEQ's revolving loan fund. Kicked off project and have almost completed our 1<sup>st</sup> draw requirements. Soliciting grant administration with an RFQ which opened on 8/23 and closes on 9/21. Engineering is working on Design/Engineering RFP to issue mid-September.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k. Commission scored 4 applicants and selected top-scoring applicant at 135 S. 3<sup>rd</sup> Street. Prepared package of project material for the state to begin review process which could take up to 75 days. Drafted local City grant contract for grantee to review and sign.
6. **DLCD Technical Assistance Program** – Grant cycle finally opened! Attended a webinar on 8/28 to learn about the program. Deadline for grant application 10/1. DLCD Regional Rep thinks updating our Economic Opportunities Analysis (EOA) could be funded. Prepared a resolution for Council to support our application on 9/6.
7. **Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. The project includes matching funds of \$28,130 through in-kind labor and donations. Granite slabs are being prepared. Public Works is beginning on-site work.
8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement

project (30% design) from St. Helens to Scappoose. Contracts are expected in October. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us.

9. **SHPO Oregon Heritage grant Program** - Grant program opened! Attended a grant webinar on 8/28 for how to apply for our Warrior Rock Lighthouse Replica Project which includes restoration of the warrior rock lighthouse replica on County-property near Columbia View Park. We would like to cover the design and cost of materials for the replica, a kiosk, and signage. Some work could be completed in-house as a match requirement by Public Works staff.

## PROJECTS & MISC

10. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station 90% complete. Sewer line nearly complete. Bluff trail construction is moving along. Stormwater improvements south of Columbia View park ongoing. Water line under construction. Undergrounding at 1<sup>st</sup> Street and St. Helens Street design corrections ongoing.
11. **S. 1<sup>st</sup> Street & St. Helens St. Gateway Project** – Design was completed by the stakeholder group and went to City Council for final approval on 8/16. Council voted 2-3 against moving forward, so this project is on hold. The underground footings will still be installed so that the design can be revisited at a later date without having to rip up new roadway improvements to install footings.
12. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie provided preliminary PT for PGE parcel. City will facilitate partition process, PGE will prepare other land use applications.
13. **Central Waterfront Video** - Attending scoping meeting with communications team on a Central Waterfront video production project.
14. **PSU Annual Housing Unit & Population Survey** - Coordinated our annual housing unit numbers for 2023 which had a deadline at the end of August.

## Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department  
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 P: (503) 366-8207 | [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)



*JAL* 8-29-23

Item #8.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00024	6/19/23- 6/19/24	AUTHORITY DOCK & DOOR INC	DOORS DOORS	0.00
00028	7/04/23- 7/04/24	NW BLUE SKY INC	CONTPUM CONTRACTOR-PLUMBING	0.00
00046	8/09/23- 8/09/24	COOLSYS COM & IND SOLUTIONS	REPAIR REPAIR - GENERAL	0.00
00054	8/23/23- 8/23/24	ROAD END DESIGN	2NDHAND 2ND HAND DEALER/PAWN	0.00
00060	8/17/23- 8/17/24	CANBY DRYWALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00063	8/27/23- 8/27/24	PLATINUM51 SALON LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00205	1/01/23- 1/01/25	LIVELY REPAIR LLC	AUTO AUTO REPAIR	0.00
00311	2/02/23- 2/02/24	HAVEN SPA POOL & HEARTH	CONTMECH CONTRACTOR-MECHANICA	0.00
00441	1/27/23- 1/27/24	CHAMPION WINDOW CO	CONTGEN CONTRACTOR-GENERAL	0.00
00672	3/02/23- 3/02/24	EDWARD D. JONES & CO. LP	INVEST INVESTING	0.00
00859	3/14/23- 3/14/24	RIVERVIEW APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00949	7/02/23- 7/02/24	N.W.O.H.A	RENTAPT RENTAL - APARTMENTS	0.00
00960	7/23/23- 7/23/24	INSULATION CONTRACTORS OF WASH	CONTINDU CONTRACTOR-INDUSTRIA	0.00
00961	8/02/23- 8/02/24	Legacy Telecommunications, LLC	INTERNET INTERNET SERVICES	0.00
00967	8/11/23- 8/11/24	ATI PHYSICAL THERAPY	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00975	9/05/23- 9/05/24	HOOD TO COAST HEATING & COOL	CONTHVAC CONTRACTOR-HVAC	0.00
01111	7/13/23- 7/13/24	FIRST STUDENT INC	TRANS TRANSPORTATION/TRAVE	0.00
01122	8/16/23- 8/16/24	HURLIMAN CPA INC	ACCOUNT ACCOUNTING	0.00
01124	8/20/23- 8/20/24	*TUGBOAT DESIGNS LLC	CONTMISC CONTRACTOR-MISC.	0.00
01128	8/26/23- 8/26/24	TAXNBOOKS INC	ACCOUNT ACCOUNTING	0.00
01140	9/21/23- 9/21/24	ST HELENS LIQUOR	ALCOHOLT ALCOHOL/TASTING	0.00
01222	8/18/23- 8/18/24	CROOKED CREEK BREWERY	RESTAURA RESTAURANT	0.00
01234	8/01/23- 8/01/24	KT CONTRACTING CO, INC	MISC MISCELLANEOUS	0.00
01235	7/25/23- 7/25/24	CASSIDY & HEYM LLP	LAW LAW OFFICES	0.00
01236	7/26/23- 7/26/24	GARCIA LAWN CARE	LANDSCAP LANDSCAPING	0.00
01237	7/28/23- 7/28/24	*3 BOXERS DESIGNS	RETCLOTH RETAIL - CLOTHING	0.00
01239	8/04/24- 8/04/25	*DROPPING ROCKS LLC	BLOG BLOG	0.00
01240	8/04/23- 8/04/24	*TIDY HAVEN HOME CLEANING	JANITOR JANITORIAL SERVICES	0.00
01241	8/04/23- 8/04/24	BLACK WING BODYWORK LLC	MASSAGE MASSAGE	0.00
01242	8/15/23- 8/15/24	*THE OUTDOOR GUYS	MISC MISCELLANEOUS	0.00
01243	8/17/23- 8/17/24	PEAK LANDSCAPE, INC	LANDSCAP LANDSCAPING	0.00
01244	8/22/23- 8/22/24	FOSTER MARY	2NDHAND 2ND HAND DEALER/PAWN	0.00
01245	8/24/23- 8/24/24	*R&R LANDSCAPING & IRRIGATION	LANDSCAP LANDSCAPING	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	2	0.00
ACCOUNT ACCOUNTING	2	0.00
ALCOHOLT ALCOHOL/TASTING	1	0.00
AUTO AUTO REPAIR	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
BLOG BLOG	1	0.00
CONTRGEN CONTRACTOR-GENERAL	1	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTINDU CONTRACTOR-INDUSTRIA	1	0.00
CONTMECH CONTRACTOR-MECHANICA	1	0.00
CONTMISC CONTRACTOR-MISC.	1	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
DOORS DOORS	1	0.00
INTERNET INTERNET SERVICES	1	0.00
INVEST INVESTING	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
LANDSCAP LANDSCAPING	3	0.00
LAW LAW OFFICES	1	0.00
MASSAGE MASSAGE	1	0.00
MISC MISCELLANEOUS	2	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
RENTAPT RENTAL - APARTMENTS	2	0.00
REPAIR REPAIR - GENERAL	1	0.00
RESTAURA RESTAURANT	1	0.00
RET Cloth RETAIL - CLOTHING	1	0.00
TRANS TRANSPORTATION/TRAVE	1	0.00
TOTAL ALL CODES:	33	0.00

\*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZZZ  
License Codes: All  
Balance: 9999999999R thru 9999999999  
Fee Codes: All  
Fee Paid Status: Paid and Unpaid  
Origination Dates: 0/00/0000 thru 99/99/9999  
Effective Dates: 0/00/0000 thru 99/99/9999  
Expiration Dates: 0/00/0000 thru 99/99/9999  
Renewal Dates: 0/00/0000 thru 99/99/9999  
Payment Dates: 0/00/0000 thru 99/99/9999  
Print Dates: 0/00/0000 thru 99/99/9999  
License Status: Active  
Termination Code:  
Paid Status: Paid  
City Limits: Inside and Outside  
Printed: No  
Comment Code:

\*\* END OF REPORT \*\*