



Humboldt Community Services District Invites Applications to join our Construction Department As a Utility I or II DOQ Final Filing Date: October 15, 2021

UTILITY I - THE POSITION

The Utility I position is an entry-level position for work related to the construction, maintenance, and repair of the District's water distribution and sewer collection systems.

• **TYPICAL DUTIES AND RESPONSIBILITIES**

Performs a wide variety of water and sewer related construction, maintenance, and repair assignments involving water meters, gate valves, service pipes, meter connections and corporation stops as well as field maintenance on both the water distribution and sewer collection systems; assists contractors and utility representatives with service related requests; responds to customer complaints regarding low or high pressure and water quality; cleans dead-end lines, performs leak tests; installs laterals; shuts off, seals, and/or removes meters; distributes customer notices; shovels backfill and asphalt material; installs, repairs, and replaces water and sewer lines; installs manholes, hydrants, meter vaults, street barricades, cones, traffic control devices and flagging; drives dump trucks and ability to check out vehicle including air brakes; participates in the Emergency On-Call rotation; cleans weeds and bushes and trims trees around District facilities; operates various heavy equipment including skid steer loader, loader backhoe, and excavator.

• **QUALIFICATIONS**

Basic knowledge of materials and equipment used in sewer collection and water distribution systems, and proper work safety standards. Ability to: perform basic assignments in construction, maintenance, and repair of sewer collection and water distribution systems; heavy physical labor requiring strength, dexterity, and agility; safely operate motor vehicles and power-driven equipment used in sewer collection and water distribution system construction, maintenance, and repair work; deal tactfully and courteously with the public; follow oral and written directions; establish and maintain cooperative working relationships; respond to after hour call-out; and pass respirator fit test. Must participate in the federally mandated DOT/FMCSA drug and alcohol testing program. Must possess a valid Grade 1 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within one (1) year. Possession of, (or ability to obtain within one year), a valid Class A California Driver License with Tanker Endorsement. Possession and proof of a good driving record as evidenced by at least two years accident and traffic violation-free driving. Must be able to lift equipment and parts weighing up to 75 lbs.

• **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of responsible work experience in the construction and maintenance field; CWEA certification in Collection System Maintenance or Mechanical Technology highly desirable.

- See Job Description for additional information
- Utility I 3-step Salary Range: Step 1 @ \$17.30/hr (\$2,998/mo) to Step 3 @ \$19.07 (\$3,305/mo)
- Final Filing Date: October 15, 2021

UTILITY II – THE POSITION

The Utility II position is an experienced working level position performing sewer collection and water distribution system maintenance, construction, and repairs. Incumbents are expected to perform a variety of maintenance, repair, and construction assignments as well as operation of the District's heavy equipment with minimal supervision.

• TYPICAL DUTIES AND RESPONSIBILITIES

Performs a wide variety of water and sewer related construction, maintenance, and repair assignments involving water meters, gate valves, service pipes, meter connections and corporation stops as well as field maintenance on both the water distribution and sewer collection system; assists contractors and utility representatives with service related requests; responds to customer complaints regarding low or high pressure and water quality; cleans dead-end lines, performs leak tests; installs laterals; shuts off, seals, and/or removes meters; assists in collection of water quality samples for laboratory testing; distributes customer notices; shovels backfill and asphalt material; installs, repairs, and replaces water and sewer lines; installs manholes, hydrants, meter vaults, street barricades, cones, traffic control devices and flagging; drives dump trucks and ability to check out vehicle including air brakes; participates in the Emergency On-Call rotation; cleans weeds and bushes and trims trees around District facilities; operates various heavy equipment including skid steer loader, loader backhoe, and excavator.

• QUALIFICATIONS

Knowledge of methods, tools, materials, and equipment used in the construction, maintenance and repairs of the District's water distribution and sewer collection systems; proper work safety standards; ability to perform a wide variety of tasks including the inspection, construction, maintenance, and repair of sewer collection and water distribution systems; heavy physical labor requiring strength, dexterity, and agility; skillful use of hand and power tools involved in sewer collection and water distribution system construction, maintenance, and repair work; safely operate motor vehicles and power-driven equipment used in sewer collection and water distribution system construction, maintenance, and repair work; deal tactfully and courteously with the public; follow oral and written directions; establish and maintain cooperative working relationships; respond to after hour call-out; pass respirator fit test. Must participate in the federally mandated DOT/FMCSA drug and alcohol testing program. Must possess a valid Grade 2 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within two (2) years. Possession of, (or ability to obtain within one year), a valid Class A California Driver License with Tanker Endorsement. Possession and proof of a good driving record as evidenced by at least two years accident and traffic violation-free driving. Must be able to lift equipment and parts weighing up to 75 lbs.

• EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two (2) years of responsible work experience in sewer collection and water distribution systems maintenance, repair, and construction work; CWEA certification in Collection System Maintenance or Mechanical Technology highly desirable.

- See Job Description for additional information.
- Utility II 5-step Salary Range: Step 1 @ \$20.27/hr (\$3,513/mo) to Step 5 @ \$24.63/hr (\$4,269/mo)
- Final Filing Date: October 15, 2021

BENEFITS

Retirement – Public Employees Retirement System (PERS); Classic Members 2% at 55, PEPRA Members 2% at 62.
Insurance – District paid coverage for employee consists of medical (Blue Cross HMO), dental, and vision. Dependent coverage is available with small co-pay.
Vacation – Vacation accrues at 11 days per year upon employment and increases with time in service. The maximum accrual is 42 days.
Sick Leave – Sick Leave accrues at the rate of 1 day per month with no accrual limit. Up to six days of Family Care Leave is also allowed per year when deducted from employee's accrued Sick Leave. An employee may be allowed Bereavement Leave up to 3 days per incident, which is not accruable.
Holidays – The District provides 12 paid holidays per year.
Life and Disability Insurance – The District pays the premium for a life insurance policy worth one-times the annual earnings for all employees. Also provided are Short and Long-Term Disability programs that pay 60% of the employee's monthly earnings after an initial 14-day waiting period.

Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

THE SELECTION PROCESS

A screening committee will evaluate the qualifications of each candidate for this position. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process, as only the highest-ranking candidates will be invited to participate. The decision of the screening committee is final. Applicants invited to participate will receive written notification of the results of the screening process; this can take up to one month or more. An eligibility list will be developed from the results of the examination process. The examination process could include an oral interview, written test or skill testing, or any combination thereof. The eligibility list created from this recruitment may be used to fill full time, part time and/or temporary positions.

Application materials are available at our website: <http://humboldtcsd.org/employment-human-resources> or from:

Humboldt Community Services District
5055 Walnut Drive, Eureka, CA 95503
Phone: (707) 443-4558 Confidential Fax: (707) 443-1490

The District reserves the right to extend the final filing date as necessary

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EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The District is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-443-4558) prior to the testing/interview date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the District must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential District employees must complete a required pre-employment physical examination, and have a satisfactory driving record (if required to drive for District business).

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