



HCS D invites applications for the position of:

MAINTENANCE FOREMAN

First Review of Applicants: December 1st, 2025

(Positions will remain open until filled)

This position is a full-time, at-will, non-exempt hourly position with a five-step salary range of:

\$39.44 – \$47.93 per hour

(Placement dependent on qualifications.)

Humboldt Community Services District is seeking an experienced and motivated individual to coordinate and direct the district's maintenance field crew in maintaining the District's water distribution and wastewater collection system, pumping, and storage facilities. The Foreman also assists with long-range planning of system operation and maintenance functions and regulatory compliance. This position provides supervision, training, and guidance to a staff of utility workers, and works closely with management to provide quality service to the community.

The ideal candidate will be a strong leader with extensive hands-on experience in water and sewer systems, the ability to manage multiple projects, and a commitment to safety and public service.

This position will report to the District's Assistant Engineer and will work closely with the District's recently hired Construction Foreman.

ABOUT THE DISTRICT

Humboldt Community Services District is an independent special district which provides water distribution and wastewater collection services to the unincorporated communities surrounding Eureka, CA. The District is governed by a Board of Directors elected to four year terms by the community.

BENEFITS

Retirement—This position includes participation in the California Public Employees' Retirement System (CalPERS), which provides employees with a secure and reliable pension plan. Employees hired from a reciprocal agency or with prior CalPERS service may be enrolled under the Classic formula (2% at 55). New members will be enrolled under the PEPRA formula (2% at 62) as required by state law.

Supplemental Retirement Savings—CalPERS Voya 457 Plan—In addition to CalPERS pension benefits, employees can participate in a CalPERS Voya 457 deferred compensation plan, allowing tax-advantaged savings to supplement retirement income. This voluntary benefit enables employees to contribute pre-tax (traditional) or after-tax (Roth) dollars, with various investment options to help grow their savings. The plan provides flexibility in contribution amounts and withdrawal options.

Health Insurance – The District's default health care plan is [Anthem Blue Cross' California Care HMO](#). The plan includes no deductible and an overall annual out-of-pocket limit of \$500 single/

\$1,500 family. The District pays 100% of the health insurance premium for the employee; Employees pay a \$20 premium for dependents. The District offers additional health care plans, including [Anthem Blue Cross' Classic PPO Plan](#). Employees enrolled in the PPO plan also receive additional benefits, including Progyny, which provides fertility, family building, and women's health benefits for employees and their families. The District also provides employees with Delta Dental PPO and VSP vision insurance.

Life and Disability Insurance—The district covers the premium for a life insurance policy valued at one-time the employee's annual earnings. Additionally, short—and long-term disability programs are offered, providing 60% of the employee's monthly earnings after an initial 14-day waiting period.

Health Club Membership – The District reimburses employees for a portion of their monthly health club membership.

Vacation – Vacation accrual begins immediately upon hire at the rate of 11.5 days per year and increases with years of service. The maximum accrual limit is 42 days (336 hours).

Sick Leave – Sick leave accrual starts immediately upon hire at 8 hours per month, with no accrual limit.

Holidays – The district provides 13 paid holidays each year.

Retiree Health Benefits—Depending on their years of service, District employees who retire may be eligible for health care benefits.

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

THE SELECTION PROCESS

To be considered for this position, candidates must submit:

1. A fully completed and signed HCSD Application
2. A typewritten response to the supplemental questionnaire.

The candidate may also submit an optional cover letter and resume.

After the first review of applicants' deadline on September 15, 2025, a screening committee will evaluate each candidate's qualifications for this position. Applicants who meet the minimum qualifications are not necessarily guaranteed advancement to the examination process. The decision made by the screening committee is final. Applicants invited to participate will receive written notification of the screening process results, which may take up to six weeks or longer. An eligibility list will be created based on the results of the examination process. This process may include an oral interview, a written test and skill testing.. The District reserves the right to extend the final filing date as needed.

Application materials are available at our website:
<https://humboldtcsd.org/human-resources-career-opportunities> or from:

Humboldt Community Services District
5055 Walnut Drive, Eureka, CA 95503
(707) 443-4558 Fax (707) 443-1490
Email: asm@humboldtcsd.org

Initial Filing Date December 1, 2025

Application materials may be returned:

- **In Person or by mail to: 5055 Walnut Drive, Eureka, CA 95503**
- **By email at: asm@humboldtcsd.org**

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Disaster Service Worker:

State law designates all district employees as Disaster Service Workers (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect.

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EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The District is an equal opportunity employer and does not discriminate based on race, religion, national origin, ancestry, gender, marital status, gender identity, sexual orientation, age, disability, or any other non-merit factors in its process of recruitment, selection, promotion, or other conditions of employment. Following 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 Human Resources Department (707-443-4558) before 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 that 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.

- Under 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. The District participates in the E-Verify program.
- All potential District employees must complete a pre-employment physical examination and drug screening and have a satisfactory driving record.

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