



# Humboldt Community Services District Seeks a Special Projects/Electrical and Instrumentation Technician

**FINAL FILING DATE: December 15, 2023** (Position remains open until filled)  
*Dedicated to providing high-quality, cost-effective water and sewer service for our customers*



## WHO WE ARE

Founded in 1952, Humboldt Community Services District (District) proudly serves the residential and commercial drinking water distribution and wastewater collection needs of the unincorporated communities surrounding the City of Eureka commonly referred to as Cutten, Myrtle town, Rosewood, Pine Hill, Humboldt Hill, Freshwater, Mitchell Heights, King Salmon and Fields Landing. With 21 employees and a current annual operating budget of \$14.7 Million, the District provides essential services necessary to support operations including, accounting, billing, construction, customer service, engineering, maintenance and planning. The District derives all of its revenue from water and wastewater rates, with little or no State or Federal funding.

## WHERE WE ARE

The District is situated along the spectacular Northern California coastline 280 miles north of San Francisco. Humboldt County is one of California's best kept secrets. The District's boundaries surround the City of Eureka's city limits, bordered on one side by the beautiful and functional Humboldt Bay, and on the other by mountains lush with giant redwoods, rivers and outdoor activities.



## APPLICATION AND SELECTION PROCESS

This position shall remain open until filled. The deadline to submit required application and support documentation is December 15, 2023. The District intends to fill this position as soon as possible.

To be considered for this position, candidates must submit a fully completed and signed District application, resume with salary history, three work-related references, and a cover letter explaining how you meet the profile to: [Humboldt Community Services District, Attn: Human Resources, 5055 Walnut Drive, Eureka, CA 95503](mailto:bfranklin@humboldtcsd.org) Application packages may also be faxed confidentially to (707) 443-1490 or via email to [bfranklin@humboldtcsd.org](mailto:bfranklin@humboldtcsd.org).

Only candidates with the most relevant qualifications will be invited to participate in the selection process.

**Selection Procedures:** Application packets will be reviewed upon receipt. Candidates with qualifications best meeting the needs of the District will be invited to participate in an interview process. The District will make the final decision regarding a candidate's eligibility. All applicants will be notified by email or regular mail regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a thorough background investigation.

## EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The HCSD 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 Immigration Reform Act of 1986, the HCSD 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.

Humboldt Community Services District (HCSD)  
P.O. Box 158, Cutten, CA 95534  
5055 Walnut Drive, Eureka, CA 95503

Tel: (707) 443-4558  
Fax: (707) 443-1490  
website: [www.humboldtcsd.org](http://www.humboldtcsd.org)

## **OVERVIEW OF THE POSITION**

Under the direction of the General Manager or Engineer, the Special Projects Electrical and Instrumentation Technician performs an advanced level of electrical, electronic, and electro-mechanical tasks including design review, implementation, assembly, deploying, commissioning, trouble-shooting, maintaining, and upgrading/improving various systems related to the District's critical SCADA system including transmitters, records, PID loop controllers, atmosphere testers, etc. The Special Projects Electrical and Instrumentation Technician will be assisting the District with SCADA systems upgrade projects. These projects are expected to last between 18 and 24 months. Employment with the District will conclude when the special projects are completed.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

Install, inspect, maintain, repair, troubleshoot, calibrate, program, modify, upgrade and test a wide variety of equipment and software related to pumping stations, water storage/treatment, emergency back-up power, and other duties as assigned. Please review the corresponding Job Description for greater detail.

## **IDEAL CANDIDATE**

This innovative professional will be highly analytical and possess strong problem-solving skills, able to troubleshoot issues and provide fail safe options, operate equipment, inspect facilities and conduct field operations. The Special Projects/Electrical and Instrumentation Technician will work in close partnership with the General Manager and Engineer as well as various District staff.

The following are vital skills and competencies that the ideal candidate will demonstrate: In depth knowledge of electrical/electronic/electro-mechanical instrumentation equipment as it relates to SCADA systems, industrial controls, communication devices, telemetry, and their operational and maintenance software programs; methods, tools, and equipment used to install, deploy, commission, maintain, repair, test, troubleshoot, calibrate and perform preventative maintenance on electrical, electronic, electro-mechanical, instrumentation and SCADA systems.

## **EDUCATION AND EXPERIENCE**

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:

High School Diploma or GED; Associate degree in electronics, instrumentation, electrical technology or closely related field; Plus a minimum of five years of journey-level experience as an industrial Instrumentation and Control Technician; CWEA Electrical/Instrumentation Technologist certification of Level II or higher.

## **COMPENSATION AND BENEFITS**

The Special Projects/Electrical and Instrumentation Technician positions is classified full-time, at-will, non-exempt.

**Salary**— The five-step salary schedule range for this classification is \$40/hour to \$48.62/hour.

**Retirement**— Qualifying CalPERS Classic Members contract is 2% at 55 with a 7% employee contribution. CalPERS PEPRA Members (or previous Classic Members with a break in service of 6 calendar months or greater) contract is 2% at 62 with a current employee contribution of 7.75%. PEPRA employee contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by CalPERS.

**Insurance**—District paid coverage for employee consists of medical, dental, vision, life (one year salary), AD&D, Long and Short-Term Disability. Dependent coverage available with modest \$20/month co-pay.

**Leave**—Paid vacation accrues per pay period commensurate with service time; 12 holidays/year; 12 sick leave days/year with unlimited accrual; Unused Comp and Sick Buy Back Annual Options.

**Other**—Deferred compensation plan (457) available

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 the benefit programs