



Humboldt Community Services District Invites Applications to join our Operations/Maintenance Dept. as a Utility I, II, or III DOQ

FINAL FILING DATE: June 23, 2023
(Positions will remain open until filled)

UTILITY I – Entry level, 3-step Salary Range: Step 1 @ \$18.77/hr (\$3,253/mo) to Step 3 @ \$20.69/hr (\$3,586/mo).

UTILITY II – Experienced level, 5-step Salary Range: Step 1 @ \$21.99/hr (\$3,812/mo) to Step 5 @ \$26.73/hr (\$4,633/mo).

UTILITY III – Advanced level, 5-step Salary Range: Step 1 @ \$26.73/hr (\$4,633/mo) to Step 5 @ \$32.49/hr (\$5,632/mo).

The HCSD is in search of full-time staff for its Operations/Maintenance Department. This department oversees work related to the operation, maintenance, and construction of the District's sewer collection system, water distribution system, pumping facilities and water storage reservoirs. The successful candidate(s) will perform a wide variety of sewer and water related operations, maintenance, construction and repair of sewer collection systems, water distribution systems, pumping facilities, water storage reservoirs and SCADA systems. Responsibilities and expectations for each level of the Utility series increase accordingly. Please review specific job descriptions (attached) to identify which classification best fits your knowledge and experience before completing an application for consideration.

BENEFITS

Retirement – Qualifying PERS Classic (Prior to 1/1/2013 Members) contract is 2% at 55. PERS PEPRA (After 1/1/2013 Members) contract is 2% at 62.

Health Insurance – District paid coverage for employee consists of medical (Anthem/Blue Cross HMO), dental, and vision. Dependent coverage is available with \$20 co-pay.

Life and Disability Insurance – The District pays the premium for a life insurance policy worth one-time 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.

Vacation – Vacation accrues at 11.5 days per year upon employment and increases with time in service. The maximum accrual is 42 days.

Sick Leave – Sick Leave accrues at 8 hours per month with no accrual limit. Up to six days of Family Care Leave is allowed per year when deducted from employee's accrued Sick Leave.

Holidays – The District provides 12 paid holidays per year.

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

To be considered for this position, candidates must submit a completed and signed District application. Only candidates with the most relevant qualifications will be invited to participate in the selection process.

After the final filing date of June 23, 2023, 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. 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. The District reserves the right to extend the final filing date as necessary.

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
(707) 443-4558 Fax (707) 443-1490
Email: bfranklin@humboldtcsd.org

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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, drug screening, and have a satisfactory driving record.

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