

Application and Selection Process

To be considered for the position, applicants must submit a completed City of Healdsburg application. Apply online at www.ci.healdsburg.ca.us or download the required application materials and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. Application materials may also be emailed to mmurillo@ci.healdsburg.ca.us. **Position is open until filled.** First review of applications the week of August 27, 2018.

The qualifications of each applicant, as set for in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. **Note:** Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compensation and Benefits

Salary Range: \$4,980-\$6,077/per mo.

Retirement: Membership in CalPERS as defined by PEPPRA. Employee's pay the employee contribution on a pre-tax basis. The City does not participate in Social Security.

Life Insurance: \$75,000 group term life.

Vacation: 10 days per year, increasing with service.

Holidays: 12 paid holidays per year.

Sick Leave: Accrual of 12 days a year.

LTD Insurance: 100% paid by City.

Medical Insurance: Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter or Anthem Blue Cross for medical coverage. Employees pay a portion of the medical premium on a pre-tax basis for Kaiser and Anthem Blue Cross.

Longevity/Merit Pay: 2% to 6% additional compensation is granted for 5- 25 years of service.

EAP: EAP Program for employee and dependents.

Additional Benefits: Deferred compensation plans and Retiree Health Savings Plan available. Educational Reimbursement of \$1,500.00 per fiscal year. Bilingual Spanish pay incentive.

Union Membership: This position is represented by IBEW Local 1245.

The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 11,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.

EMPLOYMENT INFORMATION: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate.

ACCOMMODATION: Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Announcement Date: **Monday, August 13, 2018**

City of Healdsburg

Personnel Office
401 Grove Street
Healdsburg, CA 95448
Phone: (707) 431-3322
Fax: (707) 431-3321



*The City of Healdsburg is
recruiting for*

Utility Worker II

Open until filled



The Position

The City of Healdsburg is currently accepting applications for the position of Utility Worker II. There are currently two vacant positions. The position is a full-time non-exempt IBEW position.

The Utility Worker II performs more skilled assignments, including the skilled operation of power-driven equipment and often works independently. May supervise a small crew in a lead man capacity. The duties assigned to positions in this class require that incumbents exercise independent judgment and initiative. A Utility Worker II may also be required to perform duties similar to those performed by Utility Worker I. Technical and functional supervision may be provided by senior level field maintenance personnel. Assignments may include the indirect supervision of entry level maintenance personnel.

Essential Job Duties

The following duties are considered essential:

- performs work in shop as required for maintenance of all public works and city systems, marks traffic lanes and parking lines, assists on annual weed clearing program;
- drives trucks and operates heavy and/or specialized equipment such as backhoes, rodder/flusher trucks, or loaders;
- digs ditches, trenches and post holes, using backhoes, picks, shovels, post-hole diggers and rotor hammers;
- builds forms for sidewalks and storm drain boxes;
- mixes, pours and finishes concrete to rebuild curbs, sidewalks, storm drain boxes and barricades;
- cleans out storm drains, catch basins, culverts and gutters;
- paints traffic markings, using stencils, paint and airless spray gun;
- performs routine maintenance and repair on City owned buildings.
- performs skilled work, applying a knowledge of the techniques and skill in the use of tools and equipment of the various trades and crafts such as carpentry work, paving, cement work, etc.;
- may connect or disconnect water services;
- install, repair and connect water services, mains and appurtenances;
- shut down portions of the distribution system to affect the repair or connection of water mains;
- performs flushing of existing water mains;

- performs stand-by response duties for distribution system operational emergencies;
- operates heavy equipment, such as boom truck, backhoe, forklift, loader and tractor;
- installs, repairs and replaces underground water and wastewater mains and service laterals;
- measures and cuts sections of pipe, using tapping machine, pipe cutter, threader, reamer, wrenches and assorted pneumatic and hydraulic tools;
- inspects, repairs and replaces pressure-reducing valves, air relief valves and water valves, using wrenches and valve keys;
- checks, repairs and installs fire hydrants, using flow meter, spanner, valve key, and hydrant wrench;
- operates mobile water pumpers and portable generators; and
- locates, maps out and marks out underground utilities.

Minimum Qualifications

Knowledge of: Uses and purposes of general construction tools and equipment; operation of power tools, methods and materials used in the assigned department; arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions; safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions; construction and maintenance materials, methods, and terminology as they relate to public works operations; operation of specialized trucks and heavy equipment; methods, and terminology as they relate to public works operations; and operation and use of a variety of power-driven equipment in performing skilled construction and maintenance work. **Ability to:** perform heavy manual labor under adverse working conditions, wear breathing apparatus and/or protective gear; lift and carry 100 pound bags of material and move 55 gallon drums; drag weights such as these or loaded length of hose, representing 75 pounds of weight resistance; walk and work on slippery surfaces; climb and perform work on ladders up to 12 feet in height; carry and use backpack equipment, such as sprayers and blowers, weighing up to 35 pounds; perform work involving prolonged periods of standing, stooping, reaching, crawling and climbing; understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner; hear and distinguish oral directions while working in noisy conditions; use hammers, nails, drills, saws, wrenches and other basic hand tools; make basic measurements of boards or spaces; communicate with the public and co-workers in a tactful and effective manner; use hand and power tools; follow verbal and written directions; speak, read, and write English; operate the

specialized tools and equipment used in performing work in the area of assignment; read and interpret work orders, diagrams, blueprints and maps; write clear work orders, incident reports and daily logs of work performed; calculate quantities of materials needed to complete tasks; plan and set up work and delegate tasks to others and train and supervise workers; perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities; supervise the activities of a small public works crew or work independently without supervision; and follow verbal and written directions and work from sketches or drawings.

Working Conditions/Physical Demands

Duties involve working in heavy traffic with exposure to variable weather, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents and spills. Incumbents may be exposed to poison oak and other skin irritants. Jobs in this classification may involve climbing ladders and scaffolding and periods of work at heights and/or in holes and vaults, walking on slippery surfaces and climbing down and working in storm drains and underground vaults. May work in deep (typically five feet) confined spaces with exposure to sewer gases, electrical hazards, and dangers of cave-ins and explosions. Incumbents may be required to clean up and haul spills of hazardous materials. May be assigned to weekend shifts, or may be called out for emergency work at night, or on weekends or holidays. Subject to call-out, and on a rotating basis and is on call 24 hours a day for a one-week assignment.

Licenses/Special Requirements

- * Must possess a Grade II Water Distribution System Operator's Certificate.
- * Must possess and maintain a State of California Class B driver's license during course of employment. A State of California Class A driver's license is highly desirable.

Experience and Education

Requires education equivalent to graduation from high school and two years of experience in construction or maintenance work, preferably including the operation of construction equipment or the performance of utility maintenance work.