



# EMPLOYMENT OPPORTUNITY

## SENIOR WATER DISTRIBUTION OPERATOR

**OPEN: Tuesday, September 11, 2018**

**CLOSE DATE: Sunday, September 30, 2018**

**Senior Water Distribution Operator: \$4,038 - \$4,908 monthly** (paid bi-weekly)

2.44% COLA & Equity increase – July, 2019

2.5% COLA & Equity increase – July, 2020

*(Plus excellent benefits)*

**Apply at: [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres)**

**A completed online employment application and questionnaire is *REQUIRED***

Incomplete or late applications will NOT be accepted.

Resumes will NOT be considered in lieu of the required employment application



*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, provides technical and functional supervision over maintenance personnel assigned to Water Services; assists in administrative duties of the division and coordinates work assignments; monitors and coordinates the installation, testing, and maintenance of backflow devices; performs skilled work in the Water Services Division.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Water Distribution series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series including performing technically complex maintenance duties related to area of assignment, performing administrative duties related to budget, contract administration and support of City ordinances, performing duties with heavy equipment and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES:** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate and provide daily work assignments to water maintenance personnel; review work and control quality of work; may provide input on performance evaluations.
2. Assist in developing work plans, procedures and schedules.
3. Order supplies and equipment for work projects; maintain records of purchase orders.
4. Prepare documentation related to assigned staff; may assist in developing budget figures for the division.
5. Work effectively with contractors on City-approved projects; seek bids and estimates for proposed projects.
6. Perform skilled maintenance, repair, and installation work of the water distribution system and equipment.
7. Coordinate and respond to customer service requests, including conducting field investigations, inspections, and utilizing Advanced Metering Infrastructure system to review meter readings and trouble-shoot.
8. Maintain accurate records of installation and testing of all backflow devices within the City of Ceres water system; complete inspections and review test reports of backflow devices in service.
9. Perform emergency repairs; establish proper traffic control devices when necessary.
10. Operate a variety of heavy equipment.
11. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
12. Maintain logs of daily activities.
13. Operate and maintain wells, reservoirs, and treatment facilities, including operate SCADA controls.
14. Collect water samples and compile data.
15. Act for supervisor during his/her absence.
16. Perform related duties as required.

**QUALIFICATIONS:** *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles of lead supervision and training.
- Principles and practices of water distribution and treatment.
- Principles and practices of backflow protection and cross connection control.
- Principles and practices of water conservation.
- Operational characteristics of maintenance and construction equipment and tools used in work activities.
- Practices and procedures of traffic control.
- Basic mathematical principles.
- Basic principles and practices of recordkeeping.
- Principles and practices of project design and cost estimating.
- Occupational hazards and standard safety procedures.

**Ability to:**

- Lead, organize, and review the work of staff.
- Interpret, explain, and enforce department policies and procedures.
- Operate a variety of tools and equipment used in maintenance and construction.
- Work with contractors on City-approved projects.
- Operate heavy equipment skillfully and safely.
- Operate office equipment including computers and supporting software applications, including SCADA, Advanced Metering Infrastructure, equipment databases and customer service web-portal.
- Perform maintenance duties.

- Perform heavy manual labor.
- Understand and follow oral and written instruction.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Equivalent to the completion of the twelfth grade.

**Experience:** Four years of responsible water distribution maintenance experience.

**License or Certificate:**

- Possession of an appropriate, valid Driver License.
- Possession of a D2 Water Distribution Operator certificate issued by the State of California Department of Health Services and the ability to possess a D3 within one year of employment.
- Possession of a T1 Water Treatment Operator certificate issued by the State of California Department of Health Services and the ability to possess a T2 certificate within one year of employment.
- Possession of a current Backflow Prevention Assembly Tester certificate issued by the American Water Works Association, within one year of employment.
- Possession of a current Cross Connection Control Specialist certificate issued by the American Water Works Association, within 18-months after receiving Backflow Prevention Assembly Tester certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## **BENEFITS**

Benefits and compensation for this job classification are administered under the Miscellaneous Bargaining Unit Agreement.

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "*Classic members*" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, eg. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "*new members*" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

**Volunteer Benefits:** The City contributes an additional \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for daycare and unreimbursed medical expenses). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to the employee's Retiree Health Savings (RHS) or Health Savings Account (HSA), as applicable.

**Miscellaneous Benefits:** Employee Assistance Program, voluntary options for Deferred Compensation (457), and Short-Term and Long-Term Disability, Voluntary Life and AD&D, 12 days sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare

## **EXAMINATION PROCESS**

Those applicants whose skills and strengths most closely match the employment qualifications will be contacted via email regarding the next step in the recruitment process, an Oral Panel interview. Candidates who achieve a passing score of 70% and above on the Oral Panel interview will be certified on an employment Eligibility List and may be contacted for a second hiring interview.

## **SELECTION PROCESS**

Offers of employment will be subject to successful completion of a pre-employment background check, fingerprint clearance, and physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 verification form designated by the USCIS.

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

## **AMERICANS WITH DISABILITIES ACT**

Individuals with qualified disabilities as defined by the ADA and FEHA, who need reasonable accommodations to participate in any of the examinations administered by the City of Ceres, must notify the Human Resources Department in writing prior to the final filing date for this recruitment. Official documentation of your functional limitations may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**