



JOB ANNOUNCEMENT: EXTERNAL

THE POSITION

The Vallejo Flood and Wastewater District invites applications for a COLLECTION SYSTEM TECHNICIAN I / II to fill three positions. This is an Open Continuous Recruitment until positions are filled. The first application review will be Wednesday, November 14 at 1:00 p.m. A second application review has been tentatively scheduled for sometime January or February 2019 - specific date to be determined.

The District is seeking a Collection System Technician I / II to perform a variety of unskilled, semi-skilled and skilled work in support of District collection systems installation, inspection, preventative and corrective maintenance and repair activities including mechanical repair activities for stationary and mobile equipment; assists in, and performs, underground televised wastewater line inspection and hydro-cleaning of sewer lines; and performs other duties as assigned.

In addition to meeting the minimum qualifications, the ideal candidate for this position:

- Creates a positive work environment
- Displays a positive and professional attitude with a focus on developing strong Leadership skills
- Respects and supports the diversity and differences in their coworkers and the community we serve
- Is honest, enthusiastic and energetic about delivering exceptional customer service
- Has outstanding communication and interpersonal skills
- Is able to successfully adapt to changing priorities
- Has a passion to improve the organization and a desire to continuously strive for personal growth
- Is a team player who enjoys working with peers, partners and others to positively impact the District's efficiency, performance and work environment
- Has strong problem solving skills
- Has the ability to be remain calm in stressful situations

Job Description available at www.VallejoWastewater.org

OUR ORGANIZATION

Vallejo Flood and Wastewater District is an independent Special District created by the State of California to collect and treat wastewater, and protect the Vallejo community from flooding. Since 1952, the District has protected public health and the San Francisco Bay by collecting and treating the wastewater generated by residents of Vallejo and the surrounding area. In addition, the District helps save lives and protects property from storm water damage. Every day of the year, skilled, dedicated District employees protect our health and environment using advanced treatment methods.



OUR COMMUNITY

The city of Vallejo is a rapidly-changing, diverse community of more than 116,000 people. It is located in the I-80 corridor between San Francisco and Sacramento. Housing costs are among the lowest in the Bay Area. Within the past several years Vallejo has experienced intense growth, creating many new business and residential areas.

Highlights of the area include the decommissioned Mare Island Naval Shipyard, which is being developed with new housing, schools and businesses. Vallejo is home to the California Maritime Academy, a marine oriented state university, and Touro University, an osteopathic medicine teaching facility. Also here is Six Flags Discovery Kingdom, among the state's top ten tourist destinations.

MINIMUM QUALIFICATIONS

Knowledge of principles and practices of lead direction and training (Collection Systems Technician II); principles, practices, tools, equipment, and supplies required to maintain and repair a stormwater and wastewater collection system, including underground wastewater lines; operational characteristics of, and safety requirements for preventive maintenance and minor repair methods related to the equipment; principles and practices of mobile equipment servicing and repair; basic mechanical, electrical, and hydraulic principles; operational and maintenance practices of electrical motors, pumps, and circuitry; safety practices related to the work, including confined space entry; applicable laws, codes, and regulations; modern office practices, methods, and computer equipment and applications related to the work; principles and practices of recordkeeping; English usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to plan, assign and review the work of assigned crew members (Collection Systems Technician II); perform skilled work related to the installation, inspection, maintenance, and repair of underground wastewater lines; operate, adjust, and maintain construction equipment; perform servicing and minor maintenance on a variety of stationary and mobile equipment; respond effectively to emergency situations and troubleshooting such situations; safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment; interpret and explain laws, regulations, policies, and procedures; make accurate mathematical calculations; read meters and gauges efficiently and record accurate consumption information; read maps, manuals, and specifications; prioritize own work and use independent judgment within procedural guidelines; maintain accurate records of work performed; operate modern office equipment, including computer equipment and specialized software application programs; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy and legal guidelines; establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Graduation from high school or equivalent. Demonstrated proficiency to perform all the major duties assigned to the class.

License/Certificate: Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Must acquire within 180 days of employment in this position a valid Class B California Driver's License including Tanker Endorsement.

Minimum Eligibility Standards for District Vehicle Insurance Coverage.

Collection System Technician I: Must possess a current California Water Environment Association Grade I or higher Collection System Maintenance certificate at time of employment.

Collection System Technician II: Must possess a current California Water Environment Association Grade II or higher Collection System Maintenance certificate at time of employment.

Other requirements: Must be available for standby and response to off-hours emergency situations. Public employees are also required to serve as disaster service workers if needed.

MOVEMENT BETWEEN LEVELS

Positions in the Collection Systems Technician series, with the exception of Collection Systems Technician II – Equipment Operator, are flexibly staffed meaning they are budgeted at the Collection Systems Technician II level and employees may be promoted as they achieve the required higher level certification and successfully demonstrate the skills required for the higher level.

Positions at the Collections Systems I level are normally filled by advancement from the Collection Systems Technician Entry Level or from outside of the District depending upon experience and required certification.

Progression to the Collection Systems Technician II level is dependent upon the incumbent obtaining the required certification, demonstrating satisfactory work performance consistent with expectations for the classification including demonstration of skills required to be a crew leader, and must complete a proficiency skills check-off list with management sign off.

Positions at the Collections Systems Technician II – Equipment Operator level are not flexibly staffed and there are a limited number of positions. There must be a vacancy in order for an employee to promote to this position. A separate recruitment for this classification establishes an eligibility list to be utilized to fill vacancies as they occur.

SELECTION PROCESS

The Vallejo Flood and Wastewater District application and supplemental questionnaire must be submitted online. **This is an Open Continuous Recruitment until positions are filled. The first application review will be Wednesday, November 14 at 1:00 p.m. A second application review has been tentatively scheduled for sometime January or February 2019 - specific date to be determined.** Applications and supplemental questionnaire must be submitted using www.calopps.org or using the link at www.vallejowastewater.org.

The most qualified candidates will be invited to participate in the examination process.

The examination process (which includes a one year probationary period upon hiring) may include, but are not limited to, a written examination, practical examination, application screening, oral board and/or selection interview.

A selection interview has been tentatively scheduled for **November or December 2018 and again in February or March 2019 - specific dates to be determined.**

One or more of these steps may be used and in any order. Candidates successful in the examination process will be placed on an eligibility list. The list may be valid for up to two years. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process. Placement on the eligibility list is not a guarantee of a final hiring interview.

Successful candidates not currently employed in regular status by the District must pass a pre-employment physical to be considered for an appointment.

CONTACT INFORMATION

For more information, please contact: Tracey Gieffels, Human Resources Technician
TGieffels@VallejoWastewater.org / 707-651-7135

DISASTER SERVICE WORKER: If you are the successful candidate for this position, you will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All Vallejo Flood and Wastewater District employees are, by state and federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Assignment may require service at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact the direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker.

COMPENSATION

Monthly Salary: \$6,596 - \$7,272

Employees are required to contribute 8% or 6.25% (based on the applicable retirement formula) of salary as the employee contribution to the California Public Employees Retirement System on a tax-deferred basis. Employees also contribute 2% after-tax toward the OPEB retiree health fund.

Employees do not participate in or pay Social Security.

The District provides a generous benefits package which is outlined on this page.

Vallejo Flood and Wastewater District is an Equal Opportunity Employer encouraging workforce diversity. All aspects of employment and promotion shall be without regard to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition. If because of a disability or for religious reasons, you would like to arrange for a reasonable accommodation in order to participate in the application and examination process, we encourage you to contact the Human Resources Department at 707-644-8949. If you have questions regarding Affirmative Action/Equal Employment Opportunity at Vallejo Wastewater you may contact the Human Resources Department at 707-644-8949.

The District is committed to employing only American citizens and legal aliens authorized to work in the United States. If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.

BENEFITS

Benefits

- The District offers CalPERS health insurance and pays up to the highest HMO rate for employees and eligible dependents
- Employees covered by another ACA qualifying group health insurance plan may be eligible for an in-lieu of health coverage medical flex monthly payment in the amount of ½ the applicable CalPERS Kaiser rate
- Fully paid vision and dental coverage for employees and eligible dependents
- Employees receive fully paid \$50,000 Life/\$50,000 AD&D insurance
- Fully paid private Short Term Disability Insurance for the employee
- Fully paid Employee Assistance Program
- Optional Flexible Spending Plan
- Education Assistance Program

Paid Leave

- Vacation:

10 working days = 0 – 3 years of service

15 working days = more than 3 – 10 years of service

20 working days = more than 10 – 20 years of service

25 working days = more than 20 years of service

- Sick Leave: 1 day for each full month of employment (8 hour day)
- Bereavement: Up to 4 days for immediate family based on where the funeral services are held
- Holidays: 10 paid holidays per year and 28.5 hours of paid floating holiday per year (first year of employment floating holiday accrues based on hire date)

Retirement Plan – CalPERS 2.7% @ 55 Formula – CalPERS Classic Members.

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

Retirement Plan – CalPERS 2% @ 62 Formula – CalPERS New Members

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

Deferred Compensation

The District offers an optional Deferred Compensation Plan with 100% employee contribution.

Retiree Medical

The District offers contributions towards CalPERS retiree medical insurance premiums for qualified employees who retire from CalPERS within 120 days of separation from Vallejo Wastewater. Under Vallejo Wastewater's retiree medical vesting plan, all retirees hired on or after 11/1/2013 must have a minimum of ten (10) years of service as a CalPERS member including a minimum of five (5) years of service accrued at Vallejo Wastewater to qualify for a premium contribution. The maximum premium contribution is based on the CalPERS 100/90 formula, and coverage level. The percentage of the CalPERS 100/90 amount contributed by Vallejo Wastewater is determined by full years of CalPERS service. This is per our current contract that is scheduled for renegotiation in 2023.