



VALLEY OF THE MOON WATER DISTRICT
PO BOX 280
EL VERANO, CA 95433

Invites applications for the position of:
WATER DISTRIBUTION SYSTEM OPERATOR I

An Equal Opportunity Employer

SALARY

\$4,102-4,986 Monthly

FINAL FILING DATE: May 31, 2017

THE POSITION

The District is seeking a motivated individual to join the team operating a water distribution system serving communities in the Sonoma Valley. This is the entry level class within the Water Distribution System Operator series. Employees in this class assist in the duties involved with the installation, maintenance, and repair of the water distribution system facilities. The work is performed under the general supervision of the Operations and Maintenance Supervisor and within a framework of established procedures. Functional supervision may be provided by employees in higher classifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties are carried out as a member of a field crew. Employees in this class regularly operate mechanical equipment, such as trucks, air-compressors, jackhammers & tampers; use shovels and digging bars; back fill trenches; perform temporary paving; assist with traffic control; operate valves; read water and electric meters; make written entries on standardized forms; load and unload heavy construction material and tools; and perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Operations and Maintenance Supervisor, of Meter Reader duties. These duties include reading water meters in an assigned area; detecting and reporting damaged or unusual meter conditions; investigating consumer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

IDEAL CANDIDATE

The ideal candidate is motivated, eager to learn, has an excellent work ethic, and customer service skills. Attention to detail and the ability to intelligently follow instructions are mandatory. The ideal candidate will work well with others on crews and teams, and have basic reading, writing and math skills. Experience in one or more of the following areas are desirable: water distribution, underground construction, or pipeline, street, plumbing, and/or irrigation system construction and maintenance.

QUALIFICATIONS

- Knowledge of uses of a wide variety of construction tools and equipment; safe work practices including precautions for working in traffic and under hazardous conditions; and knowledge of plumbing operations
- Knowledge of basic arithmetic, writing and report generation, and computer operation.
- Ability to learn job-related material through oral instruction, reading and observation.
- Ability to perform heavy manual labor under adverse working conditions.
- Ability to understand oral and written directions, diagrams, and maps in order to accomplish assigned tasks
- Ability to communicate with the public and with co-workers in an effective manner.
- Requires high school diploma or a GED.
- Requires current possession of a valid California Class "C" driver license and a satisfactory driving record.
- Must possess or be able to obtain a Grade D1 Water Distribution Operator Certificate issued by the State of California within 18 months of hire date.
- Must possess or be able to obtain a First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross within 18 months of hire date.

WORKING CONDITIONS

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects such as 90 pound bags of cement, 90-pound jack hammers and 50-pound meter boxes for distances of 20 feet or less; move objects weighing 50 pounds, such as, sand bags and tampers, for distances over 20 feet. Directing traffic involves making continuous or repetitive arm-hand movements. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays and shall live and be able to respond to the job site within 30 minutes.

THE SELECTION PROCESS

Interested persons must submit a completed District application and provide an official DMV three-year driving history printout. Incomplete applications will not be considered. Applicants who submit the required documents, meet the required qualifications, and have a satisfactory driving history will receive a written notice confirming the date, time and location of the hiring interview.

HIRING REQUIREMENTS

1. Persons participating in a hiring interview and being considered for selection will be subject to a background investigation and must pass a District-sponsored physical examination including a drug/alcohol test; once appointed, employees serve a probationary period.
2. Documentation of eligibility to work in the United States will be required as a condition of employment. Valley of the Moon Water District participates in E-Verify.

APPLICATION MATERIALS

A completed District application and DMV Driver Record printout are required. An application is available on the District's website at: www.vomwd.com/employment. For questions contact Chris Petlock by phone at (707) 996-1037 or by email at cpetlock@vomwd.com. Please email to cpetlock@vomwd.com or mail completed applications to: Valley of the Moon Water District, P.O. Box 280, El Verano, CA 95433. Applications and DMV Driver Record printouts must be received no later than the close of business on March 25, 2016.

EMPLOYEE BENEFITS

The District provides a full complement of benefits including:

- Vacation - 10 days per year; additional days earned with additional years of service);
- Holidays - 11 paid holidays per year, plus 2 floating paid holidays per year; sick leave accrued at the rate of 4 hours per month for the first 12 months, then 8 hours per month thereafter;
- Workers' Compensation (employees are covered by Workers' Compensation insurance for job-related injury);
- Long term disability insurance (provided to employees after 6 months of service);
- Health plans (provided through PERS, District contributes portion of the monthly premium for all plans for employees and dependents);
- Dental insurance (District contributes the monthly premium for Delta Dental plan for employees and dependents);
- Vision care (District contributes the monthly premium for vision care for employees and dependents);
- Life insurance (District contributes the monthly premium for term life insurance);
- Retirement (Public Employee's Retirement System, 2.5% at age 55 for "classic" members or 2% at 62 for "new" members).
- Deferred compensation (deferred compensation plan is available and the District matches up to \$100 per month).

APPLICANT'S RESPONSIBILITY

Applicants must certify the correctness of all information provided in the application, and must provide all required documents including a DMV Driver Record printout, and evidence of required licenses and/or certifications.