



Application Packet

Position: Maintenance Worker/ Treatment Operator (Full-time)

Starting Wage: \$21.31-\$25.90/hour, plus an excellent benefit package

Position open until filled

First Review of Applications: April 14, 2021

Application packets are available at the District office, or may be printed out from the District website (www.sweetwatersprings.com)

The Sweetwater Springs Water District is pleased to accept applications for a full-time Maintenance Worker/ Treatment Operator at our District office, located at 17081 Hwy. 116, Ste. B, Guerneville. A job description is attached. In addition to wages, the District offers a competitive benefit package that includes:

- ✓ Vacation and sick accrual
 - ✓ 10 paid holidays and an additional 16 floating holiday hours per year
 - ✓ CalPERS Retirement plan
 - ✓ Generous District contribution to a choice of healthcare plans offered thru CalPERS
 - ✓ Full dental and vision insurance
 - ✓ Access to an IRS 457 Plan
- Completed applications will include:
 - Completed employment application form
 - Cover letter and resume with references
 - In addition, to be considered applicants must possess a valid California Driver's License and a vehicle to use during the work day.
 - All applications will be reviewed. Based on the information provided, the most qualified applicants will be invited for an oral interview. Employment offers are normally made following reference and background checks and are always contingent upon successful completion of a pre-employment physical examination, which includes drug testing.
 - Direct inquiries to General Manager at (707) 869-4000. Mail, drop off, fax or scan/email completed applications to:

Sweetwater Springs Water District
PO Box 48
Guerneville
FAX (707) 869-4005 TEL: (707) 869-4000
E-MAIL jbushgen@sweetwatersprings.com
DROP OFF: 17081 Hwy. 116, Ste. B, Guerneville

Sweetwater Springs Water District

Maintenance Worker/Trainee

Maintenance Worker I, II, III

Definition:

Performs a variety of skilled and unskilled water system maintenance, repair, construction, and re-construction tasks under general supervision of senior employees. May operate water distribution and treatment equipment as assigned. Requires weekend, evening, and holiday on-call work assignments. Performs related tasks as required.

Distinguishing Characteristics:

The trainee-level classification is an entry-level position which requires some basic technical skills and knowledge related to underground construction. A level of mechanical aptitude and the knowledge or ability to learn how to solve water-related math problems is necessary. Work is observed and reviewed during performance, and procedures are explained in detail relative to the specific task at hand. Requires obtaining **T-1 and D-1** CA state certifications within approximately one year of hire date.

Level I is the advanced entry-level classification. The employee has a general knowledge of water system operation and maintenance procedures, and must have **T-1 and D-1** CA state certification.

Level II. The employee is expected to fully perform a wide variety of tasks under general supervision, and must have a **T-2 and D-2** CA state certification.

Level III is the journey-level classification. The employee has significant water system experience. The employee can perform duties under limited supervision, and must have at least **T-2 and D-3** CA state certification.

Duties and Responsibilities:

- Dig trenches, excavate, clean, flush, inspect, repair, construct and/or reconstruct water lines and laterals
- Locate and mark underground utilities
- Operate equipment in a safe manner, including, but not limited to, soil compactors, compressors, leak detectors, jack hammers, weed eaters, backhoes and/or dump truck
- Investigate and resolve inquiries and complaints from customers via work orders and by customer contact
- Perform equipment maintenance
- Mix chemicals and make adjustments to feed rates.

- Maintain records and logs
- Utilize proper safety precautions relative to work performed in the field
- Perform heavy manual labor
- Traffic control
- Maintain storage tanks, paint and clean as assigned
- Prepare written entries in diaries, work orders and other report documents
- Work weekdays, weekends, holidays, and evenings on a scheduled, on-call and as-needed basis
- Obtain and maintain State treatment and distribution licenses
- Conduct pump rounds on an assigned shift
- Perform on-call maintenance and repair work
- Maintain and monitor parts and material inventories
- Perform site and building maintenance
- Take water samples and record findings
- Follow written and oral instructions and safety procedures
- Develop cooperative working relationships with District staff and the public
- Read water meters, transcribe to ledger book or electronic meter reading device
- Conduct water meter checks, turn water services on and off, lock off meters, replace and set new meters
- Perform other tasks as assigned

Knowledge and Abilities:

Knowledge of:

- Use and purpose of general construction tools and equipment
- Safe work practices
- Basic principles of domestic water biology, chemistry and mathematics
- Spelling and grammar sufficient to perform the job
- General construction methods and procedures
- Principles and practices of water treatment and distribution in a community water system

Ability to:

- Understand and carry out oral and written instructions
- Perform unskilled, semi-skilled, and skilled tasks as assigned
- Bend and lift heavy objects, walk long distances, and perform heavy manual labor
- Communicate clearly with staff and the public
- Work cooperatively and maintain harmonious working relationships with field staff, office staff and the general public
- Read and record information from gauges, instruments and water meters
- Work weekdays, weekends, holidays and evenings on a scheduled, on-call, and as needed basis
- Obtain and maintain State treatment and distribution licenses

- Safely operate vehicles and construction equipment
- Perform basic arithmetic calculations

Required Qualifications:

Education:

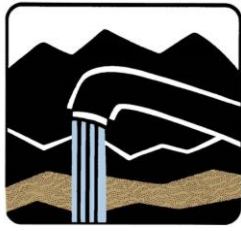
High school graduate, GED or equivalent.

Special Licenses/Certification/Skills:

Valid California Class "C" drivers license, Water Treatment and Water Distribution certification issued by the State of California, Department of Health Services, at level required for the job classification.

APPROVED as of March 14, 2002
(See, Resolution 02-09)

Wording changes July 30, 2014



Employment Application Maintenance Worker/ Treatment Operator

1. NAME _____
 LAST FIRST MIDDLE

2. ADDRESS _____
 NUMBER STREET APT. NO.

 CITY STATE ZIP

3. PHONE/EMAIL _____
 HOME WORK CELL EMAIL

4. SSN: _____

5 Are you a United States citizen, or an alien authorized to work in the United States?
 YES NO

7. Have you ever been convicted of any violation of the law? (Excludes traffic violations under \$75.00. A conviction is not necessarily a bar to employment. Each case will be given individual consideration. Failure to disclose convictions will be considered fraud in securing appointment and will be grounds for termination. Please list offense (s) and date (s) convicted:

6. List any previous names under which you have worked, gone to school or served in the Armed Forces.

EDUCATION & TRAINING

8. Do you have a high school diploma, GED, or California High School Proficiency Certificate? YES NO

9. NAMES OF COLLEGES / UNIVERSITIES ATTENDED	DATES ATTENDED	COURSE OF STUDY/MAJOR	DEGREE AWARDED		UNITS COMPLETED		TYPE OF DEGREE	DATE COMPLETED	
			YES	NO	Semester	Quarter			
10. OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION					LENGTH OF COURSE		DATE COMPLETED	
11. PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED			SERIAL NO.		DATE ISSUED		EXPIRATION DATE.		
12. Driver's License Number & State -		Class	13. Skills, if required for this position:		Typing Speed	10-key experience?			
						WPM	YES <input type="checkbox"/> NO <input type="checkbox"/>		
14. List any Foreign Language In which you are fluent:			15. OTHER SKILLS :						

16. EMPLOYMENT HISTORY: List your work record for the last 10 years. Begin with your most recent experience. Include Self-employment and U.S. Military service. Describe the work you did as completely as possible. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet prepared in the same form and attach securely..

TO: MO / YR MO / YR	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF PRESENT POSITION	NO. EMPLOYEES SUPERVISED BY YOU:
HOURS PER WK.	ADDRESS CITY STATE	NAME OR SUPERVISOR	SUPERVISOR'S PHONE NO.
SALARY: \$	DUTIES:		
REASON FOR LEAVING:			
TO: MO / YR MO / YR	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF PRESENT POSITION	NO. EMPLOYEES SUPERVISED BY YOU:
HOURS PER WK.	ADDRESS CITY STATE	NAME OR SUPERVISOR	SUPERVISOR'S PHONE NO.
SALARY: \$	DUTIES:		
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TO: MO / YR MO / YR	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF PRESENT POSITION	NO. EMPLOYEES SUPERVISED BY YOU:
HOURS PER WK.	ADDRESS CITY STATE	NAME OR SUPERVISOR	SUPERVISOR'S PHONE NO.
SALARY: \$	DUTIES:		
REASON FOR LEAVING:			

17. Were you ever discharged or forced to resign from any position? YES NO If Yes, please explain:

18. Inquiry may be made of your former employers or the last school you attended YES NO
Regarding your performance record. May we contact your present employer?

Persons employed must pass a complete medical examination, execute a loyalty oath as required by law, and be fingerprinted.

It is the policy of the Sweetwater Springs Water District to hire only U.S. citizens and aliens authorized to work in the United States. Documentation of eligibility to work in the U.S. will be required as a condition of employment.

19. CERTIFICATE OF APPLICANT:

I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of material facts may forfeit my rights to any employment in the service of the Sweetwater Springs Water District.

X _____ DATE _____

SIGNATURE