

CITY OF RED BLUFF INVITES APPLICATIONS FOR

WATER SYSTEMS MAINTENANCE WORKER

ANNUAL BASE SALARY RANGE: \$ 31,861 - \$ 38,727
ADDITIONAL CERT. PAY OF UP TO 10% AVAILABLE

APPLICATION REQUIREMENTS:

Submit the following documentation to:

City of Red Bluff, Attn: Human Resources
555 Washington Street
Red Bluff, Ca 96080
(530) 527-2605 ext. 3051
vcobb@cityofredbluff.org

- 1). **City of Red Bluff Employment Application**
(Applications may be obtained in person, by mail at the above address or www.cityofredbluff.org)
- 2). **Copy of high school diploma or G.E.D. certified scores and/or college transcripts**
- 3). **Copy of valid Driver's License**
- 4). **First Aid & CPR Cert or ability to obtain one**
- 5). **Grade 1 Water Dist Cert. or ability to obtain one**

SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Definition of Position

Performs a variety of semi-skilled and manual work, operates trucks and power driven equipment, involved in installation, repairs and maintenance of City water system.

Selection Procedure:

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

Current Benefits:

Benefits include vacation and sick leave of approximately 25 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; 2% @ 62 PERS retirement; workers compensation insurance; and uniform allowance.

Wages, hours, and other terms and conditions of employment are determined through a "Meet and Confer" process and are subject to the Memorandum of Understanding currently in effect. Public Works Maintenance Worker - Water Department are part of the Miscellaneous Bargaining Unit. The probation period for a Public Works Maintenance Worker in the Water Department is one year.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

EOE. We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

FINAL FILING DATE SEPTEMBER 29, 2017 AT 5:00 PM
Postmarks will not be accepted

If you are **attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

Incomplete information MAY result in **disqualification.**

DATES Month-Year	PRESENT OR LAST POSITION	Company	Position held		Starting salary	
From		Mailing Address	Your supervisor's name and title		Final salary	
TO		City State Zip Code	Reason for Leaving		Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held		Starting salary	
From		Mailing Address	Your supervisors name and title		Final salary	
TO		City State Zip Code	Reason for Leaving		Phone No.	
May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held		Starting salary	
From		Mailing Address	Your supervisor's name and title		Final salary	
To		City State Zip Code	Reason for Leaving		Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held		Starting salary	
From		Mailing Address	Your supervisor's name and title		Final salary	
TO		city State Zip Code	Reason for Leaving		Phone No.	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant _____
(Use ink, required for application to be complete)

Date _____

Position applied for: _____

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)

CLASS SPECIFICATION
WATER SYSTEM MAINTENANCE WORKER

GENERAL PURPOSE

To perform a variety of semi-skilled and manual work to support various Public Works maintenance and construction activities, to operate trucks and power-driven equipment.

SUPERVISION RECEIVED

This position works under the supervision of the water department supervisor and/or lead worker.

SUPERVISION EXERCISED

None exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs semi-skilled and manual work in support of water system maintenance and construction activities.

Performs all work in accordance with department policies, procedures and standards of quality and safety.

Operates a variety of light to heavy equipment; maintains assigned tools and equipment.

Drives truck and other equipment; loads/unloads equipment, supplies and materials, etc.

May work beyond normal working hours as required.

- Participates in the installation, construction, maintenance and repair of water mains, pump stations, service lines, and other water utility components, including valves, regulators, and sprinkling systems; taps mains; lays pipe; installs and removes water meters; installs, maintains, tests and repairs fire hydrants; cleans system equipment; digs and backfills trenches; resurfaces asphalt and forms, pours and finishes concrete repairs at job sites; turns on and turns off water services; reads water meters; collects water samples.

PERIPHERAL DUTIES

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or possession of a GED,
and
- One year of experience in water division.

Necessary Knowledge, Skills and Abilities:

- Knowledge of department policies and procedures; methods, products, tools and equipment used in water system maintenance and construction work; operation and care of specialized equipment and machinery used in assigned area of responsibility; basic mathematical principles.
- Skill in operating the listed tools and equipment.
- Ability to understand and apply pertinent policies, procedures and regulations; follow oral and written instructions; follow safety regulations; establish and maintain cooperative working relationships with those contacted during the course of work; perform maintenance activities involving skills in the functional fields to which assigned; operate a variety of light to heavy power equipment; use and maintain tools and equipment properly; maintain records and make simple reports; work beyond normal working hours as required.

SPECIAL REQUIREMENTS

- A valid state Class “B” or “A” CDL driver’s license or ability to obtain one as required.
- First Aid and CPR certifications.
- Grade I Water Distribution Certification.

TOOLS AND EQUIPMENT USED

May include City trucks, vehicle, backhoe, loader, roller, water truck, pneumatic tools, various other hand and power tools, telephone, etc.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing and balancing, kneeling, crouching and crawling, and that involves the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (up to 50 pounds) and occasionally heavier objects and materials (up to and over 100 pounds).

Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks may risk exposure to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery hazards, electric currents, vibrations, traffic hazards, toxic agents, pathogenic substances, and working at heights or in confined spaces.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.