

Application For Employment



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How did you learn about us?			
<input type="checkbox"/> Friend/Relative: (name) _____		<input type="checkbox"/> Website: (name) _____	
<input type="checkbox"/> Advertisement (publication) _____		<input type="checkbox"/> Other: _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number (Day)	Telephone Number (Evening)		
Email Address			

If you are under 18 years of age, can you provide the required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: ☐ Full Time ☐ Part Time ☐ Temporary

The Water Resources Technician position's regular work schedule is Monday - Thursday, 6:00 a.m. - 4:30 p.m.

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School	Undergraduate College/University*	Graduate/ Professional*
School Name and City			
Years Completed			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extra curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason Considering Leaving /Reason Left				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

References

Give name, address and telephone number of three business references who are not related to you.

	Name	Relationship	Email Address	Telephone Number
1.				
2.				
3.				

With or without accommodation, do you have the physical and mental ability to perform the tasks on the **attached** job description?
(If accommodation is necessary, please describe below)

☐ Yes ☐ No

Supplemental Questionnaire

- 1- In addition to the application details, answers to the supplemental questions will be used to determine qualifications for this position. All experience referenced in your answers must also be included in the "Work Experience" section of this application. Please answer as thoroughly as possible and do not type "see resume" in lieu of answering any required questions. By indicating "Yes" below, you are acknowledging receipt of this information.
- 2- Please indicate the highest level of education you have completed.
- 3- If you answered with 'Associate Degree' or higher in the question above, please indicate the courses you have completed and your degree major. If you have not completed college coursework, please type 'N/A'.
- 4- How many years of demonstrated professional experience do you have working in the field of water distribution systems or water treatment facility operations?
- 5- Do you possess a valid California Class C Driver's License?
- 6- Do you possess proof of a good driving record free from multiple serious traffic violations or accidents for at least the prior two (2) years?
- 7- Do you possess an AWWA Backflow Prevention Assembly Tester Certification?
- 8- If you answered with 'No' in the question above, please provide an estimated date for obtaining the AWWA Backflow Prevention Assembly Tester Certification.

Supplemental Questionnaire (cont.)

- 9- Do you possess, or have the ability to obtain, a Grade D2 Water Distribution Operator Certificate from the State of California Department of Public Health within one year of hire? Please be advised that while the District will assume financial responsibility for the examination fee, the employee may be expected to prepare for and complete the examination on their own time, e.g., outside of regular working hours, without additional compensation. On-duty preparation and examination may be permitted with prior approval.

If you do not currently hold the above-mentioned certificate, please provide an estimated date for obtaining it:

- 10- Do you possess, or have the ability to obtain, a Grade T1 Water Treatment Operator Certificate from the State of California Department of Public Health within one year of hire? Please be advised that while the District will assume financial responsibility for the examination fee, the employee may be expected to prepare for and complete the examination on their own time, e.g., outside of regular working hours, without additional compensation. On-duty preparation and examination may be permitted with prior approval.

If you do not currently hold the above-mentioned certificate, please provide an estimated date for obtaining it:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of CHWD is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and proof of insurance.

I understand and hereby acknowledge that any employment relationship with CHWD is of an "at will" nature, which means that the employee may resign at any time and CHWD may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by the General Manager or designee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of CHWD.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel or an external consultant employed by CHWD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

NOTES:

CITRUS HEIGHTS WATER DISTRICT

WATER RESOURCES TECHNICIAN WATER RESOURCES SPECIALIST

DEFINITION

To operate the District's water distribution, production and treatment equipment, ensuring water quality compliance during operations and maintenance functions; to perform water quality and water operations tests; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Water Resources Technician - This is the entry level class in the technical Water Resources series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Water Resources Technician class is distinguished from the Specialist level by the performance of less than the full range of duties assigned to the Specialist level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Water Resources Specialist - This is the journey level class in the technical Water Resources series and is distinguished from the Technician level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Technician level once the incumbent meets the qualification standards of the Specialist level, demonstrates an ability to perform the full scope of the work, and meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Water Resources Technician

Receives immediate supervision from the Water Resources Supervisor.

Water Resources Specialist

Receives general supervision from the Water Resources Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Investigate customer complaints on water quality.

Operate a department-assigned vehicle to travel to designated field sites for the purpose of collecting samples for water quality analysis; perform standard chemical tests; submit required reports on water sample laboratory data.

Perform special projects as delegated by the Water Resources Supervisor.

Operate water treatment equipment.

Maintain records.

Turn water service on/off as requested by customers or District staff including location of necessary valves.

Operate water production facilities.

Perform routine equipment maintenance; load and unload equipment and materials.

Test backflow devices.

Respond to emergency calls.

Maintain a physical presence in the office which is necessary to perform essential tasks.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Water Resources Technician

Knowledge of:

Chlorinators and domestic water sampling techniques.

Principles and practices of safety management.

Principles and practices of customer service.

Ability to:

Drive to various field locations to collect water samples and perform basic chemical tests.

Respond to emergency calls.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing inspection or maintenance of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Read and interpret pump charts and gauges.

Maintain accurate records.

Prepare concise and comprehensive reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Work experience in the field of water distribution systems or water treatment facility operations is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver's License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of, or ability to obtain, a Grade D2 Water Distribution Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of, or ability to obtain, a Grade T1 Water Treatment Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of an AWWA Backflow Prevention Assembly Tester certification. Failure to maintain such required certification may be cause for disciplinary action.

Water Resources Specialist

In addition to the qualifications for the Water Resources Technician:

Knowledge of:

Operations, procedures, policies and precedents of the District.

Rules, regulations and codes applicable to District maintenance, construction and operation functions.

Principles of cross-connection testing, surveys and administration.

Ability to:

Perform routine equipment maintenance.

Respond to emergency calls.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Resources Technician with the District.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in mathematics, science or a related field.

License and Certificate

Possession of a valid California Class C Driver's License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Water Resources Technician:

Possession of, or ability of obtain, a Grade D2 Water Distribution Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of, or ability of obtain, a Grade T1 Water Treatment Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe.

Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of an AWWA Backflow Prevention Assembly Tester certification. Failure to maintain such required certification may be cause for disciplinary action.

Water Resources Specialist:

Possession of, or ability to obtain, a Grade D3 Water Distribution Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of, or ability to obtain, a Grade T2 Water Treatment Operator certificate from the State of California Department of Public Health within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

Possession of an AWWA Backflow Prevention Assembly Tester certification. Failure to maintain such required certification may be cause for disciplinary action.

Possession of an AWWA Cross Connection Specialist certification. Failure to maintain such required certification may be cause for disciplinary action.

FLSA: Non-Exempt