

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

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.

Certifications, Special Skills, and Qualifications

Summarize special job-related certifications, 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- Do you have a current driving record free from multiple or serious traffic violations or accidents for the last two (2) years?

- 3- Are you willing to work various schedules, overtime, evenings, weekends, and holidays hours as needed?

- 4- The following set of questions pertains to your possession of the required certifications. Please refer to the attached job description for more detailed information about the timeline to obtain the certifications. 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.
 - a. Grade D1 Water Distribution Operator from the State of California Water Resources Control Board

 - b. Grade D2 Water Distribution Operator from the State of California Water Resources Control Board

 - c. Grade T1 Water Treatment Operator from the State of California Water Resources Control Board

 - d. Grade T2 Water Treatment Operator from the State of California Water Resources Control Board

 - e. AWWA Backflow Prevention Assembly Tester Certification

- 5- How many years of experience do you have working in water-related construction?

- 6- Describe your experience applying construction practices and safety-related practices. In your response, please list any safety training courses you have taken and/or certificates that you possess. If you do not have any experience in this area, write "N/A"

Statement of Interest

Please explain why you are interested in the Construction Inspector/Senior Construction Inspector position at Citrus Heights Water District. For both the Construction Inspector and Senior Construction Inspector positions, describe how you plan to develop or improve your skills and knowledge in potable water construction inspection, considering the former is an entry-level role and the latter requires continued professional growth. Lastly, discuss your approach to teamwork and customer service, and provide examples of how you have demonstrated these qualities in previous roles.

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
CONSTRUCTION INSPECTOR
SENIOR CONSTRUCTION INSPECTOR

DEFINITION

To perform a variety of technical duties related to the inspection of work quality and materials used in the construction of facilities and infrastructure; to ensure constructed improvements are in compliance with approved plans, specifications, conditions, and regulations; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Construction Inspector - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector class is distinguished from the Senior Construction Inspector level by the performance of less than the full range of duties assigned to the Senior Construction Inspector 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.

Senior Construction Inspector - This is the journey level class in the Construction Inspector series and is distinguished from the Construction Inspector 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 Construction Inspector level once the incumbent meets the qualification standards of the Senior Construction Inspector level, demonstrates an ability to perform the full scope of the work, and meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Construction Inspector

Receives immediate supervision from assigned manager.

Senior Construction Inspector

Receives general supervision from assigned manager.

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

Inspect construction methods and materials to ensure quality workmanship and compliance with approved plans and specifications.

Provide observation to ensure compliance with local, state and federal construction and safety regulations.

Develop and recommend revisions to plans and specifications to meet field conditions as necessary.

Attend and participate in project planning and project construction meetings.

Conduct field tests of construction materials to insure proper quality.

Maintain a detailed daily diary of inspections and makes field measurements and calculations as necessary.

Review construction plans for water distribution system improvements and associated facilities.

Develop reports on issues related to completion of construction projects within time and cost requirements.

Assist with preparation, review and distribution for construction bid documents.

Review, confirm and process contractor requests for payment.

Prepare correspondence related to inspection and project documentation functions.

Perform inspections of work in progress to ensure proper utilization of personnel and equipment.

Coordinate data gathering inspections and provides assistance to other District personnel.

Coordinate and observe hydrostatic pressure testing of water distribution facilities.

Observe that proper disinfection procedures are used and collect samples for water quality analysis.

Assist with backflow prevention program.

Assist with groundwater well program.

Perform special projects and other duties as delegated by the Director of Engineering.

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

Construction Inspector

Knowledge of:

Procedures, methods, tools and equipment used in the operation of motors, pumps, compressors, automatic controls, valves, timers and related equipment.

Water sampling techniques.

Principles, methods and practices related to job safety.

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

Computer software applications such as word processing, spreadsheets, databases, electronic mail, maintenance management systems and geographic information systems (GIS).

Ability to:

Learn to inspect water distribution system installation, replacement, rehabilitation and maintenance and repair work performed by others.

On a continuous basis, observe construction operations of construction projects in the field; identify underground service alert markings; interpret maps, plans, and reports; know how to perform underground work and other construction; and observe safety precautions.

Intermittently, walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Read and interpret construction staking.

Drive to various field locations to inspect construction projects and detect flaws in construction methods and materials.

Organize data, maintain accurate records and prepare reports.

Drive to various field locations to collect water samples.

Perform arithmetical calculations.

Safely operate motor vehicles for various tasks such as driving to project sites, collecting and dropping off water samples.

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:

One year of experience in public works/pipeline construction, engineering or a related field.

Training:

Equivalent to the completion of the twelfth grade. Postsecondary education with course work in engineering technology, construction management or related areas from an accredited university or college or documented vocational/technical school training in related areas is highly desirable. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or 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 a valid Grade D1 Water Distribution Operator Certification issued by the State of California Water Resources Control Board is required within 6 months of appointment. Failure to obtain or maintain such required certification may be cause for disciplinary action, or dismissal.

Possession of a valid Grade T1 Water Treatment Operator Certification issued by the State of California Water Resources Control Board is required within 6 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

Senior Construction Inspector

In addition to the qualifications for the Construction Inspector:

Knowledge of:

Operations, procedures, policies and precedents of the District.

Potable water distribution system design, operation and maintenance.

Cross-connection control and backflow prevention.

Storm water pollution prevention practices.

Development and maintenance of filing and recordkeeping systems.

Ability to:

Effectively represent the District in contact with the public, contractors, developers, and professional engineering consultants.

Develop reports outlining issues with construction projects.

Develop recommended revisions to plans and specifications to meet field conditions or changes in construction practices.

Read and interpret designs, plans and construction specifications.

Use a computer to compose letters and reports, develop tables and charts, develop spreadsheets and databases for information and records.

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:

Five years of responsible experience similar to Construction Inspector with the District.

Training:

Equivalent to the completion of the twelfth grade. Postsecondary education with course work in engineering technology, construction management or related areas from an accredited university or college or documented vocational/technical school training in related areas is highly desirable. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or 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 a valid Grade D1 Water Distribution Operator Certification issued by the State of California Water Resources Control Board is required upon hire and a D2 within 12 months of appointment. Failure to obtain or maintain such required certification may be cause for disciplinary action, or dismissal.

Possession of a valid Grade T1 Water Treatment Operator Certification issued by the State

of California Water Resources Control Board is required upon hire and a T2 within 12 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

Possession of a valid Backflow Prevention Assembly Tester Certification issued by American Water Works Association is required within 12 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

FLSA: Non-Exempt