



# 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 our 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 Distribution Operator I/II position's regular work schedule is Monday – Thursday, 6:30 A.M. – 5:00 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.

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

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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

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- 1- The following Supplemental Questionnaire is part of the examination for this position and will be used to evaluate your qualifications. Based upon the application and responses to the supplemental questions, the best-qualified candidates will be invited to participate in the recruitment process. Please read each question carefully and provide a thorough and complete response, detailing your education and work experience. Failure to fully detail all experience or stating experience in response to the supplement questions, not listing the experience in the application, copying/pasting information, or responses such as “See Resume” or “See Application” will result in your application not being considered. You will not have an opportunity to provide additional information if your application is not selected to proceed in the recruitment process, so you should be sure to detail all relevant education and work experience within your application and supplemental questionnaire. Do you understand this statement?
  - Yes
  - No
- 2- Do you possess a valid Grade D1 or higher Water Distribution Operator Certificate issued from the California State Water Resources Control Board? *Note: Please include proof of certificate in your application material.*
  - Yes
  - No
- 3- How many years of experience do you have working in operations for a water agency?
  - None
  - Less than one year
  - One to two years
  - Two to three years
  - Three years or more
- 4- This position requires participation in rotating stand-by duty after hours, weekends, and holidays. Do you understand this requirement?
  - Yes
  - No
- 5- Do you have the ability to respond to emergency call-outs on a 24-hour basis and to report to the water district for emergency calls within a reasonable time frame? *Employees assigned to Standby Duty must reside within fifteen (15) miles of the District headquarters while performing Standby Duty.*
- 6- Are you willing to maintain safety and other relevant certifications?
  - Yes
  - No
- 7- Do you have a current driving record free from multiple or serious traffic violations or accidents for the last two (2) years?
  - Yes
  - No
- 8- How many years of full-time experience do you have constructing, maintaining, or repairing water distribution facilities?
  - None
  - Less than one year
  - One to two years
  - Two to three years
  - Three to four years
  - Four to five years
  - Five or more years

# Supplemental Questionnaire (cont.)

- 9- Describe your education from an accredited college or the apprenticeship program you have taken in relation to the position of Water Distribution Operator. *Note: Please include proof of transcripts, copies of degrees, and/or proof of your apprenticeship in your application material.*
- 10- Describe your experience in the maintenance, construction, and repair of underground water distribution systems, wastewater collection, storm water collection, or underground pipeline. In your response, please include employer, dates of employment, and exact duties for each of the experiences (e.g., maintenance, construction, repairing underground pipeline) listed above. If you do not have any experience in this area, write "None."
- 11- Describe the different types of tools, equipment, and/or vehicles that you have used in the maintenance, construction, and repair of underground pipeline systems. In your response, please identify the job duty you performed using the different types of tools, equipment, and/or vehicles you have identified. If you do not have any experience in this area, write "None."
- 12- Describe your experience performing preventive maintenance, troubleshooting, and overhauling of water treatment and water distribution equipment or similar types of equipment. Include specific details on the type of equipment, exact duties you performed (preventative maintenance, troubleshooting, and overhauling), and the frequency performed. If you do not have any experience in this area, write "None."
- 13- Describe your experience applying construction practices and safety-related practices to water systems operations and maintenance. In your response, please list the safety training courses you have taken and/or certificates that you possess (e.g., Gas Detection, Shoring, Competent Person, Fall Protection, Traffic Control, Confined Space, etc.). If you do not have any experience in this area, write "None."

# **Applicant's Statement**

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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 DISTRIBUTION WORKER WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II

#### DEFINITION

To perform duties in the installation, maintenance, and repair of valves, mains, services and related potable water distribution system facilities and appurtenances; and to provide technical support to an assigned supervisor.

#### DISTINGUISHING CHARACTERISTICS

Water Distribution Worker – This is the trainee level class in the Water Distribution Operator series. Positions in this class work under immediate supervision while learning job tasks, have no prior experience in distribution system operations and do not possess a Distribution Operator's certificate. Water Distribution Workers perform the most routine duties, progressing to more complex duties with training and experience. The Water Distribution Worker is distinguished from the Water Distribution Operator I by the latter requires possession of certification.

Water Distribution Operator I - This is the entry level class in the Water Distribution Operator 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 Distribution Operator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II 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 Distribution Operator II - This is the journey level class in the Water Distribution Operator series and is distinguished from the I 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 I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets performance standards.

#### SUPERVISION RECEIVED AND EXERCISED

##### Water Distribution Worker

Receives immediate supervision from an assigned supervisor.

##### Water Distribution Operator I

Receives immediate supervision from an assigned supervisor.

Water Distribution Operator II

Receives general supervision from an assigned supervisor.

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

Excavate, inspect, flush, clean and repair water mains, lines and laterals; perform weed abatement as necessary to clear drains, channels, and ditches.

Excavate concrete, pavement, and dirt and set up concrete forms as necessary, and backfill open trenches and complete surfaces "to-finish" as appropriate; remove and apply paint and other coatings to water facilities and equipment.

Install, repair, upgrade and/or replace manholes, fire hydrants, valves, meters, and meter vaults; exercise valves according to preventive maintenance schedules and test water volume and pressure.

Set up traffic control including signs and barricades, and direct traffic around work sites.

Operate a variety of equipment including large trucks and medium-sized construction equipment such as loaders, backhoes, trenching machines, and compressors, as well as pipe threaders, and concrete saws.

Operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.

Repair and/or replace water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; maintain related records; prepare water service for use including installation of water meters and backflow prevention devices.

Read and interpret water system maps and blueprints, including Underground Service Alert marking and notification.

Perform routine preventive maintenance on tools, equipment, and vehicles used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work. Keep records related to work, materials, and maintenance activities, including confined space entry.

Notify customers of water main shutdowns.

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

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 Distribution Worker

##### Knowledge of:

Principles, methods and practices related to job safety.

Methods, tools, materials and equipment used in system construction.

Basic use of power tools and construction materials.

##### Ability to:

Operate hand and power tools and equipment.

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

Perform heavy physical labor.

Safely operate motor vehicles.

Deal tactfully and courteously with the public.

Follow oral and written directions.

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:

No experience is required; some general maintenance and/or construction experience is preferred.

#### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of a valid California Class C Driver's 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, or ability to obtain, a Grade D1 Water Distribution Operator certificate from the State of California Water Resources Control Board within 1 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.

### Water Distribution Operator I

In addition to the qualifications for the Water Distribution Worker:

#### Knowledge of:

Uses and purposes of general construction tools and equipment.

Safe work practices.

Basic use of power tools and construction materials.

Principles and practices of customer service.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of utility construction and maintenance activities.

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 installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Operate hand and power tools and equipment.

Perform heavy physical labor.

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

Utilize appropriate safety procedures and practices for assigned duties.

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:

One year of responsible experience similar to Water Distribution Worker with the District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver's 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, or ability to obtain, a Grade D1 Water Distribution Operator certificate from the State of California Water Resources Control Board 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.

### Water Distribution Operator II

In addition to the qualifications for the Water Distribution Operator I:

#### Knowledge of:

Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.

Operations, procedures, policies and precedents of the District.

Principles, methods and practices related to job safety.

#### Ability to:

Independently perform semi-skilled and skilled work in the construction, maintenance, and repair of water systems facilities

#### 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 responsible experience similar to Water Distribution Operator I with the District.

##### Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver's 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, or ability to obtain, a Grade D2 Water Distribution Operator certificate from the State of California Water Resources Control Board 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.

FLSA: Non-Exempt