

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 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.

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?

Yes No

(If accommodation is necessary, please describe below)

Statement of Interest

Please explain why you are interested in the Water Distribution Lead Worker/Operator position at Citrus Heights Water District. Discuss your approach to leadership, 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
WATER DISTRIBUTION LEAD OPERATOR

DEFINITION

To plan, organize, and 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

This is the advanced journey level in the Water Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and provide guidance on technical and functional aspects of assigned tasks and jobs to ensure that work is completed accurately and efficiently by assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

Exercises technical and/or functional supervision over the work of assigned staff.

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

Plan, prioritize, and review the work of staff assigned to excavate, inspect, flush, clean and repair water mains, lines and laterals; perform weed abatement as necessary to clear drains, channels, and ditches.

Plan, prioritize, and review the work of staff assigned to 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.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Participate in the operation of 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.

Water Distribution Lead Operator

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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.

Set up and inspect traffic safety controls and/or devices prior to beginning field work; inspect traffic control during maintenance and construction assignments.

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 at District sites 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

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.

Safe work practices.

Methods, tools, materials and equipment used in construction.

Use of power tools and construction materials.

Principles and practices of safety management.

Principles and practices of customer service.

Ability to:

Act as lead worker and perform advanced journey level water distribution maintenance work.

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.

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

Respond to emergency calls.

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.

Establish and maintain effective working relationships with District staff and 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:

Two years of responsible experience similar to Water Distribution Operator II with the District.

Training:

Equivalent to the completion of the twelfth grade.

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 Grade D1 Water Distribution Operator certificate from the State of California Water Resources Control Board at the time of hire. Failure to maintain such required certification may be cause for disciplinary action.

Possession of a Grade D2 Water Distribution Operator certificate from the State of California Water Resources Control Board within six months of hire. Failure to maintain such required certification may be cause for disciplinary action.

FLSA: Non-Exempt