



FIELD SERVICE WORKER I / II
Salary Range: \$5,077 - \$7,147

San Lorenzo Valley Water District is looking for applicants for the position of Field Service Worker I / II. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: Two (2)

CLOSING DATE: Friday, March 24, 2023

SALARY: \$5,077 - \$7,147 per month depending on qualifications

DEFINITION

Under the supervision of the Field Services Supervisor, a Field Services Worker I or II performs work in the maintenance, installation, and repair of the water distribution and transmission system and wastewater collection and transmission system; operates, maintains and repairs a variety of water distribution components; may be assigned, under supervision of the Customer Service Field Coordinator to read and record water meters; and performs other related duties as required.

CLASS CHARACTERISTICS

Positions within this classification are flexibly staffed. Incumbents generally enter as a Field Services Worker I. A Field Services Worker I performs routine tasks and many of the duties required of a Field Services Worker II, but is not expected to perform at the same skill level and receives more supervision. A Field Services Worker I exercises less independent judgment and discretion and has a narrower scope of responsibility. A Field Services Worker I is required to obtain the required certifications within twenty- four (24) months of employment. Failure to obtain required certification is grounds for termination of employment. Upon meeting the performance standards of the higher level as designated by the District and meeting experience and certification requirements, an employee is promoted to the Field Services Worker II level. A Field Services Worker II is the fully experienced, journey level class. If an employee enters the series at the Field Services Worker II level, the employee must have the required certifications, closely related experience and meet the division's competency standards.

Field Services Workers may be assigned full time to either meter reading or maintenance and repair, performing the other functions on a relief basis, or may perform in all areas as a regular assignment. Incumbents are subject to being assigned after hour, standby duty assignments, and other irregular hours.

SUPERVISION RECEIVED AND EXERCISED

Supervised by: Field Services Supervisor
Customer Service Field Coordinator

Exercises supervision over: no supervisory responsibility

ESSENTIAL DUTIES (Duties may include, but are not limited to the following):

Installs new or repairs existing water or sewer service mains and service lines; excavates mains with shovel and backhoe; shores excavation sites; sets up traffic control; installs cast-iron and steel pipe; flares and sweats copper pipe; places concrete forms and pours concrete; patches pavement with cement, asphalt, or gravel; maintains and repairs fire hydrants, valve caps, air vacs and valves.

Uses blueprints, pipe locator, leak detector and other electronic test equipment to locate water mains and leaks.

Locates and reads water meters; records data using automated systems; calculates water use, compares readings to determine unusually high or low readings and rechecks readings.

Checks for inoperative, defaced or bypassed meters; checks for leaks or other indicators of high usage; cleans meter boxes, flushes system, maintains access to meters.

Turns on and disconnects water service; collects delinquent bills, serves notices of delinquency and turnoff.

Operates and performs minor mechanical adjustments and repairs to light trucks, dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools, concrete saws, rollers, and vibrating plates.

Performs a wide variety of manual labor when needed; washes, paints, oils, greases, brushes, adjusts and repairs tools and equipment.

May assist in the operation and maintenance of water distribution and transmission system and perform preventive maintenance and semiskilled repairs to water distribution equipment; may adjust and exercise valves; may inspect, adjust, repair and operate pumps, motors, compressors, generators, ventilation fans, and other equipment; maintain records and log plant activities.

Hears and reports on customer complaints in the field, investigates and handles complaints of high bills, leaks, water pressure and water quality.

When assigned to standby duty assignment may respond to customer service calls, SCADA computer alarms, and monitor and operate water and wastewater systems.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

Both Classes

- Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work;
- Principles, methods and tools employed in the installation, repair and maintenance of water mains and meters;
- Safe working practices necessary in working with hazardous materials and chemicals, trenches and enclosed areas;
- Basic plumbing and hydraulics.

Field Service Worker II

- Principles and practices of water treatment and disinfection;

- Principles and applicable state requirements relative to water treatment plant operations and water distribution systems.

ABILITY TO:

Both Classes

- Read and record meter readings;
- Compute usage and recognize discrepancies;
- Use basic hand tools to perform minor repair and maintenance tasks;
- Operate of variety of equipment;
- Apply appropriate safety precautions and procedures;
- Repair, install and maintain water mains, services valves;
- Perform basic mathematical computations;
- Understand and carry out oral and written instructions;
- Perform call back work as assigned;
- Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

Field Service Worker II

- Understand water treatment plant operations and equipment.

PHYSICAL AND SENSORY REQUIREMENTS

Both Classes

- Sufficient strength to perform manual labor such as digging, shoveling, sweeping;
- Sufficient eyesight to read standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to use hand and power tools;
- Ability to reach, bend, stoop, or crouch to perform work;
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis;
- Ability to operate mechanical equipment and trucks;
- Ability to travel to different sites and locations;
- Ability to routinely walk and stand on uneven and slippery surfaces;
- Exposure to outdoors, including inclement weather and high noise levels.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school graduation or equivalent is desirable.

EXPERIENCE

Field Service Worker I

One (1) year of experience performing construction or mechanical repair work.

Field Service Worker II

Twenty-four (24) months experience as a Field Services Worker I or comparable experience in potable water systems or water system meter reading.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

Both Classes

A valid California Class C Driver's License must be maintained at all times.

Field Service Worker I

Must obtain a Water Treatment Certificate Grade T1 and Water Distribution System Certificate Grade D1 from the State of California Department of Health Services within twenty-four (24) months of date of hire. Failure to obtain certification will be grounds for termination.

Field Service Worker II

Possession and continued maintenance of a State of California Department of Health Services Water Treatment Certificate Grade T1 and Water Distribution System Certification Grade D1.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, Pension, Life Insurance, Short-Term and Long Term Disability, and more.

APPLICATION REQUIREMENTS

Please submit a completed package consisting of the following:

- Resume
- District Employment Application (see next page)

You can find the complete package of documents on our website: <https://www.slvwd.com/>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: Friday, March 24, 2023

See **Application for Employment** on next page

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? ☐ Yes ☐ No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? ☐ Yes ☐ No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your former employers? ☐ Yes ☐ No

Have you previously applied for employment with the District? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been employed at the District? ☐ Yes ☐ No

If yes, please explain: _____

Education and Training

Did you graduate from High School? ☐ Yes ☐ No

If not, do you possess a GED or equivalent? ☐ Yes ☐ No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

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Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Second Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Third Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Applicant’s Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____