



## **EMPLOYMENT OPPORTUNITY**

### **UTILITY WORKER II-III \$28.44/Hr – \$37.96 /Hr plus benefits**

The District is located in the town of Oak View, 13 miles inland from Ventura. Casitas has 6,000 active service connections and serves a population of approximately 70,000 consumers from the west end of Ventura, through the Ojai Valley and along the Rincon area. Its main source of water is Lake Casitas, which is operated as a recreational facility and offers camping, boating, fishing, hiking, picnicking and a water playground facility.

#### **THE POSITION:**

The Utility Worker is responsible for performing customer service duties, reads meters, assists in the testing, repairing, and maintenance of meters and equipment of the pipeline system, and maintains operation records, is involved in routine maintenance and operation of District Facilities and other related work.

#### **POSITION REQUIREMENTS:**

Basic knowledge of methods, tools and equipment used in mechanical repair work, ability to assist in the repair and maintenance of water meters, valves, and related equipment. Ability to deal tactfully and effectively with the public and maintain good working relationships. Minimum of one year experience as a utility worker with mechanical repair or service work in a water or wastewater utility. Possession of or ability to acquire a Grade II or III Water Distribution Certification and Grade II Water Treatment Operator Certification from the California State Water Resources Control Board. CPR/First Aid certificate and a valid California driver's license with a good record. Basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Must be able to follow oral and written instructions of job functions and safety requirements and establish and maintain effective relationships with others. Must be able to work on a standby basis.

**EDUCATION:** High School diploma.

## **BENEFIT INFORMATION:**

**Medical Insurance:** Casitas offers three health insurance plans through the Association of California Water Agencies Joint Powers Insurance Authority.

**Dental Insurance:** The District provides dental insurance for employees and their dependents.

**Life Insurance:** Life insurance coverage is provided and paid for by the District.

**Vision Coverage:** The District provides vision care for employees and dependents.

**Vacation:** Accrues at the rate of 8 hours per month; increasing with length of service.

**Holidays:** 11 paid holidays

**Sick Leave:** Accrues at the rate of eight hours per month

**Deferred Compensation Plan:** Employees may voluntarily elect to defer a percentage of their salary on a pre-tax basis for investment purposes. The District has two Deferred Compensation Plans to choose from.

**Retirement:** Membership in the California Public Employees Retirement System (CalPERS): Under the Public Employees' Pension Reform Act, employees meeting the definition of "New Members" will be enrolled in the 2% at 62 Plan. Employees meeting the definition of "Classic Members" will be enrolled in the 2% at 60 Plan. Employees also participate in Federal Social Security.

**Flexible Spending Accounts:** Employees have the opportunity to participate in Flexible Spending Accounts for pre-tax dependent daycare and unreimbursed medical expenses.

**Supplemental Benefits:** Employees have the opportunity to purchase supplemental benefits via payroll deduction from Aflac.

## **APPLICATIONS:**

Application can be obtained at [www.casitaswater.org](http://www.casitaswater.org)

Please send your application and resume to:

Rebekah Vieira  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022  
[rvieira@casitaswater.com](mailto:rvieira@casitaswater.com)

**Position closes on Monday, April 8, 2019.**

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Utility Worker II  
CLASSIFICATION: Non-Exempt  
REPORTS TO: O&M Manager  
SALARY LEVEL: E-19  
DATE: 1/21/2016

### **Definition**

Under direct supervision performs customer service duties, performs routine equipment maintenance, and maintains operational records. The Utility Worker II is involved in routine maintenance and operation of District facilities and does other related work as required and assigned.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Performs all of the duties of the Utility Worker I;
- Responds to customer inquiries;
- Performs the repair of water meters by disassembling, inspecting; replacing parts as needed, reassembling, and testing for accuracy;
- Performs preventative maintenance of valves, hydrants, vaults, meter boxes, and other distribution system assets;
- Maintains meter repair parts stock and orders new parts as necessary;
- Requires general knowledge of automated meter reading/billing system;
- Works directly with the public and fosters good public relations;
- Requires knowledge of 11 commandments of good customer service and ability to assist others in learning and following the commandments.

Secondary duties to assist with include but are not limited to the following:

- Provides assistance to the other sections in the operation and maintenance of Casitas' production, distribution, and canal facilities;
- Assists in emergencies and special circumstance events;
- Provides general administrative support for Conservation Program.

## **Knowledge, Skills, and Abilities**

Basic knowledge of chemical water treatment and the methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others.

## **Education and Experience:**

Any combination equivalent to graduation from high school and a minimum of two years experience as a utility worker with mechanical repair or service work in a water or wastewater utility.

## **Certificates, Licenses, and Registrations:**

Possession of the following:

- California Class C driver's license
- Grade II Water Distribution Operator's certificate issued by the California State Water Resources Control Board; or ability to obtain such within a two-year period of time.
- Grade II Water Treatment Operator certificate issued by the California State Water Resources Control Board; or ability to obtain such within a two-year period of time.
- CPR/First Aid certificate

## **Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

## **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on

uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

**Working Conditions:**

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Utility Worker III  
CLASSIFICATION: Non-Exempt  
REPORTS TO: O&M Manager  
SALARY LEVEL: E-23  
DATE: 1/21/2016

### **Definition**

Under general supervision performs customer service duties, performs routine equipment maintenance, and maintains operational records. The Utility Worker III is involved in routine maintenance and operation of District facilities and does other related work as required and assigned.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Performs all of the duties of Utility Workers I and II;
- Responds to customer inquiries;
- Maintains meter repair parts stock and orders new parts as necessary;
- Full knowledge of automated meter reading/billing system;
- Performs the repair of water meters by disassembling, inspecting, replacing parts as needed, reassembling, and testing for accuracy;
- Performs preventative maintenance of valves, hydrants, vaults, meter boxes, and other distribution system assets;
- Works directly with the public and fosters good public relations;
- Requires knowledge of 11 commandments of good customer service and ability to assist others in learning and following the commandments.

Secondary duties to assist with include but are not limited to the following:

- Provides advanced skilled assistance in the operation and maintenance of Casitas' production, distribution and canal facilities;
- Provides journey level assistance to the distribution crew;
- Understands the detailed workings of the distribution system;
- Assists in emergencies and special circumstance events;
- Assists with troubleshooting operational problems;
- Provides general administrative support for Conservation Program.

### **Knowledge, Skills, and Abilities**

Knowledge of chemical water treatment and methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Make reports and record figures accurately. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others.

### **Education and Experience:**

Any combination equivalent to graduation from high school and a minimum of three years experience as a utility worker with mechanical repair or service work in a water or wastewater utility.

### **Certificates, Licenses, and Registrations:**

Possession of the following:

- California Class C driver's license
- Grade III Water Distribution Operator's certificate issued by the California State Water Resources Control Board; or ability to obtain such within a three-year period of time.
- Grade II Water Treatment Operator certificate issued by the California State Water Resources Control Board; or ability to obtain such within a three-year period of time.
- CPR/First Aid certificate

### **Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to

medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

**Working Conditions:**

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

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Employee Signature

Date