

NOTICE OF VACANCY

UTILITY MAINTENANCE WORKER OPERATIONS DEPARTMENT FULL TIME

McKinleyville Community Services District is seeking qualified applicants for the position of UTILITY MAINTENANCE WORKER.

A UTILITY MAINTENANCE WORKER will assist crewmembers and work alone performing tasks as assigned in the day-to-day maintenance and operation of the water, sewer, parks, streetlight and open space zone departments. The ideal candidate will provide a variety of support services, read meters in the service area, record meter reads on computer-linked handheld unit, coordinates meter reads and customer communications with designated Customer Service Representative. Perform field work (e.g. replaces water meters, follows up on service orders, etc.) as assigned. This candidate should have experience working with hand and power tools and have good mechanical ability. Basic carpentry, painting and plumbing skills are recommended but not necessary. A Class "C" California Drivers license is necessary for this position and upgrade to a Class B within 6 months will be required.

A high school diploma or G.E.D. is required.

This is a full-time position with an excellent benefit package that includes PERS retirement, health/dental/life insurance, paid holidays, sick leave and vacation in accordance with District policy.

The starting salary range for this position is \$13.81 to \$17.62 per hour depending upon relevant experience, ability to pass a pre-employment physical and drug screen.

To apply for this position, please return a typed one-page letter of interest and a hand-written completed MCSD Application for Employment, resume optional to the MCSD Office (P.O. Box 2037, 1656 Sutter Road; McKinleyville, CA 95519) or download application on our website at www.mckinleyvillecsd.com by 5:00 p.m. Friday March 7, 2014.

**MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT**

UTILITY MAINTENANCE WORKER

Division: Operations Department
Supervisor: Lead Person
Status: Non exempt (Hourly)

DEFINITION Assisting crew members and working alone performing tasks as assigned in the day-to-day operations of the water, sewer, parks, streetlights and open space zone departments.

DISTINGUISHING FEATURES This is a semi-skilled field position which involves learning, developing and applying skills and knowledge of procedures in the overall field operations.

PRIMARY DUTIES AND RESPONSIBILITIES Duties include but are not limited to assisting in the installation, construction, repair, maintenance, inspection and operation of the water, sewer, parks, streetlights and open space system facilities; maintaining and operating small power/hand tools and equipment; performing grounds maintenance and maintaining facilities records. Maintaining and operating district vehicles.

SECONDARY DUTIES Provides a variety of support services, on a monthly basis, reads all meters in the 19 meter routes of the service area. Records meter reads on computer-linked handheld unit. Coordinates meter reads and customer communications with designated Customer Service Representative. Performs field work (e.g. replaces water meters, follows up on service orders, etc.) as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (First Aid, CPR, Confined Space, etc.)

SUPERVISORY RESPONSIBILITIES None

BASIC QUALIFICATIONS Must possess a valid Class "C" California Drivers License, must upgrade the California Drivers License to a minimum of a Class B within six months of employment.

SPECIAL SKILL REQUIREMENTS Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

EDUCATION AND EXPERIENCE High School Diploma or GED.

PHYSICAL DEMANDS OF THE JOB As detailed in Exhibit 1 (attached to and incorporated by reference hereto).

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

Adopted and Approved February 2014

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
PHYSICAL DEMANDS OF THE JOB

JOB TITLE: UTILITY WORKER I & 2
LEADPERSON
METER READER
MAINTENANCE WORKER
SEASONAL WORKER

PHYSICAL ACTIVITY REQUIREMENTS:	AMOUNT OF TIME			
	NONE	UP TO 1/3	UP TO 2/3	100%
STANDING			X	
WALKING			X	
SITTING		X		
TALKING OR LISTENING		X		
USING HANDS OR FINGERS				X
CLIMBING INCLUDING STAIRS		X		
BALANCING		X		
CRAWLING OR CROUCHING		X		
STOOPING OR KNEELING		X		
REACHING WITH HANDS OR ARMS		X		
TASTING OR SMELLING		X		

LIFTING REQUIREMENTS:				
UP TO 10 POUNDS		X		
UP TO 25 POUNDS		X		
UP TO 50 POUNDS		X		
UP TO 75 POUNDS		X		
UP TO 100 POUNDS		X		

ENVIRONMENTAL CONDITIONS:				
WET HUMID CONDITIONS		X		
MOVING MECHANICAL PARTS			X	
HIGH PRESSURE PLACES		X		
FUMES/AIRBORNE PARTICLES		X		
TOXIC/CAUSTIC CHEMICALS		X		
OUTDOOR WEATHER CONDITIONS			X	
EXTREME COLD	X			
EXTREME HEAT	X			
RISK OF ELECTRICAL SHOCK		X		
WORK WITH EXPLOSIVES	X			
RISK OF RADIATION	X			
VIBRATION		X		

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**APPLICATION FOR EMPLOYMENT**

Position applied for: _____ Date: _____

Applicant Name: _____ Address: _____

Mailing Address: _____ Phone: _____ Cell: _____

How did you hear about the job opening? _____ E-mail: _____

Please list other names by which you have been known _____

Can you, after employment, submit proof ☐ Yes ☐ No
Of your legal right to work in the US?Are you 18 years or older? ☐ Yes ☐ No
(If under 18 a work permit is required by state/federal laws)Can you perform the essential requirements of the position you are applying for with or without reasonable accommodation? ☐ Yes ☐ No

(Note : MCSD complies with the ADA and state law and considers reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential functions.)

Besides the crime of possession of less than an ounce of marijuana for personal use more than two years ago, have you even been convicted of an offense other than a minor traffic violation? ☐ Yes ☐ No If yes, give date, place, offense and outcome: _____

(Answering "yes" does not constitute bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions which were sealed, expunged or statutorily eradicated and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.)

It is MCSD's policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion and termination.

EMPLOYMENT HISTORY--Please list jobs you have had in the last 10 years starting with your current or most recent position.

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer's Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Final Salary: _____ Reason for leaving: _____ May we contact? ☐ Yes ☐ No

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer's Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Final Salary: _____ Reason for leaving: _____ May we contact? ☐ Yes ☐ No

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer's Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Final Salary: _____ Reason for leaving: _____ May we contact? ☐ Yes ☐ No

Please attach additional sheets if necessary. Please complete this section even if you are attaching a resume or other materials. Please include military and volunteer experience. Application is continued on reverse.

EDUCATION AND TRAINING

	Name & Location of School	Course of Study Circle last year completed	Degree/Diploma Received
High School		9 10 11 12	
College		1 2 3 4	
Technical			
Skills/Other			

LICENSES -- Please list any relevant driver's or other professional licenses or certifications

	Type or Class of License	Agency Issuing	Number and Expiration Date
Driver's			
Other			

REFERENCES -- Please list three references that we may contact at this time who are not related to you.

Name & Title <hr/> Address Phone	What can this person tell us about you?
Name & Title <hr/> Address Phone	What can this person tell us about you?
Name & Title <hr/> Address Phone	What can this person tell us about you?

PLEASE CAREFULLY READ THE FOLLOWING APPLICANT'S STATEMENT BEFORE SIGNING:

I certify that the information contained in this application and any attachments is true and correct to the best of my knowledge. I authorize MCSD to thoroughly investigate my entire employment history, references, educational background, driving record, credit history, required licensing and certifications, and criminal record and I expressly authorize MCSD to verify all information provided in this employment application, related documents and/or employment-related interviews or discussions. Deliberate misrepresentations of fact may justify refusal of employment or if employed, termination from employment by MCSD. I understand that any misrepresentation or material omission may result to receive an offer or, if I am hired in this application, in my dismissal.

I understand that a medical examination, which may include a test for drugs and alcohol, may be required after an offer of employment is made but before employment begins. I expressly agree to present myself to a physician chosen by MCSD for such examination if requested by MCSD. I understand that all examination results will be treated confidentially by MCSD and that refusal to submit to such examination will result in withdrawal of the offer of employment.

I understand that MCSD is a drug free workplace and has an Arbitration Policy whereby employees agree to resolve all employment disputes by arbitration and to waive any rights to a trial by jury. I agree to abide by all MCSD Policies and Procedures.

I understand that MCSD is an "At Will" employer. If employed, I will be free to resign at any time for any reason and MCSD similarly retains the right to terminate my employment at will.

Signed: _____ Date: _____

Revised 2/2010