



**VALLEY OF THE MOON WATER DISTRICT**  
PO BOX 280  
EL VERANO, CA 95433

Invites applications for the position of:  
**WATER SYSTEM OPERATOR I**  
*An Equal Opportunity Employer*

### **SALARY**

Water System Operator I starting at \$6,157 monthly

**FINAL FILING DATE:** August 12, 2022, at 5:00pm, or until filled.

### **THE POSITION**

The District is seeking a motivated individual to join the team operating a water distribution system serving communities in the Sonoma Valley at the entry-level class within the Water System Operator (WSO) series.

Level I Operators assist in the duties involved with the installation, maintenance, and repair of the water distribution and treatment system facilities.

Work is performed under the general supervision of the Water System Manager and within a framework of established procedures. Employees in higher classifications may provide functional supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties are carried out as a member of a field crew. Each employee in this classification may not perform all of the duties listed below:

- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressor, jackhammers & tampers, as well as, shovel and digging bar for the maintenance, installation, and repair of water lines, valves, and hydrants, and other related facilities;
- Backfill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Water System Manager, of Water Service Field Representative duties. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business, and performing other related work as required.

### **IDEAL CANDIDATE**

The ideal candidate is motivated, eager to learn, and exhibits an excellent work ethic and customer service skills. Attention to detail and the ability to follow instructions diligently are mandatory. The ideal candidate will work well with others on crews and teams and have basic reading, writing, and math skills. Experience in one or more of the following areas is desirable: water distribution, underground construction, pipeline, street, plumbing, and/or irrigation

system construction and maintenance.

### **QUALIFICATIONS**

- Knowledge of uses of a wide variety of construction tools and equipment; safe work practices including precautions for working in traffic and under hazardous conditions; and knowledge of plumbing operations
- Knowledge of basic arithmetic, writing and report generation, and computer operation.
- Ability to learn job-related material through oral instruction, reading, and observation.
- Ability to perform heavy manual labor under adverse working conditions.
- Ability to understand oral and written directions, diagrams, and maps to accomplish assigned tasks
- Ability to communicate with the public and with co-workers effectively.
- Requires a high school diploma or a GED.
- Requires current possession of a valid California Class "C" driver's license and a satisfactory driving record.
- Must possess or be able to obtain a First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross within 18 months of hire date.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment, and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as backup warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or maybe called out for emergency work at night, on weekends or holidays, and shall live and be able to respond to the job site within 30 minutes.

### **THE SELECTION PROCESS**

Interested persons must submit a completed District application and provide an official DMV three-year driving history printout. Incomplete applications will not be considered. Applicants who submit the required documents, meet the required qualifications, have a satisfactory driving history, and are selected for an interview will receive a written notice confirming the date, time, and location of the hiring interview.

### **HIRING REQUIREMENTS**

1. Persons participating in a hiring interview and being considered for selection will be subject to a background investigation and must pass a District-sponsored physical examination including a drug/alcohol test; once appointed, employees serve a probationary period.
2. Documentation of eligibility to work in the United States will be required as a condition of employment. Valley of the Moon Water District participates in E-Verify.

### **APPLICATION MATERIALS**

A completed District application and DMV Driver Record printout are required. An application is available on the District's website at: [www.vomwd.org/employment](http://www.vomwd.org/employment). For questions contact Amanda Hudson by email at [ahudson@vomwd.org](mailto:ahudson@vomwd.org) or by phone at (707) 996-1037. Please submit completed applications by email to [ahudson@vomwd.org](mailto:ahudson@vomwd.org) or by mail to: Valley of the Moon Water District, P.O. Box 280, El Verano, CA 95433. Applications and DMV Driver Record printouts must be received no later than the close of business on August 12, 2022.

## **EMPLOYEE BENEFITS**

The District provides the following benefits:

- Vacation - 10 days per year; additional days earned with additional years of service;
- Holidays - 11 paid holidays per year, plus two floating paid holidays per year; sick leave accrued at the rate of 4 hours per month for the first 12 months, then 8 hours per month thereafter;
- Workers' Compensation (employees are covered by Workers' Compensation insurance for job-related injury);
- Long-term disability insurance (provided to employees after 6 months of service);
- Health plans (provided through PERS, District contributes a portion of the monthly premium for all plans for employees and dependents);
- Dental insurance (District contributes the monthly premium for Delta Dental plan for employees and dependents);
- Vision care (District contributes the monthly premium for vision care for employees and dependents);
- Life insurance (District contributes the monthly premium for term life insurance);
- Retirement (Public Employee's Retirement System, 2.5% at age 55 for "Classic" members or 2% at 62 for "PEPRA" [new] members).
- Deferred compensation (deferred compensation plan is available and the District matches up to \$100 per month).

## **APPLICANT'S RESPONSIBILITY**

Applicants must certify the correctness of all information provided in the application and must provide all required documents including a DMV Driver Record printout, and evidence of required licenses and/or certifications if applicable to the position.