

CITY OF LAKEPORT
JOB ANNOUNCEMENT



UTILITY OPERATOR I, II, III

Utility Operator I: \$3,406 - \$4,347 per month
Utility Operator II: \$4,305 - \$5,150 per month
Utility Operator III \$4,571 - \$5,835 per month

Filing Deadline: March 20, 2023, at 5:00 p.m.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103. Please submit a completed City of Lakeport Application, copies of appropriate certifications and supplemental questionnaire no later than 5:00 p.m. on March 20, 2023. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness, and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to call back and overtime.

JOB DEFINITION/REQUIREMENTS

Under general supervision, performs skilled work in the operation and maintenance of water and wastewater facilities which includes treatment, distribution, and collection systems.

Utility Operator I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the operation and maintenance of water and wastewater facilities and related infrastructure. This class is alternately staffed with experienced operators. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the qualifications for the higher level class which includes obtaining various certifications within 12 months of hire.

Requirements:

Possession of or ability to obtain within 12 months of appointment:

- One year of related experience, preferably in water or wastewater.
- California Water Treatment Grade 2 certificate
- California Water Distribution Grade 1 certificate
- California Grade I Wastewater Operator in Training (OIT) certificate

Utility Operator II is the intermediate class in this series. Individuals have responsibility for the safe and continuous operation of the water and wastewater infrastructure with limited supervision.

Requirements:

A minimum of 2 years of experience in the operation of water or wastewater facilities and possess required certifications.

Possession of:

- California Water Treatment Grade 2 certificate
- California Water Distribution Grade 1 certificate
- California Grade I Wastewater Operator in Training (OIT) certificate
- Ability to pass of Grade 1 Wastewater exam within twelve months of appointment

Two years of experience in water and wastewater treatment

Utility Operator III is the journeyman level class in this series. Individuals have responsibility for the safe and continuous operation of the water and wastewater infrastructure with minimal supervision. Performs as the lead operator during the absence of water or wastewater supervisor.

Requirements:

A minimum of 4 years of experience in the operation of water and wastewater facilities and possess required certifications.

Possession of:

- California Water Treatment Grade 3 certificate
- California Water Distribution Grade 2 certificate
- California Wastewater Treatment Grade 1 certificate
- Four years of experience in water/wastewater

Additional Requirements:

Equivalent to graduation from high school.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Possession of or ability to obtain a Class B California driver's license with Haz Mat, Tanker and Air Brake endorsements and a satisfactory driving record.

Ability to work in the following working conditions: work exposes incumbent to toxic or otherwise irritating chemicals and substances. Incumbent must be able to perform heavy manual labor.

Possession of California state-mandated certifications.

EXAMPLES OF DUTIES

- Please see the full job description available with the application packet.
- According to general instructions, carries out the operations, preventative maintenance, repair, monitoring and construction of all City water/wastewater facilities.
- Ensures that all facilities, tools, and equipment are well maintained and follows proper safety procedures.
- Operates pumps, valves, and other equipment by hand, mechanical and program parameter (PLC's) means to regulate the flow of wastewater through various treatment processes; maintains flow to assure maximum efficiency of plant equipment.
- Takes samples of wastewater and other materials at established times; runs laboratory tests as needed.
- Reads meters, gauges, charts, and instruments; changes recording charts and ensures their continuous operation; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares and maintains a variety of computerized and written records.
- Uses the SCADA and computers to monitor wastewater treatment operations; checks the computer for alarms, lift station level trending, equipment summary readings and flow totals.

- Participates in the work of a crew engaged maintaining and repairing sewer mains, storm drains and lift stations; assists in the operation of the hydrojetter to clean sewer lines; cleans blockages to sewer lines and storm drains; works on a variety of maintenance crews.
- Operates a variety of heavy and light equipment such as backhoe, dump truck, loader and forklift; uses common hand and power tools and drives a motor vehicle in the performance of the work; observes safe work methods.
- Provides after-hour on-call coverage as assigned and 24-hour availability required for after-hour emergencies.

PHYSICAL PROFILE

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, handling chemical containers, and lifting manhole covers. Physical functions may vary from position, but always involve heavy physical exertion.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately, and a separate application must be submitted for each position applied for.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x 101 so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period. An employee may be terminated without recourse for any reason and at any time during the probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Open: February 23, 2023, Closed: March 20, 2023