

LA HABRA HEIGHTS COUNTY WATER DISTRICT

UTILITY WORKER I (\$4,640 - \$6,074)

Final Filing Date: OPENED UNTIL FILLED

ABOUT LHHCWD

La Habra Heights County Water District (LHHCWD) is in the city of La Habra Heights, California. LHHCWD is a mature, upscale residential community, approximately 5,700 people occupying six square miles. LHHCWD was originally organized in 1919 as a mutual water company and was formed as LHHCWD in 1976. The District has 1,995 services, 4 wells and 7 storage tanks. The District offers competitive salaries and comprehensive benefits, including:

- PPO & HMO Medical (Family premium paid up to 99% by District) insurance
- Dental insurance (80/20 coverage; annual maximum \$1,250)
- Life insurance (1-1/2 times annual salary up to \$150,000)
- PERS retirement; 2% @ 60 Classic (District pays employee's 7%): 2%@62 PEPRRA
- 457 deferred compensation plan, 2% employer match
- 9 holidays plus 2 floating holidays & 12 days paid sick leave per year
- Vacation (80 hours [1 – 4 years], 120 hours [5 – 14 years], and 160 hours [15 – plus years])
- 9/80 work schedule

UTILITY WORKER I

DEFINITION:

Under the direction of the Superintendent, installs, maintains, and repairs water services, mains, fire hydrants and other water system facilities; reads meters; operates power driven equipment; and does other maintenance work as required.

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

Utility Worker I

- Installs, maintains, and repairs water mains, services, fire hydrants, meters and related facilities in routine and emergency situations.
- Repairs and maintains pump houses and reservoirs and performs grounds maintenance as needed
- Assists in breaking pavement, making trenches and other excavations, backfilling, compacting, and making temporary patches in streets. Periodically digs with shovel in excess of 5 feet deep.
- Operates heavy equipment including dump truck, backhoe, portable air compressors, and emergency generators.
- Read meters and keep records detailed of time and materials.
- Responsible for water production operations and keeps accurate and legible water production records.
- Works a continual fire hydrant flushing and valve exercising program.
- Investigates and resolves customer inquiries regarding water quality, high or low water pressure, leaks, and other customer related issues
- Responds to afterhours emergencies independently while on standby duty and assists others in emergency or relief situations.
- Communicates effectively with the public and co-workers-both verbally and in writing.
- Follows all District policies and procedures.

LICENSE REQUIRED

1. Valid California driver's license
2. Valid Grade 1 Water Distribution Operator Certification as issued by the California State Water Resources Control Board (or be able to obtain within 12 months of hire date)
3. Must possess or can obtain a valid Class A driver's license with hazardous material endorsement within one year and must maintain license as a condition of continued employment

DESIRABLE QUALIFICATIONS AND ABILITIES

- Knows materials, methods, and tools used in the installation, repair, and maintenance of water system facilities
- The safety precautions necessary for working in traffic and trenches with hand tools and motorized equipment and those associated with water treatment & distribution system
- The principles of operation of meters, valves, pumps, and related fittings
- Install and repair water pipe
- Ability to keep detailed records and prepare reports with legible writing
- Follow oral and written directions
- Possess a positive attitude and builds working relationships with co-workers
- Ability to perform basic mathematics; understands water system hydraulics
- Perform heavy physical labor for extended periods
- Ability to stoop, kneel, walk on uneven surfaces and steep hillsides, push, pull, reach, and lift for extended periods.

EDUCATION AND EXPERIENCE

- One (1) year of heavy manual labor involving installation or repair of water system facilities
- Graduation from high school or equivalent
- College level water works courses is desirable

OTHER REQUIREMENTS

- Must pass a pre-employment physical, alcohol/drug screen, and criminal background check
- Must live within 12-mile radius of District office
- Must possess and wear work boots, maintain soles for proper traction, and always keep boots in good working order as a condition of continued employment
- Must always have reliable phone service
- Must have reliable transportation
- Must take on-call duty on a rotating basis
- Must be punctual, dependable, and have good attendance
- Must be able to work and perform in all weather conditions, including rain and extreme heat

OVERTIME ASSIGNMENTS

Providing water to the community of La Habra Heights is a vital service and, therefore, requires District personnel to be available when needed. Utility workers are required to respond to emergencies calls, accept periodic overtime, and perform any other duties deemed necessary by the District. Employment may be terminated if a utility worker fails to report when asked without an excuse the District finds satisfactory.

SELECTION PROCEDURE

Interested persons must submit a District application. To receive applications please call (562) 697-6769 or visit www.lhhcwd.com. All applications will be reviewed, and the best qualified persons will be invited to participate in an oral review.