



City of Victorville

A WORLD OF EMPLOYMENT OPPORTUNITIES

WATER FIELD WORKER II

\$3,426 - \$4,175 MONTH + EXCELLENT BENEFIT PACKAGE
INCLUDING 2.5% @ 55 CALPERS

THE POSITION

To fill immediate vacancies and establish an eligibility list. Under general supervision, performs heavy physical labor and a variety of manual tasks; performs skilled work involved in the construction and maintenance of water facilities, and equipment; and performs related work, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Installs, maintains, and repairs water services, mains, meters, pumps, and valves; drills and taps water mains; turns water service on and off; investigates leaks and reports service interruptions; advises consumers of leaks and suggests how to correct the problem; digs and backfills trenches; installs fittings and makes connections; reads and replaces meters; cleans mains and flushes the water system; operates equipment, such as, trucks, heavy equipment, air compressors, jack hammers, and a variety of power and hand tools; inspects, cleans, and performs basic servicing of assigned equipment; performs a variety of related welding, carpentry, and cement work; installs, repairs, maintains, paints, and ensures the proper flow of fire hydrants; cuts and replaces concrete and asphalt; reads and interprets drawings, diagrams, and maps; may be required to participate in emergency call duty; may cross-train with other divisions; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; may be required to participate in emergency call duty; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, and two years of experience in a water service worker position or related maintenance and repair position.

Knowledge & Abilities - **Knowledge of:** Water distribution facilities, including mains, meters, hydrants, and valves; pipe laying, fitting, and concrete work; tools and equipment used in the installation, maintenance, and repair of water mains, services, meters, hydrants, pumps, and valves; operation, care, and servicing of heavy power-driven equipment; operation of auxiliary mechanical equipment commonly used in the construction of water services; methods, practices, tools, and materials used in water service construction and maintenance; and safety precautions and procedures used in water service work. **Ability to:** Coordinate repair, installation, and maintenance of water-distribution facilities, including water mains, service lines, hydrants, meters, pumps, and valves; lay and fit pipe; mix, pour, and finish cement; perform heavy physical labor and operate power-driven equipment; use or operate a variety of hand tools, welder, power equipment, and vehicles commonly used in water-service maintenance and construction; recognize unsafe conditions and make decisions to correct these conditions; read water meters; turn water service on and off; read and interpret plans, drawings, and specifications; assist in training and leading the work of the water system maintenance crew; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Must possess a valid, unrestricted California Class "C" driver's license. May be required to obtain a Class "A" license. Must possess a California Department of Public Health Distribution Operator Grade 2 Certificate and a Water Treatment Operator Grade 1 Certificate.

WORKING CONDITIONS

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

FILING DEADLINE

Thoroughly completed, original City of Victorville employment application must be received in the Human Resources Department no later than: **12:00 p.m., Wednesday, November 26, 2008.**

APPLICATIONS MUST BE SUBMITTED ON THE APPROPRIATE APPLICATION FORM OR YOUR APPLICATION MAY BE REJECTED. COPIES OF ALL REQUIRED CERTIFICATES MUST BE SUBMITTED WITH YOUR APPLICATION.

TESTING PROCESS

Applications will be screened and those applicants most qualified will be invited to proceed in the testing process, which may consist of one or more of the following: Supplemental questionnaire, written examination, performance evaluation, and an Interview Panel Evaluation. If written examination is utilized, only those candidates achieving the top scores will participate in the Interview Panel Evaluation. Candidates recommended for hire will be required to undergo a background reference, a fingerprint check, and a pre-employment physical, which includes a drug and alcohol test. A secondary Eligibility List may be established for all other passing scores.

RFP# 124-08/L / CH / 11-3-08/R23

14343 Civic Drive* Victorville, California 92392* Job line:(760) 261-1508 * Website: www.ci.victorville.ca.us

*The provisions of this Bulletin do not constitute an expressed or implied contract.
Any provisions contained herein may be modified or revoked without notice.*

RECRUITMENT PROCESS

HOW TO APPLY: Applications must be filled out completely, and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application form. All statements are subject to investigation and verification. Applications must be received in the Human Resources Department no later than the deadline time and date listed on the front of this announcement. Applications postmarked on the filing deadline and received after the deadline time and date will not be considered timely. Faxed applications will not be accepted. Applicants are responsible for promptly notifying the Human Resources Department of any change of address and/or telephone number. NOTE: City Hall hours of operation are as follows: Monday - Thursday 7:30am to 5:30pm. It is the applicant's responsibility to understand City Hall's hours of operation.

EXAMINATION: The City reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process, consisting of one or more of the following:

- 1) A written examination of technical knowledge, skills and abilities.
- 2) A technical oral examination of education, experience, training, and personal suitability for the position will be evaluated by appearance before a board of representatives from other agencies.
- 3) A performance examination for demonstration of manual skills (i.e. typing, shorthand, and equipment operation.)
- 4) A supplemental questionnaire for measurement of education, experience, and training.
- 5) An assessment center measuring various job skills.

PROTEST PROCEDURE: In order to challenge any phase of the recruitment process, a letter must be directed to the Human Resources Department and received no later than the fourth working day following the date of notification of the results of any action taken. Any protest must include rationale to support the protest. Applicant will be responded to of any action taken with regard to the final decision.

ELIGIBILITY LISTS: A list of qualified candidates will be established in descending order of examination scores. Referrals for interviews for vacant positions will be made with those achieving higher scores referred first over those with lower scores. The City reserves the right to make appointments to lower level positions from an existing Eligibility List.

ADA ACCOMMODATION: Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

FULL-TIME EMPLOYEE BENEFITS

SALARY: Employees typically start at the "A" Step of the salary range. Part-time employees do not receive benefits or merit increases and are hired at an hourly rate.

VACATION: Paid vacation is based on years of service: 87 hours for 0-5 years; 127 hours for 6-10 years; 167 hours for 11-15 years; 207 hours for 16-20 years; 247 hours after 21+ years.

SICK LEAVE: 87 hours of paid sick leave per year, including a comprehensive sick leave pay back program with a portion of the sick leave paid annually and upon resignation with 10 years of service.

HOLIDAYS: 10 Holidays per year plus one floating holiday for eligible full-time employees.

MEDICAL/DENTAL/VISION INSURANCE: Available for full-time employees and their eligible dependents, including a City-paid portion of dependent coverage.

DEFERRED COMPENSATION 457 PLAN AND DEFINED CONTRIBUTION (401A) PLAN: Available to interested employees.

LIFE INSURANCE: City-paid coverage for full-time employees equivalent to one times annual salary. Supplemental life, accidental/death and dismemberment insurance available, paid for by the employee.

RETIREMENT: A 2.5% @ 55 plan for miscellaneous members provided by Public Employee's Retirement System. Employees' normal contribution is paid by the City. The City does not participate in the Social Security program. Part-time employees are provided a supplemental retirement program under the deferred compensation program. The City is required to participate in the Medicare Program and contributes a matching 1.45% of salary.

LONG TERM DISABILITY: City-paid benefit provides 60% of salary after 90 days of disability for full-time employees.

EMPLOYEE ASSISTANCE PROGRAM: Provided for all full-time employees and their eligible dependents.

LONGEVITY PAY: After 5 years of service - 10% of monthly salary; amount increases by 2% each year thereafter, to a maximum of 50%.

EMPLOYMENT INFORMATION

DIRECT DEPOSIT: All new hires will be enrolled into the direct deposit program.

IMMIGRATION LAW: Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

PROBATIONARY PERIOD: All full-time employees must satisfactorily complete a one-year probationary period.

AT-WILL EMPLOYMENT: All part-time positions are considered at-will employment.

DMV PRINT-OUT: Some applicants will be required to provide a Motor Vehicle Report from DMV if their position requires the use of a City vehicle, and if the report is a listed requirement on front of the job flyer. An explanation is required for any Vehicle Code violation. A copy of the police report is required for any accident.

BACKGROUND CHECK: NOTE: Job offers are contingent and may be withdrawn if any of the following are not up to City standards:

MEDICAL STANDARDS: Applicants will be required to pass a medical examination and drug test prior to appointment to a position. Failure to meet medical standards that the City is unable to accommodate may result in withdrawal of appointment.

CRIMINAL HISTORY: Applicants will be fingerprinted for the purpose of a confidential background investigation.

REFERENCE CHECK: Appointment is contingent on verification with current and prior employers of work history information submitted to the City as well as proof of educational requirements set forth in job standard requirements.

DRUG AND ALCOHOL TESTING: Applicants who are considered for hire must submit to and pass drug testing prior to appointment. Some classifications are subject to ongoing random drug & alcohol tests in accordance with City policy and/or State and Federal laws.

CITY OF VICTORVILLE
Human Resources Department
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