



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

www.heritageranchcsd.ca.gov

EMPLOYMENT OPPORTUNITY

Treatment Operator

Opening Date: May 4, 2020

Closing Date: Until Filled

Salary: Treatment Operator I: \$24.52 - \$29.81/hour

Treatment Operator II: \$27.04 - \$32.87/hour

Treatment Operator III: \$31.30 - \$38.04/hour

The compensation listed above are minimum ranges. Additional compensation based on certifications pursuant to a Memorandum of Understanding with the Employees Association. Current opening may be filled at any position, range and step depending on qualifications. Full job descriptions and information may be found on our website, www.heritageranchcsd.ca.gov.

Excellent benefits including medical and retirement (CalPERS).

First review of submitted applications may occur at any time. The position may be filled at any time thereafter.

THE POSITION:

We are currently seeking a water / wastewater operator to fill one full time position. In addition, the ideal candidate provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive environment and team. Under supervision, the position performs a variety of water / wastewater operations and maintenance, and customer service functions.

TYPICAL DUTIES:

Participates in the operation, maintenance, and repair of water treatment and distribution, and wastewater collection and treatment systems, facilities, and appurtenances. Acts as a member of the Operations Department team and may perform other duties such as: perform basic construction, maintenance, and repair activities of District water and wastewater utilities systems and facilities; notifies operations staff and management of unusual situations; monitor, review, and analyze automated information and control system data, recommend adjustments to equipment settings, and implement process adjustments after approval; inspect, monitor, and document plant operations to ensure compliance with environmental regulations and public health standards; read, record, and calculate readings of meters, gauges, and other instrumentation and interpret into operational characteristics; operate and adjust treatment plant flows, pumps, motors, feeders, and other plant equipment to maintain appropriate plant operations; collect samples and perform routine water and wastewater process laboratory tests; perform other duties as assigned.

EMPLOYMENT STANDARDS:

Qualifications:

Knowledge of: Principles, practices, equipment, material, and tools used in the operation, maintenance, and repair of water and wastewater treatment facilities and equipment; Applicable federal, state, and

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local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility; Safe work methods and safety practices pertaining to the work including the handling and storage of hazardous chemicals; Safe driving rules and practices; Modern office practices, methods, and computer equipment and applications related to the work; Record keeping principles and procedures; English usage, grammar, spelling, vocabulary, and punctuation; Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Education & Experience:

Any combination of education and experience that could likely provide the desired knowledge and abilities in water and wastewater systems operations work. Typical education and experience for each range in this series are:

Treatment Operator I: Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, and repair and operation of water and/or wastewater systems, facilities, and appurtenances; Possession of a Grade I Water Treatment Operator Certificate (T1) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department; Ability to obtain a Grade I Water Distribution Operator Certificate (D1) issued by the California SWRCB Drinking Water Department within one (1) year of employment; Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is desirable.

Treatment Operator II: Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in construction, maintenance, and repair and operation of water and/or wastewater systems, facilities, and appurtenances; Possession of a Grade II Water Treatment Operator Certificate (T2) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department; Possession of a Grade I Water Distribution Operator Certificate (D1) issued by the California SWRCB Drinking Water Department; Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is desirable.

Treatment Operator III: Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in construction, maintenance, and repair and operation of water and/or wastewater systems, facilities, and appurtenances; Possession of a Grade II Water Treatment Operator Certificate (T2) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department; and the ability to obtain a Grade III Water Treatment Operator Certificate (T3) within one (1) year of employment; Possession of a Grade II Water Distribution Operator Certificate (D2) issued by SWRCB Drinking Water Department; Possession of, or ability to obtain, a Grade I Wastewater Treatment Plant Operator Certificate issued by the California SWRCB within two (2) years of employment; Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association or American Water Works Association is desirable.

Special Requirements: California Driver's License. Must have and maintain a satisfactory driving record and be insurable to operate District vehicles. **By time of appointment, must reside within a radius to provide for a response time of 30-minutes or less.**

SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness, & job related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing an oral interview, written test, and background check. A pre-employment physical including drug screening is required. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and a valid California Driver's License. The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

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APPLICATION PROCESS:

A job description and application may be obtained at the Heritage Ranch Community Services District Office, 4870 Heritage Road, Paso Robles, CA 93446 (Mon.-Fri. 7:30-4:00), or email by calling (805) 227-6230, or are available on our website at www.heritageranchcsd.ca.gov.

Applications must be completed and received in the District Office by US mail or via email contact.us@heritageranchcsd.ca.gov . Faxes are not accepted. Resumes will not be accepted in lieu of a completed application, but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.