



EMPLOYMENT OPPORTUNITY

WATER RECYCLING PLANT OPERATIONS WASTEWATER OPERATOR I OR WASTEWATER OPERATOR II

WWO I: \$24.83 - \$33.77 Per Hour WWO II: \$28.78 - \$39.14 Per Hour

FILING DATE

This is an immediate opening. Applications will be accepted until position is filled.

El Toro Water District, in the city of Lake Forest, is seeking a qualified applicant for either a Water Recycling Plant Operator I or a Water Recycling Plant Operator II in the District's Water Recycling Plant Department.

WORK SCHEDULE

This position is on a 9/80 work schedule with nine hour shifts (6:30 a.m. to 4:00 p.m.) This position will be required to work Tuesday through Saturday or Sunday through Thursday. Schedule to be determined.

RESPONSIBILITIES:

Under the direction of the Chief Plant Operator, operates, regulates and maintains a variety of wastewater treatment equipment and processes. Equipment includes various types of pumps, screens, blowers, motors, skimmers air compressors and flow meters. Cleans and maintains designated areas and follows all safety procedures. Provides preventative maintenance on all equipment. Ensures all motors have adequate lubrication. Recommends proper remedial action and takes action as approved. Records and interprets reading of meters and gauges, calculates flows and maintains daily logs for plant records. Calculates, mixes and applies chemical reagents in proper amounts. Runs laboratory tests to determine quality of treatment process. Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION:

WWO I

1. High school diploma or equivalent.
2. Basic knowledge of hand tools and mechanical equipment.
3. One year of full-time employment in actual operation of a Water Recycling Plant.
4. Must possess a valid Grade I Water Recycling Plant Operator's Certificate issued by the State Water Resources Control Board.
5. Must possess and maintain a valid California Driver's License.

WWO II

1. High school diploma or equivalent.
2. Two years' experience at the Operator I level in a treatment plant.
3. Must possess a valid Grade II Waste Water Treatment Plant Operator's Certificate issued by the State Water Resources Control Board.
4. Must possess and maintain a valid California Driver's License.

Ability to:

Understand and carry out written instructions independently; communicate effectively orally and in writing; use a computer and applicable software; respond to emergencies during off hours; work overtime, weekends and some holidays; establish and maintain effective working relationships with those contacted in the course of work.

Physical Requirements:

Ability to operate job related equipment; carry, push, pull, reach for and lift equipment, parts or material weighing up to 60 pounds; walk, sit and/or stand for extended periods of time; walk on uneven terrain and work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise and potentially hazardous substances; ability to stoop, kneel, crouch, bend at the waist and neck, crawl and climb during maintenance and repair work; work in confined spaces, trenches and elevated areas; occasionally turn valves of different sizes at different pressures. Ability to hear and focus vision for close work and adjust at distances as well as hand to eye coordination required.

The specific statements shown in each section of this classification description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

SELECTION PROCEDURE

Those applicants whose qualifications most closely match the needs of the position based on experience and training will be invited to participate in the selection process, which may consist of a written test, performance test, oral interview or any combination thereof. The successful candidate will be selected from the list of those determined by the selection process to be among the best qualified. Preliminary reference checks will be done prior to a conditional job offer. Following a conditional job offer, successful candidate will be required to take and pass a physical examination, including a drug and alcohol screen, and a thorough background investigation, including criminal history check, verification of a satisfactory DMV driving record, as well as detailed reference checks and employment verification.

TO APPLY

An El Toro Water District application form must be fully completed. Resumes will not be accepted in lieu of District application but may be attached. Applications may be obtained from the ETWD website at www.etwd.com or by applying in person at the District's Main Office at 24251 Los Alisos Blvd., Lake Forest, California, 92630, between 8:00 a.m. and 4:00 p.m. Monday through Thursday. Completed applications may be faxed to: (888) 498-9550 or email to: hrrecruitment@etwd.com.

EMPLOYEE BENEFITS

Retirement: ETWD participates in a 401(k) retirement. ETWD also offers a 457 Deferred Compensation plan. The District contributes a minimum of 9% of gross salary per pay period and, with employee participation, will contribute an additional 7.5%.

Health Insurance: The District provides the choice of an HMO or PPO plan as well as dental insurance, vision insurance and an Employee Assistance Program for full-time employees and their dependents. ETWD also provides medical benefits to qualified employees at retirement.

Life Insurance: Two times annual salary up to a maximum of \$300,000.

Disability Insurance: ETWD provides short and long-term disability coverage.

Long Term Care: ETWD provides Long Term Care insurance.

Vacation: Starts at 80 hours per year; accrual increases after 5 years and beyond

Sick Leave: 96 hours per year

Holidays: 10 days per year (1 is floating)

Service Awards: Gifts for each five-year interval of service

Certification Bonus: Financial recognition for earning specific certifications.