



## **FIELD OPERATIONS PUMP STATIONS MAINTENANCE WORKER I**

**\$23.83 - \$32.30 Per Hour**

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### **FILING DATE**

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

El Toro Water District, in the city of Lake Forest, is seeking a qualified applicant for either a Maintenance Worker I or a Maintenance Worker II in the District's Pump Stations Department.

### **WORK SCHEDULE**

This position is a (9/80) work schedule with nine hour shifts (6:30 a.m. to 4:00 p.m.) from Monday – Thursday and eight hour shifts on Friday (6:30 a.m. to 3:00 p.m.) with every other Friday off.

### **RESPONSIBILITIES:**

Perform skilled craft work to install, maintain, replace and repair water and sewer pump stations, appurtenant valves, flow meters and other distribution and collection equipment and facilities.

Must be able to operate a variety of mechanical equipment such as pumps, motors, motor control centers and hand tools in performance of facility maintenance.

Operates boom truck, utility trucks or other similar types of vehicles.

May advise customers of impact of maintenance or pump stations and reservoirs, as necessity of repairs or disruption of service.

Maintain and inspect assigned vehicles and equipment such as cleaning, routine maintenance, and reporting repairs as needed.

Provide for a safe and orderly work environment.

Perform other related duties as required

### **QUALIFICATIONS AND EDUCATION:**

#### **Maintenance Worker I**

1. High school diploma or equivalent.
2. Maintain a California "C" Driver's License in good standing.
3. Satisfactory completion of annual confined space physical.
4. Possess or the ability to obtain a California DHS D-1 Distribution Operator Certificate
5. Possess or the ability to obtain a California CDPH T-2 Water Treatment Certificate.
6. Ability to use a computer to perform job related tasks

*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.*

**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 on a regular basis; walk, sit and/or stand for extended periods of time; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise and potentially hazardous substances; stoop, kneel, crouch, bend at the waist and neck, crawl and climb during maintenance and repair work; work in confined spaces; work in 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.

**Knowledge of:**

Safety precautions and practices necessary when working with specialized equipment applicable to the area assigned; methods, materials, tools and equipment used in the operation of reading meters, replacements of meters, lids, angle, valves and other minor repairs; basic math and strong communications.

**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](http://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](mailto: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.