



EMPLOYMENT OPPORTUNITY

FIELD OPERATIONS MAINTENANCE WORKER I

MWI: \$25.43 - \$34.46 per hour

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 a Maintenance Worker I in the District's Operations 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 maintenance work and assist in the installation, maintenance, replacement and repair of water and sewer mains, services, leaks, fire hydrants, valves, water meters and other water distribution and sewer collection equipment, facilities and appurtenances.

Operate a variety of hand and power tools as well as mechanical equipment such as backhoes and skip loaders in the performance of regular duties.

Perform concrete and asphalt repair and patchwork to streets, sidewalks, around fire hydrants and other areas damaged or disturbed during maintenance, installation or repair of water distribution and sewage collection facilities.

Must be able to operate a dump truck, utility truck or other similar types of equipment.

Maintain and inspect assigned vehicles and equipment including cleaning, routine maintenance, and detection and reporting of equipment malfunctions and breakdowns as needed.

Respond to emergency calls at irregular hours.

QUALIFICATIONS AND EDUCATION:

1. High school diploma or equivalent and water related courses.

2. Possession of a Class "C" California Driver's License.
3. Ability to obtain a Class "A" California Driver's License.
4. Ability to obtain a California CDPH D-1 Distribution Operator Certificate within one year.
5. Ability to obtain a California CDPH T-1 Treatment Certificate within one year.
6. Satisfactory completion of annual confined space physical.
7. 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; 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.

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 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 3:30 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: 11 days per year (1 is floating)

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

Certification Bonus: Financial recognition for earning specific certifications.