

# WALNUT VALLEY WATER DISTRICT

271 So. Brea Canyon Road, Walnut, CA 91789



## EMPLOYMENT OPPORTUNITY UTILITY SERVICE WORKER I

**SALARY RANGE:** \$3,288 - \$5,132 per month

**DEFINITION:**

Entry level position – under direct supervision: to assist and participate in the operation and maintenance of the domestic and recycled water distribution systems; to assist and participate most aspects of customer/meter service work in the field; to answer customer inquiries that require field investigation; to read and record readings of water meters on an assigned route; to perform general maintenance of water service meters; and to do related work as required.

**DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Assists with the repair of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Assists with a variety of maintenance repair on water distribution systems and lines.
- Performs leak tests to locate leaks in service lines.
- Participates in water meter installation, turn-ons, turn-offs, sealing services, and/or removing meters, as directed.
- Reads residential and commercial water meters on an assigned route using a variety of computer/electronic equipment.
- As directed, investigates and resolves customer inquiries and complaints in the areas of unusual water charges, low or high water pressure, water quality, and water system malfunction.

**QUALIFICATIONS:**

**Desirable Education and Experience:** High school graduation or equivalent. Demonstrated knowledge of and ability to perform general maintenance tasks. Previous experience in the reading of meters and water system operation and maintenance and/or customer service. Backhoe experience desirable.

**Certification:**

- ✓ State of California DHS Distribution Operator Grade D1 Certificate must be obtained within 18 months following appointment.

**Special Requirements:** Valid California Driver's License – Class "C". Must maintain satisfactory DMV record and ability to maintain insurability.

**EMPLOYEE BENEFITS:**

- Health Insurance – the District offers medical, dental, and vision insurance to all full-time employees
- Employee Assistance Program
- Vacation – 10 days after one full year of service, then increasing according to years of service
- Sick Leave – 12 paid sick days per year
- Holidays – 13 paid holidays per year
- Tuition Reimbursement Program
- PERS Retirement – 2.0% @ 55
- Life Insurance
- Short-term and Long-term Disability Insurance
- Deferred Compensation Program
- Credit Union Membership

**APPLICATION PROCEDURE:** Interested applicants **MUST** complete a Walnut Valley Water District application form. Application packets may be obtained by contacting Human Resources at (909) 595-1268, ext. 212, or visit the District website at [www.wvwd.com](http://www.wvwd.com) and download a copy of the District application form, complete and submit by mail or in person to: Walnut Valley Water District, Human Resources Dept., 271 S. Brea Canyon Road, Walnut, CA 91789. (**FAXED** or **EMAILED** applications **will not** be considered. Resumes **will not** be accepted in lieu of a completed District application.) Pre-employment physical required.

**FILING DEADLINE:** 5:00 PM, Monday, August 15, 2011.

**EQUAL OPPORTUNITY EMPLOYER:** The Walnut Valley Water District is an equal opportunity employer. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Upon selection, the District will require a current California drivers' license, and documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act.

**ACCOMMODATIONS:** Disabled individuals requiring assistance in the hiring process should contact the Human Resources Department.

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