



Employment Opportunity

Department of Water and Power

Water Distribution Operator I/II FLEX

SALARY: Water Distribution Operator I - \$3,108 - \$3,794 per month

Water Distribution Operator II - \$3,416 - \$4,171 per month

Closing Date: Thursday, February 10, 2011 at 5:30p.m.

SELECTION PROCEDURE:

The selection process will consist of a review and evaluation of all applicants' qualifications. Those applicants deemed to possess the most desirable qualifications will be invited to participate in a written/oral examination. The Human Resources Director or designee may specify the number of eligible candidates to be qualified in the examination or any part thereof. The City of Corona does not reimburse any expense incurred as a result of this recruitment.

The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

HOW TO APPLY:

Applicants must complete and submit an original City of Corona Employment Application to the Human Resources Department, 400 S. Vicentia Ave., Room 155, Corona, CA 92882 or online at www.DiscoverCorona.com. For additional information please contact the Human Resources Department at (951) 736-2209. Operating hours: Monday - Thursday 7:30am – 5:30pm

Special Requirements:

A 10 year Department of Motor Vehicle driving history is **REQUIRED** with your application submission. The print out must be current (dated) within thirty days of the date of submission. Additionally, copies of all applicable certifications are **REQUIRED** with your submission. **Online applicants must submit copies of the required documentation to the Human Resources Office prior to the recruitment's closing date.** Failure to turn in a DMV print out or copies of the required certifications will automatically disqualify submissions from further consideration.

Faxes, Postmarks, and/or copies will not be accepted. Emailed resumes will not be accepted. Resumes will not be accepted in lieu of City of Corona Employment application.

Failure to turn in any additional required documentation will automatically disqualify submissions from further consideration.

WEBSITE:

www.DiscoverCorona.com

This position requires the ability to work extended hours and/or rotating shifts, to include nights, weekends and holidays.



Before submitting an application, please read the minimum qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Incomplete, illegible, or fraudulent application packets may result in disqualification.

***THE CITY OF CORONA IS AN
EQUAL OPPORTUNITY EMPLOYER.***

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GENERAL PURPOSE: Under general supervision, performs a wide variety of skilled, entry-level tasks involved in the monitoring, regulation, maintenance and operation of potable water distribution and transmission equipment and facilities; performs laboratory tests on raw and treated water; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Water Distribution Operator I is the entry level class in this series. Incumbents perform the full range of skilled water distribution and transmission operations. Employees perform their work with considerable latitude, operating the water distribution and transmission system during an assigned shift. Work is performed with little direct supervision with only the most unusual problems being referred to the supervisor. Work is typically reviewed by checks of logs, reports and inspections of the plant equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Operates our water distribution system, including disinfection processes, chemical addition systems, blend stations, pressure reducing station, storage, wells, boosters, collects samples and inspects and tests overall quality of water supply and potable water by using various tools of laboratory test equipment; determines and adds the proper dosage of chemicals and other substances to ensure water is safe for consumption; monitors chemical levels and changes chemical cylinders as required and according to proper procedure; makes mathematical calculations of water quantity stored in reservoirs and flows in and out of pump facilities.
- Operates water transmission facilities by regulating water flow throughout the transmission and distribution system using control valves, pump stations and manual, electronic and computer control systems; reads gauges, meters, charts and graphs; operates pumps, valves, electric motors and related equipment; inspects plant equipment to ensure proper functioning to minimize interruptions in water production.
- Monitors system, controls pump stations and valves for scheduled and emergency shut downs; maintains flows using booster pumps to control water level in reservoirs and at other critical points throughout the systems; troubleshoots, diagnoses and corrects control system malfunctions by resetting relays and adjusting other controls and components.
- Analyzes historical trend data and weather patterns to estimate future water distribution demands; prioritizes distribution of drinking water based on location of demand, costs and availability of various sources of water
- Inspects, maintains and cleans all distribution facilities.
- Assists maintenance personnel and contractors in the servicing, maintenance, repair and upgrades of equipment, electrical and electronic devices, machinery and related appurtenances.
- Calculates chemical feed and dosages; makes adjustments as necessary; monitors chemical inventories and usage.
- Maintains a variety of records, logs and reports.
- Operates a vehicle to travel to and inspect and service equipment and related facilities at pump stations, flow stations and other critical points in the transmission and distribution system.
- Performs duties in confined spaces, utilizing departmental safety equipment, policies and procedures.
- Coordinates work with outside agencies, including other municipalities and agencies; answers telephone inquiries from customers regarding water pressure, water composition and related matters; conducts tours of the facility.
- Performs a variety of custodial and grounds keeping duties to ensure treatment plant and associated facilities are maintained and clean, orderly and in safe conditions, both inside and outside.
- Responds to customer complaints related to water quality and pressure.

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QUALIFICATIONS GUIDELINES

Knowledge of:

Operational principles of pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment at a portable water distribution facility; operation principles, practices and methods of potable water distribution systems; current practices and procedures in chemical, bacteriological, biological analysis and water chemistry analysis; local, state and federal laws and regulations regarding the storage and transmission of potable water, including the Safe Drinking Act and relevant EPA regulations; safety practices and procedures related to the work being performed, including confined space entry, fall protection techniques; micro-computer applications related to work, including the supervisory control and data acquisition system, word processing, spreadsheet and database applications.

Ability to:

Operate a variety of pumping, control and transmission equipment including digital control equipment; operate and maintain a variety of equipment, power and hand tools, including front loader, forklift, crane and hoist, drills, saws, propane torch, arc welder and air compressor; analyze and troubleshoot system failures; perform mathematical calculations; accurately read meters, gauges, valve books, blueprints and schematic drawings; maintain records and prepare clear and concise records and reports; understand and follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, supplemented by college level coursework from a college or university with full accreditation status granted by an institutional or specialized accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation work in water distribution and three years of experience working in water distribution plant operations, involving potable water production, distribution, storage and transmission; or an equivalent combination of education and experience.

Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Possession of a California Water Distribution Operator Grade II Certificate.

Ability to work extended hours and rotating shifts, including weekends and holidays.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical Requirements

While performing the duties of this class, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this class are required to wear respirators regularly. In accordance with CAL/OSHA regulations, employees are prohibited from having facial or head hair that impairs the effectiveness of respirator equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties of the class as they relate to this requirement.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or new skills; interact with City staff, other organizations and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in outside weather conditions, near moving mechanical parts and in high or precarious places; and is exposed to wet or humid conditions, vibration, fumes or airborne particles, toxic or caustic chemicals and the risk of electrical shock. The noise level is frequently loud.

**PLEASE CONTACT THE HUMAN RESOURCES OFFICE SHOULD YOU
NEED SPECIAL ACCOMMODATIONS IN THE PROCESS OF APPLYING FOR THIS POSITION.**

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CORONA GENERAL EMPLOYEES CITY PAID BENEFITS

RETIREMENT: Employees are covered by the Public Employees' Retirement System. The CALPERS contribution is 8% of the employee's base salary. For employees hired on or after January 1, 1999, the City pays 5% and the employee pays 3% for a total contribution of 8%. The City does not participate in Social Security and the City pays the employees mandatory contribution to the Medicare Program.

ANNUAL LEAVE & HOLIDAYS: 21 (8 hour) working days (168 hours) of paid leave are earned after one year of employment, with additional days earned, based on length of service, up to 31 (8 hour) days (248 hours). There are 12 (8 hour) paid holidays (96 hours) per calendar year.

ANNUAL LEAVE BUYBACK: Eligible employees may "buy back" a maximum of 160 hours of annual leave once each year.

DISABILITY & LIFE INSURANCE: Long term disability insurance provided free to each employee. Also, a term life insurance policy is provided to each employee equal to 5 ½ times the employee's annual basic earnings to a maximum, of \$750,000.00.

MEDICAL INSURANCE: Employees' and dependents' health insurance premiums are provided. For employees hired on or after January 1, 1999, the City will pay base contribution of \$105.00 per month, and a monthly IRC plan contribution in an amount equal to the premium payment for Blueshield family coverage (currently \$1261.75 per month). There are a variety of plans to choose from. Option to waive medical insurance, indexed at 2003 PERS Choice rate equivalent to your current coverage (i.e. single \$296.00, employee + one \$596.00, family \$770.00).

EMPLOYEE ASSISTANCE AND COUNSELING PROGRAM: This is a comprehensive program designed to help employees and their family members find direction in solving personal and/or emotional problems.

DIRECT DEPOSIT: A free checking account and checks are available with Bank of America, Corona.

FLEXIBLE SPENDING PLAN: The City will provide each employee with \$1,500.00 per year which he or she can take in cash payment; use for reimbursement of medical or dependent care expenses; or any combination of the above through the City's Section 125 Flexible Benefit Plan.

DEFERRED COMPENSATION PLAN: The City will match up to \$500.00 per year of employees' deposits in a Deferred Compensation Plan. Employees hired on or after January 1, 1999 shall receive an additional payment into their deferred compensation plan account of \$150.00 per quarter plus \$50.00 per quarter to be deposited into A Retirement Health Savings Account (ICMA VantageCare or Nationwide PEHP).

LONGEVITY PAY: After 5 years of service \$500.00 annually. After 10 years of service \$700.00 annually.
After 15 years of service \$800.00 annually. After 20 years of service \$1000.00 annually.

TUITION REIMBURSEMENT: The City shall reimburse for books and tuition for college-level courses leading to a job related degree or certificate. Tuition is reimbursed at a rate equivalent to the California State University Fee Schedule.

BI-LINGUAL PAY: Upon certification and departmental needs, 4% increase of base pay is awarded for the use of Spanish language on the job.