



**SAN DIEGO COUNTY WATER AUTHORITY  
invites applications for the position of:**

# **Maintenance Worker I/II**

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**SALARY:**

Salary: See Position Description

**OPENING DATE:** 06/05/18

**CLOSING DATE:** 06/28/18 05:30 PM

**THE ORGANIZATION:**

**This recruitment will remain open until 5:30 p.m. on Thursday, June 28, 2018, or until the first 200 applications are received.**

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

The Water Authority is currently seeking applications from qualified employees to fill three (3) Maintenance Worker I/II vacancies in the Operations and Maintenance Department. One (1) vacancy is in the Rotating Equipment Division, one (1) vacancy is in the Mechanical Maintenance Division, and one (1) vacancy is in the Facilities Maintenance Division. These vacancies may be filled at either level, depending upon qualifications and experience.

**THE OPERATIONS & MAINTENANCE DEPARTMENT**

The Operations and Maintenance (O&M) Department is responsible for operating the Water Authority's aqueduct system; ensuring facility security and emergency preparedness; and maintaining and managing the fleet and various other assets. Specifically, the department controls water deliveries to meet member agency demands; manages dam and reservoir operations; ensures water quality; oversees water treatment plant and power generation operations; maintains all vehicles and heavy equipment; provides electro-mechanical support; implements the Aqueduct Protection Program (APP); complies with all applicable environmental regulations; and develops and manages computerized Supervisory Control and Data Acquisition (SCADA) and system maintenance programs.

**THE DIVISIONS**

The Rotating Equipment Division, Mechanical Maintenance Division and Facilities Maintenance Divisions' responsibilities include preventative and corrective maintenance on the Water Authority's Aqueduct system. In addition, all three divisions perform repairs, rehabilitation and upgrades of the aqueduct system's piping, facilities and major assets.

**THE POSITION:**

**Salary Information**

Maintenance Worker I: \$23.88 - \$32.12 / hour (\$49,678 - \$66,813 Annual)

Maintenance Worker II: \$27.69 - \$37.25 / hour (\$57,613 - \$77,484 Annual)

These positions may be filled at either level, depending on candidate qualifications. The individuals selected for these positions will be assigned to one of the following divisions:

### **THE ROTATING EQUIPMENT DIVISION**

The Rotating Equipment Division is responsible for the diagnosis and repair of a wide variety of mechanical equipment, systems and machinery, such as valves, motors, pumps and other equipment common to the waterworks field.

### **THE MECHANICAL DIVISION**

The Mechanical Maintenance division is responsible for pipeline installation/repairs and the maintenance of line structures, flow control facilities, and related critical appurtenances such as valves and electric actuators.

### **THE FACILITIES DIVISION**

The Facilities Maintenance division is responsible for repair and construction activities on the aqueduct system. In addition, the division performs maintenance activities focused on the aqueducts' facilities, buildings, property grounds and access roads.

### **THE IDEAL CANDIDATES**

The ideal candidates will have the ability to use precision and diagnostic instruments to measure required tolerances of mechanical parts; arc weld and oxygen-acetylene cut; and skillfully and safely operate light-, medium- and heavy-duty construction equipment. Incumbents may perform some or all of the following duties: maintain pump stations and hydroelectric facilities (including maintaining motors, pumps, valves, turbines, hydraulic systems, pipe, and mechanical equipment; performing vibration analysis, thermography, pump/motor alignment, and oil analysis; and maintaining HVAC systems); perform modifications and upgrades to mechanical systems and facilities, Computerized Maintenance Management System (CMMS) development, implementation, data recording and input; manage maintenance contracts; and implement safety procedures.

### **Distinguishing Characteristics**

Maintenance Worker I is the entry-level unskilled laboring class in the Maintenance series. Initially under direct supervision, incumbents learn and perform a variety of unskilled and semi-skilled tasks and duties involved in the construction, installation, maintenance and repair of the Authority's aqueduct pipeline system and related facilities and equipment. This class is alternately staffed with Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meet the qualifications for the higher-level class.

Maintenance Worker II is the semi-skilled class in this series. Under general supervision, incumbents perform the full range of assigned duties, requiring sound judgment with regard to appropriate and safe procedures and practices. Employees are frequently required to work without direct supervision, following instructions and established guidelines and procedures to complete assignments. Incumbents are rotated through the division's several sections in order to learn all of the various assignments and tasks performed by the division. This class differs from Maintenance Worker I in the skill level required and the incumbents' knowledge of the Authority's systems, equipment, facilities, standards and procedures. Incumbents in the Maintenance Worker II class may advance to the Maintenance Technician class after gaining experience and demonstrating proficiency that meet the qualifications for the higher level class.

***These positions have been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter.***

For further details regarding the duties, responsibilities, and qualification guidelines for each class specification, please click on the following links:

- [Maintenance Worker I](#)
- [Maintenance Worker II](#)

**QUALIFICATION GUIDELINES:**

Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered. A typical example of qualifying experience would be:

**Maintenance Worker I:** At least one year of work experience in utility, or public works-related, maintenance and construction.

**Maintenance Worker II:** At least two years of work experience in utility, or public works-related, maintenance and construction. One year of experience must have included the full range of duties and responsibilities comparable to a Water Authority Maintenance Worker I.

**Licenses / Certificates / Special Requirements**

- **Driver's License & Insurability:** A valid California driver's license and the ability to maintain insurability under the Authority's Vehicle Insurance Policy is required.
- **Mandatory Physical & Drug Test:** The applicants selected will be given a contingent offer of employment pending the outcome of a post-offer physical and drug test.
- **24-Hour Call Out:** Employees in this classification are subject to 24-hour call out.
- **Working Hours:** This classification is assigned to work a 4/10 schedule, Monday – Thursday, during normal business hours. Normal business hours are 6:00 a.m. to 4:30 p.m.

**APPLICATION PROCEDURE:**

To be considered for this position, please submit an employment application and supplemental questionnaire. **This recruitment will remain open until 5:30 p.m. on Thursday June 28, 2018, or until the first 200 applications are received. Qualified applicants are encouraged to apply immediately.** Resumes will not be accepted in lieu of a completed application and supplemental questionnaire.

All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening methods.

To ensure timely and successful navigation, please consider applying early if you are new to the [governmentjobs.com](http://governmentjobs.com) application system. For technical assistance with the online application system, please review the Government Jobs [online application guide](#), or contact their toll-free applicant support line at (855) 524-5627. If you have questions regarding the position, please contact Corinne Russell, Human Resources Analyst, at (858) 522-6663.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/sdcwa/default.cfm>  
OUR OFFICE IS LOCATED AT:  
4677 Overland Avenue  
San Diego, CA 92123  
858-522-6660  
[hr@sdewa.org](mailto:hr@sdewa.org)

Job #18-35  
MAINTENANCE WORKER I/II  
CR

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**Maintenance Worker I/II Supplemental Questionnaire****\* 1. PLEASE READ THE FOLLOWING CAREFULLY:**

Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the

selection process. Do not refer to your application or indicate "See Resume." Resumes will not be used to determine your qualifications.

Do you understand and agree to answer each supplemental question truthfully and that your responses can be verified from information included within the Work History/Experience section of your application?

I understand and agree to answer each supplemental question truthfully and that my responses can be verified from information included within the Work History/Experience section of my application.

- \* 2. This classification is assigned to work a 4/10 schedule, Monday – Thursday, during normal business hours. Normal business hours are 6:00 a.m. to 4:30 p.m. Do you agree to work this schedule if selected by the San Diego County Water Authority?

Yes  No

- \* 3. Employees in this classification are subject to 24-hour call out.

I understand and agree to be subject to 24-hour call out policies if selected for employment by the SDCWA.

\* 4. **EDUCATION**

Which of the following best describes your highest level of education?

- High school diploma / GED  
 Some college, but no degree  
 Associate's Degree  
 Bachelor's Degree or higher  
 None of the above

\* 5. **WORK EXPERIENCE**

Do you have work experience in any of the following settings (Check all that apply):

- Local Government  
 State or Federal Government  
 Public Utility  
 School District  
 None of the Above

- \* 6. For any employment settings selected above, please provide the name of the employer, position(s) held, and dates of employment. Please note: We must be able to verify your response against the work history provided in your application. If "None of the Above" was selected, please indicate "N/A."

- \* 7. Please select all of the areas where you have **at least one year** of work experience:

- Building Maintenance  
 Maintaining HVAC systems  
 Hydroelectrical facilities  
 Hydraulic power systems  
 Water distribution system (mechanical services)  
 Pump stations  
 Pump maintenance  
 Pump alignment  
 Electrical motor maintenance  
 Large water valve maintenance  
 Air compressor systems  
 Shielded Metal Arc Welding  
 Metal Inert Gas Welding  
 Thermography

- Vibration Analysis
- Heavy Equipment Operations
- None of the Above

- \* 8. For each item selected in Question 7, please provide the following: type of work experience (the category/type of experience selected in Question 7), name of the employer where the experience was obtained, position title, length of experience (years or months) performing the task or working in the area, and a general description of the types of duties performed.

Answers that cut and paste from the Work Experience section of the application, or that state "See Resume" will not be considered. Experience cited **must** be included in the Work Experience section of the application.

If no items were selected, please indicate "N/A."

\* 9. **COMPUTER SKILLS**

What is your level of proficiency using Microsoft Word?

- No Experience
- Basic (Creating text, tables, editing text, page format)
- Intermediate (unique header, bullets/numbering, footnotes, borders)
- Advanced (compare files, track changes, merge files/mail merge, formatting tables)

- \* 10. What is your level of proficiency using Microsoft Excel?

- No Experience
- Basic (edit, sort, format, relocate, simple formulas)
- Intermediate (sort, add headers, create charts, unhide rows, create/move worksheets)
- Advanced (pivot tables, advanced formulas, v-lookup, sumifs)

- \* 11. What is your level of proficiency using Microsoft Outlook?

- No Experience
- Limited Experience
- Proficient
- Advanced

- \* 12. What is your level of proficiency using Computer Maintenance Management Systems

- No experience
- Limited experience
- Intermediate experience
- Advance experience

\* 13. **LICENSES AND CERTIFICATIONS**

Do you possess a valid driver's license (equivalent to California Class A, B, or C)?

- Yes    No

- \* 14. Do you possess any additional certifications or licenses that may assist us in determining your qualifications? If yes, please list them below. If no, please indicate N/A.

- \* 15. I would like to be considered for the vacancy in:

- Rotating Equipment Division
- Mechanical Maintenance Division

- Facilities Maintenance Division
- I would like to be considered for all divisions

\* 16. **APPLICANT'S ACKNOWLEDGMENT - WORK HISTORY**

Applicants are required to provide a complete work history. Individuals with an extensive employment history should include at least ten years of employment history. All applicants must account for any gaps in employment of more than 30 days. Failure to provide a complete employment history, omission of prior employers, or failure to account for employment gaps of more than 30 days, may result in disqualification from the selection process.

- I understand and have provided a complete employment history.

\* 17. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records.

- I have read, understand, and agree to the above.

\* Required Question