



## Los Osos Community Services District Employment Opportunity

### Water Resource Operator Annual Salary Range

<b>Water Resource Operator Trainee</b>	<b>\$35,314.45 to \$43,072.26</b>
<b>Water Resource Operator I</b>	<b>\$40,952.52 to \$49,934.11</b>
<b>Water Resource Operator II</b>	<b>\$45,672.77 to \$55,572.18</b>
<b>Water Resource Operator III</b>	<b>\$52,862.41 to \$64,225.97</b>

Placement in pay range is dependent on qualifications and experience

**President**  
Marshall E. Ochylski

**Vice President**  
Charles L. Cesena

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Christine M. Womack

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
George Huang

**Mailing Address:**  
P.O. Box 6064  
Los Osos, CA 93412

**Offices:**  
2122 9<sup>th</sup> Street, Suite 110  
Los Osos, CA 93402

**Phone:** 805/528-9370  
**FAX:** 805/528-9377

[www.losososcscsd.org](http://www.losososcscsd.org)

The Los Osos Community Services District's Utilities Division prides itself on providing the best possible water and drainage service to the community of Los Osos. Los Osos is a small eclectic coastal town tucked away on the Central Coast of California and is known for its beauty and unmatched scenic views of the surrounding area.

The Los Osos Community Services District is currently accepting applications for a full-time Water Resource Operator position to assist in maintaining and operating water, stormwater and other facilities owned and operated by the District.

Desired applicant will have experience as a Water Resource Operator or an equivalent position; have the ability to obtain water certifications within 12 months of hire; or, any combination of experience and training that would provide the required knowledge, skills and abilities to perform in this position. The applicant must maintain a valid California driver's license, pass a drug screening and medical evaluation.

The District offers a competitive compensation package and an exceptional work environment to its employees. Application packets are available on the District website [www.losososcscsd.org](http://www.losososcscsd.org) and can be picked up at the District office located at 2122 9<sup>th</sup> Street, Suite 110, Los Osos between the hours of 9:00 a.m. to 3:00 p.m.

Submit completed applications to [ldurban@losososcscsd.org](mailto:ldurban@losososcscsd.org); mail; or, hand delivered to the District Office.

Applications will be accepted until 3:00 p.m. on Wednesday, October 9, 2019.

## **7220 – WATER RESOURCE OPERATOR TRAINEE, I, II, III, & IV**

### **1. DEFINITION:**

Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair and minor construction activities associated with water, stormwater and other facilities of the District's utility systems, and do other related work as required.

### **2. TYPICAL TASKS: (Common to all levels.)**

- inspects, repairs, maintains and operates pumps, motors, valves, gates, meters and other related equipment to regulate quality and quantity of water and stormwater;
- monitors gauges, meters, control panels, pumps, motors, analyzers and associated equipment;
- inspects, repairs and operates a variety of electric, gas, hydraulic and pneumatic equipment and tools, including welding;
- performs backwashes on filtration systems;
- assists in installing and repairing of water mains, service lines and related appurtenances;
- collects water samples for laboratory analyses;
- performs routine laboratory analyses and special laboratory analyses as assigned;
- drives trucks;
- operates tractors, other equipment, and attachments;
- may transport heavy equipment to job site;
- performs grounds maintenance around facilities;
- maintains accurate records of plant operations, weather information and other hydrologic data;
- will be required to work on rotating standby status;
- may be subject to call-back during emergencies for facilities on round-the-clock operation;
- uses appropriate safety equipment while performing routine operations and responding to emergencies;
- Use of self-contained breathing apparatus may require workers to be clean shaven.
- Performs utility systems maintenance and repair work, which may require a variety of trade skills

### 3. DISTINGUISHING CHARACTERISTICS:

Factors that affect position classification include the variety and complexity of work assignments, supervision exercised or received, decisions made, skill in operation or maintenance of equipment, and the limitations of responsibility and knowledge reflected in the level of water treatment, distribution and other certification possessed.

#### Water Resource Operator Trainee:

- Under close supervision, learns to perform a wide variety of unskilled and semi-skilled tasks in all areas of water, stormwater and other utility system minor maintenance;
- receives training and learns safe operating procedures in water, stormwater, and other utility equipment and facilities;
- does other related work as required.

#### Water Resource Operator I:

- Under supervision, assists a higher level water resource operator during an assigned shift in either water, stormwater or other utility operations including treatment, collection, distribution, disposal, recharge and pumping facilities, opening and closing valves, and operating and maintaining the District's facilities and equipment;
- assists higher level water resource operators in taking and recording readings;
- learns to perform and record basic laboratory tests;
- learns to interpret test results and to take corrective action in operating on an as-needed basis;
- performs a variety of semi-skilled maintenance tasks as a member of a water resource crew;
- becomes familiar with the operation and routine maintenance of pumps, motors, filters, chemical feeder pumps and related equipment, and other facilities and equipment that are components of the District's utilities;
- does other related work as required.

### Water Resource Operator II:

- Under general supervision, performs a variety of operation, maintenance, and minor construction tasks at the District's water, stormwater and/or other utility facilities;
- may be the shift operator at a water treatment facility;
- performs laboratory tests on samples as required;
- interprets test results and takes corrective action in operating on an as-needed basis;
- performs a wide variety of skilled operation and maintenance tasks as a member of a water resource crew;
- does other related work as required.

### Water Resources Operator III:

- Under direction of the Water Resource Crew Leader or the Water Resource Operator IV, may be the chief operator or the shift operator at a water treatment facility or aggregate of facilities;
- has responsibility for efficient water, stormwater and other utility operations, and accurate and timely performance reporting of all required sampling and testing;
- performs, records and evaluates laboratory tests;
- may be the working supervisor in a roving water resource crew in the absence of the Water Resource Crew Leader and Water Resource Operator IV;
- prepares rough plans, cost estimates and orders materials;
- assists in training subordinate personnel;
- performs a wide variety of skilled operation and maintenance tasks as a member of a water resource crew;
- does other related work as required.

### Water Resource Operator IV: This is the highest level in the career series.

- Under direction of the Water Resource Crew Leader or Utility Supervisor, may be the chief operator or shift operator for a water facility and/or stormwater and other utility facilities.
- coordinates maintenance and operations activities;
- may supervise operations and maintenance;
- may evaluate and assign personnel;
- may set up preventive maintenance programs and schedules;
- may assists in budget preparations;
- does other related work as required.

4. EMPLOYMENT STANDARDS:

Knowledge of:

Water Resource Operator Trainee:

- basic mathematics; general mechanical aptitude.
- basic computer and keyboarding skills

Water Resource Operator I, II, III, & IV: The above, plus:

- principles, methods, materials and equipment utilized in the operation and maintenance of water, stormwater and other utility systems;
- the mechanical and electrical characteristics of pumps, motors, meters, valves, control panels, telemetry systems, and other water control or measuring devices;
- Federal, State and local standards required for maintaining water quality.

Ability to:

Water Resource Operator Trainee:

- follow oral and written instructions;
- do assigned tasks in a safe manner;
- work cooperatively with others;
- ability to be proficient in water quality and treatment theory, utility operations, and maintenance; pass appropriate certificate examination within 12 months of appointment;
- perform tasks which involve moderate to heavy physical labor or exertion and or hazardous working conditions
- communicate effectively orally and in writing;
- meet and deal with the public and co-workers tactfully and courteously.
- prior to appointment, the successful candidate must be able to pass a physical examination as required by the District for new employees.

Water Resource Operator I, II, III, & IV: The above, plus:

- Operate and maintain a wide variety of hand and power tools used in water, stormwater and other utilities;
- perform routine and specialized laboratory tests and sampling, analyze results and take effective corrective action when necessary;
- keep logs, records and charts;

5. EDUCATION/EXPERIENCE:

All levels: Any combination of education and experience equivalent to graduation from high school.

Water Resource Operator Trainee: No certificate required when hired. Within 12 months of the date of hire, must obtain a valid Grade T1 Water Treatment Certification issued by the State Water Resources Control Board.

Water Resource Operator I: Possession of a valid Grade T1 Water Treatment Certification issued by the State Water Resources Control Board. Within twelve months of the date of hire or promotion, must also possess a valid Grade D1 Water Distribution Certificate issued by the State Water Resources Control Board.

Water Resource Operator II: Possession of a valid Grade T2 Water Treatment AND Grade D1 Water Distribution certifications issued by the State Water Resources Control Board.

Water Resource Operator III: Possession of a valid Grade T2 Water Treatment AND Grade D2 Water Distribution certifications issued by the State Water Resources Control Board. May be required to possess other appropriate licenses or certifications in work-related fields, such as commercial vehicle operation, welding or hazardous materials handling, or CWEA Certifications.

Water Resource Operator IV: Possession of a valid Grade T3 Water Treatment AND/OR Grade D3 Water Distribution certifications issued by the State Water Resources Control Board. The higher certifications in the job class is to allow the WRO IV to serve as the Chief Plant Operator, in the absence of the Water Resource Crew Leader. May be required to possess other appropriate licenses or certifications in work-related fields, such as commercial vehicle operation, welding or hazardous materials handling, or CWEA Certifications. in the event that the District constructs new facilities, must obtain valid certificates appropriate to the assigned class of the new facilities within 18 months of the date that those facilities commence operations.

AND:

Water Resource Operator Trainee: No experience required.

Water Resource Operator I: 6 months as a Water Resource Operator Trainee or equivalent position.

Water Resource Operator II: One year as Water Resource Operator I or equivalent position.

Water Resource Operator III: One year of experience as a Water Resource Operator II or equivalent position.

Water Resource Operator IV: Two years of experience as a Water Resource Operator III or equivalent position.

6. LICENSES/CERTIFICATES: (All levels)

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment. Candidates must attach a photocopy of the required water certificate to their application for employment. Failure to obtain certifications can be grounds for termination.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

# Employment Application

**Los Osos Community Services District**  
**2122 9<sup>th</sup> Street, Suite 102, Los Osos, CA 93402**  
**Telephone (805) 528-9370 Fax (805) 528-9377 [www.losososcsd.org](http://www.losososcsd.org)**

We consider applicants for all positions without regard to race, color, religion, sex, gender, sexual orientation, ancestry, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, medical condition, genetic information, or any other legally protected status.

**(PLEASE PRINT)**

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency _____	
<input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
Zip		
Mailing Address (if different)		
Telephone Number(s)	Day	Evening
		Messages
Email Address		

- If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes     No
- Have you ever filed an application with us before? If yes, give date \_\_\_\_\_  Yes     No
- Have you ever been employed with us before? If yes, give date \_\_\_\_\_  Yes     No
- Are you currently employed?  Yes     No
- May we contact your present and past employers and business references?  Yes     No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*  Yes     No
- Are you currently available to work:     Full Time     Part Time     Temporary  
 On what date would you be available for work? \_\_\_\_\_
- Were you ever discharged or asked to resign from a position?  Yes     No
- Are you currently on "lay-off" status and subject to recall?  Yes     No
- Can you travel if a job requires it?  Yes     No
- Have you ever been a member of the California Public Employees Retirement System (CalPERS)?  
 If yes, please state name of last CalPERS Employer \_\_\_\_\_  Yes     No

**- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -**



**Education**

School Name, Location and Phone Number	High School				Undergraduate College/University*				Trade School			
	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

\*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. **You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:**

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## Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, sex, gender, sexual orientation, ancestry, national origin, mental or physical disability, medical condition, genetic information or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Numbers(s)			
	Address			
	Job Title	Supervisor		
	Reason for Leaving			

2.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Numbers(s)			
	Address			
	Job Title	Supervisor		
	Reason for Leaving			

3.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Numbers(s)			
	Address			
	Job Title	Supervisor		
	Reason for Leaving			

4.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Numbers(s)			
	Address			
	Job Title	Supervisor		
	Reason for Leaving			

### Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## References

Please provide the name, address and telephone number of three business references who are not related to you.

	Name	Address	Telephone Number
1.			
2.			
3.			

Do you have the physical and mental ability to perform the tasks on the **attached** job description, with or without accommodation?  Yes  No (If accommodation is necessary, please describe below)

The following documents must be attached to this application: \_\_\_\_\_ a signed Statement of Physical Requirements  
\_\_\_\_\_ a signed Inquiry Authorization Waiver and Release

## Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- I understand that the Los Osos Community Services District (LOCSO) is an equal opportunity employer and does not discriminate in employment. No questions on this application are used for the purpose of limiting or excusing any Applicant from consideration for employment on a basis prohibited by local, state or federal law.
- I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen, pre-employment physical, and criminal background check and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.
- If the position applied for requires driving in the course of work, I give the District the right to investigate my DMV records and that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.
- I understand that this application for employment shall be considered active for a period of time not to exceed 90 days and that any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I understand and hereby acknowledge that there is an introductory period regarded as part of the examination process which provides the opportunity to observe and evaluate an employee's competence and ability to perform assigned duties. New and returning employees shall be regarded as an introductory employee for the first 9 months of employment and that this introductory period may be extended an additional 3 months at the discretion of the General Manager. Introductory employees serve entirely at the will and pleasure of the General Manager and may be terminated by the General Manager without cause and without right of appeal or hearing at any time during the introductory period.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the LOCSO.
- Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by LOCSO personnel, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## LOS OSOS COMMUNITY SERVICES DISTRICT STATEMENT OF PHYSICAL REQUIREMENTS

Name: \_\_\_\_\_

Job Title: Water Resource Operator

Job Description: Attached, receipt acknowledged

### PHYSICAL ACTIVITY REQUIREMENTS

Work Position - Percentage of Time performing the following activities:

Standing	_____ 20%	_____ 30%	_____ 50%	_____ <b>X</b> 70% or more
Walking	_____ 20%	_____ 30%	<b>X</b> 50%	_____ 70% or more
Sitting	<b>X</b> 20%	_____ 30%	_____ 50%	_____ 70% or more

Body Movements: None = 0  
 Occasional = 0 – ¼ work day  
 Some = ¼ - ½ work day  
 Frequent = ½ - ¾ work day  
 Continuous = ¾ - full work day

#### Lifting:

	0-20 LBs	20-40 LBs	40-60 LBs	100+ LBs
None				
Occasional			<b>X</b>	<b>X</b>
Some		<b>X</b>		
Frequent				
Continuous	<b>X</b>			

#### Push and/or Pull Loads:

	0-20 LBs	20-40 LBs	40-60 LBs	100+ LBs
None				
Occasional			<b>X</b>	<b>X</b>
Some		<b>X</b>		
Frequent				
Continuous	<b>X</b>			

#### Carrying:

	0-20 LBs	20-40 LBs	40-60 LBs	100+ LBs
None				
Occasional			<b>X</b>	<b>X</b>
Some		<b>X</b>		
Frequent				
Continuous	<b>X</b>			

Bending:     \_\_\_None     \_\_\_ Occasional     \_\_\_Some     **X** Frequent     \_\_\_Continuous

Kneeling/  
Squatting:     \_\_\_None     \_\_\_Occasional     **X** Some     \_\_\_Frequent     \_\_\_Continuous

Reaching  
Overhead  
Stretching:     \_\_\_None     \_\_\_Occasional     \_\_\_Some     **X** Frequent     \_\_\_Continuous

Climbing  
Stairs:     \_\_\_None     **X** Occasional     \_\_\_Some     \_\_\_Frequent     \_\_\_Continuous

Climbing  
Ladders:     \_\_\_None     **X** Occasional     \_\_\_Some     \_\_\_Frequent     \_\_\_Continuous

Crawling:     \_\_\_None     **X** Occasional     \_\_\_Some     \_\_\_Frequent     \_\_\_Continuous

Working on  
Rough and/or  
Uneven  
Terrain:     \_\_\_None     \_\_\_ Occasional     \_\_\_Some     **X** Frequent     \_\_\_Continuous

Handling/  
Dexterity:     \_\_\_None     \_\_\_ Occasional     \_\_\_Some     **X** Frequent     \_\_\_Continuous

**STATEMENT BY APPLICANT**

Applicant Read and Sign:

I hereby certify that I know of no reason (medical or otherwise) that would prevent me from performing the essential job functions or the physical activity requirements of the job listed above.

I understand that the District will require me to be examined by a medical doctor selected by the District, at no cost to me, to determine my ability to perform the job related functions described above as a condition of any offer of employment by the District.

I further understand that any false statement or material omission by me in connection with such medical examination of concerning by job related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I hereby authorize the release of all medical information obtained during my medical examination to the Los Osos Community Services District.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

**LOS OSOS COMMUNITY SERVICES DISTRICT  
INQUIRY AUTHORIZATION AND WAIVER AND RELEASE**

**To Whom It May Concern:**

Having made application for employment with the Los Osos Community Services District ("District") which desires to be informed as to my previous record, character and fitness for the position sought, I hereby authorize any authorized representative of the District bearing this release, or a copy of it, within one year from its date, to obtain any information in your files pertaining to my employment, including, but not limited to, academic achievement, attendance, personal history, performance reports, background investigations, attorney and all internal affairs investigations and disciplinary records and credit records.

I hereby direct you to release this information upon request of the bearer. The information may be provided either verbally and/or in writing at the request of the District's representative. This release is executed with full knowledge and understanding that the information is for the official use of the District.

I explicitly state that this authorization supersedes any previous oral or written agreements limiting access to or the release of the information described above, inclusive of any internal investigation and/or disciplinary process which has been sealed pursuant to any prior agreement or court proceeding. I hereby request full and complete disclosure.

**RELEASE AND HOLD HARMLESS**

I hereby release and hold harmless you, as the custodian of such records, any college, university, or other educational institution, hospital or other repository of medical records, governmental entity, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization, or any attempt to comply with it.

I, further, hereby release and hold harmless the District, its officers, employees, and agents, from all liability for damages of whatever kind, which may result to me, my heirs, family or associates arising from and/or related to the District's inquiries, investigations, or evaluations of information and documents pursuant to this Authorization.

These releases shall be binding on my legal representatives, heirs and assigns.

Additionally, all parties may rely on a facsimile copy of this release as though it were an original.

I acknowledge that I have read this Inquiry Waiver and Release, fully understand it, and voluntarily agree to its provisions.

I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy.

Applicant name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant Phone No: (\_\_\_\_\_) \_\_\_\_\_ CA Driver's License #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_