



Mariposa Public Utility District

P.O. Box 494
4992 Seventh Street
Mariposa, CA 95338
209.966.2515; fax 209.966.6615

OPERATIONS ASSISTANT

The District

The Mariposa Public Utility District (District) was established in 1947. The District provides water, wastewater and fire protection services to the town of Mariposa. The District currently has 722 service connections and is approximately 873 acres in size.

The Position

Tasks include housekeeping at District facilities, light maintenance of vehicles and other equipment, plumbing work involving ¾" to 24" pipe. Assist in the operation and maintenance of District facilities including but not limited to surface water storage, water treatment facilities, water wells, water distribution system, fire hydrant system, wastewater collection system and wastewater treatment facilities.

Certified operator activities may include, but are not limited to:

- Routine monitoring of all water and wastewater operations
- Routine analysis of water and wastewater at treatment facilities (total coliform, turbidity, temperature, dissolved oxygen and pH)
- Preparation of chemicals for injection into flow stream
- Repair and maintain mechanical equipment including pumps, valves, belt filter press, and electric motors
- Monitor Supervisory Control and Data Acquisition (SCADA) system operation with basic computer skills
- Working with and in the vicinity of loader, backhoe, dump truck and light compaction equipment
- Repair of leaks in water mains and service lines/laterals
- Perform daily, weekly and monthly laboratory functions, (ELAP Certification No. 1872)

- Lifting heavy objects (100-pound bags, equipment, etc.)
- Water meter reading
- Housekeeping, maintain equipment and vehicles, painting and fence repair

The treatment plant operators are directly responsible to the supervising treatment plant operator and the General Manager of the District.

WORK SCHEDULE:

Full time hourly employees work a flex schedule, working eight 9-hour days and one 8-hour day at base pay per two week pay period. Work days may include Saturday or Sunday or both. District employees may be required to work other periods than their assigned shift or additional hours. Some of the duties may require work during poor or extreme weather conditions and/or at night.

The treatment plant operators will be included on an "on-call" schedule where the employee will carry a pager and respond to calls after normal work hours. This may include two to four nights per week.

The Candidate

Minimum Qualifications

- High school graduate or equivalent
- Possession of a valid California Class "C" driver's license

Preferred Qualifications

- Completed minimum amount of education for certification as a Wastewater Treatment Operator in Training (OIT) (attach support documents)
 - 3-unit college semester math or science course
 - or
 - Certificate of completion for coursework to verify completion of the online course - *Operator of Wastewater Treatment Plants* through CSUS Office of Water Programs.
<http://www.owp.csus.edu/courses/wastewater/operation-of-wastewater-treatment-plants-vol-i.php>
- Experience as a water and/or wastewater treatment plant operator
- (T1) Water Treatment Operator certificate
- (D1) Water Distribution Operator certificate
- (Grade I) Wastewater Operator certificate

Conditional Offer of Employment

An offer of employment will be conditional upon passing a physical examination by a qualified examiner approved by the District. Cost of the exam will be paid by the District. District employees are subject to random, reasonable suspicion and post-accident alcohol and drug testing.

Post Employment Requirements

Within 18 months of appointment:

- Obtain a Grade 1 Water Treatment certificate (T-1)
- Obtain a Grade 1 Wastewater Treatment Operator certificate (Grade I)

Within 24 months of appointment:

- Obtain a Grade 1 Distribution System Operator certificate (D-1)

Compensation and Benefits

The base hourly rate for an applicant who meets the minimum qualifications for this position will be determined by the General Manager. The hourly rate for applicants who meet the preferred qualifications will be increased according to qualifications and experience.

In addition, benefits are provided which include:

Retirement: The District participates in the California Public Employees Retirement System (CalPERS). The retirement benefit depends on membership date with CalPERS (Classic Members – 2% @ 60; PEPRA Plan – new hires after January 1, 2013, 2% @ 62) Coverage begins after two complete months of employment.

Medical and Dental Insurance Coverage: Employees and their eligible family members are eligible for medical insurance coverage the first of the month following thirty (30) full days of employment and dental insurance coverage the first of the month following ninety (90) full days of employment. The District pays the entire premium.

Sick Leave: Sick leave is accrued at the rate of 6.5 days per year (2.0 hours per pay period), increasing to 9.75 days/year (3.0 hours per pay period) after 5 years of service, and 12 days/year (3.7 hours per pay period) after 10 years of service.

Holidays: Employees receive eleven (11) paid holidays per year.

Vacation: Vacation leave is accrued at the rate of (ten) 10 days/year, increasing to (fifteen) 15 days/year after 5 years of service, and (twenty) 20 days/year after 10 years of service.

Probationary Period

A new employee is on probation for a period of one year from the date of hire. The new employee's performance will be evaluated throughout the probationary period. Employment may be terminated without cause at any time by the General Manager.

Application Instructions:

Please submit a completed and signed District Employment Application and Supplemental Questionnaire. A resume may be included with the application, but will not be accepted in lieu of the required application documents. Application packages may be hand-delivered to the Mariposa Public Utility District administrative office located at 4992 7th Street; mailed to P.O. Box 494, Mariposa, CA 95338; or e-mailed as a PDF file to mpudoffice@sti.net.

The position will remain open until filled.

Supplemental Questionnaire

1. Possession of a valid California driver's license is a requirement of this position. Do you possess a valid California driver's license?

2. Possession of a high school graduation diploma or high school equivalent certificate is a requirement of this position. Can you provide documents verifying education requirements?

3. Completion of a college level math or science class or completion of course work in wastewater treatment is a requirement of this position. Can you provide copies of official transcripts or certificates of completion for coursework to verify completion of educational requirements?

List college level math or science classes completed.

List certificates of completion for coursework completed in wastewater treatment.

List certificates of completion for coursework completed in drinking water treatment or water supply principles (distribution).