

# Laguna Beach County Water District **EMPLOYMENT OPPORTUNITY**

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306 Third Street, Laguna Beach, CA 92651  
Phone (949) 494-1041 Fax (949) 497-1021  
Email: [Amiller@lbcwd.org](mailto:Amiller@lbcwd.org)



**TITLE: Maintenance Worker I or II**  
**SALARY RANGE: Maintenance Worker I - \$4,524 to \$6,503/Month**  
**Maintenance Worker II - \$5,499 to \$7,903/Month**

Laguna Beach County Water District is seeking to fill one position at either the Maintenance Worker I or II level depending on the qualifications of the applicant. The position will perform a variety of professional level work in areas including installation, maintenance, and repair of water mains, leaks, services, fire hydrants, appurtenant valves, water meters, other distribution and pumping facilities, and related work as assigned. The Maintenance Worker II will be required to be serve as duty (primary and secondary) person on a rotating basis.

**REQUIREMENTS:** Possession of valid Class C California Driver's License from the State Department of Motor Vehicles and ability to pass physical exam upon appointment.

Maintenance Worker I- Minimum of one year of responsible work experience in the installation, maintenance and repair of water service systems and/or related construction services; Possession of California State Water Resources Control Board (SWRCB) Water Distribution Grade D-1 Certificate or ability to obtain a Grade D-1 within one year; Ability to obtain a Class A or B driver's license within two years.

Maintenance Worker II- Minimum of three years of responsible work experience in the installation, maintenance, and repair of water service systems; Possession of California State Water Resources Control Board (SWRCB) Water Distribution Grade D-2 Certificate with the ability to obtain a Grade D-3 within one year; Ability to obtain a Class A or B driver's license within two years.

**APPLICATION DEADLINE:** Submit District application to Human Resources ([amiller@lbcwd.org](mailto:amiller@lbcwd.org)) by 5:00 p.m., Thursday, October 10, 2019. Application available at [www.lbcwd.org](http://www.lbcwd.org) or at District Headquarters, 306 Third Street, Laguna Beach.



# Laguna Beach County Water District

## Application for Employment

306 Third Street, Laguna Beach, CA 92651  
 www.LagunaBeachWater.com

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, veteran status or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources. **Please complete application in its entirety.**

Position Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Do any of your friends or relatives work here? *(District policy prohibits the hiring of relatives)* .....  Yes  No

Please list their names and your relationship: \_\_\_\_\_  
 \_\_\_\_\_

Are you currently employed? .....  Yes  No

Date available for work? \_\_\_\_\_ What is your desired salary? \_\_\_\_\_

How did you hear about the position? Please specify: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Last High School	City & State/Country		Did you graduate/obtain a GED? <input type="radio"/> Yes <input type="radio"/> No	
Colleges or Universities	City & State/Country	Major	Total units of credit earned	Degree(s)
Other Courses or Training	Institution		Length	Certifications

## EMPLOYMENT HISTORY

Please provide employment history starting with your most recent employer. Please complete this section even if attaching a resume.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

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Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title(s): \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

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## ADDITIONAL SKILLS & QUALIFICATIONS

Describe specialized training, including job related military service assignments, apprenticeships, skills, and extra-curricular, professional, trade, business, civic or volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

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## REFERENCES

Name	Telephone	Relationship	Years Known
1. _____			
2. _____			
3. _____			

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete, and I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby release Laguna Beach County Water District ("District"), my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the District is of an "at will" nature, which means that the employee may resign at any time and the District may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically made in writing and signed by the General Manager of the District.

I understand that no representative of the District has any authority to enter into any agreement for employment or make commitments or promises, or assure any benefit terms and conditions of employment, unless such are made in writing and signed by the General Manager of the District.

I understand that employment is contingent upon successful completion of a pre-employment medical examination, including a drug screen; background check; Valid California Drivers License and proof from the Department of Motor Vehicles of a good driving record free from accidents and serious traffic violations for two (2) years, and I agree to sign release of information authorization forms.

I understand that in order to comply with the Immigration and Control Act, all offers of employment are contingent upon submission of proof of identity and work eligibility or a receipt showing application for the appropriate document within three days of hire and the required document itself within 21 days.

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

Return completed applications to: Laguna Beach County Water District, Attn: Human Resources, PO Box 987, Laguna Beach, CA 92652 or [Amiller@lbcwd.org](mailto:Amiller@lbcwd.org). Completed applications are kept on file for a period of 6 months from date received. Thank you for your interest in employment at Laguna Beach County Water District.

TITLE: MAINTENANCE WORKER I – Non-Exempt  
Grade 16

DEPARTMENT: Field Operations

SUPERVISOR: Operations Superintendent

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Definition

Under close supervision, the Maintenance Worker I performs routine duties involving the installation, maintenance, and repair of water meters, water distribution systems, and related facilities, including building maintenance functions. May be required to perform scheduled or unscheduled overtime work.

Distinguishing Characteristics

This is the entry level Maintenance Worker position working under relatively close supervision of Maintenance Workers II and III, performing the more routine and repetitive maintenance, installation, and repair assignments.

Essential Functions

- Performs semi-skilled work and assists in the installation, maintenance, replacement, and repair of water mains, system leaks, service connections, fire hydrants, appurtenant valves, water meters, pumping facilities, and other distribution and collection equipment.
- Performs maintenance of automatic valves, pumps, motors, and air vacs.
- Performs repairs and patchwork to streets and sidewalks around fire hydrants and other areas damaged or disturbed during maintenance, installation, or repair assignments.
- Inspects reservoirs, pump stations, grounds, and all appurtenances.
- Assists in cleaning up work area.
- Operates a dump truck, utility truck, or other similar types of equipment.
- May operate a variety of mechanical equipment, such as backhoe, skip loader, boom truck, forklift, compressor, jackhammer, cutting torch, and hand tools in performance of regular duties.
- Responsible for accountability and maintenance of tools.
- Responsible for keeping assigned vehicle stocked, fueled, cleaned, and maintained.
- Assists in setting up traffic control and being a flag person.
- Maintains service logs and other control documents of progress and completion of assigned tasks.
- Logs daily readings of reservoirs, pumps, and flows.
- Provides for a safe and orderly work environment.
- Assists with reading water meters and recording water usage on an assigned route.
- Assists in the installation, testing, and repair of positive displacement, turbine propeller, flow, and compound meters, including gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Assists with field maintenance on meters by changing glasses, repacking stems, rearranging boxes, clearing weeds and bushes, and trimming trees on meter services as needed.
- Must maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Performs other related duties as assigned.

Typical Physical ActivitiesMust be able to:

- Operate warehouse equipment, such as forklifts, and operate a motor vehicle for delivery and distribution of equipment and supplies.
- Carry, push, pull, reach, and lift equipment, parts, supplies, and merchandise weighing up to 60 pounds on a regular basis.
- Stoop, kneel, crouch, bend, crawl, and climb around equipment regularly encountered on the job or during maintenance, construction, and repair work.
- Work in an outdoor environment with exposure to dust, dirt, precipitation, and significant temperature changes between cold and heat.
- Walk on uneven terrain.
- Communicate orally with District staff, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly use a telephone for communication.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- May stand, stoop, bend, and walk for extended time periods.
- Operate heavy equipment, foot and hand controls, and maintain good awareness during maintenance and construction jobs by having sufficient hearing, vision, and eye-hand coordination to perform the duties of the position.

Employment StandardsKnowledge of:

- Materials, equipment, and tools used in maintenance, repair work, and meter reading.
- Industrial tools such as pneumatic tampers, electric drills, saws, and various hand tools.
- Methods used in receiving, inspecting, and storing materials and equipment.
- Computer systems and software applicable to updating and maintaining inventory records.
- Basic principles and procedures of record keeping.
- Basic working principles of water meters.
- District policies and procedures related to customer service, customer relations, and employee conduct.
- Proper work safety standards.

Ability to:

- Operate motor vehicles and power-driven equipment used in water service work.
- Take work direction and guidance from Maintenance Worker II and III.
- Perform a variety of skilled and routine repair and maintenance tasks.
- Safely operate a variety of hand and power tools and equipment.
- Perform a variety of physically strenuous tasks.
- Maintain records.
- Operate a computer and other office equipment.
- Work independently without supervision.
- Communicate clearly both orally and in writing.
- Understand and follow oral and written directions.

- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with the public.

#### Environmental Factors

- 50 to 100 percent of work time is spent outside a building and exposed to the sun.
- Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- Occasional work time performing hard manual labor in temperatures between 80-90 degrees.
- Occasional work in areas with high humidity.
- Occasional work time getting part or all of the body and/or clothing wet.
- Occasionally there are unusually loud sounds.
- Occasional work on slippery surfaces.
- Occasionally some parts of the body may be in contact with oil, grease or fuel.
- Works in or around areas with minor to moderate amounts of dust.

#### Qualifications

- Graduation from high school or equivalent and one year of responsible work experience in maintenance, repair, and construction work.
  - Possession of a valid Class C California driver's license from the State Department of Motor Vehicles with the ability to obtain a Class A or B license within two years. Possess and maintain a safe driving record.
  - Ability to pass physical exam upon appointment.
  - Possession of California State Water Resources Control Board (SWRCB) Water Distribution Grade D-1 Certificate or the ability to obtain a Grade D-1 within one year of hire.
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TITLE: MAINTENANCE WORKER II – Non-Exempt  
Grade 20

DEPARTMENT: Field Operations

SUPERVISOR: Operations Superintendent

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Definition

Under general supervision, the Maintenance Worker II performs a variety of assignments in the installation, maintenance, and repair of water mains, leaks, service connections, fire hydrants, appurtenant valves, water meters, and other distribution and collection equipment and pumping facilities; performs skilled field testing and repairs; and performs related work as assigned.

Distinguishing Characteristics

This is a Journey level position. Employees in this position possess work experience and knowledge of the District’s operating procedures and policies, and work under the guidance of the Maintenance Worker III or Foreman to perform the full range of water service system maintenance, installation, and repair assignments. This position receives only occasional instruction or assistance as new or unusual situations arise.

Essential Functions

- Performs skilled craft work in the installation, maintenance, replacement, and repair of the District’s water distribution system, including water mains, leaks, services, fire hydrants, appurtenant valves, water meters, and other distribution and collection equipment and pumping facilities.
- Operates a variety of mechanical equipment, such as backhoe, skip loader, boom truck, forklift, as well as hand tools, in performance of regular duties.
- Performs skilled repair and patchwork to streets, sidewalks, around fire hydrants, and other areas damaged or disturbed during maintenance, installation, or repair of water distribution system.
- Operates dump truck, utility truck, or other similar types of equipment.
- Advises customers of impact of maintenance, repair, installation, or service, such as necessity of repairs or disruption of service.
- Maintains and inspects assigned vehicles and equipment such as cleaning, routine maintenance, and reporting repairs as needed.
- Provides for a safe and orderly work environment.
- Maintains service logs and other control documents of progress and completion of assigned tasks.
- Responsible for accountability and maintenance of tools.
- Troubleshoots minimal electrical equipment and control circuitry.
- Performs routine water quality analysis.
- Inspects reservoirs, pump stations, grounds, and all appurtenances.
- Logs daily readings of reservoirs, pumps, and flows.
- Performs maintenance of automatic valves, pumps, motors, and air vacs.
- Performs installation, testing, and repair of positive displacement, turbine propeller, flow, and compound meters, including gate valves, meter connections, angle stops, service pipes, and corporation stops.



- Performs field maintenance on meters by changing glasses, repacking stems, and rearranging boxes.
- Clears weeds and bushes and trims trees on meter services as needed.
- Coordinates work with outside meter repair services.
- May be required to be standby or back-up person on a rotating basis.
- Oversees the work of a Maintenance Worker I.
- Must maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

#### Other Duties

- Assists office staff with tasks, as requested.
- Performs other related duties as assigned.
- Required to serve as duty (primary and secondary) person on a rotating basis.

#### Typical Physical Activities

##### Must be able to:

- Operate District vehicles and heavy equipment used in construction, maintenance, and repair work.
- Carry, push, pull, reach, and lift equipment and parts weighing up to 60 lbs on a regular basis.
- Stoop, kneel, crouch, bend, crawl, and climb around equipment regularly encountered on the job or during field maintenance, construction, and repair work.
- Work in an outdoor environment with exposure to dust, dirt, precipitation, and significant temperature changes between hot and cold.
- Walk on uneven terrain.
- Communicate orally with District staff, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly use a telephone for communication.
- Use office equipment, such as computer terminals, copiers, and Fax machines.
- Stand, stoop, bend, and walk for extended time periods.
- Operate heavy equipment, foot and hand controls, and maintain good awareness during maintenance and construction jobs by having sufficient hearing, vision, and eye-hand coordination to perform the duties of the position.

#### Employment Standards

##### Knowledge of:

- Methods, materials, equipment, and tools used in water system installation, maintenance, construction, and repair work.
- The basics of water hydraulics.
- Proper work safety standards and District policies and procedures related to customer services, customer relations, and employee conduct.

##### Ability to:

- Operate motor vehicles and power-driven equipment used in water service work.
- Install, maintain, and repair water service systems.
- Perform skilled installation, servicing, and repair of meters.
- Deal tactfully and courteously with the public.
- Understand and follow oral and written directions.
- Take work direction and guidance from Supervisor, Foreman, and/or Maintenance Worker III.

- Establish and maintain cooperative working relationships.

#### Environmental Factors

- 50 to 100 percent of work time is spent outside a building and exposed to the sun.
- Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- Occasional work time performing hard manual labor in temperatures between 80-90 degrees.
- Occasional work in areas with high humidity.
- Occasional work time getting part or all of the body and/or clothing wet.
- Occasionally there are unusually loud sounds.
- Occasional work on slippery surfaces.
- Occasionally some parts of the body may be in contact with oil, grease or fuel.
- Works in or around areas with minor to moderate amounts of dust.

#### Qualifications

- Graduation from high school or equivalent and two (2) years of responsible work experience in the installation, maintenance, and repair of water service systems, including some experience with field customer relations.
  - Possession of a valid Class C California drivers license from the State Department of Motor Vehicles with the ability to obtain a Class A or B license within two years. Possess and maintain a safe driving record.
  - Ability to pass physical exam upon appointment.
  - Possession of California State Water Resources Control Board (SWRCB) Water Distribution Grade D-2 Certificate, with the ability to obtain a Grade D-3 within one year of hire.
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