



EMPLOYMENT OPPORTUNITY

Distribution System Operator

(\$4,231 - \$6,024 monthly,
plus benefit package)

Paradise Irrigation District is accepting applications to fill a regular full-time Distribution System Operator position. This is a highly skilled, self-directed position and functions under the general supervision of the Field Superintendent. This position plans, oversees, coordinates and participates in the transmission and distribution system preventive maintenance program.

QUALIFICATIONS:

- Must possess California Water Distribution Operator Certification Grade 1 or higher.
- Must obtain California Water Distribution Operator Certification Grade 2 within 18 months of employment.
- Minimum two years experience as a Utility Worker I with the Paradise Irrigation District, or similar position with a similar organization.
- Valid California State Class A license

BENEFITS: Generous 9% deferred compensation with up to 3% additional matching opportunities, medical, dental and vision plan coverage for employee and dependents, \$50,000 paid life insurance coverage, flex benefits plan, long term disability, and paid holidays, sick and vacation programs.

DEADLINE: THURSDAY, FEBRUARY 13, 2020, 4:00 p.m. Job information available at the District Office, 6332 Clark Road, Paradise, M-F, 9am to 4pm; or visit our web site at www.pidwater.com. *To apply, send a current resume and a complete Paradise Irrigation District employment application*, to Paradise Irrigation District, Attn: District Secretary, 6332 Clark Road, Paradise, CA 95969. Phone: (530) 877-4971 Ext. 2039. FAX: (530) 876-0483.

DISTRIBUTION SYSTEM OPERATOR➤ **Definition**

- The Distribution System Operator is a member of the General Unit assigned to the Transmission and Distribution Department of the Paradise Irrigation District. This is a highly skilled, self-directed position and functions under the general supervision of the Field Superintendent. This position plans, oversees, coordinates and participates in the transmission and distribution system preventive maintenance program.

➤ **Example of Duties** Include but are not limited to the following;

- Inspects and maintains proper operation and condition of all distribution system storage reservoirs.
- Operates, inspects, repairs and maintains natural gas and electric booster pump stations in coordination with Treatment Plant operations staff.
- Monitors and maintains records for NPDES distribution system potable water discharges and related activities.
- Inspects and maintains transmission and distribution system flow meters and is responsible for all related recordkeeping.
- In coordination with treatment plant operations staff, operates and maintains district owned ground water well(s) and is responsible for related recordkeeping.
- Coordinates, oversees and participates in routine distribution system valve exercising program.
- Coordinates, oversees and participates in routine and other scheduled or unscheduled maintenance, repair and exercising of distribution system appurtenances such as but not limited to automatic air vacuum release valves, manual air release valves, system flow control valves, pressure reducing valves and stations, tank altitude valves, and pressure relief valves.
- Responsible for handling customer service issues related to pressure and flow including appropriate recordkeeping.
- From time to time or as needed may assist the Water Quality Technician in the collection of water samples, cathodic protection activities and reports for production data.
- Coordinate and participate in the collection of data for system mapping and GIS.
- Coordinate and participate in ongoing distribution system flushing activities and perform related recordkeeping.
- Will coordinate and participate in ongoing distribution system leak detection and perform related recordkeeping.
- Incumbent may participate in the district standby duty rotation while serving as the Distribution System Operator.
- Cleans and maintains buildings and grounds at the reservoir sites, distribution system pump station(s), well sites and pressure reducing valve stations.
- Monitors and inspects the work of contractor and developer installed water systems.

- Coordinate, oversee and inspect contractor work performed on district distribution facilities such as tanks, PRV's and pump stations.
- Performs related duties and assignments as directed.
- **Typical Physical Activities** Include but are not limited to the following;
 - Frequently communicates through written, oral or other methods in various settings with staff, customers, contractors, vendors and regulators.
 - Regularly uses telephones, computers, tablets and other technology for communication.
 - Operates district vehicles and equipment during assigned working hours and as may be needed for emergency response.
 - Works in environments that present exposure to dust, dirt, mud, water and significant changes in weather conditions.
 - Sits and stands for extended periods of time.
- **Typical Physical Requirements** Include but are not limited to the following;
 - Must be able to carry, push, pull, reach and lift equipment, parts and materials of varying weights with or without assistance in accordance with safe work practices.
 - During the course of daily work activities must be able to walk, stoop, kneel, crouch, crawl and climb in accordance with safe work practices.
 - Hearing and vision must be within normal range with or without correction.

Employment Standards

- **Expected Range of Knowledge** Includes but is not limited to the following;
 - This is a primarily self-directed position with an expected range of knowledge and experience at time of hire.
 - Public water transmission and distribution systems.
 - Private water systems.
 - Basic hydraulics, mechanics, plumbing and electrical.
 - Operation of recording devices and testing equipment used in data collection and maintenance of water distribution systems.
 - Basic knowledge of cross connection control and backflow prevention.
 - District Pipeline Installation Procedures and Specifications
 - District Improvement Standards for Water Systems
 - District Consumer Confidence Report
 - District system mapping
 - Laws and regulations governing water systems operation including water quality and system maintenance.
- **Required Abilities** Includes but is not limited to the following;
 - Analyze problems within the transmission and distribution system, including storage facilities, and take appropriate and effective course of action in resolving the problem.

- Prepare, organize and maintain operating reports, plans, manuals and records.
 - Effectively use MS Office programs in creating reports, spreadsheets, memos, graphs, charts and presentations.
 - Operate equipment such as mud pumps, vacuum excavators, cranes, dump trucks, backhoes, skid steer, etc.
 - Maintain cooperative working relationship with peers, supervisors, customers and vendors.
- **Desirable Qualifications**
- Possess California Water Distribution Operator certification Grade 2 or higher.
 - Possess California Water Treatment Operator certification Grade 1 or higher.
 - Continued education course work in water distribution, water treatment or related subjects approved by the SWRCB for contact hours.
 - Associate Degree or higher, relevant to water technology earned at an accredited institution.
- **Requirements of Position**
- Must possess California Water Distribution Operator certification Grade 1 or higher.
 - Must obtain California Water Distribution Operator certification Grade 2 within 18 months of employment in this position.
 - Minimum two years experience as a Utility I Worker with the Paradise Irrigation District or similar position with a similar organization.
 - ⊖ Must possess a valid California State Class A driver license.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. If the applicant does not meet the required aspects of this position the applicant will not be considered for this position.

PARADISE IRRIGATION DISTRICT

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, 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
Telephone Number(s)	Day	Evening	Messages		

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? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Salary desired: \$ _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School				Undergraduate College/University*				Graduate/ Professional*			
School Name, Location and Phone Number												
Years Completed	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:

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, gender, national origin, mental or physical disability or other protected status.

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

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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

References

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

	Name	Address	Telephone Number
1.			
2.			
3.			

Have you ever had any training in the United States military which is related to the job for which you are applying? Yes No

If yes, please describe: _____

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)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Paradise Irrigation District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical 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 understand 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.

This application for employment shall be considered active for a period of time not to exceed 45 days. 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.

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 and regulations of the Paradise Irrigation District.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Paradise Irrigation District, 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: _____

NOTES: _____
