



**Humboldt Community Services District  
Invites Applications  
as a Utility I, or II DOQ**

**FINAL FILING DATE: October 29, 2024**  
(Positions will remain open until filled)

Both the Utility I and Utility II classifications are full-time, at will, non-exempt hourly positions with five-step salary ranges of:

**UTILITY I –** Entry level, 5-step Salary Range: Step 1 @ \$21.29/hour (\$3,691 average/month) to Step 5 @ \$25.87/hour (\$4,484 average/month).

**UTILITY II –** Experienced level, 5-step Salary Range: Step 1 @ \$24.94/hour (\$4,323 average/month) to Step 5 @ \$30.32/hour (\$5,256 average/month).

Humboldt Community Services District is in search of a new full-time employee to participate in work related to the construction, operation, and maintenance of the District's water distribution system, wastewater collection system, pumping facilities, and water storage reservoirs. The successful candidate will perform a wide variety of water and wastewater-related construction and repair of water distribution and wastewater collection systems, pumping facilities, water storage reservoirs, operations, and SCADA systems. Responsibilities and expectations for each level of the Utility series increase accordingly. Please review the individual job descriptions (attached) to identify which classification best fits your knowledge and experience before completing an application for consideration.

**THE SELECTION PROCESS**

To be considered for this position, candidates must submit a completed and signed District application. Only candidates with the most relevant qualifications will be invited to participate in the selection process.

After the final filing date of October 29, 2024, a screening committee will evaluate the qualifications of each candidate for this position. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process. The decision of the screening committee is final. Applicants invited to participate will receive written notification of the results of the screening process; this can take up to one month or more. An eligibility list will be developed from the results of the examination process. The examination process could include an oral interview, written test or skill testing, or any combination thereof. The eligibility list created from this recruitment may be used to fill full time, part time and/or temporary positions. The District reserves the right to extend the final filing date as necessary.

Application materials are available at our website:  
<http://humboldtcsd.org/employment-human-resources> or from:

**Humboldt Community Services District**  
5055 Walnut Drive, Eureka, CA 95503  
(707) 443-4558 Fax (707) 443-1490  
Email: [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org)

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## **BENEFITS**

**Retirement** – Qualifying PERS Classic (Members prior to 1/1/2013) contract is 2% at 55 with the employer paying the employee’s contribution of 7%. PERS PEPRA (Members after 1/1/2013) contract is 2% at 62, and the employee’s contribution is currently 7.75%. For PEPRA employees, the contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by CalPERS.

**Health Insurance** –District-paid coverage for employees consists of medical (Anthem/Blue Cross HMO), Delta Dental PPO, and VSP vision. Dependent coverage is available with \$20 per month premium co-pay through payroll deductions.

**Life and Disability Insurance** – The District pays the premium for a life insurance policy worth one-time the annual earnings for all employees. Also provided are Short and Long-Term Disability programs that pay 60% of the employee’s monthly earnings after an initial 14-day waiting period.

**Vacation** – Vacation begins accruing immediately upon hire at the rate of 11.5 days per year and increases with time in service. The maximum accrual is 42 days (336 hours).

**Sick Leave** – Sick Leave begins accruing immediately upon hire at the rate of at 8 hours per month with no accrual limit.

**Holidays** – The District provides 13 paid holidays per year.

**Other** – Deferred compensation plan (CalPERS 457) and AFLAC available through payroll deductions.

Note: Although benefits have been reported as accurately as possible, there has been no warranty of a complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

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### **EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:**

The District is an equal opportunity employer and does not discriminate based on race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. Following the Americans with Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department (707-443-4558) prior to the testing/interview date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment that substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- Under the Immigration Reform Act of 1986, the District must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential District employees must complete a required pre-employment physical examination, and drug screening, and have a satisfactory driving record.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**

# HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

## UTILITY WORKER I

Effective August 2021

### The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under direct supervision; to perform basic work in the construction, maintenance and repair of the District's sewer collection and water distribution systems; to learn the more difficult construction, maintenance and repair assignments; to do related work as required.

Distinguishing Features - This is an entry level position in the Utility Worker series. Incumbents work under relatively close supervision, performing the more routine and repetitive construction, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Essential Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

### Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 1 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (1) year.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 1 year of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Employee Signature \_\_\_\_\_

# HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

## UTILITY WORKER II

Effective August 2021

### The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under general supervision; to perform advanced work in the operation, maintenance, repair and construction of the District's sewer collection system, water distribution system, pumping facilities and water storage reservoirs and to do related work as required.

Distinguishing Features - This is an experienced level position in the Utility Worker series, Incumbents work with minimal supervision, performing construction, operations, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Essential Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

### Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 2 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (2) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 2 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

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