



City of Loma Linda
A City focused on Health and Prosperity
Invites Applications for the position of

Utilities Maintenance Technician I

Opening Date: Monday, July 11, 2022
Closing Date: Thursday, August 4, 2022, at 12:00 P.M.
Salary: \$3,715.73 - \$4,982.40 monthly
And an excellent benefit package!

DEFINITION

Under general supervision, performs a variety of tasks associated with the City's water distribution system, wastewater collection system, equipment, facilities and meter/customer service department.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in public works. The class of Utility Maintenance Technician is a working level position in the Utilities Maintenance Technician series. The class receives general supervision from higher level management or supervisory staff.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Perform water meter installations, disconnects, and maintenance of meters.
2. Perform repairs on water distribution and wastewater collection systems.
3. Perform installations on water distribution and wastewater collection systems.
4. Participate in 24-hour, seven day a week on call service for water service emergencies.
5. Carry out service orders to completion.
6. Drive a department vehicle in the course of daily duties.
7. Read meters as needed.
8. Oversee the care, maintenance, and safe operation of equipment used in assigned work. In addition maintain inventory of tools and parts needed for necessary operation, maintenance, and repairs of the water and wastewater facilities.
9. Perform customer service and problem-solving for the City's customers.
10. Perform related work as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices, and techniques of utility systems and water collection/distribution systems; uses and purposes of general tools and equipment used in construction, maintenance or repair activity; safe work methods; safely and properly operate various tools and equipment; demonstrate proficiency in the care and use

of all site specific, facility required personal protection equipment; read, write, interpret and record data from: meters, gauges, scales, panels, computer consoles, and other equipment; performs a variety of semi-skilled and unskilled work in the construction, maintenance, or repair of City sewer or water systems, and related facilities; read, interpret and apply a wide variety of technical information.

Ability to:

Perform unskilled and semi-skilled maintenance work related to water supply engineering; safely operate hand and power tools, including metering and testing devices, transmission equipment, and machinery; accurately read meters and gauges; complete basic work records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, management, and the general public.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

A High School Diploma or G.E.D certificate is required. Supplemental college level or vocational coursework related to water supply engineering or closely related field is highly desirable. One year of experience involving unskilled or semi-skilled street construction and maintenance, or water distribution systems, wastewater collection system, equipment and facilities and meter/customer service is desirable. Prior experience in the construction and operation and/or repair of water, wastewater, or related utilities systems is **highly desirable**.

Licenses, Certificates, Special Requirements:

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required. A valid Class B California driver license required, including Medical Certification and Water Tanker endorsement within one year of appointment.

California Department of Public Health Water Distribution Operator D-1 certification is required within one year of appointment to this position.

Required to work different shifts and respond to emergency calls during non-regularly scheduled work hours, including nights and weekends.

APPLICANT INFORMATION/EXAM WEIGHT:

Applicants must file a concise and complete City application **including resume and supplemental questionnaire** regarding their qualifications for the position online through the Human Resources Department webpage at [http://www.lomalinda-ca.gov/our city/departments/administration/human resources](http://www.lomalinda-ca.gov/our_city/departments/administration/human_resources)

Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

The City of Loma Linda is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Loma Linda's Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.



City of Loma Linda

Utilities Maintenance Technician I

Supplemental Questionnaire

Name

Date

1. Please select the level of experience you possess in the construction and operation and/or repair of water, wastewater, or related utilities systems.*

- | | |
|--|---|
| <input type="checkbox"/> I do not have any experience | <input type="checkbox"/> Less than one year |
| <input type="checkbox"/> Less than two years, but more than one year | <input type="checkbox"/> One year |
| <input type="checkbox"/> Two years or more | |

2. Please select the highest level of education you have.*

- | | |
|--|---|
| <input type="checkbox"/> High School Diploma or equivalent | <input type="checkbox"/> Some college or Certificate |
| <input type="checkbox"/> Associates Degree | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> I do not have education equivalent to the 12th grade |

3. Please select the subject area(s) in which you have completed college level coursework.*

- | | |
|--|--|
| <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Water Utility Science |
| <input type="checkbox"/> None of the above | |

4. Please select the type of valid California driver's license you possess.*

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Class A | <input type="checkbox"/> Class B |
| <input type="checkbox"/> Class C | <input type="checkbox"/> I do not possess a valid California driver's license |

5. I acknowledge, depending on assignment, that I will be required to obtain a Class A or Class B California driver's license (with tank endorsement) within twelve months of employment.*

- I already have a Class A or Class B California driver's license with tank endorsement
- I am able to obtain the required license within 12 months of employment
- I am NOT able to obtain one within 12 months of employment

6. Please select the current certificate you possess*

- Grade I or higher Wastewater Collection certificate issued by the CWEA
- Grade I or higher Water Distribution certificate issued by the CADPH or SWRCB
- I do not have either of these certifications

7. I acknowledge that I will be required to obtain a valid Grade I Water Distribution certificate issued by the CDPH within one year of employment.*

- Yes No

