



RECRUITMENT ANNOUNCEMENT

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

\$3,050 - \$3,707 per month

THE POSITION: Under close supervision, to receive training and assist in the operation and maintenance of a variety of mechanical and electrical equipment and devices utilized in the treatment of sewage and the drying of sludge; to receive training in the control of processes through adjustments to equipment and corrections to chemical balance; and to perform related work as required.

QUALIFICATIONS: A typical entrance is completion of the twelfth grade or equivalent and with emphasis on mechanical skills, course work and/or training in wastewater treatment is desirable. Possession of or ability to obtain a valid California Driver's License by the time of appointment and must possess a valid and appropriate California Class B Driver's License within one year from date of hire.

Entry-level experience performing work in a Water Reclamation Plant or sewer system; or experience at or equivalent to the level of Utility Worker I in the City of Dinuba, wherein the incumbent has acquired the knowledge and abilities listed above. Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resource Control Board within twenty-four (24) months of date of hire. Must obtain a Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within thirty-six (36) months of date of hire.

THE BENEFITS: Benefits include health, dental, and optical insurance for employee and dependents; PPO plan at a minimal cost for full family, EPO plan at no cost for full family; City paid term life, long-term disability and accidental death & dismemberment insurance for employee; educational assistance; and annual Well-fitness incentives. Employees accrue sick leave at 13 days/year, 10 days/year vacation. The City observes 13 paid holidays/year (11 designated, 2 floating). The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic members; 2% @ 62 formula for new members. The City does not pay into Social Security.

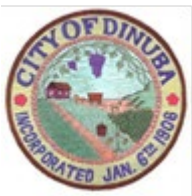
SELECTION PROCESS: Applications will be reviewed; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, department interview, post-offer medical examination, drug screening, physical capacity testing, Department of Justice fingerprint check, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. (559) 591-5900, by **5:00 p.m. on August 12, 2019**. A City application is required. Postmarks are **not** accepted. www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*



WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

Bargaining Unit: Classified

DEFINITION: Under close supervision, to receive training and assist in the operation and maintenance of a variety of mechanical and electrical equipment and devices utilized in the treatment of sewage and the drying of sludge; to receive training in the control of processes through adjustments to equipment and corrections to chemical balance; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform work which is at the level of an apprentice worker and which is performed in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform some duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer variations in work to the Wastewater Reclamation Facility Supervisor for instructions.

Positions in this class must obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within twenty-four (24) months of date of hire. Incumbent must obtain a Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within thirty-six (36) months of date of hire.

EXAMPLES OF DUTIES

Receives training and assists in making routine inspections of water reclamation facility and equipment and in reading and recording meters and gauges; receives training and assists in regulating and adjusting equipment, including positive displacement and centrifugal pumps, blowers, valves, motors and sludge drying equipment to conform to process requirements; receives training and assists in the routine and scheduled maintenance of water reclamation equipment, such as pumps, gate valves, sluice gates, compressors and bar screens; receives training and assists in performing other scheduled preventive maintenance, including lubricating and cleaning of mechanical and electrical devices and equipment; cleans and degreases lift station pumps; cleans motors, bar screens, filters and other equipment as directed; performs general cleanup functions; mows lawns; sweeps and mops floors; discs fields; adheres to safety, cleanliness and fire prevention rules and standards; operates plant vehicles as required; and performs related work as required.

QUALIFICATIONS:

Knowledge of:

- Basic concepts and practices of wastewater treatment plant operation;
- Basic tools used in a wastewater treatment plant;
- Basic principles, practices and methods of basic laboratory testing methods and procedures;
- General maintenance and repair work;
- Simple biology or bacteriology;
- Basic math;
- Recordkeeping;
- English usage, spelling and grammar;
- Appropriate safety precautions and procedures.

Ability to:

- Basic wastewater testing;
- Distinguish color differences;
- Make adjustments to valve settings;
- Work in confined spaces;

JOB DESCRIPTION

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WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

Ability to: (Cont'd)

Operate large, cumbersome valves;
Work in an environment of waste water;
Use simple hand tools;
Read, understand and apply simple materials;
Maintain accurate records;
Make simple arithmetic calculations.
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions in English;
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE/TRAINING:

Any combination of education, experience and training which demonstrates an ability to perform the duties of the position. A typical entrance is completion of the twelfth grade or equivalent and with emphasis on mechanical skills, course work and/or training in wastewater treatment is desirable. Experience at or equivalent to the level of Utility Worker I in the City of Dinuba, wherein the incumbent has acquired the knowledges and abilities listed above.

The incumbent of this position is required to participate in the California State Water Resources Control Board recognized courses and on-the-job training related to wastewater treatment in order to obtain the knowledge necessary to qualify for and pass the written examination for Grade I Operator Certification, within twenty-four (24) months of date of hire. Must possess Grade II Operator Certification within thirty-six (36) months of date of hire.



Licenses/Certificates: Possession of or the ability to obtain a valid California Driver's License by the time of appointment and must possess a valid and appropriate Class B California Commercial Driver's License within one year from date of hire.

PHYSICAL DEMANDS/WORKING CONDITIONS

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently stand, talk, or hear; occasionally walk, sit, climb or balance, stoop, kneel, crouch, crawl and smell; frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee may be on-call during hours and days other than those normally worked and must comply with the provisions of the Wastewater Standby/On-Call Policy; works in all conditions including wet, hot and cold; occasionally works near moving mechanical parts and wastewater, and exposed to wet and/or humid conditions and vibration; occasionally works in high, precarious places and exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings. The nature of the work also requires the incumbent to climb ladders and work in confined space.

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 position.



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

| | | | |
|-------------------|-----------------|------------|----------------|
| NAME: | | | |
| | Last Name | First Name | Middle |
| ADDRESS: | | | |
| | Street/P.O. Box | City | State Zip Code |
| TELEPHONE: () | () | () | |
| | Home | Business | Cell |
| EMAIL ADDRESS: | | | |

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ STATE: _____ EXPIRES: _____
 Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? ☐ Yes ☐ No

Name of last High School attended: _____

| College or University | Major | Units | Degree |
|-----------------------|-------|-------|--------|
| | | | |
| | | | |
| | | | |

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

[illegible]

ADDITIONAL INFORMATION

| | |
|--|--|
| Are you related to any City of Dinuba employee? If yes, state name and relationship. | <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
| Are you now or have you ever been employed by the City of Dinuba? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can you, after employment, submit verification of your right to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| List languages you speak fluently other than English: | |

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will **not** be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

POSITION TITLE: _____ FROM (Mo/Yr.): _____ TO (Mo/Yr.): _____

HOURS WEEK: _____ SUPERVISOR NAME AND TITLE: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete to the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: _____ Signature of applicant: _____

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

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| COMPLETION OF THIS SECTION IS OPTIONAL |
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|--|
| HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY? |
|--|

| | | | |
|---------------------------------------|--|---------------------------------------|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> City Employee | <input type="checkbox"/> Publication | <input type="checkbox"/> Job Announcement |
| <input type="checkbox"/> City Website | <input type="checkbox"/> City Email Notice | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other _____ |

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| <i>NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING</i> |
|---|

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|------------------|
| RACE/ETHNIC DATA |
|------------------|

| | | | |
|---------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Black | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Indian | <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other |

| |
|-------------|
| GENDER DATA |
|-------------|

| | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|