



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Water Agency Maintenance Worker I - Extra-Help

An Equal Opportunity Employer

SALARY

\$19.14 - \$23.28 Hourly

OPENING DATE: 08/15/18

CLOSING DATE: Continuous

THE POSITION

Join the Sonoma County Water Agency as a Water Agency Maintenance Worker I - Extra-Help



Clean. Reliable. Essential. Every Day.

The Sonoma County Water Agency is seeking qualified candidates to fill multiple temporary, extra-help Water Agency Maintenance Worker I (WAMW I) positions, with most start dates in early Fall. Additional hires may occur throughout the year to address temporary, project-based needs. This employment list may also be used to fill future extra-help openings as they occur during the active status of the list.

WAMW I's perform a variety of entry-level, semi-skilled, light and heavy manual tasks involving water and wastewater treatment maintenance. Typical duties include:

- Repairing and installing water and wastewater treatment distribution systems, as well as flood control and river channels
- Digging trenches, repairing pipes, removing silt and other debris
- Planting, pruning, cutting, and removing trees and other foliage
- Installing, repairing, and removing fences
- Maintaining service roads

Ideal candidates will possess:

- A high school diploma or equivalent
- Experience with basic construction methods and familiarity with various hand and power tools

- Experience with vegetation management
- The ability to work in a team environment
- A valid Class A motor vehicle operator's license

THE SONOMA COUNTY WATER AGENCY

The Sonoma County Water Agency is a special district formed by the California State Legislature in 1949 and is responsible for providing a safe and reliable water supply to its customers in Sonoma and Marin counties. The Agency also maintains 75 miles of flood control channels and provides sanitation services. The Agency employs approximately 230 employees and consists of five divisions including Engineering and Resource Planning, Environmental Resources and Public Affairs, Water/Wastewater Operations, Maintenance and Administrative Services. The Water Agency supports the concept of environmental sustainability, focusing on renewable power sources, and strives to be a leader in its water conservation and fishery restoration programs.

Please note: Employees of the Water Agency are employees of a special district and are not subject to the provisions of the Civil Service Ordinance of the County of Sonoma.

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities listed. Normally, this would include some experience in construction, performing physical labor, or maintenance work which includes the use of light mechanical machines and hand tools.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. Some positions may require the possession of a valid California Class A motor vehicle operator's license. Employees assigned to operate heavy trucks on a continuing assignment must possess a valid California Class A motor vehicle operator's license including valid and appropriate California Endorsements (e.g. Tanker Endorsement.)

Desirable Certificate: Grade I Collection System Maintenance certificate issued by the California Water Environment Association.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic construction materials, safety practices, and tools commonly used in construction and maintenance; including basic types, styles, and sizes of pipes, parts, and fittings; and English grammar, vocabulary, spelling, punctuation, and composition.

Ability to: perform a variety of light and heavy entry-level and semi-skilled manual maintenance and construction tasks for extended periods and under unfavorable weather conditions; work in confined underground spaces; understand and follow oral and written instructions; follow basic safety policies and procedures; accurately complete simple report forms; work effectively with other employees and the public; speak, read, and write English at a level appropriate for successful job performance; perform basic arithmetic calculations; and demonstrate physical strength, endurance, and mechanical aptitude.

Working Conditions

Duties require sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The duties also require the need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 pounds or more. The incumbents are required to work in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbents to be exposed to raw and treated sewage; to climb ladders and walk on scaffolds; to ride personnel lifts at height and to work in confined spaces; to handle noise producing tools and equipment; and to drive a motorized vehicle.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
HR Technician: AC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/08-5080-EHC

WATER AGENCY MAINTENANCE WORKER I - EXTRA-HELP

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Water Agency Maintenance Worker I - Extra-Help Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Human Resources Office County of Sonoma
- ☐ Indeed
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Job Line
- ☐ Sonoma County Website
- ☐ Sonoma County Water Agency Employee
- ☐ Sonoma County Water Agency Website
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

* 2. Please indicate the number of years of experience you have performing construction or maintenance work.

- ☐ Less than one year
- ☐ 1 - 2 Years
- ☐ More than 2 years

* 3. Do you possess a valid California Class A motor vehicle operator's license?

- ☐ Yes ☐ No

* 4. Please describe your general construction or maintenance experience performing heavy physical labor, trenching, excavations, culvert maintenance, landscaping, and plumbing. Include in your response the name of the employer(s) where you gained this experience, your job title(s), the duties you performed, and the dates of employment (mm/yy - mm/yy).

* 5. Please describe any experience you have in the area of vegetation management (e.g., pruning and removal of brush and trees).

* Required Question