



CITY OF FORTUNA EMPLOYMENT OPPORTUNITY

LEAD UTILITY WORKER Full-time, with benefits

SALARY:	\$36,344 - \$44,218 per year
APPLICATION:	Submit Application Form and Resume (<i>optional</i>) to: City of Fortuna Human Resources 621 11 th Street Fortuna, CA 95540
FINAL FILING DATE:	Application packets must be received by 4:00 pm on Friday, January 19, 2018

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION: Under the general direction of the Utilities Superintendent, to perform a variety of tasks in the operation and maintenance of the City's water distribution and sewer collection systems; to perform underground repair and construction work; to supervise the work of others; and to do related work as required.

DISTINGUISHING CHARACTERISTICS: Lead Utility Worker is a full time, front-line supervisor Lead Worker class with responsibility to lead crews and participate in the operation, repair and construction of water and sewer assignments. Incumbent may represent the Utilities Superintendent in the field for assigned work tasks. Work is performed under the general direction of the Utilities Superintendent with considerable latitude granted for the exercise of independent judgment and initiative. Work is typically performed outdoors, and may include work in inclement weather, work in a cold and wet environment, and work in confined spaces. Work assignments may include heavy physical and manual labor.

SPECIAL CHARACTERISTICS

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).
- The Lead Utility Worker performs safety-sensitive functions by operating and maintaining commercial motor vehicles, and is a designated position for purposes of Federal Department of Transportation, Federal Highway Administration, 49 CFR, Controlled Substances and Alcohol Use and Testing, and shall be subject to random drug and alcohol testing. Drug testing will be part of the pre-employment physical.

EXAMPLES OF DUTIES

Provides lead supervision for crews, responsible for upholding city policies with crews, and participates in carrying out duties related to underground utilities and other public works projects. Maintains all records and files of City water and sewer pipes and appurtenances; inspects sewer collection lines for stoppages or damage; unplugs, cleans, and maintains lines with a variety of equipment; sets up traffic safety devices prior to beginning field work; checks manholes for dangerous gasses and uses proper safety precautions when entering underground areas; hydraulically cleans collection lines with high pressure equipment; repairs pressure hoses when necessary; uses power rodding equipment during cleaning operations; digs up and repairs damaged sections of pipe; cuts, installs, threads, and assembles new pipe; repair or replace valves and fittings; reads meters; reads, cleans, tests, and rebuilds meters; maintains records on new water services; flushing, repair, operation and maintenance of fire hydrants, maintains inventories of needed supplies and materials;; inspects new installations; tests and repairs backflow devices; uses a variety of hand and power tools; performs equipment operation; responds to public complaints; performs heavy physical labor and strenuous activities; responds to emergency repair calls; may work weekends, holidays, and irregular shifts.

JOB REQUIREMENTS

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Class B driver's license issued by the State of California Department of Motor Vehicles required at time of hire and to be maintained throughout employment.
- Demonstrated ability to correctly and safely operate heavy equipment including backhoes, scrapers, graders and others.

- Possess a valid D2 (at minimum) water distribution certification issued by the State Water Resources Control Board, Division of Drinking Water.
- Possess a valid T1 (at minimum) water treatment certification issued by the State Water Resources Control Board, Division of Drinking Water.
- Obtain within 18 months of hire, and maintain throughout employment, the following certifications:
 - D3 water distribution certificate issued by the State Water Resources Control Board, Division of Drinking Water.
 - T2 water treatment issued by the State Water Resources Control Board, Division of Drinking Water.
 - Back Flow (BF) certificate issued by American Water Works Association (AWWA)

Knowledge of:

- *Safe work practices*
- Methods, tools, and equipment used in sewer collection system maintenance and repair work.
- Methods, tools, and equipment used in water distribution system, fire hydrant, and water meter maintenance and repair work.
- Comprehensive knowledge of the City's collection line maintenance equipment.
- Operating characteristics, maintenance requirements, and basic repair of assigned heavy equipment.
- Construction methods and procedures related to underground utility work.
- Work safety programs and procedures.
- Principles of team leadership.

And Ability to:

- Perform and lead others in a wide variety of operations, inspection, maintenance, and repair work on the City's sewer collection system, water distribution system, fire hydrants, and water meters.
- Read and understand plans, specifications and engineering to complete and/or oversee assigned projects.
- Organize resources, including personnel, equipment and materials, to complete assigned projects.
- Skillfully use the hand and power tools involved in sewer collection and water distribution system maintenance, repair, and construction.
- Perform operations assignments with the City's collection line maintenance equipment.
- Provide lead supervision for other staff
- Maintain and update records on the distribution and collection system.
- Follow and give oral and written directions.
- Perform strenuous activities and heavy physical labor.
- Work under unpleasant environmental conditions.
- Maintain good public relations with people contacted during work assignments.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

Education and Experience:

High School diploma or GED required. Possession of D2 water distribution and T1 water treatment certification from the State Water Resources Control Board, Division of Drinking Water required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three (3) years of increasingly responsible, related work experience such as would be done by a Utility Worker III working for the City of Fortuna. This would include one (1) year in a position requiring a D2 and T1, and one (1) year of supervisory experience, demonstrating the ability to supervise and lead a work crew.

ESSENTIAL PHYSICAL ABILITIES

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

EMPLOYEE BENEFITS – FULL TIME

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 st tier applies to members employed prior to March 1, 2012. The 2 nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. Miscellaneous: <u>Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> – The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2013-2014, the maximum employee contribution for full coverage for employee only is \$76.38 per month, employee + 1 is \$130.33 per month, and employee + two (or more) is \$179.01 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
Deferred Comp:	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after six years and four weeks after eleven years.
Holidays:	Eleven paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE COMMUNITY

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.



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621 11th Street Fortuna, CA 95540 • (707) 725-7600 • Friendlyfortuna.com**