



JOB POSTING

SERVICE WORKER I (PART-TIME)

LAKE HEMET MUNICIPAL WATER DISTRICT

JOB TITLE: Service Worker I (Part-time)

DIVISION: Meter Division

SALARY RANGE: \$20.00 Hourly

OPENING DATE: Wednesday, August 7, 2024

CLOSING: (Date / Time) Monday, August 26, 2024, at 5:00 PM

**APPLY
NOW**

Job Summary

The Lake Hemet Municipal Water District is searching for individuals who can deliver excellent customer service and have a strong commitment to public service. Depending on the assignment, the incumbent will work under the supervision of a lead worker or supervisor. The ideal candidate is energetic, enjoys staying busy, and can work independently to complete assigned tasks. Candidates who best meet the minimum qualifications will be invited to proceed in the selection process.

This is a part-time, non-benefited position.

CLASS DEFINITION:

To perform a wide range of entry, semi-skilled and skilled duties related to the inspection, testing, construction, installation, repair, servicing and maintenance of the District's water mains, lateral lines and related facilities used in the treatment, storage and distribution of potable water and the collection, treatment and transmission of wastewater; to operate light to medium-duty motorized vehicles and equipment; may perform basic pipeline welding and fabrication and repair of parts, tools, machinery, equipment and components of other metal structures; may inspect, test, and repair a variety of District water meters; and to perform related duties as assigned.

SUPERVISION RECEIVED:

Service Worker I: is the entry level in this classification series. Under close to general supervision, incumbents learn and perform basic construction, installation, maintenance and repair of the District's water distribution and wastewater collection systems and perform manual labor using a variety of hand and power tools in support of these activities, as assigned. Incumbents learn and operate a variety of vehicles and construction equipment and may learn and perform the duties of specific ongoing assignments. These classes are alternatively staffed. Incumbents normally advance to Service Worker II after gaining experience and achieving proficiency that meets the requirements of the higher-level classification and upon supervisory certification of proficiency.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Depending upon assignment, responsibilities and duties include, but are not limited to the following:

Service Worker I

- Manually dig and back fill trenches, shovel and sweep excess fill and debris into scoop truck; repair asphalt surfaces; replace and repair concrete curbs, gutters and sidewalks.
- Measure, cut and join steel, cast iron, ductile iron, cement, copper and plastic water pipe.
- Assist in rigging and placing heavy materials and equipment; load and unload materials, supplies, and equipment at the job site or in the yard; assist with measuring, painting or chalking areas to be excavated; may guide the maneuvering of a truck at the job site.
- Learn pipeline installation, maintenance, replacement and repair of water mains, lines and facilities and wastewater collection systems by assisting more experienced personnel.
- As assigned, learn and operate a variety of equipment including trucks, vacuum trucks, skip loaders, backhoe, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic and power equipment; and clean and maintain equipment used in the field and shop.
- As assigned, safely operate and rig a tractor/trailer combination with five or more axles with or without a crane; operate heavy construction equipment; operate and rig a flatbed truck with mounted crane; operate a tractor tank trailer and auxiliary equipment.
- As assigned, inspect truck prior to driving, maintain truck in a safe operating condition while in the field; regularly check operation of lights, brakes, accessories; ensure adequate fuel and oil supply; keep tires properly inflated; make other similar service checks and report the need for mechanical repair and adjustments.
- As assigned, learn and operate sewer line cleaning vehicles and equipment; clean and service lines; inspect wastewater collection systems; operate video camera equipment to inspect sewer lines.
- As assigned, use a mechanically operated valve wrench in the repair and/or replacement of damaged and/or inoperable valves; exercise valves according to a preventive maintenance schedule maintain accurate records and drawings of valve locations, ties, and rotations; and may assist in the USA location of District facilities through field visits and the use of maps, drawings and sketches.
- As assigned, learn and perform pipeline welding work; fabricate and repair parts, tools, machinery, equipment and components of other metal structures; make straight butt welds, both by rotating and position methods; cut pipe and weld joints for branch connections and special angles using patterns or templates.
- As assigned, learn to clean, repair, test and adjust various types of water meters and related metering and control instruments in the shop and in the field; may assist other District personnel in the inspection and maintenance of mechanical equipment such as valves and related equipment.
- As assigned, perform emergency off-hour repair work and stand-by duties on a scheduled rotating basis.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- May perform limited maintenance duties around shop or yard.
- Performs other job-related duties as required.

EMPLOYMENT STANDARDS:

Any combination of experience, training and/or education to demonstrate the knowledge and ability requirements listed below. Typical ways of acquiring requisite knowledge and abilities are:

Education and Experience Guidelines:

Service Worker I:

High School diploma or equivalent and the ability to learn and perform the duties of a Service Worker I. One year of public works related maintenance and construction experience or water service construction and maintenance work is desirable.

Depending upon job assignment, the following experience may also be required:

- Prior experience successfully operating trucks with at least 3 axles and a gross weight of more than 25,000 pounds is desirable.
- One year of experience involving the regular operation of a tractor/trailer combination with 5 or more axles with or without a crane.
- Six months meter reading experience equivalent to the District's Meter Reader classification.
- Prior experience involving the regular operation of a variety of heavy construction equipment including backhoes, straight frame loaders, articulate loaders with side booms, crawler swing-boom cranes, crawler tractors, and motor graders; or successful completion of a recognized apprenticeship program resulting in journey-level status as a heavy equipment operator is desirable.

Licenses/Certification Required:

Service Worker I:

- Possession of a valid class C California Driver's license with a satisfactory driving record; may be required to obtain a valid class B California Driver's license with endorsement for air brakes within six months of assignment.
- Possession of a Grade I Water Distribution certificate.
- Possession of or ability to obtain a valid public safety CPR certificate.
- Possession of or ability to obtain a valid Standard First Aid Certificate.

Depending upon job assignment, a Service Worker I may also be required to possess the following licenses/certifications:

Possession of or ability to obtain a valid Class A California Driver's license within six months of assignment. All District employees required to possess a valid Class A driver's license for performance of their duties shall be subject to random drug and alcohol testing pursuant to federal law.

KNOWLEDGE and ABILITIES:

Knowledge of:

Service Worker I:

- Identification, use and safe operation of standard hand and power tools and equipment used in the construction, maintenance, and repair of water pipeline systems.
- Safe work methods and pertinent safety regulations.
- Proper English usage in verbal and written form.
- Use of standard measuring equipment such as a tape ruler.

Depending upon assignment a Service Worker I must also know:

- Laws, ordinances, and safety regulations governing the operation of heavy-duty trucks, tractor/trailer combinations and auxiliary transportation equipment.
- Operation, use, limitation and service requirements of a truck-mounted crane on a five or more axle tractor/trailer.
- Operation requirements of a variety of heavy-duty transportation equipment.

Ability to:

Service Worker I:

- Deal tactfully and courteously with customers and the general public.
- Follow oral and written instructions and perform routine assignments.
- Learn the methods, materials, power tools and equipment used in performing semi-skilled work in the installation, repair and maintenance of underground water pipeline systems.
- Learn and apply safety procedures to work performed.
- Learn to read meters, pipeline drawings, blueprints, maps and specifications.
- Respond to off-hours emergency situations as assigned on rotating standby schedule.
- Operate a vehicle observing legal and defensive driving practices.
- Work cooperatively as a team member.
- Establish and maintain effective working relationships.
- Perform essential duties of the job without causing harm to self or others.

Depending upon assignment a Service Worker I must also be able to:

- Learn and perform basic pipeline welding and metal fabrication.
- Drive a tractor/trailer with five or more axles and other heavy trucks with complex gear arrangements.
- Learn to load heavy and awkward equipment and materials with proper load balance and maximum security; and direct the work of others in loading and unloading operations.
- Learn and operate of truck-mounted crane and/or tanker auxiliary pumping equipment.
- Learn to and operate winches, blocks, loader attachments and related equipment.
- Detect and recognize major equipment repairs and/or hazardous operating conditions and take necessary precautions.
- Learn to safely operate heavy construction equipment.
- Learn to read survey stakes, elevations and grades.
- Learn the service requirements of gasoline and diesel engines and heavy construction equipment.
- Learn the practices, methods, technique, tools and equipment used in the installation, testing, calibration, maintenance and repair of small, medium and large meters.
- Use power and hand tools, gauges and other equipment to repair and test water meters.

WORKING CONDITIONS:

Environmental Conditions:

Essential duties of this classification series are performed primarily in a field environment in all weather conditions. Work is regularly performed in water, on uneven and slippery surfaces, below ground, in confined spaces, on ladders and/or scaffolding, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration. While performing essential duties the incumbent is regularly exposed to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy.

Physical Conditions:

Essential duties of this classification series require repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arm's length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, reach, stand, and walk; to lift and carry objects weighing up to 100 pounds, push objects weighing up to 200 pounds; pull objects weighing up to 150 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

OTHER:

FLSA STATUS: Non – Exempt

UNIT DESIGNATION: Construction Trades

SELECTION PROCESS:

All applications will be reviewed and evaluated on their related work experience and education qualifications. The most qualified candidates will be invited to continue in the selection process. The selection process may include oral board interview(s) and skills assessment test for a thorough evaluation of job-related qualifications. Candidates who successfully complete the selection process will be placed on an eligibility list. Selection to the Service Worker I (Part-time) position will be made from the eligible list.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CANDIDATES WHO REQUIRE REASONABLE ACCOMMODATION(S) SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION.

THE TERMS IN THIS POSTING DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY CONDITION CONTAINED IN THIS POSTING MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

EMPLOYMENT APPLICATION CAN BE FOUND AT: OR SCAN TO ACCESS APPLICATION

[https://www.lhmwd.org/files/Application%20Template%20\(Final\).pdf](https://www.lhmwd.org/files/Application%20Template%20(Final).pdf)



To submit your application:

You can email your completed application and associated materials to Jorge Torres, at Jtorres@lhmwd.org , or you may personally deliver your documents at the Human Resources office, at:

Attn. Human Resources Department
26385 Fairview Ave
Hemet, CA 92544-0039.

Complete application must be submitted by Monday, August 26, 2024, at 5:00 PM to be considered.

APPOINTMENT

Any candidate selected by the appointing department may be required to pass a pre-employment medical exam administered by a District-selected physician before hire.

BENEFITS

Part-time employment status does not qualify for District benefits, except for those required by law. Part-time positions may not exceed 950 hours on a fiscal year basis (July 1 through June 30). Part-time positions are “at will”. There are no rights to employment and employment may end at any time with or without cause or advance notice.

Per the State to California Department of Industrial Relations: Employees are eligible to use at least 40 hours or five (5) days of paid sick leave per year. Click [HERE](#) for Paid Sick Leave Frequently Asked Questions.