



4699 HOLLISTER AVENUE

GOLETA, CALIFORNIA 93110-1999

PHONE 805-964-6761

March 2021

RE: Distribution System Operator I Recruitment (**Salary Range \$76,365- \$104,448/Annually, plus benefits**)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer.

Goleta Water District currently has a need for a full time Distribution System Operator I. Under immediate supervision, this entry-level class performs water distribution work involving the operation and maintenance of water distribution facilities. This position will be on a 9/80 schedule. Performs other work-related duties as required:

- Maintains and repairs water distribution equipment and facilities.
- Performs scheduled preventative maintenance, orders and maintains inventory of replacement parts.
- Maintains accurate records and logs of maintenance activities and schedules, reviews and updates drawings and schematic diagrams.
- Assists independent contractors with maintenance tasks, assists other operators on minor maintenance projects.
- Operates, maintains, evaluates and repairs storage and distribution facilities.

In addition, the Distribution System Operator I position has overtime; shift duty & on-call duties are required with a maximum 30-minute response time within a 10-mile radius. Requires a High School diploma or equivalent and two years of experience performing work on water distribution facilities. Requires possession of a certification issued by the California Department of Public Health as a Grade D3 Water Distribution Operator within two (2) years of placement in this position. Requires a valid California Driver's License.

To apply for the Distribution System Operator I, please complete the attached application. It is important that your application reflect all relevant education and experience. Applications may be rejected if incomplete. Please also include a current resume and supplemental questions. Applications must be received by Monday, April 5<sup>th</sup> 2021 by 5:00 p.m. and sent by email to: [hr@goletawater.com](mailto:hr@goletawater.com).

If selected, you will be notified as to the next step of the recruitment process.

Sincerely,

Human Resources

Enclosures: Job Description & Application for Employment and Supplemental Questions

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# GOLETA WATER DISTRICT

Class Title:	Distribution System Operator I
Department:	Operations
FLSA Status:	Non-Exempt
Supervised By:	Chief Distribution System Operator
Supervises:	None

## Class Summary

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Under immediate supervision, this entry-level class performs water distribution work involving the operation and maintenance of water distribution facilities. Performs other work-related duties as required.

May be assigned to on-call duty. Shift work may be required.

Advancement to the next level of this class series is based upon determination by the District that the employee meets the qualifications, employment standards and special requirements of the next level and is assigned and competently performs the duties at the higher level.

## Essential Duties and Responsibilities

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1. Maintains and repairs water distribution equipment and facilities.
2. Performs scheduled preventative maintenance, orders and maintains inventory of replacement parts.
3. Maintains accurate records and logs of maintenance activities and schedules, reviews and updates drawings and schematic diagrams.
4. Assists independent contractors with maintenance tasks, assists other operators on minor maintenance projects.
5. Operates, maintains, evaluates and repairs storage and distribution facilities.

## Mental and Physical Requirements/Working Conditions

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1. Regularly drives a vehicle in conducting District business.
2. Operates District vehicles and/or equipment.
3. Communicates orally, in writing and with drawings with district management, coworkers and the public.
4. Writes in a clear and legible manner.

5. Regularly uses a telephone, radio and/or computer for communications.
6. Operates office equipment including computers and peripheral hardware and software, copiers, faxes, printers and calculators.
7. Demonstrates alertness and flexibility to changing demands.
8. Hearing and vision are within normal ranges.
9. Must be able to carry and lift 50 lbs.
10. Sits, stands and walks for extended time periods.
11. Walks on uneven terrain.
12. Stoops, kneels, crouches, bends, reaches, squats and climbs during work.
13. Works in confined spaces.
14. Works in both indoor and outdoor environments in all types of weather.
15. Works in an environment with exposure to dust, dirt, water, chemicals and significant temperature changes between cold and heat.
16. Works with cleaning solutions and/hazardous chemicals.
17. Wears hardhat, respirator and other safety equipment.

## **Qualifications**

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### **Education and Skills Training:**

1. High school diploma or GED (General Equivalency Diploma).

### **Experience:**

1. Two (2) years of experience in performing work on water distribution facilities.

## **Employment Standards**

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### **Demonstrated ability to:**

1. Behave in a positive, harmonious, professional, and competent manner with the public, customers and district employees.
2. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors and other organizations.
3. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
4. Establish, interact and maintain a positive and cooperative working relationships with others.

5. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
6. Communicate in a clear, understandable fashion orally and in writing.
7. Understand and follow oral and written directions.
8. Complete assignments in a timely manner.
9. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
10. Exercise initiative, take personal responsibility and follow through on assigned work.
11. Analyze water distribution system operations.
12. Operate automatic plant control systems.
13. Perform a variety of skilled and semi-skilled tasks in the repair and maintenance of facilities associated with water distribution.
14. Interpret engineering drawings and electrical schematic diagrams. Preparation of as-built drawings.
15. Complete assignments in a timely manner.
16. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, date stamps, postage meter, and other peripheral hardware and software in a proficient, competent manner.
17. Adhere to workplace safety rules and regulations.
18. Safely operate assigned motorized vehicles and power-driven equipment.

**Knowledge of:**

1. Maintenance, installation, repairs and operation of electrical and mechanical equipment and devices used in water distribution.
2. Safety precaution standards and procedures.
3. Hazardous materials handling and storing potentially hazardous chemicals.
4. District rules, regulations and policies and procedures.
5. EPA and California water quality standards and regulations.
6. Record keeping, inventory control and purchasing procedures.

## Special Requirements

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Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

**All certifications listed below must be obtained by the time period stated herein or employee may be subject to termination.**

Possession of a certification issued by the California State Department of Health Services as a Grade D3 Water Distribution Operator within two (2) years of placement in this class.

Please return to:  
 Human Resource Office  
 4699 Hollister Avenue  
 Goleta, CA 93110-1999  
 (805) 964-6761



Position Applied For:  
 \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**INSTRUCTIONS**

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

**CONDITIONS OF EMPLOYMENT**

- If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
  - must submit proof of age
  - must pass a physical examination which includes drug/alcohol testing
  - is subject to a background check

NAME:

\_\_\_\_\_

Last

First

Middle Initial

ADDRESS:

\_\_\_\_\_

Number

Street

\_\_\_\_\_

City

State

Zip Code

Email Address

PHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Daytime Evening

Are you willing to work:

Part-time Yes\_\_\_ No\_\_\_ Temporary (hourly) Yes\_\_\_ No\_\_\_  
 Nights Yes\_\_\_ No\_\_\_ Weekends & holidays Yes\_\_\_ No\_\_\_

**EDUCATION AND TRAINING (Add additional sheets as necessary)**

Circle highest grade completed: \_\_\_\_\_ Name & location of last grade or high school attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

**SPECIAL SKILLS**

List other formal training programs, which may be related to the type of employment you are seeking:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Licenses and Certificates (State, Professional, Trade, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

## EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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NAME:

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Do you need special accommodations in the selection process? Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are you related by blood or marriage to any current district employees? Yes \_\_\_ No \_\_\_

If yes, individual: _____	Name	Relationship
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Have you ever been employed by the District? Yes \_\_\_ No \_\_\_

If yes, give dates and positions held: \_\_\_\_\_  
\_\_\_\_\_

<p>Where did you learn of this opening?</p> <p>Friends _____ District Recruitment Brochure _____ Advertisement (which publication) _____</p>
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**NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.**





## Distribution System Operator I

### **SUPPLEMENTAL QUESTIONS**

Please describe in detail your experience in the following areas. Responses must be **handwritten** using the space provided below.

A) Maintenance activities on hydrants and main line valves:

B) Storage Tank monitoring, removal from service, and cleaning:

C) Operation and Maintenance activities on Pump stations:



## Distribution System Operator I

### SUPPLEMENTAL QUESTIONS

Please describe in detail your experience in the following areas. Responses must be **handwritten** using the space provided below.

D) Operating and maintaining Pressure Regulating Valves and related equipment:

E) Project management and program-based organizational skills:

F) Safe practices developed and followed in day to day distribution system operating activities:



## Distribution System Operator I

### SUPPLEMENTAL QUESTIONS

Please describe in detail your experience in the following areas. Responses must be **handwritten** using the space provided below.

G) Rate your proficiency in the following areas from a 1 to a 10; 10 being the highest score and 1 the lowest score. Also give examples of how you have used these platforms:

1. Microsoft Word

2. Microsoft Excel

3. Microsoft Outlook

4. Any other software platforms that you have used