



City of Gonzales

Council Member Liz Silva, Council Member Lorraine Worthy, Council Member Maria Orozco
Mayor Jose L. Rios, Mayor Pro Tem Scott Funk, City Manager Carmen Gil

Small town, big heart! ~ ¡Pueblo chico, corazón grande!



PUBLIC WORKS TECHNICIAN

DEFINITION

To monitor, inspect, maintain, and repair a variety of electronic instruments and devices utilized to monitor, control and meter various processes in the city's water/wastewater operational systems; to install, inspect, maintain, and repair a variety of mechanical equipment utilized in the water/wastewater operational systems; to assist other city staff in performing grounds maintenance, plumbing, electrical and/or construction tasks as needed and as assigned; to provide efficient customer service; to provide efficient customer service and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the Public Works Department as well as the operational processes and systems utilized within the city's Water and Wastewater work units. Incumbents must possess and demonstrate strong technical skills as well as the ability to prioritize assignments and respond responsibly to emergency situations.

SUPERVISION

Employees in this classification receive general supervision from a Public Works Supervisor within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and functional supervision to subordinate personnel on a project by project basis and as assigned.

DUTIES

Duties include, but are not limited to, the following:

- Monitors, operates, and adjusts various electronic and mechanical controls at city's wastewater treatment plant, water system, and related facilities; regulates pressure and flow rates for water distribution and wastewater collection operations in accordance with demand and consistent with regulatory compliance.
- Reads meters, gauges, charts, and other instrumentation measuring and monitoring the city's water and wastewater operations; records and documents all readings in operational logs for appropriate recordkeeping and reporting requirements; interprets readings and takes appropriate action in response.

- Inspects, operates, and maintains city's wastewater treatment facilities, equipment, and collection system to ensure needed preventative and emergency maintenance and repair functions occur in a timely manner; oils, cleans, greases, and services equipment as necessary.
- Monitors the wastewater treatment plant operations; cleans and performs minor maintenance on plant equipment; takes a variety of chemical, effluent and flow readings; samples and tests wastewater at specified steps in the process.
- Monitors lift stations following established schedules; performs minor maintenance on pumps and related equipment; repairs wastewater collection lines and related appurtenances.
- Inspects, operates, and maintains city's water treatment facilities, equipment, and distribution system to ensure needed preventative and emergency maintenance and repair functions occur in a timely manner; oils, cleans, greases, and services equipment as necessary.
- Reads water meters per assigned schedule and records readings on an automated system for billing purposes; turns water services on and off in response to customer requests or delinquent payments.
- Operates and monitors pumps for water system; operates related equipment; installs and replaces water lines, water meters, fire hydrants, and other related water facilities.
- Coordinates, evaluates, and participates in the operation and maintenance of both water and wastewater treatment plants, pumping and lift stations, wastewater collection systems and related operations; utilizes a variety of hand and power tools to remove, install, adjust, and perform minor repairs to assigned facilities and equipment.
- Maintains wastewater disposal fields utilizing various heavy equipment.
- May assist and participate in the repair and testing of back flow prevention devices per certification requirements.
- Assists with the city's pool maintenance operations to include maintaining appropriate water –chemical balances, chlorination system, chemical feed pumps, and other equipment.
- Assists with other Public Works tasks and operations to include street, grounds, and facility maintenance and/or light construction duties.
- Reviews, establishes, initiates and monitors safety and training requirements and procedures for both city employees; maintains the use of protective clothing and equipment at all times.
- Responds to emergency calls on week-ends, holidays, and evenings as assigned and according to primary and secondary call back lists.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the general public.
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Standard and accepted methods, tools, and equipment utilized in the maintenance, repair and operations of water and wastewater facilities, equipment and collection and distribution systems.
- Standard and accepted operation and routine maintenance of electronic instrumentation, motors, pumps, and power equipment utilized in the maintenance, repair and operations of water and wastewater facilities, equipment and collection and distribution systems.
- Standard and accepted safety procedures applicable to a variety of water and wastewater operations and maintenance activities.
- City's operations, policies and procedures as they relate to assigned duties.
- Public Works Department's operations, policies, procedures and facilities.
- Pertinent laws, guidelines, and regulations related to the operations and maintenance of both municipal water treatment and distribution systems and wastewater treatment and collection systems.
- Basic resource allocation methods and job estimating practices.
- Understand and carry out a variety of oral and written instructions in an independent manner.
- Operate a variety of motorized and power equipment utilized in the maintenance, repair, and construction of the City's water treatment and distribution systems' operations and facilities in a safe and effective manner.

- Operate a variety of motorized and power equipment utilized in the maintenance, repair, and construction of the City's wastewater treatment and collection systems' operations and facilities in a safe and effective manner.
- Operate a variety of hand powered equipment in a safe and effective manner.
- Perform routine mathematical calculations.
- Take water and wastewater samples and perform various routine chemical and physical tests consistent with established procedures and within required timelines.
- Establish and maintain routine records and logs in an effective and timely manner.
- Communicate orally and in writing in an effective and tactful manner.
- Organize and prioritize the work of self and others in an effective and timely manner.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

Required:

- Possession of a valid Class C California state driver's license and provide proof of a safe driving record (DMV pull record) with your application.

Preferred Certificates:

- Possession of a valid Wastewater Operator-in-Training Certificate from the State Water Board within one year of employment
- Possession of a valid Grade I or higher Sewer Operators Certificate
- Possession of a valid Grade I or higher Sewer Collection System Maintenance Certificate.
- Possession of a valid Grade I Water Distribution System Maintenance Certificate (or within one year of employment).
- Possession of a valid AWWA Backflow Device Tester Certification within one year of employment.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be the equivalent to high school graduation to include the ability to read and write at a level required for successful job performance. At least two (2) years of progressively responsible work experience performing progressively responsible semi-skilled work on pumps, motors, pipelines, and related facilities similar to the city's water and wastewater treatment facilities and systems.

SALARY AND BENEFITS

SALARY RANGE: \$4,344.65 - \$5,912.47/month.

HEALTH INSURANCE: The City pays 100% of the cost of health insurance premiums for an employee's medical, vision and dental coverage, and contributes toward dependent coverage.

RETIREMENT: *Miscellaneous (non-safety)-Classic* employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The

City also participates in Social Security.

Miscellaneous (non-safety)-PEPRA employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

HOLIDAY LEAVE: Thirteen (13) days per year.

VACATION LEAVE: Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for **less than three (3) years** of service.
2. Ten (10) hours per month for **three (3) to ten (10) years** of service.
3. Eleven and two-thirds (11 2/3) hours per month for **ten (10) to fifteen (15) years** of service.
4. Thirteen and one-third (13 1/3) hours per month for **fifteen (15) or more years** of service.

SICK LEAVE ACCURAL: Eight (8) hours per month.

LIFE INSURANCE: The City pays 100% of the current Life Insurance Policy.

LONG TERM DISABILITY: The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

Applicants must submit a City of Gonzales application form along with a completed supplemental questionnaire. A resume may be submitted with the application but cannot take the place of the application. **Deadline is March 26, 2024.** Applications may be emailed to Celia Firme at cfirme@ci.gonzales.ca.us or mailed to the Personnel Department, City of Gonzales, PO Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

| | | | |
|---|--|---|--|
| Date | Social Security Number | Home Phone # | Cell Phone # |
| Name (First) | (Middle) | (Last) | California Driver's License No. |
| Mailing Address | | City | State Zip |
| Type of Work or Position Applying for 1. | 2. | Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> | Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> |
| Are you between the ages of 18 and 70? Yes <input type="checkbox"/> No <input type="checkbox"/> | If hired, can you furnish proof of age? Yes <input type="checkbox"/> No <input type="checkbox"/> | If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have permission to work Temporarily? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> | Dates employed Department Position | Do you have a relative employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> | Name Department Position |
| Referred by | Day Phone # | Evening Phone # | |

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

| | |
|---------------------|---|
| Language(s) Written | Other Skills or Special Training You Have or Machines You Operate |
| Language(s) Read | |
| Words Per Minute | Computer Programs |

EDUCATION

| Highest Grade Completed | College | Graduate | List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university. | | | | | | |
|----------------------------|---------|----------|---|----------|------------|----------|-----------------|-------------------|-------|
| 1 2 3 4 5 6 7 8 9 10 11 12 | 1 2 3 4 | 1 2 3 | Name of School | Location | From Mo/Yr | To Mo/Yr | Units Completed | Degree or Diploma | Major |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| | |
|---|-----------------|
| EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry) | HONORS RECEIVED |
| | |

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "L" upper with "U" and graduate with "C" units and final grade.

| Subject | Lower, Upper or Graduate | Units | Grade | Are You Attending School Now? Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---------|--------------------------|-------|-------|---|
| | | | | Where? _____ |
| | | | | What Hours? _____ |
| | | | | Course of Study? _____ |
| | | | | Do You Plan Further Educational Study? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | | | What Field? _____ |

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

| | | | | |
|-------------------------------------|--------------------------|--|-----------------------|---------------------------------------|
| EMPLOYER Name and Address | | YOUR JOB TITLE AND DUTIES IN DETAIL | | REASON FOR LEAVING |
| From: Month Year | To: Month Year | Total # of Months/Years | Hours worked per week | |
| Type of Business | | Name of your supervisor | Phone Number | May we contact your current employer? |
| EMPLOYER Name and Address | | YOUR JOB TITLE AND DUTIES IN DETAIL | | REASON FOR LEAVING |
| From: Month Year | To: Month Year | Total # of Months/Years | Hours worked per week | |
| Type of Business | | Name of your supervisor | Phone Number | May we contact your current employer? |
| EMPLOYER Name and Address | | YOUR JOB TITLE AND DUTIES IN DETAIL | | REASON FOR LEAVING |
| From: Month Year | To: Month Year | Total # of Months/Years | Hours worked per week | |
| Type of Business | | Name of your supervisor | Phone Number | May we contact your current employer? |

MILITARY SERVICE

| | | | |
|---------------|--------|--------------------|-------------------|
| Service Dates | Branch | Highest Grade/Rank | Type of Discharge |
|---------------|--------|--------------------|-------------------|

The City is an affirmative action/equal opportunity employer

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature



City of Gonzales

P.O. BOX 647
PHONE: (831) 675-5000

147 FOURTH ST.
FAX: (831) 675-2644

GONZALES, CALIFORNIA 93926
www.ci.gonzales.ca.us

PUBLIC WORKS TECHNICIAN

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS TO APPLICANTS:

This supplemental questionnaire must be submitted with your application for the position of Public Works Technician.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience in the areas of a Technician. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

Applications for the position of Public Works Technician will not be considered without the supplemental questionnaire. Only those applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained within your responses will be verified through background and reference checks should you be selected as a finalist.

Responses such as "see resume," "see application," or "see attached" will not be evaluated.

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Signature

Date signed

Print Name

Day Phone Number

Print Mailing Address, City, State, Zip

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS TECHNICIAN

1. Please list any related licenses or certificates you currently possess, which are either required for this position or which you feel will be of use to you in completing the duties of this position. If you are in the process of obtaining licenses/certificates, please list the titles and approximate date you will receive them. List where you received training (if any) prior to receiving each certificate or license, where you took the required tests, and when you received each certificate or license. ATTACH TO THIS QUESTIONNAIRE COPIES OF ALL CERTIFICATES AND LICENSES.

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS TECHNICIAN

2. Describe your specific experience in operation and maintenance of water distribution and wastewater collection facilities, including where you acquired the experience, types of equipment on which you worked and specific examples of the maintenance and repair you personally completed.

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS TECHNICIAN

3. Describe any specialized experience or training which you think would be of assistance in your performance of general Public Works tasks (i.e. tree trimming experience, landscape or irrigation design or maintenance; plumbing, electrical or construction experience; operation of backhoe, fork lift or other equipment; vehicle maintenance and repair; small machinery, motor or pump maintenance or repair; swimming pool maintenance, etc.).