

## **The Resort Improvement District (RID) is seeking a full-time GRADE 1 WATER/WASTEWATER TREATMENT PLANT OPERATOR**

The RID is a special district located in a rural area which employs water, wastewater, electric and parks professionals who provide diverse services to the community of Shelter Cove, Humboldt County, California. The RID is looking for an individual who is motivated and is willing to grow with us as we experience exciting times in the utility and parks industry.

### **Minimum Qualifications/Responsibilities (Wastewater):**

- Possession of a valid Grade 1 Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Minimum of 1 year of experience working in a wastewater treatment plant and laboratory. Must possess and demonstrate technical and practical skills as would be expected of a person with known prior years of experience with municipal wastewater treatment systems, monitoring principles, practices and techniques, sampling procedures, wastewater monitoring.
- Must live within 1 hour traveling time to Shelter Cove.
- Assists in wastewater plant operations.
- Ability to learn to prepare required reports, records, correspondence, plant log entries, planning in accordance with local, state and federal regulating agency requirements including National Pollutant Discharge Elimination System (NPDES) permit reporting requirements.
- Responsible for ordering supplies.
- Must be detail-oriented.
- Must be able to work nights and weekends and share standby and emergency responsibilities with other field personnel.
- Possession of a valid California driver's license.
- Must be physically able to climb ladders, stairs and platforms without restrictions, lift and carry 50 pounds, and pass a physical exam and a drug and alcohol screening
- Must be willing to perform heavy manual labor sometimes in inclement weather.
- Commitment to personal/team safety.

### **Desired Qualifications/Responsibilities (Water):**

- Possession of Grade 2 water treatment license preferred.
- Knowledge of all aspects of water plant operations.
- Knowledge of water SCADA system.
- Knowledge of groundwater source operations – testing/monitoring, sodium hypochlorite maintenance.

**CROSS TRAINING:** Water/wastewater personnel may be directed from time-to-time in assisting other RID departments in Special Projects and Emergency situations.

**COMPENSATION AND BENEFITS:** BOE - Compensation range \$19.55 to \$38.22.  
Benefits package includes paid vacation, sick, PERS retirement, medical, dental, vision and life insurance.

**DEADLINE TO APPLY:** Open until filled. Application available online at the RID website at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) or by request.

**APPLICATION PROCESS:** Submit a completed employment application to: RID, 9126 Shelter Cove Road, Whitethorn, CA 95589. Resumes may be included, but will not be accepted in lieu of the completed employment application. Please contact the RID at (707) 986-7447, ext. 302 with questions.

## **The Resort Improvement District (RID) is seeking a full-time GRADE 2 WATER/WASTEWATER TREATMENT PLANT OPERATOR**

The RID is a special district located in a rural area which employs water, wastewater, electric and parks professionals who provide diverse services to the community of Shelter Cove, Humboldt County, California. The RID is looking for an individual who is motivated and is willing to grow with us as we experience exciting times in the utility and parks industry.

### **Minimum Qualifications/Responsibilities (Wastewater):**

- Possession of a valid Grade 2 Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Minimum of 2 years of experience working in a wastewater treatment plant and laboratory. Must possess and demonstrate technical and practical skills as would be expected of a person with known prior years of experience with municipal wastewater treatment systems, monitoring principles, practices and techniques, sampling procedures, wastewater monitoring.
- Must live within 1 hour traveling time to Shelter Cove.
- Assists in all aspects of wastewater plant operations.
- Ability to prepare required reports, records, correspondence, plant log entries, planning in accordance with local, state and federal regulating agency requirements including National Pollutant Discharge Elimination System (NPDES) permit reporting requirements.
- Responsible for ordering supplies.
- Must be detail-oriented.
- Must be able to work nights and weekends and share standby and emergency responsibilities with other field personnel.
- Possession of a valid California driver's license.
- Must be physically able to climb ladders, stairs and platforms without restrictions, lift and carry 50 pounds, and pass a physical exam and a drug and alcohol screening
- Must be willing to perform heavy manual labor sometimes in inclement weather.
- Commitment to personal/team safety.

### **Desired Qualifications/Responsibilities (Water):**

- Possession of Grade 2 water treatment license preferred.
- Knowledge of all aspects of water plant operations.
- Knowledge of water SCADA system.
- Knowledge of groundwater source operations – testing/monitoring, sodium hypochlorite maintenance.
- Possession of a California Class A Driver's License.

**CROSS TRAINING:** Water/wastewater personnel may be directed from time-to-time in assisting other RID departments in Special Projects and Emergency situations.

**COMPENSATION AND BENEFITS:** BOE - Compensation range \$27.92 to \$40.98.  
Benefits package includes paid vacation, sick, PERS retirement, medical, dental, vision and life insurance.

**DEADLINE TO APPLY:** Open until filled. Application available online at the RID website at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) or by request.

**APPLICATION PROCESS:** Submit a completed employment application to: RID, 9126 Shelter Cove Road, Whitethorn, CA 95589. Resumes may be included, but will not be accepted in lieu of the completed employment application. Please contact the RID at (707) 986-7447, ext. 302 with questions.

## **The Resort Improvement District (RID) is seeking a full-time INDUSTRIAL ELECTRICIAN/INSTRUMENT TECHNICIAN**

The RID is a special district located in a rural coastal community which employs water, wastewater, electric and parks professionals who provide diverse services to the community of Shelter Cove, Humboldt County, California. The RID is looking for an individual who is motivated and is willing to grow with us as we experience exciting times in the utility and parks industry.

**General Description:** Full-time position. Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, and calibrates a variety of electrical, electronic, and electro-mechanical equipment including high voltage distribution systems, water pumps, emergency power generators, and telemetry systems and performs other related duties as required.

**Minimum Qualifications/Responsibilities:** See Job Description below.

- Must possess a valid California driver's license.
- Must be physically able to climb ladders, stairs and platforms without restrictions, lift and carry 50 pounds, and pass a physical exam and a drug and alcohol screening.

**COMPENSATION AND BENEFITS:** Compensation range \$24.55 to \$45.87 BOE. Benefits package includes paid vacation, sick, PERS retirement, medical, dental, vision and life insurance.

**DEADLINE TO APPLY:** Applications will be accepted until the position is filled. Application is available online at the RID website at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) or by request.

**APPLICATION PROCESS:** Submit a completed employment application to: RID, 9126 Shelter Cove Road, Whitethorn, CA 95589. Resumes may be included, but will not be accepted in lieu of the completed employment application. Please contact the RID at (707) 986-7447, ext. 302 with questions.

### **RESORT IMPROVEMENT DISTRICT NO. 1 Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:** Job Description: Industrial Electrician and Instrument Technician

**POLICY NUMBER:** 2394

**Description:** Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, and calibrates a variety of electrical, electronic, and electro-mechanical equipment including high voltage distribution systems, water pumps, emergency power generators, and telemetry systems and performs other related duties as required.

#### **Essential Functions and Duties**

1. Installs electrical circuits, relays, switch gear, wiring, electronic alarms, and telemetering equipment used in the operation and monitoring of high voltage distribution systems, emergency power generators, water pumps and telemetry systems.
2. Troubleshoots, programs, and repairs automated control device; repairs, adjusts, and replaces electrical relays.

3. Troubleshoots, repairs, rebuilds, and adjusts electrical mechanical parts of pumps, motors, and pressure control valves.
4. Installs, maintains, repairs, and modifies office and shop electrical systems in District office, shop facilities, and other District buildings.
5. Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

### **Secondary Functions ( or ability to learn)**

1. Troubleshoots, repairs, and calibrates water treatment instrumentation, testing, and monitoring devices.
2. Performs testing, maintenance, and repair on metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, and laboratory equipment; performs specialized maintenance and repair on two-way FM base radio stations, repeaters, mobile stations, portable and telemetry stations, antennas, and intercom systems.
3. Oversees the work of helpers assisting in repairs.
4. May order parts, materials, and supplies required for electrical and other repairs.
5. Repair, maintenance, and operational adjustment procedures for water pumping, distribution, and treatment plant equipment.

### **Required Knowledge, Skills, and Abilities**

- Principles and practices of electrical and electronic repair and maintenance.
- Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment.
- Measuring, monitoring, and calibration devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair.
- Repair and calibration of instrumentation and relays.
- Maintenance and repair of electrical generation equipment, and high voltage (12,000 volt) transmission system.
- Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work. Safe work practices including necessary electrical clearances and lockout procedures.
- Operation of computers, automated equipment and standard applications software.
- Cooperative working relationships. Teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce.

### **Training and Experience**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of journey-level experience in electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.
- Grade II Treatment and/or Distribution certificates (water/wastewater) is highly desirable.

## **Special Requirements**

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

## **Essential Physical Abilities**

Persons selected for appointment to this position must pass a pre-employment medical examination and drug screening which the District pays for. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) operate a desktop computer;
- b) operate motor vehicles and other equipment, heavy equipment operator skills are a plus;
- c) operate a variety of hand and electric tools;
- d) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- e) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- f) wear personal protective equipment;
- g) understand and carry out oral and written directions;
- h) communicate well with others, verbally and in writing;
- i) work cooperatively and get along well with other people;
- j) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

## **Compensation and Benefits:**

1. Full time position. Six month probationary period. Fringe benefits package outlined in the RID/IBEW Union MOU available after one month of service.

Adopted: January 15, 2015

## **The Resort Improvement District (RID) is seeking a full-time GENERAL LABORER**

The RID is a special district located in a rural coastal community which employs water, wastewater, electric and parks professionals who provide diverse services to the community of Shelter Cove, Humboldt County, California. The RID is looking for an individual who is motivated and is willing to grow with us as we experience exciting times in the utility and parks industry.

### **Minimum Qualifications/Responsibilities:**

- Must have completed high school or its equivalent.
- Must be computer and network/internet literate.
- Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.
- Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.
- Must have one-year experience in general construction work, or equivalent.
- Must live within 1 hour traveling time to Shelter Cove.
- Must possess a valid California driver's license.
- Must be physically able to climb ladders, stairs and platforms without restrictions, lift and carry 50 pounds, be physically capable of repeatedly exiting and entering a vehicle in order to read electric and water meters and pass a physical exam and a drug and alcohol screening.
- Performs Golf Links mowing and maintenance.
- Reads electric and water meters.
- Assists in maintenance and operation of District utility plants
- Assists in digging, back filling, and repairing roads and pavement.
- Drives service vehicles, and various types of trucks.
- Provides traffic control in the field.
- Assists in the construction, maintenance and repair of District facilities.
- Assists in wastewater plant operations.
- Must pass a
- Commitment to personal/team safety.

**CROSS TRAINING:** May be directed from time-to-time in assisting other RID departments in Special Projects and Emergency situations.

**COMPENSATION AND BENEFITS:** BOE - Compensation range \$14.34 to \$23.76.  
Benefits package includes paid vacation, sick, PERS retirement, medical, dental, vision and life insurance.

**DEADLINE TO APPLY:** Open until filled. Application available online at the RID website at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) or by request.

**APPLICATION PROCESS:** Submit a completed employment application to: RID, 9126 Shelter Cove Road, Whitethorn, CA 95589. Resumes may be included, but will not be accepted in lieu of the completed employment application. Please contact the RID at (707) 986-7447, ext. 302 with questions.

**RESORT IMPROVEMENT DISTRICT NO. 1**  
**Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:   Job Description: General Laborer**

**POLICY NUMBER:       2340**

**Description:** Entry level position, working under the direction of the Utility Superintendents, performs maintenance tasks on District utilities and facilities.

**Essential Functions and Duties**

1. Perform Golf Links mowing and maintenance.
2. Read electric and water meters.
3. Assist in maintenance and operation of District utility plants
4. Assist in digging, back filling, and repairing roads and pavement.
5. Drive service vehicles, and various types of trucks.
6. Provide traffic control in the field.
7. Assist in the construction, maintenance and repair of District facilities.

**Secondary Functions (or ability to learn)**

1. Approved by the General Manager and the Water / Waste Water Superintendent and Electrical Superintendent, attend training that would qualify all personnel for on-call duties pertaining to the water/ wastewater and electrical departments.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities**

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all time.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.

**Training and Experience**

1. One-year experience in general construction work, or equivalent.

**Special Requirements**

1. May work odd shifts, weekends or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
2. Must live within one hour of Shelter Cove / District Boundaries.

**Licenses and Certificates**

1. Must possess the category of California Driver's license required by the State Department of motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.

### **Essential Physical Abilities**

1. Pass a pre-employment medical examination and drug screening.
2. Lift and carry fifty (50) pounds.
3. Perform strenuous manual labor, often in inclement weather
4. Physically capable of repeatedly exiting and entering a vehicle in order to read electric and water meters.

### **Compensation and Benefits**

1. Full time position.
2. Six-month probationary period.
3. Fringe benefits package including full medical, dental, vision, plans with paid vacation and sick days