



**Humboldt Community Services District  
Invites Applications  
as a Utility I, or II DOQ**

**INITIAL FILING DATE: March 10,  
2025**

(Position will remain open until filled)

Both the Utility I and Utility II classifications are full-time, at-will, non-exempt hourly positions with five-step salary ranges of:

**UTILITY I –** Entry level, 5-step Salary Range: Step 1 @ \$21.29/hour (\$3,691 average/month) to Step 5 @ \$25.87/hour (\$4,484 average/month).

**UTILITY II –** Experienced level, 5-step Salary Range: Step 1 @ \$24.94/hour (\$4,323 average/month) to Step 5 @ \$30.32/hour (\$5,256 average/month).

The Humboldt Community Services District is seeking a new full-time employee to engage in tasks related to the construction, operation, and maintenance of the District's water distribution system, wastewater collection system, pumping facilities, and water storage reservoirs. The successful candidate will handle a diverse range of construction and repair duties involving water and wastewater systems, pumping facilities, water storage reservoirs, operations, and SCADA systems. Responsibilities and expectations for each level of the Utility series increase accordingly. Please review the attached individual job descriptions to determine which classification best aligns with your knowledge and experience before submitting an application for consideration.

**THE SELECTION PROCESS**

Candidates must submit a completed and signed District application to be considered for this position. Only candidates with the most relevant qualifications will be invited to participate in the selection process.

After the initial filing date of March 10, 2025, a screening committee will evaluate the qualifications of each candidate for this position. Applicants who meet the minimum qualifications are not necessarily guaranteed advancement to the examination process. The decision made by the screening committee is final. Applicants invited to participate will receive written notification of the screening process results, which may take up to one month or longer. An eligibility list will be created based on the results of the examination process. This process may include an oral interview, written test, skill testing, or any combination of these. The eligibility list generated from this recruitment may be used to fill full-time, part-time, and/or temporary positions. The District reserves the right to extend the final filing date as needed.

Application materials are available at our website:  
<https://humboldtcsd.org/human-resources-career-opportunities> or from:

**Humboldt Community Services District  
5055 Walnut Drive, Eureka, CA 95503  
(707) 443-4558 Fax (707) 443-1490  
Email: [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org)**

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## COMPENSATION

The Utility Worker series consists of three individual classifications and is a non-exempt position that is paid an hourly wage subject to the District's [salary schedule](#). In addition to an hourly wage, the position is subject to regularly assigned on-call duty. On-call pay is \$45 per day on weekdays and \$75 per day on weekends. Utility Workers called in after hours are paid overtime or receive compensated time off. Utility Workers are members of the Humboldt Community Services District's Employee Association, which negotiates wages and benefits on behalf of its members. Employees may be eligible for a step increase of 5% upon the completion of a 6 month probationary period and upon their employment anniversary, subject to performance.

## TRAINING

The District provides extensive training to all employees throughout their career with the District. In their first year of employment, a Utility Workers will train to receive the California Water Distribution Operator certification and a Class A Commercial Driver's License.

## BENEFITS

**Retirement** – This position includes participation in the California Public Employees' Retirement System (CalPERS), providing employees with a secure and reliable pension plan. Employees hired from a reciprocal agency or with prior CalPERS service may be enrolled under the Classic formula, while new members will be enrolled under the PEPRA formula as required by state law.

**Supplemental Retirement Savings – CalPERS Voya 457 Plan** – In addition to CalPERS pension benefits, employees have the opportunity to participate in a CalPERS Voya 457 deferred compensation plan, allowing for tax-deferred savings to supplement retirement income. This voluntary benefit enables employees to contribute pre-tax or Roth (after-tax) dollars, with a variety of investment options to help grow their savings over time. The plan provides flexibility in contribution amounts and withdrawal options.

**Health Insurance** – The District's default health care plan is [Anthem Blue Cross' California Care HMO](#). The plan includes no deductible and an overall annual out-of-pocket limit of \$500 single/ \$1,500 family. The District pays 100% of the health insurance premium for employees; Employees pay a \$20 premium for dependents. The District offers additional health care plans including [Anthem Blue Cross' Classic PPO Plan](#). Employees enrolled in the PPO plan also receive additional benefits including [Progyny](#), which provides fertility, family building and women's health benefits for employee's and their families.

**Life and Disability Insurance**—The district covers the premium for a life insurance policy valued at one-time the employee's annual earnings. Additionally, short—and long-term disability programs are offered, providing 60% of the employee's monthly earnings after an initial 14-day waiting period.

**Health Club Membership** – The District reimburses employees for a portion of their monthly health club membership.

**Vacation** – Vacation accrual begins immediately upon hire at the rate of 11.5 days per year and increases with years of service. The maximum accrual limit is 42 days (336 hours).

**Sick Leave** – Sick leave accrual starts immediately upon hire at the rate of 8 hours per month, with no accrual limit.

**Holidays** – The district provides 13 paid holidays each year.

**Retiree Health Benefits** – Employees who retire from the District may be eligible for health care benefits depending on years of service.

\*Note: Although benefits have been reported as accurately as possible, there has been no warranty of a complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

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**EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:**

The District is an equal opportunity employer and does not discriminate based on race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or any other non-merit factors in its process of recruitment, selection, promotion, or other conditions of employment. Following the Americans with Disabilities Act, reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department (707-443-4558) before the testing/interview date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment that substantially limits one or more major life activities, i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- Under the Immigration Reform Act of 1986, the District must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States. The District participates in the E-Verify program.

- All potential District employees must complete a pre-employment physical examination and drug screening and have a satisfactory driving record.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**

## **HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:**

### **UTILITY WORKER I**

Effective August 2021

#### **The Utility Worker Series is a Non-Exempt/Hourly Classification**

**Definition** - Under direct supervision; to perform basic work in the construction, maintenance and repair of the District's sewer collection and water distribution systems; to learn the more difficult construction, maintenance and repair assignments; to do related work as required.

**Distinguishing Features** - This is an entry level position in the Utility Worker series. Incumbents work under relatively close supervision, performing the more routine and repetitive construction, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

**Essential Duties and Responsibilities** - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

**Secondary Duties** - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

**Supervisory Responsibilities** - None

#### **Basic Qualifications** –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 1 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (1) year.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

**Special Skill Requirements** - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 1 year of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Employee Signature \_\_\_\_\_

## **HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:**

### **UTILITY WORKER II**

Effective August 2021

#### **The Utility Worker Series is a Non-Exempt/Hourly Classification**

**Definition** - Under general supervision; to perform advanced work in the operation, maintenance, repair and construction of the District's sewer collection system, water distribution system, pumping facilities and water storage reservoirs and to do related work as required.

**Distinguishing Features** - This is an experienced level position in the Utility Worker series, Incumbents work with minimal supervision, performing construction, operations, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

**Essential Duties and Responsibilities** - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

**Secondary Duties** - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

**Supervisory Responsibilities** - None

#### **Basic Qualifications** –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 2 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (2) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

**Special Skill Requirements** - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 2 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
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- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
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