

JOB ANNOUNCEMENT

(08-16-2024)

NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

SANITARY FIELD ASSISTANT

Salary range: \$25.00 - \$40.97 per hour

The Crockett Community Services District (CSD) is accepting applications for the position of Sanitary Field Assistant (SFA). This is a full-time position of 32 hours or more, hourly, non-exempt, and will require on-call and after-hours assistance as needed.

Crockett CSD provides sewer services for the towns of Crockett and Port Costa. Candidate must live within 30 minutes non-commute of Crockett and Port Costa. The probationary wage is \$25.00 per hour and is typically a 6-month probation.

The SFA reports to the Sanitary Department Manager and the General Manager of the District. The SFA will be responsible for assisting in the management of both Crockett and Port Costa Sanitary systems of the District. Typical duties include misc. fieldwork, inspections, response to spills and sanitary emergencies, monitor District property for preventative maintenance and health, USA markings, supply and supply runs, and other duties as assigned.

SELECTION PROCESS

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge, and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of a written exam, computer test, and oral interviews.

INFORMATION AND APPLICATION FORMS

Additional information is available on the District website: www.town.crockett.ca.us/job-opportunities

SANITARY FIELD ASSISTANT

The Sanitary Field Assistant (SFA) reports to the Sanitary Department Manager (SDM). Primary responsibility is assisting in fieldwork for the benefit of the collection systems of the Crockett and Port Costa Sanitary Departments. This is a permanent full-time on-call position and is eligible for benefits.

Duties and Responsibilities

Include, but are not limited to:

1. **Misc. Field Work:** Undertake field inspections, measurements, dye testing, chemical testing, sewer main location & marking, manhole location & excavation, etc. whenever requested by the Sanitary Department Manager. Watch for signs of County paving to protect manholes from being paved over. Operate District vehicle and use Sanitary Department tools. Create and maintain accurate field notes showing lines, angles, distances, benchmarks, calculations, and other data pertinent to field survey(s). Create and maintain daily work log, and inspect facility operation record books and permits.
2. **Easements and encroachment:** Work with the Sanitary Department Manager to inspect sanitary sewer easements for encroachment violations. Provide the Sanitary Department Manager with information on violations. Follow administrative procedures for accessing private property. Document encroachment visits and observations.
3. **Sewer Spills & Emergency Alarms:** The Sanitary Department Manager is the primary responder to reports of sewer spills. Respond, as requested, to sewer spills and emergency alarms to assist the Sanitary Department Manager.
4. **Grit Disposal:** Monitor the collection of grit at the pump station, measure and record the amount for disposal, then make a request removal.
5. **District Property:** Monitor the Crockett Pump Station, the Equalization storage tank, Loring Pump Station, Port Costa wastewater treatment facilities for grounds upkeep and security.
6. **Underground Service Alert:** Mark sewer lines when requested. If directed by the Sanitary Department Manager, monitor excavations to protect sewers from harm.
7. **Maintenance supplies:** Purchase field supplies as required.
8. **Maps and survey records:** Perform a variety of survey office work, for example: research existing records, compile data required for easement inspections, resolve inconsistencies and conflicts among record data. Maintain survey records and map inventories of the District.
9. **Security & fences and other damage:** Assist in maintaining security at all District facilities. Attend to repairs of break-ins, cut chains. Paint over any graffiti.
10. **Timesheets:** Keep a detailed log of time worked each day, identifying time spent on recoverable-cost items of work such as encroachment abatement, and on other tasks as needed.
11. **Incident Report:** Update the incident log book and report details to the Sanitary Department Manager.
12. **Other Duties:** Confine activities and public statements to serve the District Board and Board policy. Perform related duties as required and assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Safety hazards and appropriate precautions applicable to work assignments.
- Ability to read and understand government and safety reports and permits.
- Use of computers to perform work-related assignments using Word, data processing, and email.

Ability to:

- Drive or ride in a vehicle for long periods of time on a continuous basis; hike over a variety of terrain while carrying field measurement equipment; stand, climb, bend, squat, kneel, or twist while performing field work tasks; use various tools; set up and operate field instruments; take field notes, work outside in inclement weather, and hear traffic noise and observe oncoming traffic for safety, and lift or carry the weight of 50 pounds or less.
- Sit at table/desk for short periods of time on an intermittent basis, twist to reach equipment in storage or surrounding desk, and perform simple and power grasping, pushing, pulling, and fine manipulation; review maps, plans, and documents; write or use a keyboard to communicate through written means.
- Communicate clearly and concisely, both orally and in writing.
- Available to respond after hours on weekends and holidays. Rotating on-call duties for emergency response required.
- Build and maintain positive working relationships with employees and the public by providing high levels of customer service.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to Cal/OSHA General Industry Safety Orders, and the District's Injury and Illness Prevention Program.

Minimum Qualifications

- Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.
- Education: Equivalent to a high-school diploma.
- Licenses and Certificates: Possession of a valid California Driver's License, and current CPR AED certification is a plus.
- Personal Cell Phone: Must be able to reach employee in the field or during non-work hours.

RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS

The District shall provide full-time employees with vacation leave, sick leave, and other benefits as stated herein. Part-time employees may qualify for certain benefits, as negotiated.

Vacation Leave: Accrued at 6-2/3 hours per month and accumulating from year to year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 3-1/3 hours per month and accumulating from year to year up to cap, including all sick leave previously accumulated.

Paid Holidays: 9 fixed holidays plus 5 floating holidays.

State Disability Insurance: None provided.

Vehicle Allowance: At federal reimbursement rate.

Retirement Program: CalPERS 2% @ 60 formula for PEPPRA.
CalPERS 2% @ 62 formula for Classic.

Health Plan: Up to 100% of PERS Kaiser Medical Plan.

Vision and Dental Plans: None provided.

Long-Term Disability Insurance: None provided.

Life Insurance: None provided.

Federal Unemployment (FUTA): None provided.