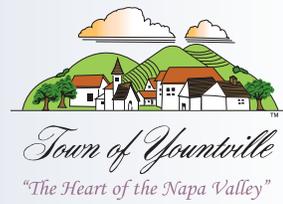


Job Opportunity: Utilities Operator I/II

Application Deadline: September 30, 2016 5:00 p.m.

Tentative Written Exam: Friday, October 14, 2016

Tentative Oral Interviews: Friday, October 28, 2016



Why Join the Yountville Team?

Are you interested in working in an organization which offers the following?

- A fiscally stable agency.
- Town Council support to develop Public Works standard operating procedures; departmental goals & objectives focusing on a high quality level of services delivered by Town staff.
- An opportunity to make a positive impact on the community with what you do!
- Small town organization with opportunities to be actively involved in a wide variety of duties.
- Opportunity to build upon and improve a strong performing division that values professional development.



Yountville is a general law city operating under a Council/Town Manager form of government with a full-time staff of twenty-seven. Town government consists of the Mayor and four council members, all elected for four-year terms. Town departments include the offices of the Town Manager, Finance, Parks and Recreation, Public Works and Planning and Building. Law enforcement services are provided under contract with Napa County Sheriff's Department and fire/emergency medical services under contract with County of Napa/CalFire.

The Community

Named by Sunset Magazine as one of the West's top 20 small towns, Yountville (pop 2,933), is located in the beautiful Napa Valley and enjoys a "small-town" lifestyle along with the sophistication of the wine country having high-end resorts, spas and top restaurants along with a museum, theater and 9-hole golf course and is the home of the California Veterans Home. The Napa Valley is located approximately 60 miles from San Francisco, Sacramento and the beautiful Sonoma Coast line.

Ideal Candidate

The Town of Yountville seeks individuals with a "can do" attitude to join our Public Works Utility Operations Division. The division performs both operations and maintenance in and around the wastewater treatment plant, recycled water distribution system and the wastewater collection system. Projects large and small are often completed by in-house staff.

Incumbent must be able to work as part of a team with minimal direct supervision. We are looking for an individual who demonstrates good judgment, has excellent communication and customer service skills and is willing to work in a lean organization where employees must perform various tasks within the Public Works Department including GIS, asset management, SCADA, Microsoft Office and Apple iOS.



Successful candidate must be able to work on-call periodically as well as be part of a weekend rotation. This position will periodically provide support to our Municipal Operations Division which is responsible for streets, storm drainage systems, parks and facilities. This position, while mainly focused on wastewater and water treatment, works closely with the water distribution team, and incumbent will be encouraged to learn about water distribution elements in order to cross train within the division.

About the Utilities Operations Department

This division is responsible for eight miles of sewer collection system, a 1.6 million gallon per day (MGD) wastewater pump station, a .55 MGD (avg. dry weather flow) tertiary wastewater treatment plant and a five mile recycled water system with five irrigation customers.



The Position: Utilities Operator I/II

Utilities Operator I – Must have knowledge of basic wastewater treatment process and laboratory testing. Proficient in the safe use of various mechanical, hand and power tools and equipment is required. The ability to read and interpret meters, gauges and other recording devices, perform laboratory tests, and adjust controls and treatment processes in a treatment facility is required.

Utilities Operator II – In addition to the knowledge, skills and abilities expected of a Operator I, incumbent in the Operator II position is expected to possess demonstrated knowledge of the principles and methods of wastewater and water treatment systems, the mechanics of pumps and motors, safe use of tools and equipment in the repair and adjustment of plant equipment, ability to perform chemical and biological tests used in monitoring wastewater and water treatment plant and collection system processes. Skill in inspecting the overall operations of a treatment system, detecting problems, maintaining and repairing facilities; maintaining accurate and readable records, exercising good judgment in response to operational problems, and communicating orally and in writing is required.

Experience/Education

Must be able to read, understand and record a variety of pumps, motors, meters, analyzers and detectors used in a water and wastewater treatment system. Carpentry, electrical, instrumentation and controls skills are desired. Must have personal computer skills. Must have high school diploma or GED. Must have valid Class C California drivers license.

Utilities Operator I—Must possess Grade I Wastewater or Water certification upon hire and obtain both Wastewater or Water certifications within 18 months of hire.

Utilities Operator II—Must possess Grade II Wastewater or Water certification upon being hired and obtain both Wastewater or Water certifications within 18 months of hire. Grade I Lab Analyst and Collections Systems Maintenance certification required within 18 months of hire.

To Apply

Please visit www.townofyountville.com to download a job application and review the detailed job description. Application deadline is **September 30, 2016, 5:00 p.m.** Submit your completed application, resume, cover letter and professional references to Julie Baldia, Human Resources, jbaldia@yville.com, 6550 Yount St., Yountville, CA 94599.

DMV printout will be required should applicant be selected for an interview. The Town of Yountville requires documentation of the legal right to work in the United States as required by IRCA. Candidates who require special accommodations due to a disability are encouraged to request accommodations in advance of the closing date.

The Town of Yountville is an equal opportunity employer. (EOE)

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Salary and Benefit Information

Utilities Operator I - \$4,183 - \$5,084 monthly
Utilities Operator II - \$5,084 - \$6,180 monthly

- CalPERS Retirement: 2% @ 55 formula for CalPERS classic members, 2% @ 62 formula for new members.
- Health/Dental: Health: 90% of premium paid by Town - up to amount of Kaiser Health Plan; 100% Dental paid by Town.
- Deferred Compensation: up to 7% contribution by Town to match employee contribution. (Example—monthly salary of \$4680 x 7% = \$327.60 deferred compensation contribution by employee, \$327.60 matched by Town x 12 mos. = \$7,862 annual contribution by employee and Town).
- Vacation leave: Minimum of 10 days annually
- Sick leave: 12 days annually
- Holidays: 11 paid holidays plus three (3) floating holidays per year.

- Certification Pay: Available for employees who obtain and maintain qualified Wastewater and/or Water Treatment certificates issued by Department of Health Services, Regional Water Quality Board or California Water Environment Association.
- Plus Retiree Medical Program, Wellness Program and more!

