



Job Announcement Operations Specialist I or Trainee

LOCATION

Olympic Valley is located five miles from the north shore of beautiful Lake Tahoe along State Highway 89, about eight-miles south of Truckee, 40 minutes southwest of Reno and 100-miles northeast of Sacramento. Olympic Valley hosted the 1960 Winter Olympic Games and is home to world class skiing and the Lake Tahoe area offers an abundance of year-round outdoor recreational activities.

THE DISTRICT

The Olympic Valley Public Service District is an independent Special District located in Olympic Valley in eastern Placer County, California. Incorporated in 1964, the District provides water, sewer collection, and municipal solid waste services as well as fire protection and emergency medical services to about 1,000 customers. The District has approximately thirty employees and is governed by a five-member Board of Directors. The District fulfills its mission by the work of three departments – Administration, Operations, and the Olympic Valley Fire Department.

THE JOB

The District is accepting applications for the position of Operations Specialist I or Operations Specialist Trainee. The District will hire one individual based on qualifications and experience. These are non-exempt positions.

These positions perform a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of meters, meter vaults, valves, valve stacks, water mains and fire hydrants; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters. These positions perform preventive maintenance and repairs of District vehicles and equipment as well as maintenance of District buildings and grounds which includes snow removal. These positions will include on-call shifts once the training period is complete.

This position is full time, 40 hours per week and requires working occasional weekends and overtime in hazardous conditions or inclement weather. The salary range is \$70,357-\$85,519 annually for Specialist Trainee and \$75,635-\$91,935 annually for Specialist I. Both positions include a full benefit package including paid vacation and sick leave, 11 paid holidays, as well as medical, dental and vision coverage and a CalPERS retirement plan. Additional incentives of up to 15% of the base salary available upon completion of approved certifications.

THE PROCESS

Applicants must complete an Olympic Valley Public Service District job application packet. This document is available online at: https://ovpsd.org/your-district/human-resources/employment/ It may also be obtained at the District office.

A signed application must be submitted by mail, in person, or by the JotForm Application located on our website.

The District office is located at 305 Olympic Valley Road, Olympic Valley, California.

The mailing address is:

Olympic Valley Public Service District

Post Office Box 2026

Olympic Valley, CA 96146-2026

Candidates will be required to give Olympic Valley Public Service District permission to conduct a background check, including employment history, criminal, and civil filings upon acceptance of conditional offer of employment. Physical exam, background check and pre-employment drug screening test required. Adverse findings may be cause for withdrawal of an offer of employment.

APPLICATION DEADLINE

The initial application deadline is Monday September 30, 2024, at 4:00 p.m. The position is open until filled.

Olympic Valley Public Service District is an equal opportunity employer.





STATEMENT BY APPLICANT

Read, Date, Sign and Return:

I have been provided and read the physical job description for the position I specify below.

I hereby certify that I have no previous medical history or disability, which would prevent me from performing the essential job functions or the physical activity requirements on the job.

I understand the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job-related functions described in the physical job description as a condition of any offer of employment by the District.

I understand that I will be required to submit a pre-employment drug screening in compliance with regulations adopted by the United States Department of Transportation, Federal Highway Administration.

I understand that the District will obtain an investigative consumer report that will be used solely for employment purposes. Further, I understand that the District will verify social security number and name as provided by me on District application documents.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job-related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I hereby authorize release of all medical information pertinent to the physical job requirements of the position specified above to the Olympic Valley Public Service District.

Positio	on Applied for:				
The fo 1.	llowing documents MUST be attached to t Statement by Applicant	the application and returned:			
Failure to return all the required documents may be cause for rejection of your application.					
Applic	ants Signature	 Date			



Olympic Valley Public Service District

P.O. Box 2026 305 Olympic Valley Rd. Olympic Valley, CA 96146

Employment Application Form

Personal Information :					
Full Name *					
First Name Middle Name	e Last Name				
Mailing Address: *					
P.O. Box or Street Address					
City	State / Province				
Postal / Zip Code	Country				
Physical Address:					



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State / Province

Phone Number *

Please enter a valid phone number.

E-mail *

example@example.com

After employment, can you submit verification of your legal right to work in the United States? *

Yes

No

Employment Desired:

Position Applying For: *

Date You Can Start

Month Day Year

Have You Worked Here Before?

Yes

No

Have You Applied Here Before?

Yes

No

Do you need reasonable accommodations to perform the essential functions of the position for which you are applying? *

Yes

No

Are you currently on layoff status and subject to recall?							
Yes							
No							
Do any of your friends, relatives, or your spouse, work here?							
Yes							
No							
If yes, whom and their relation.							
How did you have about us?							
How did you hear about us? Indeed							
Sierra Sun							
Truckee Tahoe Job Collective							
GovernmentJobs.com							
Other*							
*If you selected other, please tell us how you heard about us.							
Education:							
High School							
Graduated?							
Yes							
No							
College/Trade/Technical School							

If you answered yes to either of the 3 questions above, please explain.

Degree?
Yes
No
Area of Study/Degree:
College/Trade/Technical School
Degree?
Yes
No
Area of Study/Degree
Area of Study/Degree
Other Education:
Outer Education.
Supplemental Materials and Information:
Languages
List any languages other than English, Indicate of you can: speak, read or write
Describe your specialized training, apprenticeships, skills, military training, licenses and certifications not required for the position your applying for and extra-curricular activities you
enjoy.

Do you have a valid California Driver's License? Yes No
License Number:
Has your driver's license ever been revoked or suspended? Yes No If so, what were the circumstances?
Please provide a concise overview of your relevant work experience in relation to the position you are seeking and explain why you believe you are the ideal candidate. Alternatively, you can attach a cover letter and resume for further details (as mentioned in the next item).
Employment History:
All Applicants
Current Employer

Position
Supervisor
Phone Number
Please enter a valid phone number.
Reason for Leaving?
Start Date
Month Day Year
May We Contact? Yes No
Previous Employer
Position
Supervisor
Phone Number
Please enter a valid phone number.

Start Date Month Day Year **End Date** Month Day Year **Previous Employer Position Supervisor Phone Number** Please enter a valid phone number. **Reason for Leaving? Start Date** Month Day Year **End Date** Month Day Year

Reason for Leaving?

References:
Reference 1
Name of Reference
Relationship
Years Acquainted
Phone Number
Please enter a valid phone number.
Email
example@example.com
Reference 2
Name of Reference
Relationship
Years Acquainted
Phone Number
Please enter a valid phone number.

Email example@example.com Reference 3 Name of Reference Relationship **Years Acquainted Phone Number** Please enter a valid phone number. **Email** example@example.com

Pre-Employment Physical Examination:

In accordance with applicable laws and regulations, all individuals seeking permanent or temporary employment will be required to undergo a physician's examination and drug screening, which will be covered by the District.

No commitment of employment will be made until a negative drug screen result is obtained and a qualified physician has certified that the applicant is capable of performing the required duties associated with the position being applied for.

Applicants who refuse to cooperate with the examination and testing process will not be further considered for employment.

Upon arriving at the designated medical facility for the scheduled examination and drug testing, the applicant must provide identification, including a photograph and a verifiable signature.

All test results will be treated as confidential. The applicant may be informed if they did not pass the test, but only Human Resources will have access to the actual test results.

Authorization:



By submitting this application, I grant authorization to the Olympic Valley Public Service District to thoroughly investigate my references, work history, driving record, educational background, consumer credit check, and any other relevant matters pertaining to my suitability for employment. I also authorize my previous employers to disclose all letters, reports, or additional information about my work records without my prior notice.

Furthermore, I release the Olympic Valley Public Service District, my former employers, and any other individuals involved from any claims, demands, or liabilities arising from or related to such investigation or disclosure.

I understand that neither the completion of this application nor any subsequent interviews if granted, are intended to create an employment contract between myself and the Olympic Valley Public Service District. I acknowledge that the Board is responsible for making employment decisions within the District and that no promises made by anyone other than the Board are valid or binding.

By clicking the submit button below, I confirm that I have read and understood the job description, including the expectations for this position. I certify that all the information provided on this application is accurate and complete. I am aware that any false information, omissions, or misrepresentations discovered may result in the rejection of my application.

Olympic Valley Public Service District is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, age (40 or older), or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. OVPSD makes hiring decisions based solely on qualifications, merit, and business needs.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT OPERATIONS AND ADMIN DEPARTMENT SUMMARY OF BENEFITS

Retirement Plan CalPERS- California Public Retirement System

2% @ 62- PEPRA Employees 2.7% @ 55- Classic Employees

457 Deferred Comp Plans (OPTIONAL)

Choose from Empower Retirement or CalPERS

Vacation Leave Less than 10 years of service- 10 hours per month

10 but less than 15 years of service- 12 hours per month 15 but less than 20 years of service- 14 hours per month 20 or more years of service- 16.67 hours per month

Sick Leave Accrue 3.69 hours per pay period (8 hours per month) with a year-end cap of 480

hours. Overage will be paid at 50% into your HRA-VEBA.

Comp Time (non-exempt

position)

Overtime for non-exempt Operations Department and Administrative employees compensated in pay or Compensatory (Comp) Time Off (40-hour

cap)at one and one-half times the employee's regular rate of pay-

Admin Leave (exempt position)

Hours worked in excess of 40 hours in one week may be banked in the Administrative Leave Account and used, with the General Manager's approval, for personal time off. Any time banked and not taken will be lost upon leaving

District employment.

Safety Incentive A full-time employee who is accident-free for 6-months will receive 4 hours of paid Leave to use at their discretion twice per year. There is also an Annual Safety Pool award program, where employees can earn cash for being safe.

New Year's Day- January 1st 11 Paid Holidays

Martin Luther King Jr. Day – 3rd Monday in January

President's Day – 3rd Monday in February Memorial Day - Last Monday in May

Independence Day - July 4th

Labor Day – 1st Monday in September

Veteran's Day - November 11th

Thanksgiving – 4th Thursday in November

Day After Thanksgiving

Christmas Eve - December 24th Christmas - December 25th

Health Insurance CalPERS Anthem Blue Cross Gold PPO 80/20

Annual Deductible: \$1,000 individual, \$2,000 family -100% of the premium paid

by the District for employees and their family.

Dental Insurance Comprehensive coverage with up to \$1,500 annual benefit. Employee is

> responsible for deductibles and coinsurance amounts up the plan maximum-100% of the premium paid by District for employees and their family.

Vision Insurance You and your family receive eye exams, glasses, and non-disposable contact

lenses at low copays and discounts- 100% of the premium paid by District for

employees and their family.

The District contributes \$1,500 annually for out-of-pocket healthcare **Health Reimbursement** expenses. Contributions are invested and can be used while employed and in **Account (HRA-VEBA)**

retirement.

Group Life Insurance A \$50,000 benefit for the employee, paid 100% by the District

Long Term Disability This benefit is paid at 100% by the District for the employee only (LTD)

Employees are given a choice to "redirect" part of their salary on a tax-free basis. Each employee then uses the "redirected" part of their salary to pay for **Flexible Spending** expenses offered by the Plan. Current contribution maximums are \$2,750 Account (FSA)

medical and \$5,000 dependent care (childcare).





JOB DESCRIPTION OPERATIONS SPECIALIST I

DESCRIPTION

Under the supervision of the Operations Manager or Operations Specialist III, operates and assists in the maintenance, inspection, and repair of domestic wells, pump stations and raw sewage collection system; water distribution system, tanks and hydrants. Requires responsibility for directing and/or carrying out stated operational procedures. This is a non-exempt position.

EXAMPLE OF DUTIES

- 1. Performs a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of fire hydrants, meters, meter vaults, valves, valve stacks and water mains; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters.
- 2. Performs preventive maintenance and repairs of District vehicles and equipment.
- 3. Performs maintenance of District buildings and grounds.
- 4. Practices and ensures adherence to safety procedures.
- 5. Operates personal computer; must be familiar with Windows software and be able to input data under supervision.
- 6. Operates and maintains equipment including backhoe, dump truck, sewer cleaner, et cetera, within ability or as a trainee. Removes snow by hand when required.
- 7. Operates air compressor and associated tools, such as jackhammer, et cetera.
- 8. Investigates customer complaints and reports to supervisors.
- 9. Keeps records as directed by the Operations Manager or Operations Specialist III.
- 10. Performs related duties as directed by the Operations Specialist III, or Operations Manager.
- 11. Reports problems to the Operations Specialist III, or Operations Manager.
- 12. Must use self-contained breathing apparatus safely as stated by California law.
- 13. In the absence of the Operations Specialist II, III, or Operations Technician, will perform duties necessary to complete assigned tasks.
- 14. Assumes responsibility of District water and wastewater operations during off duty hours and on weekends as the Weekend Patrol/On-Call Duty person.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school. Minimum one year of experience in the maintenance and operations of water distribution and wastewater collection systems. Minimum of one-year experience in plumbing, maintenance, or construction work.

Knowledge and Abilities: Ability to complete all duty requirements listed. Requires knowledge of the methods, tools, materials, and equipment used in the operation, maintenance and repair of sewer and water systems. Requires ability to keep simple records and prepare reports; ability to follow oral and written directions. Requires some mechanical ability and physical strength and agility. Requires the ability to maintain cooperative relationships with other employees and the public.

Licenses and Certificates: Possession of valid Class A or B driver's license, acceptable by and in good standing with the State of California. Incumbent shall maintain a good driving and safety record. Possession of California Department of Health Services Water Treatment Operator Grade I certificate. Possession of California Department of Health Services Water Distribution System Operator Grade I certificate. Possession of California Water Environment Association Collection System Maintenance Grade I certificate. American Water Works Association Backflow Prevention Assembly Tester or specialist certification is desired. Also requires demonstrable knowledge in Trench Shoring, Confined Space Entry, and Hazardous Material Spill First Responder.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

04/09/02; 06/20/06; 05-25-07





JOB DESCRIPTION OPERATIONS SPECIALIST/TRAINEE

DESCRIPTION

Under the supervision of the Operations Manager or Operations Specialist III, operates and assists in the maintenance, inspection, and repair of domestic wells, pump stations and raw sewage collection system; water distribution system, tanks and hydrants. Requires responsibility for carrying out stated operational procedures. This is a non-exempt position.

EXAMPLE OF DUTIES

- 1. Performs a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of fire hydrants, meters, meter vaults, valves, valve stacks, and water mains; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters.
- 2. Practices and ensures adherence to safety procedures.
- 3. Performs preventive maintenance and repairs of District vehicles and equipment. Keeps equipment clean and orderly.
- 4. Performs maintenance of District buildings and grounds.
- 5. Operates District equipment within ability or as a trainee. Removes snow by hand when required.
- 6. Operates personal computer; must be familiar with Windows software and be able to input data under supervision.
- 7. Operates air compressor and associated tools, such as jackhammer, et cetera.
- 8. Must use a self-contained breathing apparatus safely as stated by California law.
- 9. Keeps records as directed by the Operations Manager or Operations Specialist III.
- 10. Performs related duties as directed by the Operations Specialist III, or Operations Manager.
- 11. May be required to assume responsibility for District operations during off duty hours and on weekends as the Weekend Patrol/On-Call Duty person when qualified.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school. One year of experience in maintenance, plumbing, and construction work desired.

Knowledge and Abilities: Ability to complete all duty assignments listed. Knowledge of the methods, tools, materials and equipment used in the maintenance and repair of sewer and water systems and associated facilities desirable. Ability to follow oral and written directions. Requires some mechanical ability and physical strength and agility. Requires computer literacy; capable of operating Microsoft Windows. Requires the ability to maintain cooperative relationships with other employees and the public.

Licenses and Certificates: Possess a valid driver's license, acceptable by and in good standing with the State of California. Incumbent shall maintain a good driving and safety record.

Other Requirements: Be in good physical health.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

07/28/00; 06/20/06; 05-24-07

PHYSICAL JOB DESCRIPTION

EMPLOYER:

Olympic Valley Public Service District Operations Specialist I, II, III/Inspector/Operator/Trainee JOB TITLE:

> Performed 0 - 33% of the time Performed 33 - 66% of the time O = OCCASIONAL: F = FREQUENT: C = CONSTANT: Performed 66 - 100% of the time

CHECK IF REQUIRED	D BY THE JOB	TYPICAL TASK	APPROX. WEIGHT	<u>0</u>	<u>F</u>	<u>C</u>
[X] LIFTING [X] Overhead	Removing or replacing parts from uparts from trench or manhole. Plac Objects over 50#s, such as pipe, is	cing pipe or ladders on truck.	10-25 #s 25-50 #s	[]	[] [X]	[X]
[X] Waist Level	Carrying meters, valve boxes, 5 ga supplies, files, parts. Tools include a hammer, digging bar, & 48" pipe w Wheelbarrow loaded with earth or of file cabinets. Objects over 100#s is	renches. Shoveling earth or snow. concrete. Moving furniture, desks,	10-25 #s 25-50 #s 50-100 #s	[] [] [X]	[] [X] []	[X] []
[X] Floor Level	Lifting all of the above objects in or Removing or replacing manhole and dragging. Sand bags, traffic cones,	d meter vault covers by lifting or	10-25 #s 25-50 #s 50-100 #s	[] [] [X]	[] [X] []	[X] [] []
[X] PUSHING	cable into a pipeline. Operate a bro	shovel, power saw, chainsaw. Pushing om or squeegee. Floor jack, vacuum, .arge pipe wrenches. May push 55 gallon orm CPR. Roll away tool box.	up to 50 #s up to 100 #s over 100 #s	[] [] [X]	[] [X] []	[X] []
[X] PULLING	Hose 2" diameter with $\rm H_2O$, draggir tools by rope. Pulling 55 gallon drui wrenches, manhole lids, and speed	m onto dolly. Pulling large pipe	up to 50 #s up to 100 #s over 100 #s	[] [] [X]	[] [X] []	[X] [] []
[X] CARRYING [] Bilateral [] Unilateral	May carry any or all of above menti up or down stairs or ladders. May carry tools, sacked concrete, c boxes of paper. May carry tool box, pipe locator, pu		0-25 #s 25-59 #s 50-80 #s 0-25 #s	[] [X] []	[X]	
[X] REACHING/G		nds. Manual dexterity and upper body mobili ck, shovel, sledge hammer.	25-50 #s		[]	
[X] WALKING	Reading meters, may be required to Requires ability to snowshoe in win	o hike several miles in mountainous terrain. ter. Duration: 8 hours.		[]	[X]	[]
[] RUNNING	Not required.			[]	[]	[]
[X] CRAWLING	Crawl under homes with tools, conf	fined space, mechanical work under vehicles.		[X]	[]	[]
[X] BENDING/STO		, reading water meters, reaching into a mete	er pit,	[]	[X]	[]
[X] SQUATTING/		ace, setting manhole castings or valve boxes		[]	[X]	[]
[X] CLIMBING	Ladders to 45 feet, hills or rocks.			[X]	[]	[]
[X] STANDING	May direct traffic, assist with survey Duration: 1 to 4 hours constantly.	ying, attend to a confined space entry.		[]	[X]	[]

[X]	SITTING	Clerical work, operate computer, driving. Duration: 2 hours Out of town travel or operating backhoe may exceed this duration.	[] [X]	[X]	[]	
[X]	OPERATE MACI [X] Stationary [X] Mobile [X] Reciprocal Arm/Leg	HINERY Generators, welders, pumps. May be exposed to noise and vibration. Operates backhoe, jackhammer, sewer cleaner. Operates loader, manual transmission.	[X]		[]	
[X]	TWISTING/TU	PNTNG				
[\(\)]	1111311NG/10	Turning water valves, large wrenches, backing vehicle.	[]	[X]	[]	
[X]	VISION	Requires Class B Driver's License, paperwork reading, distant hand signals.	[]	[]	[X]	
[X]	HEARING	Must communicate by radio, phone, often in a noisy environment, requires hearing protection.	[]	[]	[X]	
WE	ARS PROTECTIV	<u>/E EQUIPMENT</u>				
[X]	RESPIRATOR, I	BREATHING DEVICES SCBA-Confined space, any unknown atmosphere. Will work with extremely dangerous chemicals.	[]	[X]	[]	
[X]	FACE EYE PROT	FECTION Safety glasses/goggles - safety shield or face shield	[]	[X]	[]	
[X]	HEAD SCALP	Hard hat, winter liner	[]	[X]	[]	
[X]	ARMS, HANDS,	FINGER Leather gloves, rubber gloves, latex gloves.	[]	[]	[X]	
[X]	LEGS, FEET TO	ES OSHA approved shanked steel toe and soled shoes – mandatory	[]	[]	[X]	
[X]	BODY PROTECT	Chemical apron, rain suit.	[X]	[]	[]	
[X]	HEARING PROT	FECTION Muffs and ear plugs	[X]	[]	[]	
[X]	DERMATOLOGI	CAL Mechanics hand cleaner	[X]	[]	[]	
ENVIRONMENTAL EXPOSURES						
[X]	DUST, MISTS, I	*UMES Unknown fumes-SCBA-carbon monoxide-idling vehicles, diesel, pollen & environmental dusts, carpentry work, painting, mechanic-solvent fumes.	[]	[X]	[]	
[X]	WET, DAMP SU	RFACES Washing floor, climate outdoors-rain/snow, freezing cold-water	[X]	[]	[]	
[X]	EXTREMES, HE	AT AND COLD Outside temp changes winter/summer	[]	[X]	[]	
[X]	NOISE	Diesel truck, portable generators & power tools, pumps, jackhammer.	[]	[X]	[]	
[X]	CHEMICALS, CA	AUSTICS Chemicals, paints, mechanical maintenance-oils, solvents, chlorine, sodium hydroxide.	[X]	[]	[]	
[X]	STRESS	Physical, inter-personal relationship stressors dealing with public.	[X]	[]	[]	
[X]	CONFINED SPA	ACES Manholes, vaults, tanks.	[X]	[]	[]	
[X]	HEIGHTS	Up to 45 ft tanks.	[X]	[]	[]	
[X]	MUSCULOSKEL	ETAL INJURIES Slips/trips, cuts-contusions, bruise, minor musculoskeletal injuries.	[X]	[]	[]	
JOE	BS/PHYSICAL UTIL	ITY				