



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



Job Announcement for Operations Manager or Operations Superintendent

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 through the work of three departments – Administration, Operations, and the Olympic Valley Fire Department.

THE JOB

The District is currently accepting applications for the position of Operations Manager or Operations Superintendent. The District will hire one individual based on qualifications and experience. These are both exempt positions under the Fair Labor Standards Act.

These leadership positions play a vital role in overseeing the operations and maintenance of the District's water and wastewater systems, fleet services, and related infrastructure. Under the general direction, responsibilities include but are not limited to:

- Planning, organizing, and supervising field crews engaged in construction, maintenance, sampling, and testing
- Coordinating staff training, work assignments, and performance
- Preparing and maintaining maintenance records and regulatory reports
- Ensuring compliance with applicable standards and the District's expected level of service
- Collaborating with management, staff, regulatory agencies, and the public

The successful candidate will possess excellent judgment, technical knowledge, and strong communication skills and will thrive in a collaborative, small-team environment.

This position is full-time, with a 40-hour workweek. The salary range is \$160,552 - \$195,152 annually for Operations Manager and \$125,122 - \$152,077 annually for Operations Superintendent. Both positions

include certification pay of up to 10% and a full benefit package, which includes paid vacation, sick leave, 12 paid holidays, medical, dental, and vision coverage paid 100% by the District, as well as a CalPERS retirement plan. Incentive pay is based on your salary and is available upon completion of approved certifications.

Possession of a valid driver's license, acceptable by and in good standing with the State of California, is required. A physical exam, background check, and pre-employment drug screening test are required.

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 email @ jgrunst@ovpsd.org.

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 the conditional offer of employment. A physical exam, background check, and pre-employment drug screening test are required. Adverse findings may be a cause for the withdrawal of an offer of employment.

APPLICATION DEADLINE

The initial application deadline is Monday, July 7, 2025, at 4:00 p.m. The position is open until filled.

[The Olympic Valley Public Service District is an equal opportunity employer.](#)



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION OPERATIONS MANAGER

DESCRIPTION

This position requires the ability to perform capably in all aspects of the District's operations. The position requires frequent use of independent judgement, interpretative ability, and initiative; the ability to communicate on a professional level with customers, other departments, District management, vendors, and regulatory agencies; the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is an exempt position.

JOB SUMMARY

The Operations Manager, under direction of the General Manager, is directly responsible for directing, coordinating, and exercising functional authority of the District's water and wastewater and fleet services; to coordinate assigned activities with other departments and agencies; and to provide highly responsible and complex administrative support to the General Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The Operations Manager responsibilities and duties include, but are not limited to, the following:

1. Plans, organizes, directs, and supervises the operations and maintenance programs of the District's water and sewer systems, fleet services, facilities, and ancillary services.
2. Provides excellent customer service to internal and external customers and business partners. Utilizes continuous process improvement and total quality management in all areas.
3. Responds effectively to inquiries or complaints from customers, contractors, regulatory agencies; explains application of District requirements and billing policies.
4. Coordinates with all other departments of the District to support the planning, development, implementation, and management of the District's capital improvement and replacement programs. Compiles project scopes, budgets and schedules and helps develop project prioritization.
5. Makes presentations to the District's Board of Directors on operations and project related agenda items and workshops. Presents technical, complex, and/or controversial information in an accessible and easily understood manner.
6. Implement work order and asset management systems and software to develop efficiencies and automation of existing and new business processes.
7. Prepares and administers the annual operating budget and capital improvement budget for assigned area of responsibility; monitors and controls budgets utilizing computerized financial accounting system.

8. Coordinates and oversees project teams comprised of other department employees, outside consultants/contractors, and members of the public.
9. Follows and enforces safety procedures and guidelines.
10. Reads, writes, understands, interprets, complies with, and communicates legal documents and agreements including development, software procurement and service, professional consulting service, and labor agreements, bid documents, construction contracts and District Codes, Technical Specifications, resolutions, and policies.
11. Fills in for engineering and related operating division staff during their absence as assigned.
12. Fulfills all the duties and responsibilities included in the job description of the Operations Superintendent.
13. Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures, implement programs to ensure goals are obtained and compliance standards met
14. Coordinates activities with other departments and outside agencies; represents District and General Manager participating in outside community and professional groups and committees; provides technical assistance as necessary.
15. Prepares and administers Operations Department operating budget; forecast funds needed for staffing, equipment, materials and supplies, utilities, water quality testing, and outsourced services; monitors fund balance and provides interim reports and mid-year adjustments.
16. Monitors age and condition of water and sewer systems and District fleet, makes recommendations for capital replacement projects and major equipment purchases.
17. Implements, oversees, and participates in the Operations Department work plan, projects, and programs. Assigns work activities, monitors efficiency, and evaluates productivity. Implements and oversees the Districts computerized maintenance and infrastructure management system VueWorks.
18. Select, train, motivate and evaluate personnel; instructs subordinates in proper procedures for maintenance and repair of facilities; provide and coordinate staff training program; prepare performance evaluations; maintain high standards for efficient and professional operation of Operations Department.
19. Establish safety program and procedures; evaluate and maintain safety equipment, ensure safety regulations are adhered to, conduct and/ or supervise safety officer in performance of duties to include regular and documented safety meetings; provide safety training opportunities
20. Exercise sound judgement and take prompt and decisive action in response to emergencies, impending loss of water supply or sewer overflow; contact outside agencies as needed for assistance and notify appropriate regulatory agencies; prepare incident reports and make recommendation for future emergency response; update Emergency Response Plans.
21. Keep up to date on emerging regulations, inform Board, manager and community, implement regulatory changes and update Water System Operations Plan. Exercise foresight and initiative in proactive risk management and loss prevention.
22. Prepare oral and written reports, analyze problems, identify alternative solutions, project consequences of proposed actions, identify costs and make recommendations.

23. Read and interpret technical manuals, maps, blueprints, specifications, master plans and ordinances. Review plans and specifications and make recommendations as to correctness, clarity and system integration. Requires supervision of consultant and services contracts.

REQUIRED KNOWLEDGE AND SKILLS

- Requires knowledge of principles, practices and procedures of public administration and management;
- Knowledge of the methods, materials, tools and equipment used in the construction, repair and maintenance of sewer and water systems and facilities;
- Knowledge of California laws and rules pertaining to public works, environment, labor, and industrial safety.
- Requires ability to supervise the work of subordinates;
- Ability to handle public contacts with tact and judgment;
- Requires ability to read maps and plans; ability to make special and routine reports and keep records;
- Ability to establish and maintain an employee safety program.
- Requires the ability to exercise individual judgment and take prompt decisive actions when emergency situations arise.
- Requires ability to operate a personal computer and applicable software applications.
- Requires ability to maintain working relationship with other employees.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree from an accredited college and six (6) years of experience in the construction, operation, repair and maintenance of sewer and/or water distribution facilities. At least 3 years must be at supervisory level. College courses in wastewater collection systems and water treatment and distribution systems are highly desirable. Qualifying experience may be substituted for required education at the rate of two years of directly applicable experience for every year of equivalent college level work.

License and Certificates: Requires 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. Requires AWWA Certification as Cross Connection Control Program Specialist, California SWRCB Water Treatment Operator Grade II, California SWRCB Water Distribution Operator Grade III, CWEA Sewage Collection System Operator Grade IV.

Physical Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space as well as high, precarious places. The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals; risk of electrical shock, explosives, and vibrations. The noise level in the work environment is usually moderate.

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.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION OPERATIONS SUPERINTENDENT

DESCRIPTION

Under the direction of the Operations Manager, plans, assists, assigns, and supervises the work of the field crews engaged in the construction, repair, maintenance, sampling and testing of the sewer and water systems; performs related work as may be assigned. Requires training of subordinate personnel in maintenance and repair procedures, preparing routine and special reports, and keeping maintenance records. Responsible for carrying out operations and maintenance procedures to meet the level of service expected by the District.

JOB SUMMARY

To plan, organize, direct, and coordinate the operation and maintenance of the District's water and wastewater systems, buildings and grounds, and fleet services; to coordinate maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Operations Manager. This is a mid-management position responsible for field supervision of multiple work crews. This position is exempt under the Fair Labor Standards Act.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plans, organizes, directs, and supervises the operations and maintenance programs of the District's water and sewer systems, fleet services, facilities, and ancillary services.
2. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures, implement programs to ensure goals are obtained and compliance standards met.
3. Oversees, supervises and participates in development of the Utility Department work plan, projects and programs. Assigns work activities, monitors efficiency, evaluates productivity, and recommends the priorities of projects and methods of performing work. Implements and oversees the District's computerized maintenance and infrastructure management system, VueWorks. Manages Work Order Management System and supports staff in consistently and accurately recording their work activities in VUEWorks work orders. Coordinates with Engineering as needed.
4. Select, train, motivate and evaluate personnel; instructs subordinates in proper procedures for maintenance and repair of facilities; provide and coordinate staff training program;

prepare performance evaluations; maintain high standards for efficient and professional operation of the Utilities Department.

5. Acts in capacity as purchasing agent; estimates needs and requests supplies, materials tools and equipment; assists with the preparation and maintenance of cost records, inventories and expenditures; makes recommendations to Operations Manager regarding Utilities Department budget.
6. Prepares oral and written reports, including maintenance records, monthly and annual reports; performs surveys and studies, such as Infiltration and Inflow (I & I) reports; and prepares Water Audits for presentation to the General Manager and Board of Directors.
7. Acts in the capacity as Safety Officer of the District. Implements safety programs and procedures; evaluates and maintains safety equipment, ensures adherence to safety regulations; supervises and trains personnel in safe practices and procedures; conducts regular safety training and maintains records of such.
8. Establishes and maintains cooperative relationships with other utilities, political subdivisions, water companies; coordinates activities with other departments and outside agencies; may represent District participating in outside community and professional groups and committees; provides technical assistance as necessary.
9. Exercises sound judgement and takes prompt and decisive action in response to emergencies, impending loss of water supply or sewer overflow; contacts outside agencies as needed for assistance and notifies appropriate regulatory agencies; prepares incident reports and makes recommendation for future emergency response; updates Emergency Response Plans.
10. Assists Operations Manager and / or District Inspector in carrying out their functions as needed including, but not limited to, assistance with new development easements, plans, maps, surveys, conveyances, dedications, inspections and administrative needs; locates District facilities for U.S.A. as required.
11. Maintains positive, collaborative, and professional relationships with staff in other departments and provides a high level of internal customer service and support to other District employees.

REQUIRED KNOWLEDGE AND SKILLS

- Requires knowledge of principles, practices and procedures of public administration and management;
- Knowledge of the methods, materials, tools and equipment used in the construction, repair and maintenance of sewer and water systems and facilities;
- Knowledge of California laws and rules pertaining to public works, environment, and industrial safety;
- Requires ability to supervise the work of subordinates;
- Ability to handle public contacts with tact and judgment;

- Requires ability to read maps and plans;
- Ability to make special and routine reports and keep records;
- Ability to establish and maintain an employee safety program;
- Requires the ability to exercise individual judgment and take prompt decisive actions when emergency situations arise;
- Requires ability to operate a personal computer and applicable software applications;
- Requires ability to maintain working relationship with other employees; and
- Must be able to use self-contained breathing apparatus as required by regulations.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university and five (5) years of experience in the construction, operation, repair and maintenance of sewer and/or water distribution facilities. At least 2 years must be at supervisory level. College courses in wastewater collection systems and water treatment and distribution systems are highly desirable. Qualifying experience may be substituted for required education at the rate of two years of directly applicable experience for every year of equivalent college level work.

Licenses and Certificates: Requires a valid driver's license, acceptable by and in good standing with the State of California, appropriate to operate Class A or B vehicles with air brake and tanker endorsements. Incumbent shall maintain a good driving and safety record. AWWA Certification as Cross Connection Control Program Specialist, California SWRCB Water Treatment Plant Operator Grade II, California SWRCB Water Distribution System Operator Grade III, CWEA Sewage Collection System Operator Grade III. Also requires demonstrable knowledge or certification as a Trench Shoring Competent Person, Confined Space Entry/Supervision, fall protection and Hazardous Material Spill First Responder.

Physical Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Ability to function in a typical office environment including but not limited to prolonged periods of sitting, use of keyboard, viewing monitor, standing, walking, to include manual dexterity grasping, reaching, lifting and exercise of hand- eye coordination. May be required to climb, balance, bend, stoop, kneel, or crouch.

Work may occasionally be performed in an outdoor field environment subject to excavation site noise, dust, fumes and adverse conditions. The employee may be exposed to moving machinery, electrical hazard, wet and/ or humid conditions, fumes, toxic or caustic chemicals. May be required

to climb ladders using fall protective gear, may be required to occasionally lift objects weighing 20 LBS to 50 LBS, operate hand and power tools, and operate trucks and heavy equipment; may be required to work in inclement weather at night and during weekends and holidays; requires occasional out of town travel.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space and is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

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.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



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.

Position Applied for: _____

The following documents MUST be attached to the application and returned:

- 1. Statement by Applicant**

Failure to return all the required documents may be cause for rejection of your application.

Applicants Signature

Date

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
PHYSICAL JOB ANALYSIS FORM**

POSITION: Operations Manager and Superintendent **DEPT:** Utility

JOB DESCRIPTION: General administrative - writing, keyboard, phones.

PHYSICAL REQUIREMENTS

1. Gross Body Movements:

- A. Sitting 60 % of day
- B. Standing 20 % of day
- C. Walking 20 % of day
- D. Driving as needed
- E. Hearing 100 % of day
- F. Speaking 90 % of day

2. Job Specific Body Movements: (Occasionally - 1/3 of time or less;
Frequently 1/3 - 2/3 of time; Continuously - more than 2/3 of time)

	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. Working/reaching above shoulder	<u>X</u>	_____	_____
B. Working with arms extended at shoulder level	<u>X</u>	_____	_____
C. Working with body bent over at waist	<u>X</u>	_____	_____
D. Working in kneeling position	_____	_____	_____
E. Crawling	_____	_____	_____
F. Climbing stairs	<u>X</u>	_____	_____

3. Height from floor of objects to be reached or worked on:

<u>OBJECT(s):</u>	<u>HEIGHT(s)</u>
FILES	5 FT
SUPPLIES	7 FT

4. Lifting	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
1 - 20 LBS.	<u>X</u>	_____	_____
20 - 50 LBS.	<u>X</u>	_____	_____
50 + LBS.	<u>X</u>	_____	_____

5. Hand Coordination Activities:	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. Major Hand	<u>X</u>	_____	_____
Pulling	<u>X</u>	_____	_____
Pushing	<u>X</u>	_____	_____
B. Fine Manipulation	<u>X</u>	_____	_____
Typing/Keyboard	<u>X</u>	_____	_____
Writing	_____	<u>X</u>	_____
C. Simple Grasping	<u>X</u>	_____	_____
Filing	<u>X</u>	_____	_____
D. Power Grip	<u>X</u>	_____	_____
Tools	<u>X</u>	_____	_____
Equipment	<u>X</u>	_____	_____
E. Hand Twisting	<u>X</u>	_____	_____
Folding	<u>X</u>	_____	_____
 6. Other (not included above):	 <u>OCC.</u>	 <u>FREQ.</u>	 <u>CONT.</u>
A. SHOVELING	<u>X</u>	_____	_____
B. HEAVY EQUIPMENT OPERATION	<u>X</u>	_____	_____
 7. SITE EVALUATION:			
1. STANDARD OFFICE ENVIRONMENT			



[Click to Email](#)

Olympic Valley Public Service District
PO Box 2026
Olympic Valley, California 96146
Phone (530) 583-4692

APPLICATION FOR EMPLOYMENT

NOTICE TO JOB APPLICANTS

The Olympic Valley Public Service District (OVPSD) considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

The OVPSD subscribes to a drug-free workplace and accordingly has developed an Alcohol/Controlled Substance Abuse Policy. The Policy of the OVPSD includes pre-employment controlled substance testing which requires a drug screen as a condition of employment. The post-offer pre-employment drug screen will occur only if the position for which you are an applicant and have been offered a conditional offer of employment is engaged in health and safety-sensitive activities with the OVPSD. The OVPSD will pay for all pre-employment tests. Any and all conditional offer of pre-employment drug screens utilized shall be maintained in strict confidence and available only to those with the need to know. A positive test result will result in the withdrawal of the offer of employment.

INSTRUCTIONS

- Please print or type and sign the application. The application is not valid unless signed.
- All questions on this application must be completed.
- Any Supplemental Questionnaire, if requested, shall be completed as appropriate for the position for which this application is submitted.
- You may attach a resume or any additional information you would like to volunteer about yourself which would assist your employment possibility.
- Deliver application to OVPSD at 305 Olympic Valley Rd., Olympic Valley CA; mail to P.O. Box 2026, Olympic Valley, CA 96146; or email to jgrunst@ovpsd.org

Position(s) Applied For _____ Date of Application _____
OVPSD only accepts applications for open positions

How did you hear about this position?

- ☐ Local Newspaper ☐ OVPSD Employee ☐ Friend/Coworker
☐ Industry Classified (please specify) _____ ☐ Other _____

Applicant Name _____
First Name, Middle Initial, Last Name

Mailing Address _____
PO Box or Street Address, City, State, Zip

Physical Address _____
Street Address, City, State, Zip

Home Phone _____ Cell Phone _____ E-mail _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No ☐ Not Applicable

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

☐ Yes ☐ No

Do you have any relatives employed by the OVPSD?

☐ Yes ☐ No

If yes, state name of relative in space below.

Have you ever filed an application with the OVPSD before?

☐ Yes ☐ No

If yes, provide date in space below.

Have you previously been employed by the OVPSD?

☐ Yes ☐ No

If yes, state dates of employment and position(s) held in space below.

If currently employed, may we contact your present employer?

☐ Yes ☐ No ☐ Not Applicable

Explanatory Information for Above:

Driver's License Number, Class, and State of Issuance _____

Date available to start work _____ Minimum weekly hours acceptable _____

Available to work: ☐ Full Time ☐ Part Time ☐ Temporary

List three personal or professional references other than relatives who have firsthand knowledge of your character and general ability.

Name	Phone Number	Relationship	Organization & Title
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION	High School	Undergraduate College/University*	Graduate/Professional*
School Name and Location			
Highest Year Completed	<input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extracurricular activities			
Describe any honors or degrees you have received			
State any additional information you feel may be helpful to us in considering your application			

**Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed*

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.

Please indicate level of proficiency with these computer programs. Novice, Competent, Advanced, or Expert.

Excel	Word	PowerPoint	Publisher	Outlook
Adobe Acrobat	Access	Windows	Laserfiche	VUEWorks
ESRI	AutoCAD	Financial Software	_____	
Other (please specify) _____				

Please list all previous employment in the last ten years, starting with your current or most recent job. Include military service assignments. Attach additional sheets as necessary. Explain any time lapses.

CURRENT/MOST RECENT Employer Name	
Address and Phone Number	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Yr to Mo/Yr	
Reason for Leaving or Still Employed	

Summarize special job-related skills and qualifications acquired from employment or other experience.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I hereby authorize the Olympic Valley Public Service District to investigate any information I have given herein, with the understanding that omission or misrepresentation of facts may be grounds for rejection of the application or dismissal from employment. I further understand that I may be required to pass a drug test and a medical examination, be fingerprinted if applicable, and be subject to background investigation and credit check if applicable at no cost to me prior to appointment to a position. I understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

Signature of Applicant _____ Date _____

Application is not valid unless signed