

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours.

Holidays—9 holidays per year and 40 hrs of floating holiday

Vacation—5/6 working days/month after initial employment date, 1-1/4 working days/month after 4th anniversary date, 1-2/3 working days/month after 12th anniversary date, and 2-1/2 working days/month after 20th anniversary date. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—accrued at rate of 12 working days (96 hrs) per year.
Bereavement Leave—Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement—Miscellaneous employees are members of the Public Employees' Retirement System. **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am

to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail or electronically after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s). Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

VETERAN'S PREFERENCE: Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employment Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract. cs 10/15

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR PLANT OPERATOR II

(Civil Service, 40 hours/week)

Salary:

\$2737-2874-3018-3168-3327 biweekly
\$5930-6227-6539-6864-7208 monthly

Up to 20% Maximum for Certification Pay

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE EXTENDED:

Tuesday, February 19, 2019

Written Exam:
March 5, 2019

Oral Exam:
TBA

To apply online, visit: www.calopps.org

Résumés are not accepted in lieu of a City of
Daly City application.

Incomplete applications will not be accepted.

INFORMATION

DEFINITION

Under general supervision, the Plant Operator II during an assigned shift is responsible for operation of the wastewater treatment plant and for maintaining a variety of machinery and equipment.

EXAMPLES OF DUTIES

Monitors the operation of the wastewater treatment plant; operates treatment facility equipment such as settling tanks, pumps, activated sludge process, digesters, centrifuge, chlorinators and valves to control flow and processing of wastewater sludge and effluent; monitors gauges, dials, meters and control panels, and other recording instruments, interpreting results to determine processing requirements, and records data; oils, greases, and cleans equipment; services and maintains a variety of plant equipment; extracts samples and performs laboratory tests and analysis; inspects plant equipment and facilities to locate and report needed repairs; performs general plant maintenance work, such as sweeping, cleaning, sanding, and painting; performs general grounds maintenance work; maintains routine and daily records and shift logs; assists in the training of other plant operators, makes operating decisions in the absence of supervisory personnel; may have to work under adverse conditions.

MINIMUM QUALIFICATIONS

Knowledge of: The operation and routine maintenance of mechanical equipment, including pumps and electrical motors; control procedures for wastewater treatment processes; tools, equipment and methods used

in the overhaul, repair, adjustment and modification of stationary power equipment, and of the pumping, piping, and electrical systems used in the water quality control plant; sewage treatment processes and the laboratory tests used to check the effectiveness of such processes.

Ability to: Operate equipment used in a water quality control plant, make standard laboratory tests of sewage, receiving waters and sludge and interpret such tests; read and interpret gauges and recording devices reflecting plant operations; adjust treatment processes as indicated by plant conditions; perform mechanical repairs, maintenance work, and modification to equipment used in a water quality control plant; use various mechanic's tools with skill and accuracy; adapt to day, swing or graveyard work shift; follow oral and written directions; perform heavy manual labor involving lifting, carrying, kneeling, crawling and climbing; work in adverse conditions which require exposure to noise, noxious smells, gases, contact with wastewater, and risk of bodily injury; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Two years experience in water quality control plant operations. Specialized training may be substituted for 6 months experience.

Physical requirements: Moderate, and sometimes strenuous exertion required, including sustained walking, standing, bending, climbing, and lifting.

Education: Graduation from high school or equivalent.

License: Possession of a State Water Resources Control Board Grade II Operator's Certificate and possession of a valid Class C California Driver's License (including acceptable driving record).

Signature _____

Date _____

FILING INSTRUCTIONS:

City of Daly City Prequalification Questionnaire for Plant Operator II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at:
www.calopps.org

1) Do you have a high school diploma or equivalent?

Yes
No

2) Do you have two years' experience in water quality control plant operations (specialized training may be substituted for 6 months experience)?

Yes
No

3) Do you possess a valid Class C California Driver's License (including acceptable driving record)?

Yes
No

4) Do you possess a State Water Resources Control Board Grade II Operator's Certificate?

Yes
No