

# JOB ANNOUNCEMENT

Majestic Pines CSD  
(760) 765-0532

P.O. Box 266, Julian CA 92036  
[www.majesticpinescsd.org](http://www.majesticpinescsd.org)

## Treatment & Distribution Operator Trainee (\$19.20 - \$23.08/hour)

## Treatment & Distribution Operator I / II (\$22.49 - \$29.66/hour)

**Organization:** Majestic Pines CSD is a public water agency located in Julian, CA that provides potable water to approximately 700 residential customers in the nearby communities of Whispering Pines and Kentwood I/II. Our staff consists of 3 full time employees.

**Position:** We're seeking an individual with Grade T1/D1 or T2/D2 California Water Operator certification. Candidates with Grade 1 qualifications will be offered the Treatment & Distribution I position with the expectation that they will acquire the State certification for the Treatment & Distribution II position with time on the job. The Trainee position would be offered to an individual that does not possess the required State certification needed for the Operator I/II position with the expectation of State Certification within 6 months of employment. Promotion would be made by the General Manager after satisfactory performance in the lower classification. All classifications in this position requires physical work in the field and will include working nights, weekends and holidays.

**Benefits:** This is a full-time job (40 hours/week) with health benefits, CalPERS retirement and vacation pay. Please see complete benefits summary below. Scheduled workdays will include weekdays and alternate weekends with flexible work hours.

**Apply:** More information and an application can be found on our website: [www.MajesticPinesCSD.org](http://www.MajesticPinesCSD.org)  
Interviews will be scheduled as qualified applications are received. Position may be filled at any time.

### Key Responsibilities:

- Plans, organizes, and participates in work supporting all operations of the District.
- Provides technical assistance and makes recommendations to the General Manager for improvements and modifications to facilities and procedures.
- Prepares necessary records and reports; communicates directly with the General Manager within stated deadlines.
- Ensure that water treatment processes meet Federal and State water quality standards and that plant personnel stay current with changes to the law.
- Follows strict water sampling guidelines to ensure required samples are taken at the correct time, chain of custody paperwork is complete, and samples are shipped within holding times and temperatures required by the testing laboratory.
- Plan, implement and monitor all maintenance and construction work as authorized by the General Manager. Oversee work done by contractors hired by the District.
- Responsible for maintenance logs, plant records, chemicals, inventories of parts, supplies and tools to ensure proper inventory levels are maintained. Prepares periodic reports on activities and projects.

- Performs regular District inspections and monitors the system for proper operation. Take appropriate action when water quality or other issues are found.
- Must be able to perform all tasks normally done by the Secretary/Office Manager to fill in for vacations/time off and to provide technical direction as needed.
- Responds to and investigates complaints from our customers regarding water quality, billing, District Policies and Procedures, location of District facilities, water outages, etc.
- Follows “Best Practices” to ensure public and employee safety at all times. Follows recommended use of appropriate PPE.
- Ensures that all meter reading is performed accurately and on time. Investigates unusual water usage, looking for leaks, theft or meter malfunctions.

**Additional Responsibilities include:**

- Respectfully and professionally working and interacting with the public.
- Follows District Policies and Procedures to ensure all customers are treated equally.
- Respond to after hours emergencies.
- Locks off nonpaying customers.
- Assists with annual audits conducted by outside auditing agencies.
- Updates District maps to accurately show the locations of valves, hydrants and other appurtenances.
- Performs other duties as assigned by the General Manager.

**Ability to:**

- Perform a variety of basic maintenance work at water treatment plants and pumping stations, including rebuilding flow control valves and chlorine pumps.
- Perform complex mathematical conversions and calculations
- Use Microsoft Office to produce reports, update and create Excel spreadsheets, etc.
- Lift over 50# repeatedly and perform hard physical labor.
- Work at heights may be required when servicing reservoirs.
- Learn to operate automatic plant control systems, interpret results, and make adjustments to plant operations to keep system within established parameters.
- Ability to learn Allen-Bradley PLC/HMI display programming is highly desired.
- Learn to read and interpret plant piping and distribution diagrams.
- Stand and walk for extended periods of time.
- Deal tactfully with the public.
- Availability to work weekends, nights and holidays as workflow dictates.

**Qualifications:**

Both positions require:

- D1/T1 or D2/T2 certification with the California State Water Resources Control Board. Applicants hired without this certification will be classified at a Trainee and required to obtain at least D2/T2 certification within one year to continue employment.
- A California Class C drivers license valid for the duration of your employment. You must also have a good driving record, which is defined as being without multiple traffic violations or at-fault accidents for the last two years.
- Experience working at a water district, or construction trade experience that would give the applicant a similar working knowledge.
- Within one year of employment, you must live within a 30 minute drive of the District.

**Probation:** This job requires a 6 month probationary period. After completion of probation, successful candidates will receive a step raise and annual cost of living raises, as determined by the Board of Directors. Future step raises will be merit based, dependent upon performance.

**Benefits:**

Holidays: The District observes 6 paid holidays a year and one paid floating holiday.

Personal Leave: Vacation and sick time have been pooled together into Personal Time Off (PTO). All full-time employees qualify for PTO according to the following schedule:

0-5 Years of Employment	16 days/year
5-15 Years	21 days/year
15+ Years	26 days/year

Retirement: Employees qualify for CalPERS retirement (2% @ 60 formula). Due to the California Pension Reform Act of 2013, employees hired on or after January 1, 2013 who are new CalPERS members (or do not have reciprocity with CalPERS) will be enrolled in the 2% @ 62 retirement formula.

Medical: Employees and their dependents qualify for various HMO and PPO plans paid for by the District.

Merit Pay: Employees qualify for Step raises when meeting expectations during performance evaluations.

Uniforms: Work uniforms are provided by the District and laundered by the employee. One pair of work shoes is provided by the District annually.

Continuing Education: The District will pay for all education required to maintain certification as well as renewal fees.

Jury Duty: The District will pay for 2 days of jury service when called.

*Majestic Pines CSD is an Equal Opportunity Employer*