



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

PHIL SCOTT
District Manager

In reply, please refer to our
File No.

October 2017

RE: ENGINEERING TECHNICIAN EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for your interest in the Engineering Technician recruitment with the District. An application packet is enclosed. The monthly salary range for this position is \$6,853 – \$9,549.

Enclosed you will find the following forms to be filled out and returned and important information for your review:

Employment Application – NOTE: Please do not write, “See Resume” on Page 2. It is required to complete the employment history. Feel free to include a resume with your completed application.	Complete and return
Employment References Sheet	Complete and return
DMV Request Form – TAKE ATTACHED REQUEST FORM DIRECTLY TO DMV Driver License / ID Record. NOTE: <i>It is your responsibility to obtain a 10-year driving record dated no more than 30 days old and submit with your completed application.</i>	Obtain driving record and submit original driving record with <u>completed</u> Employment Application
Job Description	Information only
Summary of Benefits	Information only

Mail a completed application packet to:

RETURN COMPLETED & SIGNED APPLICATION, COPY OF HIGH SCHOOL DIPLOMA, GED CERTIFICATE OR EQUIVALENT, REFERENCES, A RESUME AND AN ORIGINAL DMV DRIVING RECORD TO:

Attn: Human Resources
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Please note this position is subject to a pre-employment screening including a medical evaluation, drug screening and background investigation. Should you be a finalist and made a contingent offer of employment, you will be required to undergo these screenings prior to the District making a final employment decision.

To apply, go to: <https://westbaysanitary.org/about-us/employment/> to download the application packet. To pick up an application packet or submit your completed forms in person, the lobby hours of the Administration office are 8:00am – 4:00pm, Monday – Friday. **This recruitment will close by 4:00 pm on November 17, 2017. Incomplete applications will not be considered.** Call the District at 650-321-0384 with any questions. Thank you.

Enclosures

W:\Admin Data\Personnel\Recruitment\Engineering Technician October 2017\1_Application Pkg Cover Memo.Doc

SERVING AREAS IN MENLO PARK, ATHERTON, PORTOLA VALLEY, EAST PALO ALTO, REDWOOD CITY, WOODSIDE AND UNINCORPORATED SAN MATEO AND SANTA CLARA COUNTIES

WEST BAY SANITARY DISTRICT
Job Description
ENGINEERING TECHNICIAN

DEFINITION:

Under the supervision and general direction of the Projects & IT Manager, perform basic engineering tasks with an emphasis on project management, capital projects management, mapping and construction inspection. Supervise the Construction Inspector on capital projects, District facilities and assets, and sewer lateral construction and rehabilitation in the public right-of-way and in easements. Assists in the enforcement of State laws and District Regulations relating to sanitary health and safety and performs other work as required.

EXAMPLES OF DUTIES

1. Performs initial plan checks on new development, capital projects, remodels, and tenant improvements for compliance with State laws and District Regulations and modern construction techniques.
2. Participates, supervises and monitors inspectors in representing the interest of the District in all field operations; the inspection of the installation of sanitary sewer systems, recycle water systems, and connections made for conformance to approved plans and specifications.
3. Confers with property owners and contractors to explain requirements and to induce compliance to District Regulations.
4. Maintains electronic and paper records of changes of plans and specifications, manages the data necessary for establishing sewer connection permits and changes and maintains related records pertaining there to; conducts surveys; does drafting work, laying out and correcting of maps, plans and diagrams; prepare reports and additional assigned duties related to administration or maintenance as required.
5. Enforces the District's requirements for safe working practices during inspection duties.
6. Performs GIS map updates and modifications and manages the District's Computer Maintenance Management Systems (CMMS) including data verification and reporting.
7. Performs video review and condition assessment of laterals and mainline sewers for prioritization of repairs, replacement and rehabilitation in relation to managing the District's Linear Asset Management Program (LAMP).
8. Assists the Projects & IT Manager with the management and successful completion of Capital Improvement projects, Recycled Water projects, Flow Equalization land development and consolidation efforts; acts on behalf of the Projects & IT Manager in his absence; assist homeowners and developers in the administration and calculation of reimbursement agreements and annexation to the District.
9. Demonstrates all facets of District project management in order to fulfill the objectives of succession planning within the overall strategic plan.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Applicable regulations, engineering principles, codes and methods of materials and equipment used in surveying, pipeline construction, engineering, inspection, field and office practices.
- Pertinent State laws and District Regulations, specifications and policies.

- Field safety practices, including but not limited to; traffic control, trench shoring, construction site safety, backhoe and loader operations, confined space etc.
- Microsoft Office, GIS, (AutoCAD/ArcView), other modern engineering software programs, and database platforms including Access and SQL server.

Ability to:

- Read and interpret plans and specifications; make accurate arithmetical computations; understand, interpret and apply laws, specifications, regulations and policies; keep accurate and concise records; promote and maintain cooperative working relationships with the public, contractors, district personnel, other public utilities and others; make neat drawings using pen and ink; keep organized notes and records.
- Exercise good analytical and organizational skills.
- Successfully utilize Microsoft Office, GIS, (Autocad/Arcview), other modern engineering software programs, and database platforms including Access and SQL server.
- Effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service, work with other government agencies.
- Detect, analyze, troubleshoot and take appropriate actions to correct construction and functional faults; understand, interpret and apply laws, specifications, drawings, work orders and plans; effectively plan, direct and supervise the work of others; keep accurate records of work performed; promote and maintain cooperative working relations with the public, contractors and fellow personnel. To perform heavy manual labor; ability to provide accurate information to assist in employee performance evaluations.
- Lead and foster a positive team environment.
- Remain current on emerging technologies related to engineering, administration, construction and inspection.

Experience:

- Two years of increasingly responsible experience in engineering and inspection work related to pipeline and pumping station construction/inspection including and/or supplemented by experience in the engineering field, surveying and wastewater, water and/or recycled water systems operations.

Education:

- Equivalent to Bachelor's degree in civil, mechanical, hydraulic or electrical engineering by schooling and training as required and applicable.

Overtime/On-Call:

- Must be willing to work overtime as needed.
- Must live close enough to the District to respond to after hour and emergency sewer service calls in the District within 45 minutes of receiving the call. Employees who live further must submit written explanation, for District Manager's approval, as to what arrangements will be made for a timely response and how the employee will ensure their ability to respond to calls within a 45 minute time period when on-call.

License and Certificate:

- Possession of a valid Class “C” Driver License issued through the California Department of Motor Vehicles is required and a driving record in conformance with adopted driving standards.
- A California Water Environment Association Collection System Maintenance Grade I certification is mandatory (within 24 months of appointment), and a Grade II certification is highly desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment and drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.
- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale, or your own community.

Effective Date: September, 2017

Position Status: Unclassified, FLSA and Non-Exempt Employee



In reply, please refer to our
File No.

West Bay Sanitary District Benefits Summary

The following information is a partial list of the District's benefits. A complete description of benefits is provided in the District's Personnel Policy.

- CalPERS Retirement Pension Plan – The District has two options for new hires:
 1. The District offers a 2% @ 62 defined benefit retirement plan through CalPERS to new hires with no prior membership in CalPERS.
 2. New hires with current/prior CalPERS membership will be enrolled into the District's 2% @ 60 defined benefit retirement plan through CalPERS. The District will verify eligibility with CalPERS before enrolling a new employee in this plan.
- ICMA 457 Deferred Compensation Program – Employees have the option to designate pre-tax dollars per calendar year per IRS regulation.
- Medical insurance plans offered through CalPERS: Anthem HMO Select and HMO Traditional, Kaiser, Blue Shield Access, Anthem Blue Cross administers PersChoice, PersSelect and PersCare.
- Dental, Vision, Life, Accidental Death and Dismemberment (AD&D) and Long Term Disability (LTD) Insurances are available through Principal Life Insurance.
- Flexible Spending Account (FSA) Plan – See the District's Personnel Policy.
- Cafeteria Plan – The District offers an IRC Section 125 Cafeteria Plan to its eligible employees to assist in the costs of medical, dental and vision monthly premiums as listed below:

Enrollment Level	Effective 1/1/17
Not Enrolled	\$200.00
Employee Only	\$1,050.00
Two-Party	\$2,050.00
Three or more	\$2,300.00

- Paydays are on a bi-weekly basis (every other Friday)
- Hours of work: 40 hours a week between Monday through Friday or upon approval, work 9 days, 80 hours per 2-week schedule. Certain staff also work on-call and overtime basis as approved.
- 8 paid holidays per calendar year.
- 5 floating holidays each calendar year beginning on January 1st.
- Vacation accrual – 2 weeks per year for the first 5 years worked for exempt and non-exempt employees. After 5 years, see the District's Personnel Policy.
- Sick Leave accrual – one day (8 hours) per elapsed month of service.
- Education Assistance and Employee Assistance Programs – see the District's Personnel Policy for details.
- Performance Merit Pay Program (PMPP) offered to staff for accomplishing goals above and beyond regular goals. PMPP pays up to \$5,000 per employee per year.



EMPLOYMENT APPLICATION

West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025-3486
(650) 321-0384 -- Office
(650) 321-4265 -- FAX

PLEASE NOTE:

- Complete in blue or black ink. Applications that are not complete, not legible, or do not include information required shall not be considered.
- **Completion of application is required even though a resume is submitted.**
- Immigrations and Naturalization Service requirements must be met prior to hire.
- Keep the WBSD informed of changes of address.

Position for which you are applying: Engineering Technician

Social Security Number: _____ - _____ - _____

How did you hear about the job posting: Newspaper Friend

If hired, can you provide evidence that you are legally authorized to work in the U.S. without immigration sponsorship by the District? Yes No

Web Sites: CWEA CalOPPS WBSD Other: _____

PERSONAL HISTORY

Name	_____	_____	_____	_____	_____
	First	Middle Initial	Last	Phone (8:00 am – 5:00 pm)	
Address	_____			_____	_____
	Number / Street		City	State	Zip Code

EDUCATION

Circle highest grade completed: 8 9 10 11 12 High School Diploma received? Yes No

If Yes, attach a copy of your High School Diploma with your application.

List name and location of last High School attended:

If you did not graduate from High School, do you have a General Education Development (G.E.D.) or equivalent? Yes No
If Yes, attach a copy of your GED certificate or equivalent with your application.

Circle highest years of College or University completed: 1 2 3 4 Grad Work? Yes No

List College, University, Trade School, etc. below (attach supplemental sheet if necessary):

Name and Location	Years Completed	No. of Units Earned	Major	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LICENSES

Valid California Driver License: _____
Number Class Expiration Date

Licenses, certificates, or other credentials (State, Professional, etc., which are required by this position):

Name of license/certificate, number: _____ Expiration Date: _____

Name of license/certificate, number: _____ Expiration Date: _____

EMPLOYMENT RECORD

Begin with your present or most recent experience and account for **ALL time during the past ten years**. Leave no time unaccounted for. Attach supplemental sheets if necessary. May we contact your present employer? Yes No

EMPLOYER NAME & ADDRESS: Phone:	JOB TITLE & DUTIES: Supervisor's Name:	REASON FOR LEAVING: DATES OF EMPLOYMENT: Started Ended
TYPE OF BUSINESS:		EARNINGS Started Ended \$ \$
EMPLOYER NAME & ADDRESS: Phone:	JOB TITLE & DUTIES: Supervisor's Name:	REASON FOR LEAVING: DATES OF EMPLOYMENT: Started Ended
TYPE OF BUSINESS:		EARNINGS Started Ended \$ \$
EMPLOYER NAME & ADDRESS: Phone:	JOB TITLE & DUTIES: Supervisor's Name:	REASON FOR LEAVING: DATES OF EMPLOYMENT: Started Ended
TYPE OF BUSINESS:		EARNINGS Started Ended \$ \$
EMPLOYER NAME & ADDRESS: Phone:	JOB TITLE & DUTIES: Supervisor's Name:	REASON FOR LEAVING: DATES OF EMPLOYMENT: Started Ended
TYPE OF BUSINESS:		EARNINGS Started Ended \$ \$

Use this space for comments on Experience:

CERTIFICATION OF APPLICANT: (Read this statement carefully before signing.)

I hereby certify that all statements made on or in connection with this application or any supplementary materials, including those regarding my training and experience are true and complete to the best of my knowledge and belief. I hereby authorize the West Bay Sanitary District to investigate the accuracy of this information and I release the West Bay Sanitary District from all claims and liabilities arising from such investigation. I understand and agree that any false statements, misrepresentations, or omissions of material fact on this application will be cause for refusal to hire or may cause termination of any employment with the West Bay Sanitary District.

Date: _____

Signature: _____



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

PHIL SCOTT
District Manager

In reply, please refer to our
File No.

EMPLOYMENT REFERENCES

Applicant Name: _____

Position Applying for: Engineering Technician

EMPLOYMENT REFERENCES

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

PERSONAL REFERENCES

Name _____

Phone Number _____

Name _____

Phone Number _____