

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924 415 868 1224



EMPLOYMENT OPPORTUNITY

Position Title

Full-Time Shift Operator

Weekly Hours

40 Hours Per Week

Gross Annual Pay Rate

\$49,920-\$64,480 (commensurate with experience, certifications and other qualifications)

About the BCPUD

The **Bolinas Community Public Utility District (BCPUD)** is a small local agency, which provides water and sewer services for the coastal town of Bolinas. But we do a lot more than sewer and water! As one of the few elected governing boards in West Marin, the BCPUD provides a forum for residents to address issues impacting our community. We interface with local, county, state, and federal agencies on a myriad of projects and programs to improve public services and facilities in Bolinas and the surrounding coastal areas. There is never a dull day working at the BCPUD! Come join our close-knit team and help make a difference in peoples' everyday lives.

Position Description

As a **Full-Time Shift Operator** you will play a crucial role in providing safe drinking water across the District, as well as ensuring our sanitation system is running safely and efficiently. At the direction of the Chief Operator, you will help operate, maintain and inspect the BCPUD's Water and Wastewater systems, as well as other facilities and equipment in the District.

Required Employment Certifications

Water Certificates: Interested candidates must possess and maintain **or** must obtain the following certificates **within 12 months** of employment:

- Grade 1 Water Treatment
- Grade 1 Water Distribution

Wastewater Certificates: Interested candidates must possess and maintain **or** must obtain the following certificates **within 24 months** of employment:

- Grade 1 Wastewater Collection System
- Grade 1 Wastewater Treatment

Job Responsibilities & Expectations

- Establishing and maintaining positive, cooperative and constructive working relationships with co-workers, outside agencies and the public
- Delivering customer notices, responding to customer complaints, including during non-business hours
- Maintaining data logs for internal and regulatory auditing and reporting
- Maintaining District properties, buildings, tools and equipment and vehicles
- Maintaining inventory of parts and equipment and interacting with vendors
- Performing stand-by emergency response duties for after-hours operational emergencies
- Operating, maintaining and conducting inspections of the treatment plant to optimize treated water production
- Shutting down, repairing, disinfecting and testing broken water mains
- Overseeing the flushing, cleaning, and pigging of existing water mains
- Reading and maintaining water meters
- Inspecting and maintaining the sewer collection system
- Monitoring and maintaining the spray disposal fields
- Collecting and testing of treated wastewater samples
- Plumbing, electrical and/or engineering knowledge a plus
- Experience operating heavy equipment a plus
- IT and digital fluency a plus (Microsoft 365: Excel, Word etc.)

Essential Physical Requirements & Exposures

Essential Physical Requirements/Activities of the Shift Operator, include:

- Operate District vehicles, including heavy equipment, in connection with treatment plant, field and maintenance work
- Hearing, vision, and eye-hand coordination sufficient to operate heavy equipment foot and hand controls and to maintain good awareness during maintenance and construction jobs
- Must be able to regularly and/or repetitively carry, push, pull, reach, and lift equipment, tools and parts weighing up to 60 lbs
- Frequent and/or repetitive stooping, kneeling, bending, twisting, reaching, grabbing, grasping, torquing, crouching, crawling, and climbing during treatment plant and field maintenance and repair work
- Work in an environment with exposure to cleaning solutions, chemicals, dust, dirt, inclement weather, and significant temperature changes between cold and heat

- Communicate professionally and respectfully with District staff, Board Members and customers in face-to-face, one-to-one settings, or otherwise
- Regularly use a telephone for communication
- Use office equipment such as computer terminals, copiers, and FAX machines
- Stand and walk for extended time periods. Regular walking on uneven ground
- Hearing and vision within normal ranges with or without correction
- Use of special visual or auditory protective equipment frequently required

Environmental Factors to which the Shift Operator are routinely subject, include:

- Exposure to sun: 50 – 100% work time spent outside a building and exposed to the sun
- Work above floor level: some work done on ladders or other surfaces from 4 – 12 feet above the ground
- Humidity: work in areas with unusually high humidity
- Wetness: more than 10% of work time getting part or all of the body and/or clothing wet
- Noise: occasionally there are unusually loud sounds
- Slippery surfaces: occasional work on unusually slippery surfaces
- Oil: some parts of the body in contact with oil or grease occasionally
- Dust: works in or around areas of minor amounts of dust
- Irregular or extended hours: occasionally required to change working hours or work overtime
- Bio-hazards: frequent work with bio-hazards

Work Schedule

The regularly scheduled workday for this position is 7 AM to 3 PM. The schedule for this position is 40 hours per week. **This includes rotating and/or regularly scheduled weekend shifts, plus rotating weekday/evening stand-by shifts.** The Shift Operator will be expected to adhere to this work schedule, however the District makes an effort to foster a work environment that respects work/life balance and allows for schedule flexibility on an as-needed basis.

Compensation

Compensation includes an hourly starting rate of pay (\$24.00-\$31.00 negotiable based on experience, certifications and other qualifications), which is \$49,920-\$64,480 (gross) annually. Stand-by shift pay is \$57.00 per shift. This position is eligible to receive overtime compensation, in accordance with California state law.

Employee Benefits

Benefits of the Full-Time Shift Operator position include:

- Paid vacation, holidays and sick leave
- Eligibility to participate in the District's retirement and deferred compensation plans
- Full medical coverage for employee and their dependents
- Full dental insurance for the employee and their dependents

Application Deadline

BCPUD is seeking to fill this position as soon as possible and will accept applications and interview candidates until the position is filled. The first round of interviews for this position will be conducted during the week of August 26, 2024. **To be considered for this first round of interviews, please apply no later than August 23, 2024.**

Application Procedure

To apply to the position please email the following to our general inbox at bcpud@bcpud.org:

- <https://bcpud.org/employment-opportunity/>
- Your Cover Letter, describing your interest and qualifications for the position

You can also submit these materials by traditional mail to BCPUD at P.O. Box 390, Bolinas, California 94924, or in-person at our District Office (270 Elm Road, Bolinas California)

During the hiring process, be prepared to share the following:

- Copy of your Valid California Driver's License (and proof of a clean driving record)
- Proof of your High School diploma (or equivalent)
- Your Social Security Number