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# Phelan Piñon Hills Community Services District

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## JOB OPPORTUNITY

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Water System Operator III  
Full Time – Regular – Non-Exempt

\$34.37 - \$44.69 per hour

**Posting Date:** April 1, 2024

**Closing Date:** April 26, 2024, 5:00 p.m.

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## APPLICATION PROCEDURE/FILING DEADLINE

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A Phelan Piñon Hills Community Services District employment application is required, no exceptions. Additional items, such as a resume may also be attached, however they will not be accepted in lieu of the District employment application.

**Filing Deadline:** The filing deadline for this position is April 26, 2024, at 5:00 p.m. Applications must be received by the deadline. Qualified applicants will be invited to interview. The District reserves the right to modify this schedule.

**Selection Process Timeline:**

Application Deadline:	4/26/2024 – 5pm
Interviews (tentative):	5/7/2024 – 2pm-5pm
Start Date:	5/20/2024

NOTE: The Phelan Piñon Hills Community Services District reserves the right to modify the filing deadline and selection process timeline as necessary.

\* The District may choose to limit the acceptance of applications to the first 50 received. Early submittal is recommended to ensure acceptance.

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## RECRUITMENT PROCESS

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**HOW TO APPLY:** Applications must be filled out completely and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application form. All statements are subject to investigation and verification. Applications must be received in the Human Resources Department no later than the filing deadline date listed on this announcement. Applications postmarked on the filing deadline and received after the deadline time and date will not be considered timely. Faxed applications will not be accepted. If you have not received notification regarding the status of your application within two weeks of the closing date, please notify Human Resources. Applicants are responsible for promptly notifying the Human Resources Department of any change of address and/or telephone number.



NOTE: Phelan Piñon Hills Community Services District's hours of operation are as follows: Monday–Friday 8:00 a.m. to 5:00 p.m. except certain holidays. Complete the electronic application online at <https://www.pphcsd.org/employment> or visit the District office for a paper application form. Email questions to [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) and be sure to add that email address to your contacts to ensure electronic notification of application results.

**EXAMINATION:** The Phelan Piñon Hills Community Services District reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process consisting of one or more of the following:

1. A written examination of technical knowledge, skills, and abilities.
2. A technical oral examination of education, experience, training and personal suitability for the position will be evaluated by appearance before an interview board.
3. A performance examination for demonstration of technical and manual skills (i.e., equipment operation, software & application usage).
4. A supplemental questionnaire for measurement of education, experience, and training.

**PROTEST PROCEDURE:** In order to challenge any phase of the recruitment process, a letter must be directed to the Human Resources Department and received no later than four (4) working days following the date you received notification of the results of any action taken. Any protest must include rationale to support the protest. You will receive a response in writing of any action taken with regard to the final decision.

**ADA ACCOMMODATION:** Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.

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## FULLTIME REGULAR EMPLOYEE BENEFITS

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**SALARY:** Employees typically start at the minimum salary range.

**VACATION:** Paid vacation is based on years of service: 10 days for 1-4 years; 15 days for 5-9 years, 20 days for 10-20 years, 25 days for 20+ years.

**ADMIN LEAVE:** Staff classified as exempt receive 40 hours of administrative leave per year.

**SICK LEAVE:** Beginning with the date of employment, sick leave accrues at 3.692 hours per pay period.

**HOLIDAYS:** An average of 88 holiday hours per year.

**MEDICAL/DENTAL/VISION INSURANCE:** Available for regular employees and their eligible dependents. The District makes a contribution to medical, dental, and vision insurance. Depending on the plan(s) selected and number of dependents, the District's contribution may cover all or most costs. Example: A current employee with a spouse and two children covered with Anthem HMO medical, Delta dental, and VSP vision insurance has a total employee contribution of \$250/month. Please contact Human Resources for additional information regarding



contributions. An HRA in lieu of medical insurance is available for those with a qualified medical plan elsewhere.

**LIFE INSURANCE:** District paid coverage of 1 time the annual earnings exclusive of overtime or bonus, to a maximum of \$150,000. Supplemental Life insurance available, paid for by the employee.

**RETIREMENT:** CalPERS; The District does not participate in Social Security for regular employees.

**LONG TERM DISABILITY:** District-paid benefit provides 60% of salary after 90 days of disability for full-time employees.

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## EMPLOYMENT INFORMATION

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**MEDICAL STANDARDS:** Applicants will be required to pass a medical examination and drug test prior to appointment for employment. Failure to meet medical standards may result in withdrawal of appointment.

**DIRECT DEPOSIT:** All new hires are required to enroll in the direct deposit program.

**IMMIGRATION LAW:** Prior to employment, applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States, as required by the Immigration and Reform Act of 1986.

**INTRODUCTORY PERIOD:** All regular employees must satisfactorily complete a one-year introductory period.

**DMV PRINTOUT:** The District will obtain a DMV check on all regular employees.

**DRUG AND ALCOHOL TESTING:** Applicants who are considered for hire must submit to and pass drug and alcohol testing prior to appointment. Some classifications are subject to ongoing random drug and alcohol tests in accordance with District policy and/or State and Federal laws.

**BACKGROUND TESTING:** Applicants who are considered for hire must submit to and pass a background screening prior to appointment.

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*The provisions of this document do not constitute an expressed or implied contract.*

*Any provision contained herein may be modified or revoked without notice.*

