we're hiring!

Water System Operator I

**SALARY:**
$18.06-$25.78 per hour
CalPERS, EAP, Time-Off Benefits

**HOURS:** (part time)
Tuesday-Thursday 7am-3pm
Friday 7am-1pm

This position will primarily perform valve maintenance. See Job Description for all requirements and job duties.

Apply Today!

**ONLINE:**
www.pphcbsd.org/employment.html

**IN PERSON:**
4176 Warbler Road
Phelan, CA 92371
760-868-1212
Phelan Piñon Hills Community Services District

EMPLOYMENT OPPORTUNITY

Water System Operator I
Part-Time (Non-Exempt)
Typical Hours:
Tuesday – Thursday: 7am – 3pm &
Friday: 7am - 1pm
$18.06 to $25.78 per hour
CalPERS, EAP, Time-Off Benefits

JOB DESCRIPTION

SUMMARY:

Water System Operator I
Under the general supervision of the Water Operations Supervisors, the Water System Operator I (WSOI) performs semiskilled manual labor in the installation, maintenance, repair of water production and distribution facilities; responds to water conservation enforcement and education; performs routine inspections of service installations; operates a vehicle, small tools, and equipment. This is the entry-level class of the Water System Operator classifications. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Water System Operator II
The Water System Operator II (WSOII) performs all of the duties of the WSOI and is distinguished from the WSOI class in that the WSOII utilizes a higher degree of skill and knowledge in the repair and maintenance of water systems. In addition, the WSOII class works more independently, assumes a lead-role in tasks, and has licensing beyond what is required for a WSOI. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Water System Operator III
The Water System Operator III (WSOIII) performs all of the duties of the WSOI & WSOII and is distinguished from those classes in that the WSOIII performs complex functions in the repair and maintenance of water systems. In addition, the WSOIII
class works independently, is responsible in the absence of the supervisor, may be designated regularly as a lead Water System Operator, and has licensing beyond what is required for a WSOII. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

Requirements for Water System Operator I Class:

- Conducts daily inspections and records readings of District facilities.
- Conducts monthly reservoir inspections.
- Greases and changes oil on pumps, motors, and engines in accordance with established guidelines.
- Assists in performing repairs or adjustments to operating equipment to wells, plants, or pumping stations.
- Cleans tanks and other equipment; maintains structures and grounds.
- Investigates customer complaints involving malfunctioning meters, leaks, high water bills, low and/or high pressure, water quality, etc.
- Communicates results of investigations to customers on-site.
- Discusses problems and concerns with customers and attempts to resolve their needs courteously and in a timely manner.
- Notifies customers of planned and/or emergency shutdowns of water system via door tags and/or requesting the appropriate customer service personnel to contact customers.
- If necessary, refers customers to supervisor and/or appropriate customer service personnel for problem/complaint resolution.
- Documents action taken on service orders and water conservation door tags.
- Submits service orders and daily time sheet promptly to supervisor(s).
- Locks off water service during shut-off days when necessary.
- Flushes distribution mains for water quality control.
- Shuts down main lines in emergencies.
- Installs water lines, fire hydrants, meters; potholes existing lines, digs trenches by hand or with equipment, and assists with construction inspections.
- Transports materials, tools, and equipment; loads and unloads parts and materials.
- Operates regular specialized equipment, such as: Backhoes, dump trucks, mixers, bypass pumps, generators, combination cleaners, air compressors, and other equipment as necessary.
- Operates and maintains water distribution system lines, storage tanks, wells, control valves, and booster stations.
• Inspects District distribution system for proper operation, safety, and regulatory compliance.
• Tests chlorine residuals and maintains chlorine levels to ensure water quality.
• Responds to emergency calls on a 24-hour basis; performs “on call” duties with a 1-hour or less response time; on-call duties are performed in all weather conditions, including inclement weather.
• Performs preventative maintenance work on pumps, motors, valves, generators, compressors, and pulls, replaces, or repairs as necessary.
• Manually turns pumps on and off, opens and closes valves.
• Repairs and/or replaces screens, vents, and fences at all sites.
• Operates District vehicles and equipment.
• Performs daily checks of vehicles and keeps records of vehicle maintenance.
• Performs technical work in the reading, testing, repairing, replacing, and installation of residential and commercial water meters.
• Locates and reads residential, commercial, and irrigation water meters using both manual and automated radio read meter system methods; may involve digging to uncover the meter.
• Checks to see that meters are functioning properly and reports broken glass, lids, boxes, and other meter defects.
• Checks consistency of meter readings and reports unusual findings.
• Cleans out flooded and buried meters, replaces or makes minor repairs on leaking, damaged, or malfunctioning meters.
• Maintains production facilities.
• Tests water meters to ensure accuracy.
• Inspects for possible source of leakage and determines if leak is the customer’s and/or District’s responsibility.
• Responds to telemetry failures and maintains clay valves.
• Makes minor adjustments to production facilities on telemetry system (SCADA).
• Assists with enforcement of conservation ordinance and customer awareness, including completing reports and forms, reviewing problems with customers, making suggestions to customers, demonstrating community involvement in education and awareness; complies and enforces the District’s water conservation ordinance by observing and reporting water conservation violations and/or water theft throughout the District.
• Reviews plans in reference to meter locations and installations.
• Performs other duties as required.

Additional Requirements for Water System Operator II Class:
• Ordering parts and conducting inventory.
• Assuming a leadership role/lead position when working with other Operators.
• Making decisions within scope of responsibility.
• Operates a backhoe skillfully.
• Takes water quality samples throughout the system, including wells and reservoir sites.
• Makes adjustments to production facilities on Supervisory Control and Data Acquisition (SCADA) system to ensure proper operation of District facilities.
• Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
• Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service and establish effective customer relations.

Additional Requirements for Water System Operator III Class:
• Acts as supervisor in the absence of the Water Operations Supervisor.
• Acts as backup to the Water Quality Specialist/Technician.
• Prepares written reports as required.
• High-level usage of the District’s SCADA system.

CERTIFICATES, LICENSES, REGISTRATIONS:
• Requirements for Water System Operator I Class:
  • Valid, unrestricted, Class C California Driver’s License issued by the California Department of Motor Vehicles.
  • Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
  • State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D1, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.
  • Operators must complete the designated number of contact hours (continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Additional Requirements for Water System Operator II Class:
• Must possess State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D2.
• Must possess a valid, unrestricted, Class A California Driver’s License issued by the California Department of Motor Vehicles.

Additional Requirements for Water System Operator III Class:
• Must possess State of California Water Treatment Operator Certificate Grade T2 and Distribution Operator Certificate Grade D3.
• Must possess a valid, unrestricted, Class A (stick-shift) California Driver’s License issued by the California Department of Motor Vehicles with HAZMAT endorsement.
• Possession of, or the ability to obtain, San Bernardino County Backflow/Cross Connection Tester Certification

EDUCATION AND/OR EXPERIENCE:
• Requirements for Water System Operator I Class:
  • High school diploma, or equivalent required.
  • Coursework related to water distribution/production/quality.

Additional Requirements for Water System Operator II Class:
• Minimum of three (3) years of experience and/or training providing knowledge, skills, and abilities cited above with increasing responsibility, performance, proficiency, and competency.

Additional Requirements for Water System Operator III Class:
• Minimum of five (5) years of experience and/or training providing knowledge, skills, and abilities cited above with increasing responsibility, performance, proficiency, and competency.
  • Construction project management and pipeline inspection, desired.

QUALIFICATION REQUIREMENTS:
The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:
• Requirements for Water System Operator I Class:
  • Materials and equipment used in water pumping facilities.
  • Proper work safety standards.
  • Methods, materials, and equipment used in water system maintenance and repair.
  • MS Office Suite, including Excel, Word, and Outlook desired.

Additional Requirements for Water System Operator II Class:
• MS Office Suite, including Excel, Word, and Outlook.
  • SCADA System.

Additional Requirements for Water System Operator III Class:
• English language skills, including satisfactory writing free of grammatical and spelling errors.
  • Complex SCADA system operation.
  • Intermediate/Advanced Excel, Word & Outlook usage.
  • Report writing and electronic report submission to various agencies.
  • Construction and project management knowledge, desired.
• Pipeline inspection and local laws, regulations, and permit requirements for construction, desired.

ABILITY TO: (all classes)
• Respond within one (1) hour to assigned work location (required).
• Comply with all District policies, procedures, rules, and regulations, including all safety standards.
• Attend safety related training as necessary.
• Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
• Perform a variety of basic work assignments in the installation, maintenance, and repair of water pumping facilities.
• Operate motor vehicles and power-driven equipment used in water service work.
• Deal tactfully and courteously with the public.
• Follow oral and written directions.
• Establish and maintain cooperative working relationships.
• Read and interpret piping and distribution diagrams.
• Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
• Write routine reports and correspondence.
• Maintain communication with administrative staff via two-way communication device, such as radio or telephone.
• Work independently on job assignments.
• Add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
• Apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
• Deal with problems involving several variables in various situations.
• Work weekends and holidays.

TYPICAL PHYSICAL DEMANDS: (all classes)
The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Perform heavy manual labor and work outdoors in varying weather conditions.
• Work in desert and mountainous areas and remote locations.
• Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
• Drive in all weather conditions.
• Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
• Read small numbers, dials, and gauges accurately.
• Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
• Stand and walk for extended time periods and on uneven terrain.
• Hearing and vision within normal ranges with or without correction.
• Write or use a keyboard to communicate through written means.
• Perform simple grasping and fine manipulation of objects.
• Travel frequently by automobile in conducting daily District business.
• Stoop, kneel, crouch, crawl, and walk while performing duties.
• Climb 25 feet, or higher, and work at sustained heights for long periods of time.
• May be exposed to moving mechanical parts, high places, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
• Work in an environment containing moderate noise levels.
APPLICATION PROCEDURE/FILING DEADLINE

A Phelan Piñon Hills Community Services District employment application is required, no exception. The attached supplement application and questionnaire are also required.

Filing Deadline: Monday, April 22, 2019, at 5:00 p.m.

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

The following schedule will be utilized. The Phelan Piñon Hills Community Services District reserves the right to modify the schedule as necessary.

- April 22, 2019, by 5:00 p.m. Applications Due
- May 1, 2019 Applicant Interviews
- May 16, 2019 Potential Start Date

Applications can be completed online at www.pphcsd.org, mailed, turned in at the District Office, or emailed to: kward@pphcsd.org

NOTE: If you email your application, and do not receive confirmation it was received, then we may not have received it; always call when in doubt.

RECRUITMENT PROCESS

HOW TO APPLY: Applications, and the attached supplemental questionnaire, 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, and attached supplemental questionnaire, 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.

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.

**PART-TIME REGULAR EMPLOYEE BENEFITS**

**SALARY:** Employees typically start at the minimum salary range, however may be placed within the position’s salary range according to their education, experience, and performance. The District does not apply COLA to individual salaries; salaries are only increased as the result of a promotion or merit increase. Merit is based on the employee’s performance evaluation and the allowable percentage is determined by the District’s Board of Directors annually.

**VACATION:** Paid vacation is based on years of service and hours worked. 0-48 months: 0.0385/hour; 49-108 months: 0.0577/hour; 109-241 months: 0.0769/hour. Employees are not eligible to use vacation benefits until one year of service is completed, however vacation will accrue during the first year.

**SICK LEAVE:** Beginning with the date of employment, sick leave accrues at 1.85 hours per pay period.

**HOLIDAYS:** An average of 44 holiday hours per year.

**MEDICAL/DENTAL/VISION INSURANCE:** Not eligible.

**LIFE INSURANCE:** Not eligible.

**RETIREMENT:** CalPERS; the District does not participate in Social Security for regular employees. All new, regular, employees will be classified as either Tier II or PEPRA. New hires are eligible for Tier II CalPERS if they participated in a reciprocating retirement program within six months of starting with the District. Retirement Formula: Tier II is 2% @ 60; PEPRA is 2% @ 62. EPMC: Tier II is 7%; PEPRA is 0%.

**LONG TERM DISABILITY:** Not eligible.

**OTHER BENEFITS:** Employee Assistance Program, Education & Training Program, Short-Term Disability, CalPERS 457 Supplemental Retirement (optional)

**EMPLOYMENT INFORMATION**

**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 eligible 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.
Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application process.

<table>
<thead>
<tr>
<th>Applicant Data</th>
<th>Position Applied for: (a separate application is required for each position)</th>
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<tbody>
<tr>
<td>How were you referred to us?</td>
<td>Date: / /</td>
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<tr>
<th>Full Name:</th>
<th>Are you at least 18 years old? Yes No</th>
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<tr>
<td>Address:</td>
<td>City: State: Zip:</td>
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<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
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<tr>
<td>Date Available to Start:</td>
<td>Email Address:</td>
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<tr>
<th>Are you currently employed? Yes No</th>
<th>May we contact your current employer? Yes No If no, explain:</th>
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<tr>
<th>Have you ever worked for this District? Yes No</th>
<th>If yes, when?</th>
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<th>Are you able to report for duty within one hour? Yes No</th>
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<th>Do you consent to Email communications regarding this application process? Yes No</th>
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<th>Type of employment desired: Full-Time Part-Time Temporary Seasonal</th>
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<th>Driver’s license type and endorsements:</th>
<th>State:</th>
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<tr>
<th>Do you have any relatives who currently work for the District? Yes No</th>
<th>If yes, who?</th>
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**Special Skills or Qualifications** *(list your education level, schools attended, degrees or certificates, and special qualifications)*

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<th>Name:</th>
<th>Phone Number:</th>
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**References** *(list at least 3 references from a non-relative or non-employer with full name and phone number)*

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## Previous Employment

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<tr>
<th>Length of Employment:</th>
<th>Years: _________</th>
<th>Months: _________</th>
<th>Position(s) Held:</th>
<th></th>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Address:</td>
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<td>City:</td>
<td>State:</td>
<td>Zip:</td>
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<tr>
<td>Phone:</td>
<td>Supervisor:</td>
<td>Title:</td>
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**Responsibilities:**

Starting Title: ___________________________

Ending Title: ___________________________

Reason for Leaving: ________________________

May we contact this employer for a reference?  
☐ Yes  ☐ No

### Previous Employment

<table>
<thead>
<tr>
<th>Length of Employment:</th>
<th>Years: _________</th>
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<td>Phone:</td>
<td>Supervisor:</td>
<td>Title:</td>
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</tbody>
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**Responsibilities:**

Starting Title: ___________________________

Ending Title: ___________________________

Reason for Leaving: ________________________

May we contact this employer for a reference?  
☐ Yes  ☐ No

### Previous Employment

<table>
<thead>
<tr>
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<th>Years: _________</th>
<th>Months: _________</th>
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<tr>
<td>Phone:</td>
<td>Supervisor:</td>
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</tbody>
</table>

**Responsibilities:**

Starting Title: ___________________________

Ending Title: ___________________________

Reason for Leaving: ________________________

May we contact this employer for a reference?  
☐ Yes  ☐ No

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment any pertinent information they may have, personal or otherwise, and release PPHCSD and/or my previous employer from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the PPHCSD has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized agency representative. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization. I acknowledge that drug and alcohol screenings will be required prior to employment and positive results will disqualify me. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: ___________________________  
Date: ___________________________  

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Job Application Packet - WSOI (PT) - Closing Date: 4/22/2019 5pm  
Page 12 of 14
Name: __________________________________________________ Date: ________________

1. Highest Level of Education (check all that apply):

- ☐ High School Diploma (or equivalent)
- ☐ Vocational Certification(s)  
  Type: ______________________________________
  Type: ______________________________________
- ☐ Some College  
  Est. Number of Units: ________________________
  Major: ______________________________________
- ☐ Associate’s Degree  
  Degree: ______________________________________
- ☐ Bachelor’s Degree  
  Degree: ______________________________________
- ☐ Master’s Degree  
  Degree: ______________________________________
- ☐ Other: __________________________

2. Are you bilingual? ☐ YES  Language(s): __________________________  ☐ NO

3. Do you have experience working for a water agency?  
   ☐ YES  How long: _________  ☐ NO

4. Do you have a Water Distribution Operator Certificate?  
   ☐ YES  Grade: ______________________________  ☐ NO

4. Do you have a Water Treatment Operator Certificate?  
   ☐ YES  Grade: ______________________________  ☐ NO

5. Have you ever worked for a utility company (ex: cell phone, cable, water, electric, gas, etc.)?  
   ☐ YES  Where and for how long? ______________________________  ☐ NO

6. Do you have a Commercial Driver’s License?  
   ☐ YES  Class(es): ____________________________  ☐ NO

7. How did you find out about this job?

| ☐ Facebook – High Desert Jobs Group | ☐ Governmentjobs.com |
| ☐ Facebook – PPHCSD Page | ☐ BC Water Jobs |
| ☐ Facebook – Other: _______________ | ☐ County Job Board |
| ☐ Newspaper – Mountaineer Progress | ☐ PPHCSD Office |
| ☐ Newspaper – VV Daily Press | ☐ Referral: ______________________________ |
| ☐ Newspaper – Other: _______________ | ☐ Other: ____________________________ |
| ☐ Website - PPHCSD | ☐ Website – Other: _______________ |
INSTRUCTIONS: Each candidate must complete this Supplemental Questionnaire as part of the application and screening process. Initial evaluation of your qualifications for this position will be determined by your responses and the manner in which you respond to these questions in addition to information you provide on the standard District employment application. If you submit additional information by resume and/or cover letter, these will also be used to assess your experience, knowledge, skills, and abilities relative the needs of the District.

APPLICATION SCREENER(S) WILL NOT REFER TO YOUR RESUME RELATIVE TO YOUR RESPONSES TO THIS QUESTIONNAIRE. Do not write “see resume” as a response for any question.

Clarity, conciseness, completeness, and presentation of responses are factors considered in the screening process of these responses. Responses will be evaluated and only those applicants who demonstrate the best potential in meeting the District’s needs will be given further consideration in the selection process. Type or write legibly; address each question separately; and limit your answers to no more than one page (8½” x 11”) per question. If your responses are handwritten, they must be legible if they are to be considered as part of the required application materials. Attach your responses to the District’s employment application. Please label each piece of paper with your name. This is not an offer of employment and is simply a tool to gather information in the qualification evaluation process.

QUESTIONS:

1. Provide a list of all software programs you have used, including a detailed description of how you utilized the software and your level of expertise.

2. Provide a list of all construction equipment you have used, including a detailed description of how you utilized the equipment and your level of expertise.

3. Describe your customer service experience. Be specific.

4. Why are you interested in working for the Phelan Piñon Hills Community Services District?