

OPERATOR IN TRAINING

(ENTRY LEVEL POSITION)

Round Hill GID is looking for an Operator In Training (OIT). The OIT is an entry level position. Basic knowledge of water treatment and distribution industry is preferred, but not required. Please see our website www.rhgid.org for job description and application, or call 775-588-2571. RHGID is an equal opportunity provider and employer. Deadline to apply is 10-19-2018.

ROUND HILL GENERAL IMPROVEMENT DISTRICT APPLICATION FOR EMPLOYMENT

Name: _____

Address: _____

Town, State and Zip Code: _____

Telephone number(s) where you wish to be contacted: _____

RHGID is committed to compliance with all federal, state, and local laws regarding non-discrimination in employment. Prospective employees will receive consideration without regard to race, creed, sex, age, national origin, handicap, veteran status, or physical/mental ability when essential job functions, as reasonably accommodated, do not require such distinction. Consistent with the Americans with Disability, applicants may request accommodations needed to participate in the application process. No question on this application is intended to secure information to be used for unlawful purposes.

Please read and complete the application carefully, then sign and date the last page.

PERSONAL INFORMATION

1. Position applied for: _____
2. Have you applied for employment here previously? Yes No
3. Apart from religious observance, are you available for fulltime work? Yes No
4. Will you work overtime if asked? Yes No
5. When will you be able to begin work? _____
6. Are you over 18 years of age? Yes No
If not, employment is subject to verification of age.
7. Are you legally eligible for employment in the United States? Yes No
Are you a U.S. citizen? Yes No
8. Can you, with or without reasonable accommodations, perform the job for which you have applied? Yes No
9. Do you have a valid United States driver's license? Yes No
Class _____ State _____
10. Are you willing to take a medical health and physical assessment, required for each prospective employee? Yes No
11. Are any friends or relatives employed by RHGID? Yes No
If yes, state name(s) _____

EDUCATION / MILITARY / TRAINING / SKILLS

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?
GRADUATE				
COLLEGE				
BUSINESS/TRADE				
HIGH SCHOOL				
ELEMENTARY				

1. Did you serve in the U.S. Armed Forces? Yes No

Special training relevant to position for which you are applying:

2. List any training, skills or experience relevant to this position, i.e. types of equipment operated and any job related experience. Please list any professional licenses you may have in this section.

EMPLOYMENT HISTORY

Please provide accurate and complete information. **Begin with your present or most recent employer.** We may contact the employers listed unless you indicate otherwise.

Company Name: _____

Address/Town: _____

Telephone: _____ Supervisor: _____

Dates employed: From: _____ To: _____

Job Title: _____

Reason for leaving: _____

May we contact this employer: Yes No

Company Name: _____

Address/Town: _____

Telephone: _____ Supervisor: _____

Dates employed: From: _____ To: _____

Job Title: _____

Reason for leaving: _____

May we contact this employer: Yes No

Company Name: _____

Address/Town: _____

Telephone: _____ Supervisor: _____

Dates employed: From: _____ To: _____

Job Title: _____

Reason for leaving: _____

May we contact this employer: Yes No

Company Name: _____

Address/Town: _____

Telephone: _____ Supervisor: _____

Dates employed: From: _____ To: _____

Job Title: _____

Reason for leaving: _____

May we contact this employer: Yes No

PLEASE READ CAREFULLY

The information provided in this application for employment is true, correct, and complete. I understand that any misstatement or omission of fact on this application will be sufficient reason for either refusal to hire or termination from employment.

I understand that acceptance of an offer of employment does not create a contractual obligation with RHGID to continue to employ me in the future, and that RHGID is an "at will" employer. I understand that either RHGID or I may terminate employment at any time, without prior notice, and with or without cause.

I understand that RHGID may obtain employment, education, military, credit, insurance, and law enforcement history. I authorize RHGID to do so, and all persons, schools, employers, law enforcement, government entities, and credit agencies to release this information to RHGID or its agent. If a report is obtained, RHGID will provide at my request the name of the agency that furnished any report. I understand that my ability to be insured and/or bonded by the District may be a condition of employment for some positions.

I understand that—if offered employment—I must undergo a pre-employment physical and substance abuse test by a RHGID-selected health professional, and that employment is conditional pending the results of these exams. I understand that RHGID's drug and alcohol testing policy regarding employees—includes pre-employment, reasonable suspicion, post-accident, random test, return to duty, and follow-up. Employees must participate in the drug and alcohol testing program prescribed as a condition of employment. Failure to participate and comply with program requirements may result in disciplinary action up to and including termination of employment.

I understand that a demonstration of job-related skills for some positions may be required, and that references as listed and approved above will be contacted.

Signature: _____ Date of application: _____

ROUND HILL GENERAL IMPROVEMENT DISTRICT JOB DESCRIPTION

Title: Operator in Training

Reports to: District Manager, RHGID and designated Operator(s)

Classification: This position is classified as non-exempt in accordance with the guidelines of the Fair Labor Standards Act.

Definition: Under general supervision, performs a variety of work to operate and maintain the District's Infrastructure, which includes:

Water Treatment and Distribution System; Sewer Collection and Pumping System; Storm Drainage System; Roads; Buildings; Vehicle Fleet and Related Equipment.

Duties: The duties of the Operator in Training may include, but are not limited to:

- Operate equipment for snow removal.
- Operate, maintain and repair Water Filtration Plant and equipment.
- Clean and calibrate filtration plant instrumentation.
- Read, install and repair water meters.
- Adjust proper chemical feed dosages.
- Maintain and repair water distribution system.
- Maintain and repair fire hydrants.
- Install, modify or repair water services.
- Grab water samples for in-house and Health Department required sampling and do basic chemistry tests.
- Keep accurate records on all water and sewer system operations and equipment maintenance.
- Clean and calibrate sewer flow meters.
- Operate, maintain and repair sewer lift station building and equipment.
- Maintain and repair sewer lines.
- Operate SCADA system.
- Repair and re-build pumps, valves and motors.
- Make Cla Valve repairs.
- Clean and repair Cla Valve vaults.
- Exercise valves.
- Traffic control.
- Crack seal roadways.
- Striping roadways.
- Install street signs.
- Install road/snow stakes.
- Make asphalt patch repairs.
- Do light welding and cutting.
- Perform plumbing, carpentry, painting and electrical repairs.
- Operate and maintain heavy equipment such as back hoe, snow blower/sander/sweeper, dump trucks and pick up trucks.
- Perform electrical and electronic maintenance.

- Operate and maintain various types of tools and equipment such as: air compressor, jack hammer, portable pumps, generator, welder, chain saw, cutting torch, power and hand tools, pipe threaders, compaction equipment, snow plows, crack sealer and asphalt roller.
- Assist in backflow prevention program.
- Assist in water conservation program.
- Assist in training staff members.
- Valve, water and sewer line locating.
- Tree cutting.
- Dead animal and litter removal from roadways.
- Calculate daily CT requirements and complete reports.
- Distribute notices.
- Building clean-up and maintenance.
- Perform other duties as assigned.

Other Requirements:

- Understand and carry-out written and oral instructions.
- Establish and maintain cooperative working relationships with all employees.
- Be courteous to the public and handle troubled situations calmly.
- Follow general regulations and applicable safety rules including the District's safety policy.
- Work safely and cooperatively with the public.
- May have to work within a confined space.
- Have to submit random substance testing.
- May be required to work long hours.
- Be available to be on call (standby) 50% of the time. Be available for snow removal call in from November – March.
- Must display the ability to work independently or under general supervision.
- Must be able to communicate orally and in writing and keep clear and concise records.
- Report District problems to the District Manager.
- Physical agility and strength to lift 50 lbs.
- Ability to read blue prints and maps.

Employment Standards:

Education: High school diploma or GED certificate.

Experience: Experience in the water or wastewater fields preferred. Experience in construction, plumbing or related maintenance fields beneficial.

Knowledge of:

- Operation, maintenance, control and calculations involving the treatment disinfection and distribution of a public water system.
- Principals of operating a sewer collection system.
- Principals of water filtration.
- Principals of disinfection.
- Principals of water distribution.
- Principals of fluid transfers.
- Safe Drinking Water Act.
- Surface Water Treatment Rule.
- Use of construction equipment.

- Use of power and hand tools.
- Basic plumbing and electricity.
- Basic computer skills.
- Underground excavation safety requirements (USA).
- Principals of instrument standardization and calibration.

Licenses and Certification:

- Maintain Nevada Driver's License – Class C.
- Must obtain Nevada Water Treatment and Distribution Operator Level T-1 and Level D-1 Certifications within eighteen months of employment.