



RUNNING SPRINGS WATER DISTRICT  
A MULTI-SERVICE INDEPENDENT SPECIAL DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206  
Running Springs, CA 92382

Employment Opportunity for a Water Distribution System Operator 1

Salary Range: \$3,909 - \$4,314

Open Date: May 19, 2016

Close Date: June 20, 2016

**LOCATION:** Running Springs is located in the San Bernardino Mountains, between Lake Arrowhead and Big Bear Lake. At an elevation of 6,000 feet, Running Springs experiences mild summers and beautiful snow filled winters. Running Springs has a small town atmosphere with approximately 3,000 water services and a full-time population of approximately 5,000 residents. The people are friendly, the schools are excellent and the winter skiing and boarding are fantastic.

**JOB DUTIES:** Running Springs Water District is seeking a highly motivated individual to perform skilled work in its Drinking Water Division. The successful candidate will assist in the daily meter reading, operation and maintenance of the District's water system. Other duties of the include, but are not limited to the following: Work rotating weekends, holidays and after hours on-call; makes visual inspections of water system facilities and equipment including pumps, motors instruments; maintains process records and interacts with computerized control systems; performs preventative maintenance and repairs to equipment; collects samples and performs water meter reading duties and customer service; operates heavy equipment (loader, backhoe, skid steer and dump truck); operates and performs routine maintenance of vehicles; operates hand and power tools; performs general housekeeping duties including cleaning, sweeping, painting and lawn mowing; participates in the District's safety program and adheres to safety standards and practices.

**REQUIREMENTS:** Possession at time of hire is **preferred** for one or both the State of California Grade 2 Water Distribution Certificate and the Grade 1 Water Treatment Certificate. Consideration may be given if the applicant can acquire the required certification within 12 months of the date of hire. Possession of a valid California driver's license.

**EXPERIENCE:** This is an entry level position but experience in water system operations is highly desirable.

**EDUCATION:** Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of increasingly responsible experience in meter reading, the operations, maintenance and repair of water distribution and treatment facilities or other related field is highly desirable.

**BENEFIT PACKAGE:** Running Springs Water District offers a generous benefit package including: CalPERS retirement package; Medical, Dental and Vision Plans; 12 paid days of sick leave per year; 2 weeks paid vacation per year to start, progressing to 5 weeks after 20 years; 12 paid holidays per year; District paid life insurance policy; vacation and sick leave buy-back programs and a generous certification incentive program.

**SELECTION PROCESS:** Properly completed applications will be reviewed with the most suitable candidates being invited to participate in the selection process. The selection process may include a written skills examination and oral interviews. Prospective employees will undergo a comprehensive background check and medical examination including drug screening.

How to apply:

All applicants must submit a completed Running Springs Water District employment application. Applications and detailed job description may be requested by e-mail at [info@runningspringswd.com](mailto:info@runningspringswd.com), on the District's website:

<http://www.runningspringswaterdistrict.com/news-employment.htm>

or picked up in person at 31242 Hilltop Blvd., Running Springs, CA 92382. Completed applications must be returned by 5:00 P.M. on Monday, June 20, 2016. Resumes will not be accepted in lieu of a completed Running Springs Water Department application, but may be submitted with the application.