



Job Announcement

Field Maintenance Worker Westborough Water District

Organization Type:

Public Agency - Water/Wastewater

Location:

South San Francisco, California

Job Status:

Full-Time, Regular

Salary Range:

\$33.15 to \$40.25, hourly

Opening Date:

April 2, 2025

Closing Date:

Friday, May 9, 2025, at 4:30pm PST

To Apply:

Download an employment application at: <https://www.westboroughwater.org/staff> and email completed application to: wwd@westboroughwater.org.

The District:

The Westborough Water District (WWD) has approximately 4,000 residential, commercial and irrigation service connections. The WWD service area covers approximately 1 square mile and serves approximately 13,500 customers. All of the WWD's water comes from the Hetch Hetchy and local reservoirs. The WWD owns the sanitary sewer system. Under an agreement, the North San Mateo County Sanitation District (City of Daly City) maintains the sewer system.

The Position:

This position is full-time and reports to the Field Supervisor and to the Senior Field Maintenance Worker. Under general supervision, the Field Maintenance Worker performs responsible operations and maintenance work on the District's water system, vehicles, buildings, grounds and equipment. Serves as "On Call" Worker when required, and assists with field problems which occur during non-duty hours. Performs office work when required.

Essential Functions:

General Field Operations. Responsible for becoming fully knowledgeable regarding all field activities, performing all required field work, and keeping the Field Supervisor, or in his absence, the Senior Field Maintenance Worker, fully informed regarding all activities and problems.

Water System Operations. Responsible for assisting with the proper operations of the water system including pipelines, pump stations, storage tanks, meters, fire hydrants, SCADA, instrumentation and controls, and other appurtenances. Duties include surveillance; record keeping; testing; and meter reading. When equipment and other system malfunctions occur, responsible for informing the Field Supervisor, or in his absence, the Senior Field Maintenance Worker, of the problem so that it can be corrected.

Water System Maintenance. Responsible for all required water system maintenance including repair of pipelines and appurtenances; water meter replacement and meter box maintenance; fire hydrant repair and painting; etc. Work includes digging holes, cleaning concrete meter boxes, opening and closing valves, operating hand and power tools, loading and unloading pickup trucks, and other similar physical work. When directed or authorized, may delegate tasks and supervise other field maintenance workers. Also, performs inspections of new construction and maintenance work performed by outside contractors. Operates heavy power tools including jackhammer and compaction wacker.

General Maintenance. Performs general building and grounds maintenance work both indoors and outdoors, including cleaning, washing, painting, digging, weeding, planting, pruning, etc.

Office Work. When directed by the General Manager or Office Supervisor, performs office work including customer-related activities both at the front counter and on the telephone, computer system work, and other duties.

Vehicles and Equipment Maintenance. Responsible for the maintenance of the District's vehicles, power and hand tools, and other field-related equipment.

"On Call" Responsibility. Serves as 'On Call' Worker when required. Assists "On Call" Worker with field problems which occur during non-duty hours.

Reports. Prepares reports and surveys, as directed by the Field Supervisor and/or the General Manager.

Other. Other related or similar duties that may be assigned by the Field Supervisor or the General Manager.

Minimum Qualifications:

Education. High school graduate. Preference given to applicants with additional and/or job-related education.

Experience. Minimum of 2 years performing a variety of semi-skilled labor. Preference given to applicants with additional job-related experience.

Licenses and Certifications.

- Possession of a valid California Class C driver's license and satisfactory driving record.
- Ability to obtain a valid Grade 1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board (SWRCB) within 6 months from date of hire. Up to 6 months extension may be granted at the General Manager's discretion.

Knowledge. Familiarity with use of hand and power tools. Ability to perform arithmetic calculations for purposes of performing field operations and maintenance work, and for purposes of performing office work such as calculating customer's water usage. Modern office practices, methods, and computer equipment and applications.

Communications Skills.

- Written. Ability to comprehend written material such as equipment operations and maintenance manuals, the WWD Procedures Manual, and other similar material; ability to write clearly for preparation of reports to General Manager.
- Oral. Ability to comprehend assignments and other instructions. Ability to communicate in a friendly and articulate manner with the general public, and maintain effective working relationships with other employees.

Physical. Willingness and ability to perform hard, dirty physical labor both indoors and outdoors, including outdoor work during inclement weather. Sufficient physical strength, dexterity, stamina, and endurance to perform specific job duties. Employees must possess the ability to lift, carry push, and pull material and objects weighing up to 80 pound, or heavier weights with the use of proper equipment.

Equipment Skills.

- Field Work. Ability to drive a District truck. Willingness to learn to operate VacCon, dump truck, service truck, and power tools.
- Office Work. Ability to operate modern office equipment, including computer equipment and software programs.

Other Qualifications.

- Ability to understand, interpret, and successfully communicate both orally and in writing.
- Ability to work in a safe manner in order to keep job-related injuries to a minimum.
- Willingness to work overtime when required, including nights, weekends, holidays, and during emergencies. Also, willingness to serve as "On Call" Worker as required.
- Permanent residency within 30 minutes driving time of the WWD office (exception requires GM approval).
- Willingness and ability to comply with all WWD rules and regulations, and to perform all work in conformance with the WWD Procedures Manual.

Salary Range:

\$34.75 to \$40.25 hourly

Deadline to submit application is:

Friday, May 9, 2025, at 4:30pm PST