

WATER SERVICE HELPER II

Bulletin Number 2022BR

Type of Recruitment Departmental Promotional Opportunity

Department Public Works Position Title **WATER SERVICE HELPER II**

Exam Number C7848N

Filing Type Open Continuous Filing

Start Date 12/21/2010 Salary Type Monthly

Salary Minimum 2878.00

Salary Maximum 3564.36

Essential Job Functions

A Water Service Helper II is responsible for performing a combination of the following essential job functions: reads water meters; performs customer service duties; uses tools/cutting and threading pipe; performs water and disinfection testing; inspects equipment; conducts inspections of contractors; transports equipment; may drive vehicles weighing 26,000 pounds or more; responds to emergencies; operates backhoes to excavate; and works with crews on Waterworks projects.

Requirements Selection Requirements: Completion of a work-training program of one year's duration in water service work in the service of the County of Los Angeles Physical Class **Physical Class IV** – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity. License(s) Required A valid California Class C Driver License is required to perform job-related essential functions. A valid California Class A or B Driver License may be required for appointment to some positions in this class.

A Water System Distribution Operator Grade D1 Certificate issued by the California Department of Health Services will be required for appointment to this class. Desirable Qualifications

- Completion of water supply principals or drinking water treatment courses from an accredited* college such as Water Systems Operation and Maintenance, Water Systems Distribution, and Water Treatment.
- Possession of a valid Water Distribution Operator Grade D2 Certificate issued by the California Department of Public Health.
- Possession of a valid Water Treatment Operator Grade T1 or T2 Certificates issued by the California Department of Public Health.

Special Requirement Information License Information: All successful applicants for this position will be subject to driving record verification before being appointed. Driver License must not be suspended, restricted or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Some positions in this classification may be required to perform functions where passing periodic specialized medical examinations is required by law such as for respirator use or confined space, asbestos operations, or pesticide application. Initial appointment and retention in such assignments may be contingent upon meeting such medical requirements.

In order to receive credit for college courses or related certificates, you must include a legible copy of the official transcripts and a copy of valid certificate with your application. Accreditation Information ***Accreditation**: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited

institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). Examination Content This examination will consist of an evaluation of education and experience based on application information weighted 50% and an Appraisal of Promotability weighted 50%. The Appraisal of Promotability will evaluate knowledge and skills, personal and public relations, productivity, written and oral communication, adaptability, and dependability. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register. Special Information **FINGERPRINTING AND SECURITY CLEARANCE:** Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history. Vacancy Information The resulting eligible register for this examination will be used to fill vacancies in the Waterworks Division, Malibu and Lancaster areas. Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. Available Shift Any Job Opportunity Information **Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only. Application and Filing Information Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification. We may not accept your application at any time during selection process.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire (if any) by 5:30 p.m., Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to **(626) 979-5440** within five (5) days of filing. Please include exam number and exam title.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application and Job Specific Questionnaire (if any) at the address below by 5:30 p.m., Pacific Time, on the last day of filing.

Department of Public Works
Human Resources Division
900 South Fremont Avenue, Lobby Floor
Alhambra, CA 91803-1331

Office Hours: Monday through Thursday, ONLY, between 7:00 a.m. and 5:30 p.m. **Please note this office is closed on Fridays.** County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name Lola Sacks Department Contact Phone 626-458-2141 Department Contact Email lsacks@dpw.lacounty.gov ADA Coordinator Phone 626-458-2141 Teletype Phone 626-282-7829 California Relay Services Phone 800-735-2922 Job Field Building Crafts/Facilities Maintenance Job Type Service/Maintenance