



## COVINA IRRIGATING COMPANY

INVITES APPLICATIONS FOR THE POSITION OF:

**OPERATIONS TECHNICIAN 3**

**SALARY: DEPENDENT ON QUALIFICATIONS  
EXCELLENT BENEFITS**

**OPENING DATE : MARCH 1, 2023**

**CLOSING DATE : UNTIL FILLED**

**EMAIL, MAIL OR DELIVER APPLICATION AND RESUME TO:**

**[CIC@CICH20.COM](mailto:CIC@CICH20.COM)**

**146 E. COLLEGE STREET, COVINA CA, 91723**

# COVINA IRRIGATING COMPANY

## OPERATIONS TECHNICIAN 3

### JOB DESCRIPTION

#### **DEFINITION**

To perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the Company's water delivery system including water treatment plants, pipeline transmission systems, water quality sampling and related facilities and equipment. Must be able to respond within 30 minutes of the Company's facilities. Must be able to work weekends and be on-call for after-hour emergencies.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Field Operations Manager and immediate supervision from the Senior Operations Tech 4. More experienced staff may exercise functional and technical supervision over part time operations staff or contracted workers as deemed appropriate.

#### **EXAMPLES OF DUTIES**

Under general supervision duties may include, but are not limited to the following:

- Operate treatment facilities to control flow and disinfection of water; regularly monitor plant functions through reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; routinely test and operate emergency equipment.
- Operate valves, gates, pumps, and motors in controlling treatment processes.
- Make daily rounds of treatment plants, performing a variety of duties pertaining to water treatment and plant maintenance; inspect treatment facilities to ensure proper plant operation.
- Observe variations in operating conditions by interpreting meter, gauge, and graph readings and test results to determine disinfection requirements.
- Respond to and inform the Senior Operator and/or Field Operations Manager of present and potential problems and hazards.
- Monitor chemical supplies, and storage tanks/drums, placing orders when needed.
- Maintain logs and worksheets of plant operations, compile equipment readings and test results into daily and monthly reports.
- Make emergency repairs to plant equipment, record failures of and problems with equipment and schedule repair work as necessary.
- Adjust plant operations to changing disinfection needs; mix and add chemicals as needed to maintain appropriate levels.
- Collect water samples and conduct routine chemical tests; prepare reagents, analyze and record test results; maintain equipment, and accurately calibrate as required.
- Perform a variety of general maintenance duties inside and outside facilities.
- Perform safety inspections on Company vehicle and report safety and other priority repair work to the immediate supervisor.

**Operations Technician 3 - (continued)**

- Keep abreast with new trends and innovations in the water treatment field.
- Perform periodic inspections and maintenance of plant structures.
- Coordinate and supervise repairs to distribution facilities including but not limited to pipeline leaks, pump and motor, and distribution valves, and air releases.
- Calculate flow rates and chemical dose rates and adjust chemical feed systems.
- Operates a Supervisory Control and Data Acquisition (SCADA) system.
- Respond to water treatment facility and distribution system alarms and take corrective actions as required.
- Responsible for maintaining positive pressure flow to customers throughout the distribution system at all times.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Performs after hour on-call duties as well as weekend and holiday work schedules for water production and treatment system related calls.
- Perform related duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- Materials, methods, equipment and procedures for the operation and maintenance of water treatment facilities, transmission systems, and water quality sampling protocol.
- Functions and purposes of water treatment systems.
- Standard principles of biology, chemistry and mathematics as related to water treatment.
- Mechanical and electrical systems as applied to water treatment and pump facilities.
- Principles and practices of chemical and biological testing and analysis.
- Principles and procedures of record keeping.
- Basic report preparation techniques.
- Basic Microsoft Excel and Word Software
- Federal, state, and local laws and regulations related to drinking water quality and treatment, plant operations and safety.
- Safe work practices.

**ABILITY TO:**

- Operate machinery and equipment utilized in the water treatment and distribution facilities.
- Make routine adjustments to monitoring equipment, motors, pumps and other equipment.
- Maintain and operate laboratory equipment and conduct routine chemical tests.
- Read meters and gauges correctly, make necessary documentation and act quickly and competently to make necessary adjustments.
- Maintain records and compile data into written logs.
- Recognize and react to treatment process changes and demands.
- To properly lift materials in excess of 40 pounds, stand for long periods of time, and walk for long distances.

- Establish and maintain a cooperative working relationship with other employees and those contacted in the course of work.

### **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Must have three years of experience in the operation of water treatment facilities and have obtained familiarity with distribution system requirements.

#### Training

The ideal candidate must have a high school diploma or have obtained a GED certificate equivalent to the twelfth grade. An AS Degree in Water Treatment or Water Technology is preferred.

In addition, specialized training in biology, chemistry, or a related field, or three years as a water treatment and distribution operator is preferred.

### **LICENSES OR CERTIFICATES**

- Possession of, or the ability to obtain, an appropriate, valid California drivers license.
- Possession of, or the ability to obtain, a Grade 3 (T3) water treatment certificate issued by the State of California within the employment probationary period. **A T4 is preferred.**
- Possession of, or the ability to obtain, a Grade 3 (D3) water distribution certificate issued by the State of California within the employment probationary period. **A D4 is preferred.**




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**(PLEASE PRINT)**

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number - Home	<input type="checkbox"/> Cell	<input type="checkbox"/>
E-Mail Address		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work.

Yes                       No

Are you currently employed?

Yes                       No

May we contact your present employer

Yes                       No

Can you submit verification of your right to work in the U.S.?

*Proof of citizenship or immigration status will be required upon employment.*

Yes                       No

On what date would you be available to work? \_\_\_\_\_

Are you available to work:             Full Time             Part Time

Within the last two years, have you been convicted of a felony for which the record has not been judicially expunged, sealed, or eradicated?

Yes                       No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain:

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## Employment Experience

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

### **Special Skills and Qualifications:**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status:</i>

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers

Have you ever had any job-related training in the United States military?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have any physical condition or handicap which may limit your ability to perform the job for which you have applied?  Yes  No If yes, what can be done to accommodate your limitation? \_\_\_\_\_

Applicant's Statement

**READ THIS STATEMENT BEFORE SIGNING BELOW**

I certify that the answers and responses given on this application are true and complete to the best of my knowledge. I have not knowingly withheld any information requested or not requested, which, if disclosed, might affect my application unfavorably. I understand that false or misleading statements on this application, or omissions, may result in me being discharged whenever they may be discovered.

I authorize investigation of all statements, answers and responses I have made on this application and will cooperate with you in obtaining information from previous employers about my qualifications for the job(s) for which I am applying. I agree to hold my former employers and other persons harmless on account of furnishing or verifying information related to this job application.

I also agree that you may give information about me to future employers who may inquire about my work record and experience with you. Such information would include a transcript of my personnel record, information as to my ability and job performance and the cause of my leaving your employment. I release you from any and all liability for damages related in any way to your furnishing such information.

***Covina Irrigating Company is hereby authorized to make any investigations of my prior educational and employment history along with a background check and driving record report.***

I understand this application is not, and is not intended to be a contract of employment. This application is not an offer of employment and is not a complete list of the terms and conditions that affect employment with CIC. Persons selected for employment will be required to pass a medical examination, which includes drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process. If I am offered and accept a job with you, and unless we otherwise agree in writing, I understand that my employment status will be that of an "introductory" employee and may be terminated by either of us with or without cause for a period of twelve months, after which time I will have the opportunity to be classified as a "regular" employee of CIC. I further agree that, if employed by you, I will be required to abide by all your rules and regulations regarding employment, whether written or oral, as they may now exist or as you may change them at any time in the future.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

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Signature of Applicant

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Date