

**IDEAL CANDIDATE:**

The City of Cloverdale, CA is seeking a highly qualified, enthusiastic person to fill its Utility Maintenance Worker I position.

The ideal candidate will have exceptional technical skills and a strong desire to provide superior service to both internal and external customers.

Cloverdale has worked hard at developing a high-performing organization, and employs the use of best practices. We are continuing to build a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful, and rewarding, we urge you to complete an application.

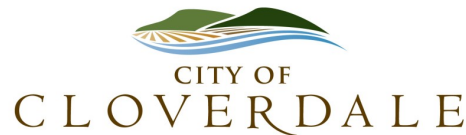


**TO BE CONSIDERED:**

Current City of Cloverdale employees interested and qualified persons are invited to submit a complete City application form to the address below.

Application may be obtained online at

<http://www.cloverdale.net/employment> application



P. O. Box 217  
124 N. Cloverdale Boulevard  
Cloverdale, CA 95425

Phone: 707.894.1711  
Fax: 707.894.3451  
Hours: Mon - Thurs, 8am-5pm



**is recruiting for:**

**Utility Maintenance  
Worker I  
Promotional Only  
Recruitment**



**FILING DEADLINE:**

**Position is open until filled.  
First review of applications will be**

**July 31, 2020**

## Job Announcement:

# Utility Maintenance Worker I

### About the City:



Incorporated in 1872, the City of Cloverdale, CA is located 80 miles north of San Francisco, 80 miles east of the Pacific coast on Hwy 101.

The City is 2.7 square

miles, with a population of 9,100.

Cloverdale is ideally situated in the northern Alexander Valley basin in Sonoma County — the heart of the wine country. Recreation opportunities abound in the City and its surroundings, including the 70 acre Russian River Park and 420 acres of protected hillside open space, and beautiful Lake Sonoma, located minutes from town.

### About the Position:

Under general supervision by the Public Works Director or designee, the Utility Maintenance Worker I performs a variety of assignments in meter service maintenance, meter reading, customer service, backflow program coordination, maintenance and repair of water lines; installs and removes meters, performs general maintenance in the Public Works Department, assists maintaining City Facilities, and performs other related duties as required.

### Selected Examples of Duties:

- Performs a variety of assignments in meter service and maintenance, meter reading, and customer service; maintenance and repairs in the water department, installs and removes meters.
- Reads meters and maintains records of readings; takes care of problems such as removing/trimming away brush, cleaning the meter register, and boxes.

- Checks on customer complaints regarding water meters; performs leak tests to locate leakage in customer lines; informs customer of test results.
- Repairs water leaks, replaces meter boxes and box covers, replaces glass, performs general Maintenance in the Public Works Department.
- Performs skilled and semi-skilled tasks and work activities in the Maintenance Division of the Public Works Department, including skilled and semi-skilled work in streets, sidewalks, storm drains, graffiti removal, water mains, sewers, dead animals disposal, cemetery and airport maintenance, street lights, and traffic signs.
- Operates trucks, loaders, backhoes, and other light and heavy duty maintenance and construction equipment; operates a variety of hand and power tools, inspects tools and equipment for safety and mechanical defects; performs minor equipment repairs; assists with City sponsored functions; responds to after-hours call-outs as assigned
- Participates in the Public Works On-call rotation.
- Coordinates the Backflow Prevention Program.
- Completes necessary forms and reports; maintains necessary supplies, tools, and equipment in City vehicle; cleans vehicle and performs routine maintenance checks.
- Coordinates the water distribution Valve Exercising Program

### Desired Minimum Qualifications:

High school diploma or equivalent; valid California driver's license required. Must have or obtain within two years\* a Drinking Water certification, Grade 1.

Any combination of education and experience that has provided the knowledge and skills necessary for a Utility Maintenance Worker I. Willingness to learn and perform duties associated with the installation, maintenance, and repair of water meters and Water facilities.

*\*The two year period will start once the COVID-19 restrictions on administering distribution examinations have been lifted by the State Water Board*

### Compensation:

- Hourly Rate: \$ 24.8128 - \$30.1601
- Total compensation includes generous health benefits, leave accruals and retirement.
- The Utility Maintenance Worker I is a represented, FLSA non-exempt position. Must be available for on call.

### To Apply:

If you are a current City of Cloverdale employee and interested in this position you are invited to email a completed City application form to [speterson@ci.cloverdale.ca.us](mailto:speterson@ci.cloverdale.ca.us) or submit to the following address:

City of Cloverdale  
124 N. Cloverdale Blvd.  
Cloverdale, CA, 95425

Application materials can be obtained online at <http://www.cloverdale.net/employmentapplication>

### Application Deadline:

**Applications due July 31, 2020.**

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.*

CITY OF CLOVERDALE, CA

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