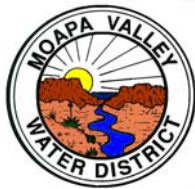


POSITION AVAILABLE
OPEN TILL FILLED
MAINTENANCE WORKER OR SERVICEMAN
DEPENDING ON EXPERIENCE

The Moapa Valley Water District is currently accepting applications for a full-time Maintenance Worker or Serviceman depending on experience. Must be at least 18 years of age. Requires a High School Diploma or equivalent & a valid Nevada driver's license. Salary is dependent on experience and begins at \$13.24 to \$23.95 per hour with a competitive benefits package. Applications and complete job description are available at <https://www.moapawater.com/public.cfm> or at the M.V.W.D. office, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. (397-6893)

First application review August 26, 2021



601 N. Moapa Valley Boulevard * Post Office Box 257
 * Logandale, Nevada * 89021
 Telephone (702) 397-6893 * Facsimile (702) 397-6894

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Telephone(s) Home () _____ Cell () _____ Work () _____

Position Applied for _____

How did you hear about this position? Advertisement Walk-In Referral (by whom?) _____

Other (explain) _____

If offered employment, when can you be available to begin? _____

What type of employment will you accept? Full-Time Part-Time Temporary

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? Yes No

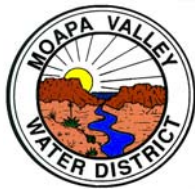
After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				



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LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence? Yes No

If yes, please explain.

Do you presently use illegal drugs? Yes No

Have you ever been employed by Moapa Valley Water District? Yes No

If yes, please provide the following information:

Department _____ Position Title _____

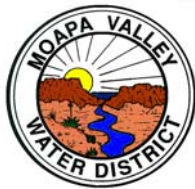
Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by MVWD? Yes No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____



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EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)..... Yes No

Present Employer _____ Present Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

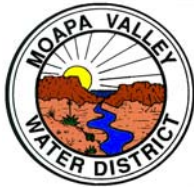
Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties _____

Reason for Leaving _____



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_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of **MVWD** and will become part of my personnel file if I am hired.

_____ I authorize **MVWD** to contact any employer or individual that I have listed on my employment application and/or résumé or mentioned during job interviews to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **MVWD**. In addition, I authorize **MVWD** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **MVWD** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **MVWD** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

_____ In exchange for **MVWD's** consideration of my employment application, and/or any continued employment with **MVWD**, I authorize anyone possessing information to furnish it to **MVWD** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **MVWD**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

_____ I further understand this consent will apply during the entire course of my employment with **MVWD** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **MVWD**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **MVWD** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____

Date _____

Maintenance Worker I

3.7 GENERAL PURPOSE

Under supervision, performs unskilled and semi-skilled work in assisting and supporting craft and trade personnel in the construction, maintenance, repair and servicing of District systems, facilities, and equipment; and performs related duties as assigned.

3.7.1 DISTINGUISHING CHARACTERISTICS

Maintenance Assistant I is the entry-level class. Initially under direct supervision, incumbents learn and perform a variety of unskilled and semi-skilled tasks in the construction, installation, maintenance and repair of a variety of District systems, facilities, machinery and equipment. Incumbents in this class perform a variety of tasks assisting and helping the Lead Serviceman/Operator and Serviceman/Operator. Incumbents may be assigned to one of several maintenance divisions/sections, including but not limited to mechanical maintenance, electrical maintenance or facilities maintenance. Maintenance Assistant I's are typically assigned to work in a crew, assisting and supporting skilled craft and trades personnel, or as a helper to a Lead Serviceman/Operator or Serviceman/Operator. This class is alternately staffed with Maintenance Assistant II, and incumbents may advance to the higher level class after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

3.7.2 ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. Assists journey-level trades workers in the performance of skilled and semi-skilled work in the construction, installation, servicing, maintenance and repair of a variety of mechanical and electrical systems, facilities, equipment and machinery, such as pumps, valves,

electrical motors, de-sanders, large diesel engines; assists mechanics in the maintenance and repair of 4, 6 and 12 cylinder diesel engines and generators.

Performs preventive maintenance program duties on a variety of pumps, pipes, motors, valves, equipment, compressors, drains, belts, mechanical and electrical control panel systems and other equipment and machinery; inspects engines, driveshafts and gearheads; checks fuel, water and oil levels; checks for unusual consumption patterns and run times and listens for unusual sounds while engines are in operation; reports malfunctions, unusual noises and consumption, leakage and gauge readings to senior staff; inspects oil for contamination including drawing samples for contamination analysis; changes filters, oil and other fluids; investigates leaks; lubricates engine parts and machinery.

Inspects parts for unusual wear and failure and determines location of missing parts; assists skilled mechanics in the rebuilding of parts, equipment and tools using grinders, drill presses and hand and power tools; verifies vendor rebuilt parts meet industry/District standards; cleans, removes paint and re-paints parts as necessary; assists in staging parts for installation.

Assists journey-level workers in construction, mechanical, electrical and facilities trades performing assistant/helper functions; loads and unloads tools and equipment; carries tools and supplies and holds equipment and ladders in place; cleans facilities, work areas, tools and equipment; inspects, maintains and repairs steam pressure washers and other cleaning equipment; fabricates and installs tool hangers and storage; orders supplies and parts and maintains station inventory; removes debris from various sites and operates a truck to haul debris for disposal.

Operates tanker trucks, forklifts, compressors, steam cleaners, pneumatic and electric tools and rigging equipment up to 10-ton capacity; uses forklift to load, unload and/or store materials and supplies; drives a truck to deliver supplies, materials and parts to work sites; operates a variety of hand and power tools and equipment; inspects and services equipment to maintain proper operating and safety requirements.

Inspects sump water levels for flooding and abnormal height and tests pumps for normal operations; checks third level drains for obstructions; inspects and tests EYE/Emergency station systems and

pipng; checks and drains engine exhaust condensation.
Performs unskilled and semi-skilled, utility building and equipment maintenance, including rough masonry, carpentry, plumbing, electrical, painting, cleaning and minor repairs; lays conduit and runs data and cable wiring and underground breakers; splices and connects wiring; installs electrical boxes and punches down connectors; repairs and replaces tile and carpet; shuts off water, replaces flow meters and cleans out pipes; assembles and moves furniture; changes out electrical receptacles.
Performs duties in confined spaces, utilizing departmental safety policies and procedures.
Reads, interprets and works from rough sketches, diagrams, blueprints and drawings.
Maintains records of maintenance and repairs performed.
Assists in setting up traffic barricades.

3.7.3 MINIMUM QUALIFICATIONS

Knowledge of:

Methods, techniques, tools and equipment common to the building and/or public works construction fields; standard diagnostic and troubleshooting methods and techniques; safety practices, safe work methods and safety regulations pertaining to the work; shop mathematics; micro-computer applications related to the work; standard codes, ordinances and regulations pertaining to the work.

Ability to:

Operate and maintain a variety of hand and power tools used in the work; accurately read meters, gauges, valve books, blueprints and schematic drawings; maintain records; understand and follow oral and written instructions; communicate effectively in writing and orally; establish and maintain effective relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Maintenance Assistant I: One year of experience in the use of hand

and power tools, equipment and machinery associated with the construction, mechanical, electrical or building trades.

Licenses; Certificates; Special Requirements:

A valid Nevada driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy

3.7.4 PHYSICAL & MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to stand and walk; talk or hear in person; sit; climb or balance; stoop, kneel, crouch or crawl; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. Employees must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Some employees in this class may be required to wear respirators regularly. In accordance with OSHA regulations, employees are prohibited from having facial hair or head hair that impairs the effectiveness of respirator equipment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties of the class as they relate to this requirement.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; use shop mathematics; learn and apply new information or skills; observe and interpret conditions and situations; work on multiple, concurrent tasks with changing, intensive deadlines; and interact with supervisors, contractors and others encountered in the course of work.

3.7.5 WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in extreme outside weather conditions, near moving mechanical parts, in precarious and confined places, near street/road traffic and frequently on slippery or uneven surfaces. The employee frequently is exposed to wet and/or humid conditions, heavy vibrations, fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is frequently loud.

Employees may be required to work rotating shifts, weekends and be subject to 24-hour call out.

SERVICEMAN

GENERAL PURPOSE

Under general supervision, leads and participates in the work of crews engaged in the installation, repair and maintenance of the District's distribution mains, service line laterals and related appurtenances to supply residential, commercial, and potable water; operates light- and medium duty motorized equipment; plans job and determines materials, equipment and labor requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Serviceman is an advanced skill level and working lead class in the District's distribution division. In addition to performing the full range of journey-level skilled duties, coordinating and overseeing work, incumbents plan, lay out and estimate required equipment and materials to complete assigned work orders and may operate the full range of equipment used by the crew. Incumbents work with limited supervision and exercise considerable independent judgment in ensuring that crews complete assigned tasks and responsibilities in accordance with District procedural requirements and all applicable permitting, environmental and safety mandates.

Incumbents have full responsibility for assigned staff, equipment and other resources in completing repair, maintenance and construction work orders in accordance with District standards on an assigned shift on in an assigned geographic area.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Performs the full range of journey-level skilled duties of a Serviceman and Maintenance Worker I & II in the installation, repair and maintenance of service line laterals, water mains and associated distribution system facilities for potable water system facilities; carry out assigned duties and responsibilities with careful attention to District and all other applicable safety, traffic and environmental regulations, including regulations regarding air quality, dust control and work on asbestos concrete pipe and reclaimed water system facilities.

Uses specialized tools and equipment, procedures for completing specific tasks and safety/environmental procedures; oversees and evaluates the completion of work orders in the field; identifies problem areas and ensures remedial action is taken.

Reviews planned projects for technical accuracy, functionality and conformance with District and industry standards and best practices; plans and lays out work required to complete assigned work orders from sketches, facility record drawings, blueprints and Uniform Design and Construction Standards (UDACS); estimates and orders required equipment, materials and supplies, prepares detailed documentation of work performed on completed work orders, including data on the facilities, detail of failures, descriptions and digital photographs of work performed, calculated water loss due to leaks/breaks, water quality samples and as-built sketches.

Uses PCs and laptop computers to access, read and interpret valve sheets, as-builts and other records to locate, install, maintain, repair and replace various distribution and transmission system appurtenances; analyzes system shut down requirements and system impacts; revises as-builts, interprets grade and survey markings and determines property and right-of-way boundaries.

Establishes a safe work zone/area upon arrival at work site; ensures all required permits have been obtained; determines types of traffic control and barricade equipment required to meet applicable safety procedures and NDOT regulations; sets up traffic control devices or arranges for setup by an outside contractor; performs lock out/tag out procedures, using appropriate devices; notifies office personnel of system shutdowns; affixes identification tags; removes devices and reenergizes the system; ensures all applicable OSHA and environmental protection regulations and procedures are enforced.

Performs the more advanced, specialized tasks associated with work orders, such as but not limited to: preparing, assembling and rigging service pulling cables and water line splitters; performing disinfection/chlorination procedures to

sanitize all parts, fittings and pipe sections in small & large main repairs; inspecting, constructing, repairing and maintaining blow off assemblies associated with transmission mains; repairing and replacing angle meter stops where pressure is greater than 75 psi; installing, inspecting, testing, repairing, replacing and performing preventative maintenance on pressure release valves, including making adjustments to establish and maintain all pressure zones; monitor and make adjustments to the SCADA system.

Coordinates, schedules and may assist welders in fabrication of parts and fittings for steel pipelines.

Excavates, designs and installs trench shoring/shielding and benching applications in accordance with OSHA regulations; determines backfill requirements and orders materials from outside vendors if applicable.

Notifies property owners of service interruptions; provides information regarding the work being performed; responds to questions and complaints from property owners and the public regarding repair work and main shutdowns; notifies management of private property damage.

Operates commercial vehicles, boom trucks, mobile cranes, vacuum trucks, skip loaders, backhoe, front loader, compressors, hydraulic pumps, boring equipment, tapping machines, concrete saws, valve machines, hydraulic and pneumatic jackhammers, pipe cutters, power generators, concrete saws, tampers and a wide variety of other hand and power equipment; checks pre-operating condition of equipment; ensures proper loading and unloading of tools and equipment; cleans and maintains tools and equipment.

OTHER DUTIES

Inspects, calibrates and makes minor repairs to gas detection equipment.

Reviews and updates current training materials on tools and equipment; analyzes training needs and presents findings to supervisors; updates pre-trip check lists.

Prepares and types reports and correspondence, utilizing computers and software.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and techniques in the construction, repair and maintenance of distribution and transmission mains, service lines, valves and other devices and appurtenances; uses and operations of power and hand tools and equipment common to water utility industry construction and maintenance; basic operations and design standards of the District's distribution system; trenching and shoring standards, methods and techniques; pipe materials, fittings and pipefitting tools and methods; methods for the safe operation of trucks, back hoes, loaders and related equipment; shop mathematics; safe work methods; safety and environmental protection law and regulations pertaining to the work, including OSHA regulations, state and local traffic control requirements and AWWA standards and procedures; basic principles and practices of employee supervision, including training and work evaluation. Advanced knowledge of the district's SCADA system.

Ability to:

Plan, organize, inspect and analyze complex maintenance and repair problems, evaluate alternatives and recommend or adopt effective courses of action; safely operate and maintain tools and equipment; understand, interpret, explain and apply detailed work procedures and standards applicable to repair, maintenance and installation of distribution system mains, service lines, valves and other devices and facilities; read and interpret plans, maps and facility record drawings; prepare clear and concise records, reports and other written materials; use independent judgment and exercise initiative within established guidelines; estimate necessary materials and equipment to complete assignments; communicate clearly and courteously with property owners and the public; use a computer, standard business software and Intranet tools; establish and maintain effective relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through three years of journey-level experience in water distribution system maintenance, repair and construction.

Licenses; Certificates; Special Requirements:

A Serviceman must have a high school diploma or equivalent, hold and maintain a valid Nevada commercial driver's license, Class A, with the proper endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A Nevada State Health Division Water Distribution Operator III Certificate & Treatment II Certification.

Completion of training and certification courses in: traffic control and flagging, safety requirements for designation as a Competent Person on the Job, CPR and first aid.

PHYSICAL & MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand, sit, and talk or hear in-person conversations or operating equipment sounds or signal warnings. The employee is regularly required to walk; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally over 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees in this class are frequently required to wear respirators. In accordance with OSHA regulations, employees are prohibited from having facial or head hair that impairs the effectiveness of respirator equipment.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret conditions and situations; learn and apply new information or new skills; highly detailed work under intensive deadlines with constant

interruptions; and interact with District staff, other organizations and the public. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in extreme outside weather conditions and in or near street traffic with significant exposure to unsafe or hazardous drivers. The employee regularly works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration and works in precarious places. The employee frequently works in vaults and confined places. The employee frequently works on slippery or uneven surfaces and is occasionally exposed to fumes or airborne particles, sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud. Performs after-hours emergency work, scheduled weekend work, rotating shifts and 24-hour on-call duties.