



**The City of American Canyon
invites applications for:**

**Plant Operator Apprentice
(At-Will-Temporary)**

Final Filing Date: January 17, 2020

THE POSITION

City of American Canyon is seeking a Plant Operator Apprentice to perform, under immediate supervision in a learning capacity, a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's wastewater or water treatment plant. This At-Will, temporary apprentice class is designed to encompass a one-year training program leading to transition into the Plant Operator I class.

During the one-year apprenticeship program period, the Plant Operator Apprentice works under immediate and close supervision of a Plant Operator II or higher position. The apprentice learns the operation, maintenance, and repair of various machinery and equipment through diversified experience, on-the-job training, and related formal instruction in order to become a fully skilled plant operator, qualified for transition to the Plant Operator I class. Appointment to a position in this class is a two-year assignment, during which time the apprentice is expected to complete the vocational and academic training required for successful completion of the apprenticeship program. Inability to maintain satisfactory progress in the academic, vocational, and on-the-job work in the apprenticeship program is sufficient cause for separation from the program.

The Plant Operator Apprentice class is an up-or-out training job class. While it is expected that the training period would not last more than one year, the manager may request an extension of the program for a period not to exceed a total of two years. After the one-year training program and after obtaining a Grade TI Water Treatment Plant Operators Certificate or a Grade I Wastewater Treatment Plant Operators Certificate from the State of California, an Apprentice is typically expected to transition into the Plant Operator I class as a probationary employee. If the applicable certificate is not obtained or if the training requirements of the program are not successfully completed within two years, the Apprentice is no longer eligible for the apprenticeship program or movement to the higher level class in the series.

MINIMUM QUALIFICATIONS

Experience and/or Education:

- Graduation from high school and at least 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.
- Must meet all the requirements of the Apprenticeship training plan and signed agreement and achieve a grade of "C" or better in all mandated classroom instruction.

License Requirement:

- Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision:

constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Evening, weekend, standby, or holiday work may be required.

THE SELECTION PROCESS

The City of American Canyon application must be submitted by January 17, 2020 at 5 p.m. To apply, please visit www.cityofamericancanyon.org/government/city-hall/human-resources/job-opportunities

All applications will be reviewed to determine whether the applicant meets the minimum qualifications. The information in the application materials will be evaluated to select the “best qualified” applicants to invite to the next step in the recruitment process which is the oral interview test tentatively scheduled the week of January 27, 2020.

Candidates successful on the oral interview will be placed on the eligible list in rank order of scores received on the test. The City will then consider candidates from the eligibility list to participate in the hiring process for final selection. Placement on the eligibility list is not a guarantee of a final interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

All Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment. Additionally, after a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical and depending on the position a drug screen.

COMPENSATION AND BENEFITS

Hourly Rate: \$23.14

The City provides a generous benefits package which is outlined on the following page.

Benefits

- The City contributes a monthly payment equal to 90% of the Kaiser HMO premium rates at each level of coverage (Employee only, Employee plus One Dependent, and Family) for active employees.
- Employees covered by another insurance plan may be eligible for \$400 per month in lieu of health coverage.
- The City contributes 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" (currently \$323.74) to assist with medical insurance costs for CalPERS covered retirees.
- \$293.21 "Cafeteria Plan" towards out-of-pocket medical health premium, if any, Life, Group LTD, Dental and Vision Insurance and an Employee Assistance Program.
- Several "family friendly" benefits such as sick leave for dependent care, bereavement, and flexible work schedules.

Paid Leave

<i>Vacation:</i>	12 days = 0-3 years of service
	15 days = 4-9 years of service
	20 days = 10-15 years of service
	25 days after 16 years of service
<i>Sick Leave:</i>	12 days per year.
<i>Holidays:</i>	15 paid holidays per year.

Vacation Same as Cash: Eligible employees may convert a portion of their accumulated vacation to cash based on certain guidelines.

Longevity Pay

After the completion of 10 years = \$100 per mo.; after the completion of 15 years = \$150 per mo.; after the completion of 20 years = \$200 per mo.; after the completion of 25 years = \$250 per mo.

Retirement Plan – CalPERS 2% @ 62 formula – CalPERS new members

- Three year average on final compensation
- A pensionable income cap of \$149,016

The City provides deferred compensation programs in which employees may participate.