



# CAREER OPPORTUNITY

**CITY OF LA HABRA, CALIFORNIA**  
**HUMAN RESOURCES OFFICE \* P.O. BOX 337 \* 90631**  
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## **CIVIC CENTER**

### **PART-TIME WATER MAINTENANCE LABORER**

**\$10.50/hour - \$14.75/hour**

The City of La Habra is recruiting to fill a position of Part-Time Water Maintenance Laborer (not to exceed 28 hours per week) in the Water Division of the Public Works Department and to establish an eligibility list for future openings.

**Definition:** Under immediate supervision, the Part-Time Water Maintenance Laborer performs unskilled and manual labor tasks; assists and trains in semi-skilled tasks related to Water Maintenance; and performs related work as required.

#### **EXAMPLE OF ESSENTIAL DUTIES (Duties may include, but are not limited to the following):**

- Reads/removes/installs water meters in an assigned area and records relevant data.
- Turns water service off and on.
- Manually digs and back-fills trenches and holes.
- Maintains accurate service records and prepares reports on work performed.
- Sets up and removes barricades, cones, warning signs, flags, and lights.
- Assists in the installation, repair, and cleaning of pipes, mains, meters, and valves using various power and hand tools.
- Assesses and makes repairs to minor plumbing problems.
- Locates, inspects, and tests water lines and sources of leaks. Assists in repairing meter leaks when necessary.
- Responds to consumer requests regarding water pressure, volume, quality, and consumption.
- Complies with CAL-OSHA personal and equipment safety regulations.
- Observes proper safety precautions.
- Maintains tools, supplies, equipment, and the work site in safe condition.
- Cleans up work area after the job is completed.
- Performs related duties as required.

**Qualifying, Knowledge, Skills & Abilities:** General knowledge of tools and methods of labor; general knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of water meters; knowledge of safe work practices and principles of safe driving practices; ability to post data accurately on computer forms and prepare simple records; ability to read and interpret street maps; ability to follow written and oral instructions; ability to work safely around mechanical equipment; ability to learn basic computer operations; ability to establish and maintain effective

relationships with others and provide excellent customer service to members of the community and all those contacted while performing job functions.

**Physical Qualifications:** Position requires heavy physical work; frequent pushing, pulling, climbing, stooping, bending, and lifting up to 75 pounds; requires manual dexterity in using minimal skill tools such as shovels, rakes, and hand tools; working in locations usually open and exposed to varying weather; regularly working near moving vehicles; may be exposed to wet and/or humid conditions and moderate to loud noise level environments. May be required to wear a respirator. In accordance with OSHA regulations, employees are prohibited from having facial or head hair that impedes the effectiveness of respirator equipment.

**Training and Experience:** High school diploma or equivalent and experience in a maintenance related field.

**Certificates or Licenses:** Must possess and maintain a valid Class C California driver's license.

**Application Procedure:** Applications are available in the Human Resources Department or may be downloaded from the City's website at [www.lahabraca.gov](http://www.lahabraca.gov). Completed applications will be accepted on an on-going basis. Resumes will not be accepted in lieu of a completed City application. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least 5 days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

*This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.*