

WATER SYSTEM APPRENTICE

(GLENDALE WATER & POWER)

PROMOTIONAL AND OPEN EXAMINATION – ONE YEAR PROBATIONARY PERIOD

SALARY \$3,641 - \$4,760 (An 8% PERS contribution is deducted from the listed salary for employee's retirement benefits.)

FILING PERIOD Open/Continuous Examination. Recruitment may close at any time.

APPRENTICE TRAINING

This classification enters a formalized agreement to participate in a four-year training program of both on-the-job and classroom learning. Upon completion of this commitment, the apprentice is tested for journey level proficiency. Apprentices are indentured to a Joint Apprenticeship Committee that is responsible for every aspect of the apprentice's professional development.

THE POSITION

Performs work in the construction, inspection, operation, maintenance, troubleshooting and repair of the facilities of a municipal water system. ESSENTIAL FUNCTIONS of the job include, but are not limited to the following: Installs, replaces, and repairs water mains, fire hydrants, gate valves, service pipes, domestic, commercial, and flow meters, chlorinators, pumping equipment, and other appurtenant equipment of a water supply system. Flushes water mains, cleans reservoirs. May use acetylene torch for light metal burning and welding. Performs the disinfection of new pipes. Installs, repairs, and adjusts deep well pumps, booster pumps, compound meters, pressure gauges, reservoir recorders and valves, chlorination equipment, chlorine residual recorders and mixing chamber equipment, miscellaneous hydraulic valves, relief valves, check valves, float switches and other appurtenant equipment on the water supply and treatment system. Repacks pumps, checks and replaces bearings. Obtains water samples. Performs basic water quality analysis and adds chemicals to distribution system. Performs a variety of miscellaneous construction repair work in connection with equipment installation and repair. Operates construction equipment. Reads plans and drawings pertaining to the water system. Keeps work records and reports. Makes out tool and material requisitions. Reads water and electric meters. May have opportunity to participate in related divisional cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills, Abilities

Knowledge of basic mathematics.

Knowledge of applicable safety rules, practices and procedures.

Knowledge of basic water system technology, water chemistry, and treatment.

Ability to read, write, and comprehend directions in English.

Ability to communicate effectively in English.

Ability to operate construction equipment.

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

SPECIAL CONDITION

Employees in this classification assigned Standby Duty must reside within 30 miles of the Glendale Water and Power Yard.

Apprentices must obtain State of California Department of Public Health Water Treatment Operator Certificates, a Grade "1" within eighteen months, a Grade "2" within the first three years of Apprenticeship and a Grade "3" Water Distribution Certificate by the completion of the four year program.

EDUCATION/TRAINING

Graduation from high school or attainment of a GED or CHSPE certificate.

Successful completion of at least one 3-unit class in Water Technology.

Attendance is required for all courses and an acceptable grade level must be achieved.

LICENSE

Valid California Class C Driver's License is required.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

PROMOTIONAL ELIGIBILITY

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources Department. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours. (Civil Service Rule VIII 4-E).

SELECTION PROCESS

The examination will consist of an evaluation – qualifying; written exam – pass/fail; and/or an oral exam – 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

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Please Note: The City of Glendale does not accept applications for positions that are not currently open. An official City application is required for all positions. Application materials may be [downloaded](#) or obtained from:

City of Glendale Human Resources Department
613 E. Broadway, Room 100
Glendale, California 91206
(818) 548-2110

You may also email your request for application materials to COG_HR@ci.glendale.ca.us.

The City of Glendale does not accept emailed or faxed applications.

A completed City application must be received by the City of Glendale Human Resources Department by the closing date stated on the job bulletin. Late applications will not be accepted. Jobs that have "No set filing date" may be closed at any time without prior notification.

[Read more about the application process](#)
[Additional Employment Information](#)