

Benefits

The District pays 100% of the premium cost for health, dental, and vision for all employees, and two-thirds of the premium cost for dependents; participates in the California Public Employees' Retirement System (2% @ 55) and pays the employee 7% PERS retirement contribution; offers employees a "9/80" alternative work schedule; an optional 457 deferred compensation plan; a 125 Flex-benefits plan; Long and Short Term Disability; Life Insurance; an Employee Assistance Program; Tuition Reimbursement (up to \$5,250/year); and Credit Union membership. Employees accrue ten days of vacation annually. After five years of service with the District, employees accrue vacation at the rate of 15 days annually; after 15 years, employees accrue vacation at the rate of 20 days per year. Sick Leave is accrued at a rate of one day per month. Upon retirement, employees are eligible to receive three-eighths of their unused sick leave balance in cash. The remaining five-eighths are added to their service time for PERS retirement calculation. The District observes eleven paid holidays per year.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including District contributions toward benefit costs, are subject to change as a result of periodic contract settlements between the recognized employee association and the Yorba Linda Water District.

YORBA LINDA WATER DISTRICT



1717 E. Miraloma Ave.
Placentia, CA 92870
P.O. Box 309
Yorba Linda, CA 92885 -
0309

YORBA LINDA WATER DISTRICT

Meter Reader I



The Yorba Linda Water District is an independent special district providing water and sewer service to most of Yorba Linda, portions of Placentia, Brea, Anaheim, and to some areas of unincorporated Orange County. Its history dates back to 1909 when the privately owned Yorba Linda Water Company was formed. The current public agency was created in 1959 to accommodate increasing water demands brought on by expanding suburban development. This development continues to present day.

"Yorba Linda Water District will provide reliable, high quality water and sewer services in an environmentally responsible manner at the most economical cost to our customers."

Meter Reader I

\$3,140 to \$3,826 per month

(3% Increase scheduled 07/01/08)

(This is a full-time, benefited, non-exempt position)



The Yorba Linda Water District is accepting applications for the position of Meter Reader I. This position is an essential team member of the Business Department. The Meter Reader I

under general supervision performs meter reading, inspection and/or replacement and repair of meter lids and performs related work as assigned. This is an entry level position in the meter reading series. Initially under supervision incumbents learn District procedures and meter reading techniques. As experience is gained, there is greater independence of action within established guidelines.

Minimum Qualifications

Equivalent to graduation from high school or a G.E.D. Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. Must possess a valid California Class C Driver's License.

Example of Duties

Follows and enforces District safety rules and regulations, personnel rules and the Memorandum of Understanding.

Reads water meters on assigned routes; records data into a computerized hand-held device; and operates a District vehicle in performing assignments. Performs rereads on misread or questionable readings and tags delinquent customers. Takes pressure readings; replaces broken meter lids and boxes and performs shop maintenance as assigned and responds to customer service inquiries. Must have knowledge of principles and practices of meter operations; basic arithmetic and computer applications related to the work; basic District billing policies. Skill in reading and accurately recording water meter readings, driving a vehicle safely, dealing tactfully and courteously with the public, often in difficult or strained circumstances, be able to work independently without immediate supervision and establish and maintain effective working relations with coworkers and customers.

Working Conditions

Work in an environment with exposure to dust, dirt, and significant temperature changes; possess the ability to carry, push, pull, reach and lift equipment and parts weighing up to approximately 65 lbs. and be able to stoop and kneel during the course of doing meter reading work and work for extended periods of time.

To Apply

FILING DATE: A completed Yorba Linda Water District application must be submitted by 5 p.m. on May 16, 2008. Applications are available online at www.ylwd.com. Hand

deliver completed applications to 1717 E. Miraloma Ave., Placentia, CA 92870 or mail to P.O. Box 309, Yorba Linda, CA 92885-0309. **If you have any questions please contact Miguel Serna at (714) 701-3034 or e-mail your questions to mserna@ylwd.com**

Selection Process

Candidates with the most relevant qualifications will be invited to continue in the selection process, which will consist of, but may not be limited to, an oral interview. Final candidates must pass a pre-employment physical examination and a thorough background investigation. YLWD is an Equal Opportunity Employer.

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