



# BELLA VISTA WATER DISTRICT

11368 E. STILLWATER WAY • REDDING, CALIFORNIA 96003-9510  
TELEPHONE (530) 241-1085 • FAX (530) 241-8354

## JOB ANNOUNCEMENT

December 13, 2018

Mechanic – BELLA VISTA WATER DISTRICT: This is a full-time position with regular hours and a generous benefits package. The starting rate of pay is \$27.35 per hour. The position includes maintaining the District's fleet of vehicles and equipment including backhoes, dump trucks, trucks, generators and small engine tools and equipment, utilizing diagnostic equipment to identify problems and making repairs. The position also includes general facility and grounds maintenance. Clean DMV required. Finalists are subject to background/reference check, drug screen and written exam. District required application and detailed job description are available at [www.bvwd.org](http://www.bvwd.org). Submit applications to [ddias@bvwd.org](mailto:ddias@bvwd.org) or mail to BVWD 11368 E. Stillwater Way, Redding, California, 96003 by 5:00 PM, Friday January 18, 2019. The position will remain open until filled.

We are an equal opportunity employer and provider.

## MECHANIC

### JOB DESCRIPTION:

1. Diagnoses problems and makes repairs to District equipment including backhoes, trucks, automobiles, trailers, generators, welders, compressors, etc.
2. Performs painting and minor bodywork.
3. Performs major and minor overhauls of equipment.
4. Performs routine servicing and preventive maintenance to vehicles and equipment.
5. Maintains shop area, tools and supplies for above work.
6. On occasion, may be temporarily assigned to perform the duties of another classification in the District.
7. Keeps comprehensive records as required by regulatory agencies on vehicles, fuel storage, hazardous waste, etc.
8. Performs general design and fabrication welding as necessary.
9. Must perform duties safely with skill tact, diplomacy and efficiency.
10. Performs routine grounds and facility maintenance as necessary.

### JOB QUALIFICATIONS:

1. Possession of a valid California Driver's License, Class A, with a good driving record.
2. Demonstrated knowledge of maintenance and repair of vehicles, and equipment.
3. Possess basic mechanical, electrical and technical skills, including a thorough knowledge of welding, electricity, electronics, body work, etc.
4. Ability to operate a wide variety of equipment including compressors, welders, grinders, sprayers, etc.
5. Assists in obtaining bids for District equipment.
6. Assists in safety and hazardous waste training.

### TYPICAL PHYSICAL ACTIVITIES:

1. Operates district truck, tractor, backhoe, dump truck, forklift, and equipment during the course of maintaining and repairing requiring repetitive use of both right and left hands, and foot controls.
2. Must have strength and stamina sufficient to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
3. Ability to stand and walk for extended periods of time; ability to ascend or descend ladders, stairs, scaffolding, and the like using feet and legs and/or hands and arms; ability to twist or bend body downward and forward by twisting or bending spine at waist; bend legs at knee to come to rest on a knee or knees; and move about on hands and knees or hands and feet.
4. Works both inside and outside in all kinds of weather with exposure to significant temperature changes between cold and heat; exposure to odors, dust, and pollen; exposure to chemicals, skin irritants, fumes, and solvents. Must be able to work in a confined space. Must be able to use a respirator.

5. Ability to communicate orally in face-to-face and one-to-one settings; ability to communicate via telephone and two-way radio system; ability to project a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds such as voice of coworkers, and the sounds of operating equipment in both quiet and noisy environments.
6. Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, read addresses at night from the street while in a vehicle, and distinguish among the red, green, and amber colors of traffic signals.
7. Uses office equipment such as computer terminals, copiers, and facsimile machines.

# Application For Employment

BELLA VISTA WATER DISTRICT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

**(PLEASE PRINT)**

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip
Telephone Number(s)	Day	Evening
		Messages

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present and previous employer(s)?  Yes  No

Salary desired: \$ \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you currently available to work:  Full Time  Part Time  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

**- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -**

# Education

	High School				Undergraduate College/University*				Graduate/ Professional*			
School Name, Location and Phone Number												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

\*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

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# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

<b>1.</b>	Employer		Dates Employed		<b>Work Performed</b>
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
	Reason for Leaving				
<b>2.</b>	Employer		Dates Employed		<b>Work Performed</b>
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
	Reason for Leaving				
<b>3.</b>	Employer		Dates Employed		<b>Work Performed</b>
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
	Reason for Leaving				
<b>4.</b>	Employer		Dates Employed		<b>Work Performed</b>
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title		Supervisor		
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# References

Give name, address and telephone number of three business references who are not related to you.

	Name	Address	Telephone Number
1.			
2.			
3.			

Have you ever had any training in the United States military which is related to the job for which you are applying?  Yes  No

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have the physical and mental ability to perform the tasks on the **attached** job description, with or without accommodation?  Yes  No

*(If accommodation is necessary, please describe below)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of the Bella Vista Water District is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Bella Vista Water District.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by any contracted agency, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Position: \_\_\_\_\_

**APPENDIX TO APPLICATION FOR EMPLOYMENT**

**The following information is requested by the Federal Government for certain types of loans and grants, in order to monitor compliance with civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that a program recipient may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this program representative is required to note race/ethnicity on the basis of visual observation or surname.**

Ethnicity:

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Not Hispanic or Latino

Race: (Mark one or more)

\_\_\_\_\_ White

\_\_\_\_\_ Black or African American

\_\_\_\_\_ American Indian/Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

Gender:

\_\_\_\_\_ Male

\_\_\_\_\_ Female

Thank you for your compliance.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C 20250