



**JOB OPPORTUNITY  
NON-REGULAR EMPLOYEE  
\$14.02/hr - \$20.83/hr**

The Big Bear Area Regional Wastewater Agency is currently seeking a qualified individual for a Non-Regular position of approximately four months duration. Under direct supervision, employee assists agency staff in inspection, maintenance, and repair of Agency facilities and assists with work on Agency projects. This is an entry-level position requiring no prior certification or experience. Employee will receive on-the-job training and experience in the operation and maintenance of a wastewater treatment plant and related facilities. Employee interprets information conveyed orally and in writing, communicates information orally and in writing; learns and observes proper safety precautions, rules and regulations; routinely operates a calculator, computer, two-way radio, office equipment, tools and machinery; and may operate a motor vehicle while performing assigned duties. Employee performs related work and tasks as required and other duties as assigned. Assignments may be either full time or part time based on the needs of the agency.

The requirements listed below are representative of the knowledge, skills, and or ability required. The employee must possess knowledge of safety concepts and procedures; the ability to establish and maintain cooperative working relationships; work independently and on project teams, communicate effectively both orally and in writing. Employee must have a basic understanding of office procedures, computers, arithmetic, elementary mechanical and electrical principles, and familiarity with common hand and power tools. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

Must possess a high school diploma or equivalent. Must possess a valid Class C California driver's license, possess and maintain a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECK ARE REQUIRED. IF ASSIGNED TO SAFETY-SENSITIVE JOB DUTIES, A DRUG AND ALCOHOL SCREEN MAY BE REQUIRED.**

Application and a complete job description may be obtained at the Agency administration office:

121 Palomino Drive, Big Bear City, California  
(909) 584-4018

or downloaded from the Agency website: [www.bbarwa.org](http://www.bbarwa.org)

**APPLICATION DEADLINE**

**Original, signed application on Agency form must be received by  
3:00p.m. on Thursday, June 7, 2018**

at

**Big Bear Area Regional Wastewater Agency  
121 Palomino Drive  
P.O. Box 517  
Big Bear City, CA 92314-0517**



## **NON-REGULAR**

### **DEFINITION**

To assist agency staff in inspection, maintenance, and repair of Agency facilities and/or administrative functions; and to perform related work as required. This is a position requiring no certification or experience. Employee will receive on-the-job training and experience in the administration and/or operation and maintenance of a wastewater treatment plant and related facilities. Assignments may be either full-time or part-time based on the needs of the agency.

### **DISTINGUISHING CHARACTERISTICS**

This position is characterized by having primary responsibility for providing support to the administrative, laboratory, and/or operational staff.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives immediate supervision and direction from assigned supervisor.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Interpret information conveyed orally and in writing; communicate information orally and in writing.

Learn and observe proper safety precautions, rules and regulations.

Routinely operate a calculator, computer, two-way radio, office equipment, tools and machinery.

May operate a motor vehicle while performing assigned duties.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Elementary mechanical and electrical principles.

Common hand and power tools.

Basic office procedures, computers, technology.

Safety concepts and procedures.

Job Description  
Non-Regular

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Ability to:

Solve practical problems.

Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.

Understand instructions in oral, written, diagram, or schedule form.

Respond to questions from supervisors, customers and the general public.

Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, agency rules and regulations, policies and procedures.

Establish and maintain cooperative working relationships.

Work independently and on project teams.

Communicate effectively both orally and in writing.

Intermittently pull, push, carry or lift material, equipment, or parts weighing up to 25-50 pounds depending on assignment and have sufficient stamina to walk six to eight miles per shift; must be able to stoop, kneel, crouch, crawl, step, or climb; regularly stand, sit, use hands to finger, handle or feel, and arms to reach, and to talk and hear; see with close, distance, and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Education:

High school diploma and or equivalent.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**Special Requirements:**

Incumbents must be willing to work shifts, weekends, and holidays, work overtime as needed, work in a variety of weather conditions; be willing to work around wastewater and chemicals used in a wastewater treatment facility; be willing to work in dirty and odorous conditions.

Job Description  
Non-Regular

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED.  
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REQUIRED.**

**Big Bear Area Regional Wastewater Agency  
P.O. Box 517, 121 Palomino Drive  
Big Bear City, CA 92314-0517  
Phone (909) 584-4018 ♦ Fax (909) 585-4340**

**PHYSICAL DESCRIPTION OF JOB DUTIES**

<b>JOB POSITION: Non-Regular</b>	
Hours Worked Daily: <u>  8  </u>	Hours Worked Weekly: <u>  40  </u>

**1. Frequency of activity required of the employee to perform the job:**

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use:				
Is repetitive use of hand required?		X		
Simple Grasping (right hand)		X		
Simple Grasping (left hand)		X		
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)		X		
Fine Manipulation (left hand)		X		
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

**2. Daily lifting and carrying requirements of the job (Height object is lifted from floor, table, or overhead location and distance the object is carried.)**

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
0-10 lbs.			X		6 ft			X		500 ft
11-25 lbs.			X		6 ft			X		50 ft
26-50 lbs.			X		6 ft			X		20 ft
51-75 lbs.		with help			3 ft		with help			20 ft
76-100 lbs.		with help			3 ft		with help			20 ft
100+ lbs.		with help			3 ft		with help			20 ft

Heaviest item required to carry independently and the distance to be carried:   50 lbs for 20 feet  .


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**JOB POSITION: Non-Regular**

**3. Other job requirements:**

	<u>YES</u>	<u>NO</u>	<u>(IF YES, BRIEF DESCRIPTION)</u>
Driving cars, truck, forklifts and other equipment?	X		Forklifts, tractors, loaders, trucks.
Working around equipment and machinery? generators.	X		Pumps, motors, gear boxes,
Walking on uneven ground?	X		Regularly at treatment plant facilities.
Exposure to excessive noise?	X		Regularly at treatment plant facilities.
Exposure to extremes in temperature, humidity or wetness?	X		Frequently during winter months.
Exposure to dust, gas, fumes or chemicals?	X		Drying beds, chemicals.
Working at heights?	X		Catwalks, occasionally
Operation of foot controls or repetitive foot movement?	X		Tractors
Use of special visual or auditory protective equipment?	X		Ear muffs, plugs and goggles.
Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.?	X		Sewage

**EMPLOYER COMMENTS, IF ANY:**

EMPLOYER CONTACT NAME: Sonja Kawa	EMPLOYER CONTACT TITLE: Human Resources Coordinator
EMPLOYER REPRESENTATIVE SIGNATURE: 	DATE: 02/03/2015

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**121 Palomino Drive, PO Box 517**  
**Big Bear City, CA. 92314**  
**(909) 584-4018**

**APPLICATION FOR EMPLOYMENT**

**Instructions:** Before completing this form, please read the desirable qualifications and/or minimum requirements for the job in which you are interested. Your further consideration for the position will depend upon the information you provide on this application regarding your ability to meet or exceed these qualifications. Print in ink or type. It is to your advantage to fill out all sections completely and accurately. Please complete this application form even if you are attaching a resume.

Date: \_\_\_\_\_ Social Security Number: XXX - XX - \_\_\_\_\_

Exact title of position you are applying for: \_\_\_\_\_

How did you hear about this job opening? \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
City State Zip Code

Street Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ May we contact you at work?  
Home Work Yes \_\_\_\_ No \_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Class: \_\_\_\_\_

Driving records will be checked through the DMV prior to employment and periodically after employment. A satisfactory driving record is a condition of employment.

The nature of Agency services requires that employees occasionally work overtime, nights, weekends and holidays. Is there any reason you would be unable to do so?  
\_\_\_\_\_

Circle the highest grade level you have completed: Below 8 9 10 11 12 College Yrs: 1 2 3 4

Name and location of school	Degree Received	Major subject or course of study	State other job-related skills, knowledge or special courses.
Jr. College _____	_____	_____	_____
College _____	_____	_____	_____
Vocational _____	_____	_____	_____
Other _____	_____	_____	_____

Clerical skills: Typing \_\_\_\_\_/WPM Computer Software/Programs \_\_\_\_\_

## Employment History

Instruction: Please show all employment within the last ten years. Begin with your PRESENT job and include military or volunteer work. Attach additional sheets if necessary.

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

From: _____	<u>Name of Employer or Company</u> _____	<u>Phone Number</u> _____	<u>Job Title</u> _____
To: _____	_____	( ) _____	_____
	Address _____		
Total Service	_____		<u>Describe your duties fully:</u>
Years: _____			_____
Months: _____	Type of Business _____		_____
	Your Supervisor's Name & Title _____		_____
	_____		_____
	May we contact ? Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
	Reason for leaving: _____		_____
	_____		_____

I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize BBARWA to make investigations and inquiries of my personal employment references or other related matters, as may be necessary, to arrive at an employment decision. I hereby release employers, school or persons from all liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application or at any step in the employment selection process will subject me to disqualification or dismissal. I understand also that I am required to abide by all rules and regulations of BBARWA.

Verification of your identity and lawful work status is a condition of employment.

Offers of employment are contingent upon the applicant passing a job-related medical examination and background checks.

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