

Tahoe City Public Utility District

UTILITIES OPERATIONS SPECIALIST I

Mission

The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

Vision

Building a healthy mountain community through our passion for public service.



An Outstanding Career Opportunity

TCPUD is seeking a motivated and reliable Utilities Operations Specialist I to join our Utilities Team and support the operation and maintenance of the District's water and wastewater systems. This position is an excellent opportunity for individuals interested in building a career in water and wastewater utilities!

TAHOE CITY PUBLIC UTILITY DISTRICT

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD's service area encompasses 31 square miles and lies within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers.

ABOUT THE POSITION

The Utilities Operations Specialist I plays an important role in supporting the reliable operation of TCPUD's water and wastewater systems. In this entry-level position, the Specialist performs a variety of semi-skilled maintenance, repair, and monitoring tasks that help ensure essential utility infrastructure operates safely and efficiently. Working under the supervision of the Utilities Superintendent and senior staff, the Specialist assists with the maintenance and repair of water lines, sewer lines, manholes, pumps, wells, tanks, and other key system components. The position also helps monitor system performance by reading gauges and meters, collecting water samples, and recording operational data.

Utilities Operations Specialists operate a variety of tools, vehicles, and specialized equipment used in water and wastewater system maintenance, including inspection equipment, trucks, excavation equipment, and other utility service tools. They may perform basic plumbing, carpentry, painting, and minor electrical work related to maintaining facilities and infrastructure. The role requires attention to safety, teamwork, and the ability to work in a variety of field conditions while following established maintenance and operational procedures.

Specialists also assist in responding to customer inquiries related to water and wastewater services, helping provide information and address service concerns.

This position offers an excellent opportunity for individuals looking to begin or grow a career in the water and wastewater utility field. Utilities Operations Specialists gain valuable hands-on experience while learning the systems, tools, and practices required to maintain critical public infrastructure. The role requires reliability, mechanical aptitude, and a willingness to learn while working as part of a dedicated team.

The Ideal Candidate

The ideal candidate is a dependable and motivated individual who is committed to TCPUD's Core Values and interested in building a career in the water and wastewater utility field. They bring a strong work ethic, mechanical aptitude, and a willingness to learn the systems, tools, and procedures used to maintain critical public infrastructure. Candidates typically have a high school diploma or equivalent and at least one year of experience in water or wastewater construction or maintenance, plumbing, or a closely related field. Successful applicants are comfortable working outdoors in a variety of weather conditions and are able to safely perform physically demanding work in environments such as confined spaces or elevated areas.

The ideal candidate values teamwork, safety, and reliable service to the community, and is committed to maintaining high standards in their daily work. The successful candidate will also be motivated to obtain required industry certifications, including a Class B driver's license, a D1 Water Distribution Operator Certificate, and a Grade I Collection System Maintenance Certificate within 18 months of employment.

Compensation & Benefits

TCPUD offers a competitive salary and benefits package.

Hourly rate of pay for Utilities Operations Specialist I ranges from \$37.21 to \$48.38, depending on qualifications.

Retirement: The District participates in the California Public Employees' Retirement System (CalPERS)

Medical Insurance: The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

Dental and Vision: The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual reimbursable vision benefit for employee plus qualified dependents.

Application and Selection Process

Interested and qualified individuals are encouraged to review the attached job description for a full list of the duties and requirements of the position.

To apply, please submit a cover letter and resume to cdelone@tcpud.org.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in this brochure and job description. Candidates with the most relevant experience and qualifications will be invited to a second-round screening that may include a questionnaire, panel interview, and/or technical testing.

**The first review of applications will be
Friday, March 27, 2026**



**Join the premier utilities
team in the Tahoe Basin and
help us realize our vision of
a healthy mountain
community through
exceptional public service.**



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Utilities Operations Specialist I
Department: Utilities
Supervised By: Utilities Superintendent
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To perform a variety of semi-skilled work in the preventive maintenance, repair, replacement and monitoring of the District's water and wastewater systems.

DISTINGUISHING CHARACTERISTICS

The Utilities Operations Specialist I is the entry-level classification of the Utilities Operations Specialist series. Incumbents in this classification perform the more routine semi-skilled tasks. The Utilities Operations Specialist I is distinguished from the Utilities Operations Specialist II by the latter's attainment of higher-level certifications and performance of more complex tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform a variety of semi-skilled to skilled maintenance on the District's water and wastewater systems; perform related support tasks and manual labor in the accomplishment of assigned projects as necessary.
- Replace, repair, operate and maintain sewer lines, manholes, water lines, pumping stations, wells, water tanks, water treatment stations, booster stations, odor control stations, fire hydrants and other essential parts of the District's water and wastewater systems.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems; act as a resource in providing requested information and/or directing inquiries to appropriate sources.
- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Operate radio-based telemetry systems and a variety of electronic devices to monitor and control the operation of the District's water and wastewater systems.

- Operate a wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems such as, but not limited to, vactor truck, television inspection equipment, backhoe, excavator, dump truck, boom truck, cut-off saw and hydraulic tools.
- Inspect and monitor water meters; record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Basic methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- Basic principles and practices of water and wastewater system operations.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Learn the occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective and positive member of assigned work team(s).
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Maintain daily logs/maintenance documentation and prepare routine reports.

- Read and operate a variety of gauges, meters and charts.
- Apply concepts of basic algebra and geometry; calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One (1) year of experience in water or wastewater construction or maintenance, plumbing or a closely related field.

2. Certification & Licensing Requirements:

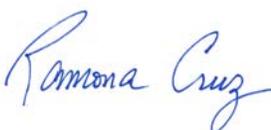
- Possession of appropriate and valid Class B Driver's license or ability to obtain within eighteen (18) months of employment and driving record that complies with District policy is required.
- Possession of a valid D1 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain within eighteen (18) months of employment.
- Possession of a valid Grade I Collection System Maintenance Certificate issued by the California Water Environment Association or ability to obtain within eighteen (18) months of employment.

WORKING CONDITIONS

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015