

Tuolumne Utilities District

OVERVIEW OF CAREERS AT TUOLUMNE UTILITIES DISTRICT

TUD deploys a broad range of knowledge and expertise to meet our customers' needs and expectations.

FIELD POSITIONS

WATER

JOB TITLES

Water Treatment Plant Operators, Utility Worker

RESPONSIBILITIES

Operate, repair and maintain the District's water treatment facilities, read and interpret charts and meter readings for analyzing the efficiency of plant operations; maintain chemical inventory.

EDUCATION/CERTIFICATION/LICENSE

Must obtain required level of State Water Treatment and Distribution Certification.

CONSTRUCTION/MAINTENANCE

JOB TITLES

Utility Workers, Foremen

RESPONSIBILITIES

Construction, maintenance, and repair work on water and wastewater distribution, collection, treatment and disposal systems and facilities.

EDUCATION/CERTIFICATION/LICENSE

Must obtain required level of State Water Distribution Certification, along with a commercial driver license.

WASTEWATER

JOB TITLES

Wastewater Operators, Collections Operators, Foreman

RESPONSIBILITIES

Operation and maintenance of the District's wastewater treatment and pumping facilities; regulate influent and effluent flows within the system.

EDUCATION/CERTIFICATION/LICENSE

Wastewater Operators must obtain required level of State Wastewater Certification. Collections Operators must obtain required level of Collection Certification. All positions require commercial driver license.

WATER DISTRIBUTION

JOB TITLES

Utility Workers, Ditch Tenders, Meter Readers, Foreman

RESPONSIBILITIES

Perform maintenance on ditches, pipelines, flumes, siphons, weirs, and meters, and perform repairs as required. Read meters.

EDUCATION/CERTIFICATION/LICENSE

Must obtain required level of State Distribution Certification. Some positions require commercial driver license, backflow prevention and cross-connection control certifications.

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SUPPORT STAFF / FIELD POSITIONS

FINANCE/CUSTOMER SERVICE

JOB TITLES

Accounting, Billing and Customer Service Technicians

RESPONSIBILITIES

Prepare and maintain water and sewer billing; compile financial information; receive payments; perform payroll, accounting and data entry; prepare reports and records. Provide excellent customer care and service.

EDUCATION/CERTIFICATION/LICENSE

Most positions require degree from accredited college or university and professional certifications.

OPERATIONS & SHOP

JOB TITLES

Fleet Foreman, Equipment Mechanic, Electrician/Instrumentation Tech, Communications Tech

RESPONSIBILITIES

Plans, organizes and performs maintenance and repair of District vehicles and equipment. Installation, maintenance, troubleshooting and repair of electrical, electronic, mechanical, and electro-mechanical equipment at District facilities. Instrumentation and SCADA communications.

EDUCATION/CERTIFICATION/LICENSE

Fleet Foreman and Equipment Mechanic must maintain current Automotive Service Excellence (ASE) professional certifications.

Communications & Electrician/Instrumentation Tech must obtain CWEA State Water Distribution Certifications and Electrical/Instrumentation Certification.

ENGINEERING

JOB TITLES

Engineers, Engineering Assistant, Surveyor, Inspector/Engineering Tech, Management Analyst

RESPONSIBILITIES

Provide professional engineering work for the planning, design, construction and maintenance of the District water and wastewater facilities; administer agreements and contracts; perform hydrology forecasting and watershed management.

EDUCATION/CERTIFICATION/LICENSE

Most positions require degree from accredited college or university and professional certifications. Engineer positions must be registered as a Civil Engineer by the State of California and be in good standing.

ADMINISTRATION

JOB TITLES

General Manager, District Engineer, Finance Director, Operations Manager, Human Resources Director, Superintendents, Supervisors, Safety Compliance Coordinator, Customer/Public Relations, Executive Secretary/Board

RESPONSIBILITIES

Support the District's mission, vision and core values. Lead the organization in all aspects of operations

EDUCATION/CERTIFICATION/LICENSE

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