



BORREGO WATER DISTRICT NOW HIRING WATER UTILITY SERVICE WORKER

September 28, 2026

Borrego Water District has the following position available – Utility Service Worker – Compensation Depending on Experience. This position performs water system installation, maintenance and repair, meter maintenance, customer service tasks and other duties as assigned. Applicant must possess a Water Distribution 1 certificate, or be able to acquire within a mutually agreeable schedule. A high school diploma or equivalent is also required. Applicant must be in good physical condition and have the ability to learn assigned tasks. A complete Job Description and Job Application Form may be downloaded at www.borregowd.org. Send completed application to Jessica Clabaugh at 806 Palm Canyon Drive, Borrego Springs, CA 92004 or e-mail to Jessica@borregowd.org or fax 760-767-5994 or leave in Drop Box. Applications due by Noon on October 16, 2026.



APPLICATION FOR EMPLOYMENT WITH BORREGO WATER DISTRICT

The following instructions have been provided to assist you in completing your employment application, and to provide you with important information on the Borrego Water District recruitment policies.

IMPORTANT – PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

1. The employment application is one of the most important screening and selection tools used by the District. It is used at all points of the hiring process, and is the applicant's primary method of illustrating his/her qualifications. **Applications must be filled out completely and clearly show that the minimum qualifications are met.** False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. **Resumes may be attached, but will not be accepted in lieu of a completed District application form.** If more space is needed, attach additional sheets. Please print clearly in ink, or type.
2. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
3. Completed application materials must be received by the Human Resources Department by 2:00 p.m. on the closing date. Postmarks will not be accepted. Faxed applications and photocopies of the application will not be accepted. Applications and other related application materials, whether accepted or rejected, will not be returned.
4. Applicants must complete a separate application form for each position for which they are applying. Applications shall only be accepted during a recruitment period for the designated positions, and will not be held for future recruitments.
5. Final candidates may be required to provide a current printout of their driving record from the Department of Motor Vehicles. Do not submit DMV printouts with application materials – it will be requested at a later time.
6. In compliance with the Immigration and Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

EQUAL OPPORTUNITY EMPLOYER

The Borrego Water District is an Equal Opportunity Employer. Employment opportunities, advancement, and all relations and decisions pertaining to employment will be executed without regard to gender preference, gender identity, race, creed, religion, color, national origin, non job related physical or mental disability, medical condition, marital or veteran status, age or any other legally protected status.

APPLICATION FOR EMPLOYMENT WITH BORREGO WATER DISTRICT

-WE ARE AN EQUAL OPPORTUNITY EMPLOYER-

The Borrego Water District consider applicants for all positions without regard to gender preference, gender identity, race, creed, religion, color, national origin, non job related physical or mental disability, medical condition, marital or veteran status, age or any other legally protected status.

ANSWER ALL QUESTIONS – USE INK (PLEASE PRINT) OR USE TYPEWRITER

Position(s) Applied For			Date of Application	
Last Name		First Name		Middle Name
Address		City	State	Zip
Telephone-Day	Telephone-Evening	Cell phone	Message Service	

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

Have you ever been employed with Borrego Water District before? ☐ Yes ☐ No

If yes, give date _____

How did you hear about us? _____ Salary desired: _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

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

On what date would you be available for work: _____

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

Can you travel to attend conference/workshops or a job requires it? ☐ Yes ☐ No

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)

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
SPEAK			
READ			
WRITE			

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

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.

Name of Employer		Phone Number of employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____		☐ Hourly Rate or ☐ Salary	Starting Pay: _____ Ending Pay: _____
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? ☐ Yes ☐ No			

Name of Employer		Phone Number of employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____		☐ Hourly Rate or ☐ Salary	Starting Pay: _____ Ending Pay: _____
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? ☐ Yes ☐ No			

EMPLOYMENT EXPERIENCE (cont'd)

Name of Employer		Phone Number of employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____		☐ Hourly Rate or ☐ Salary	Starting Pay: _____ Ending Pay: _____
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? ☐ Yes ☐ No			

Name of Employer		Phone Number of employer	
Type of Business		Your Supervisor's Name	
Address	City	State	Zip
Dates of Employment: From: _____ To: _____		☐ Hourly Rate or ☐ Salary	Starting Pay: _____ Ending Pay: _____
Your Position and Duties: Reason for Leaving: May we contact this employer for a reference? ☐ Yes ☐ No			

Special Skills and Qualifications

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

[illegible]

APPLICANT'S STATEMENT

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 of employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of Borrego 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 required 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.

I understand and hereby acknowledge that any employment relationship with Borrego Water District is of an "at will" nature, which means that the employee may resign at any time and the Borrego Water District may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of Borrego Water District.

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 Borrego 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 (following satisfaction that minimum job requirements have been met) by internal personnel employed by Borrego Water District, 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: _____

BORREGO WATER DISTRICT

Job Description

DATE: September 8, 2026
POSITION TITLE: Utility Service Worker I
FLSA STATUS: Non-Exempt
GRADE LEVEL: 1

Job Summary:

Under close supervision of the Utility Service Supervisor, this position learns and performs unskilled or semi-skilled water system installation, maintenance and repair, or meter reading and customer service tasks

Reports to / Supervision Received:

1. Manager: Operations Manager
2. Direct Supervisor: Utility Service Supervisor
3. Indirect Reporting Relationship:

Essential Functions:

1. Installing new pipe and repairing leaks
2. Checks and monitors system pressures, water flow meters, disinfectant usage, engine hours fuel consumption and electrical demands
3. Check oil levels, bearing glands and automatic valves.
4. Reads and replaces customer flow meters
5. Checks reservoir levels and makes adjustments to valves to maintain proper water levels
6. Operates valves to redirect flow
7. Exercises valves for planned shutdowns or as needed
8. Starts, monitors, and regulates pumping facilities, disinfection and other facilities and appurtenances
9. Bypasses portions of the system with general supervision during emergencies or planned maintenance shutdowns to maintain system operation and customer service
10. Follows established safe handling procedures for all disinfectants
11. Exercises and performs basic maintenance of valves, flushes, fire hydrants, air vacs, sample stations and pressure stations
12. Reports operating problems and needed repairs in accordance with established procedures
13. Follows all regulatory guidelines and completes documentation
14. Listens to customer complaints and checks system for cause of complaints and refers complaints to superiors.
15. Sets-up traffic control signs, cones and barriers to control traffic
16. Participates in rotational shift and on-call/stand-by duties as required
17. Responds to emergencies as required

18. Operates District vehicles as required
19. Implement the most efficient and cost effective pumping methods as directed by immediate supervisor
20. Operates the District's potable water facilities in the most cost effective efficient manner possible
21. Operates the District's SCADA system

Knowledge, Skill and Experience:

1. Minimum Education (or substitute experience) required:

Must be a high school graduate (or GED). This position requires a Water Distribution 1 Certificate or must be able to acquire within one year of employment. Employee must be in good physical condition and have the ability to learn assigned tasks. Must have a valid California Drivers' License.

2. Knowledge of:

- Proper methods, materials, tools and equipment used in water pumping, storage disinfection and distribution
- Complex math, record keeping and reporting
- Regulations, procedures, rules and practices relative to the operation of the water distribution system and its appurtenances
- Traffic laws, ordinances and rules involved in traffic control and vehicle and equipment operation
- Safety and safe work practices as they apply to the operation of equipment and motorized vehicles
- Appropriate safety precautions, procedures, practices and regulations
- General valve operations procedures
- Proper backflow operations
- English usage, spelling grammar and punctuation
- Must reside in the Borrego Valley and be available for emergency repairs as needed

3. Ability to:

- Maintain complex records
- Read and interpret instruments
- Perform skilled work in the operation of pumps, automatic valves and other mechanical aspects of the water distribution system
- Perform complex mathematical calculations related to the position
- Trouble shoot water distribution system problems which require in-depth understanding of the system and the writing of maintenance requests and inspection reports
- Work in inclement weather and overtime as needed
- Follow established codes, policies and guidelines
- Perform work in accordance with safety regulations, guidelines and practices
- Understand and carry out oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with all levels of employees and customers.

Physical Job Description

Job Title:	
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Warehouse and field manual labor environment. Possible exposure to heat, cold, fumes and chemicals, traffic
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Tractor, forklift, tools, truck
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Lifting and moving parts, equipment, tools. Digging, operating equipment

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs				x		Reach over shoulder				x	
11-20 lbs				x		Reach over head				x	
21-50 lbs				x		Reach outward				x	
51-100 lbs			x			Climb			x		
Over 100 lbs			x			Crawl			x		
						Kneel			x		
Pushing/Pulling						Squat				x	
Under 10 lbs				x		Sit				x	
11-20 lbs				x		Walk-Normal Surfaces					x
21-50 lbs				x		Walk-Uneven Surfaces				x	
51-100 lbs			x			Walk-Slippery Surfaces			x		
Over 100 lbs			x			Stand				x	
						Bend				x	
Driving											
Automatic Trans				x							
Standard Trans		x									
Other											
Keyboard/Ten Key				x							
Fingering (fine dexterity)				x							
Handling (grasping, holding)				x							
Repetitive Motion - Hands				x							
Repetitive Motion - Feet				x							