

ENVIRONMENTAL TECHNICIAN

SALARY

\$12.83 to \$16.37 per hour, plus full benefits.
40 hours per week.

DEFINITION:

Under general direction of the Building/Onsite Sanitary Official to perform a wide variety of difficult and administrative onsite duties. This position processes evaluations on residential, commercial and/or alternative septic systems within the Town of Paradise.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES:

This position requires that the employee work independently with general supervision on a day-to-day basis. This is a clerical position that has the discretion for setting work priorities with some help from their manager and the responsibility for determining project oversight. Will issue operating permits, expirations, corrective action requests, correction notices and/or infraction notices as a support to those processes. Maintain records and track systems and track and enter data on samples. Will work with property owners and answer customer questions. Will create monthly, quarterly and annual reports for onsite department. May back up at the permit counter and will also perform other clerical duties as assigned.

QUALIFICATIONS:

Knowledge of: Principles and practices of onsite organization and Town management; basic policies, procedures and organization practices of municipal government; correct English usage, spelling, grammar and punctuation; research and statistical methods; modern office practices, procedures, equipment and clerical techniques.

Ability to: Communicate clearly, concisely and tactfully, both orally and in writing; accurately and independently perform responsible clerical work; Learn, interpret and apply policies, laws and rules and regulations; Collect, compile, analyze and interpret statistical data; type at a speed of 45 words per minute from clear copy; Show good judgment in identifying and handling confidential information; work cooperatively with those contacted in the course of work; use good judgment in dealing with officials and members of the general public in routine, emergency and stressful situations.

Education: High School Diploma or equivalent required. Prefer to be supplemented by specialized clerical training. and/or five years of increasingly responsible clerical and administrative level experience, including two years of experience in a septic or wastewater environment.

Experience: One or more years responsible clerical or administrative level experience.

License: Valid class C California driver's license in conformance with established Town employee driving standards.

APPLICATION PROCEDURE:

Interested persons who meet the minimum qualifications are invited to submit a completed Town of Paradise Application packet to:
Town of Paradise – Human Resources Dept.
ATTN: Environmental Technician
5555 Skyway, Paradise, CA 95969

Application packet must include:

- Town of Paradise Application Form
- Resume
- Current (within 30 days) DMV printout

FINAL FILING DATE:

Applications must be received by **Monday, October 3, 2016 at 5:00 pm**. We are unable to accept faxed applications.

- ◆ Applications can be found at www.townofparadise.com

BENEFITS

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- ◆ PERS Miscellaneous retirement plan (2%@60 for classic members, 2%@62 new members)
- ◆ Sick Leave 8 hrs/mo.
- ◆ Vacation Leave 0-4 yrs. - 80 hrs
5-9 yrs. - 120 hrs
10+ yrs. - 200 hrs
- ◆ Bereavement Leave up to 3 days each leave
- ◆ Holidays 11 days/yr.
- ◆ Floating Holidays 28 hrs/yr.
- ◆ Longevity Pay 5% of salary – 10 yrs.
7.5% of salary – 15 yrs.
10% of salary – 20 yrs.
- ◆ Medical Plan* PERS medical plan**
- ◆ Dental Plan* Met Life Dental Plan
- ◆ Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- ◆ Short Term Disability Insurance Plan
- ◆ Long Term Disability Insurance Plan
- ◆ Life Insurance \$100,000 (for full-time and prorated thereof by standard hours).
- ◆ Deferred Comp (457) avail for EE contribution
- ◆ No Social Security participation
- ◆ Gym Membership Reimbursement Benefit
- ◆ Retiree medical

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

About the Town of Paradise.

The Town of Paradise was incorporated in 1979, and is a general law city with a Council/Manager form of municipal government. Paradise is the second largest populated city in Butte County, with a population of 26, 316. The city, which is located on a ridge east of Chico, is over 18 square miles in size, and ranges in elevation from 1200 to 2400 feet.

The Town government organization is comprised of the Town Manager, who serves as the chief executive officer, and who along with the contracted Town Attorney reports directly to the Town Council.

*The Town of Paradise is an Equal
Opportunity Employer*

TOWN OF PARADISE



INVITES APPLICATIONS FOR ENVIRONMENTAL TECHNICIAN

**APPLICATIONS MUST BE RECEIVED BY:
5PM ON MONDAY, OCT. 3, 2016**