

## BENEFITS OVERVIEW

### Saint Paul Regional Water Services

offers the same comprehensive benefits plan provided to City of Saint Paul employees. These benefits are designed to meet the needs of our employees. They include:

- Ten paid holidays
- Excellent sick leave benefits
- Flexible work scheduling available for many positions
- Excellent pension plan available
- Training and development opportunities
- Liberal vacation policy which increases with additional years of service

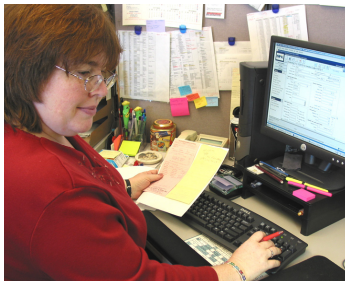
### How to Apply for a Job

Job announcements can be found online at <http://www.stpaul.gov/jobopenings>

Announcements will include the type of exam being given and the qualifications required.

If you meet the qualifications, complete an application by the deadline noted.

Submit materials required to the Office of Human Resources by mail or deliver in person to: 400 City Hall Annex—25 West Fourth Street, Saint Paul, MN 55102. Fax: 651-292-7656. Email: [jobs@ci.stpaul.mn.us](mailto:jobs@ci.stpaul.mn.us)



*Accounting Clerk*

## F.A.Q.S

### How do you know when a job is available?

Job announcements are posted outside the City Human Resources office, at all City of Saint Paul and Ramsey County libraries and most Saint Paul recreation centers. **Check out jobs online at <http://www.stpaul.gov/jobopenings>**

### What are the most common examinations?

- Written Exam
- Oral Interview
- Training and Experience Exam
- Qualifications Rating Exam
- Competency Testing

### Do military veterans get preferences?

Eligible veterans who wish to claim veteran's preference may receive an additional five points (10 points for disabled veterans).

### Is SPRWS unionized?

Most classified titles are represented by a bargaining unit. Employees may join the union or are required to contribute a "fair share" of the monthly union dues.

### Do SPRWS employees get preferences?

Current SPRWS and City employees with two years of employments, 2080 work hours, and satisfactory performance evaluations, are eligible for promotion rights.

### Is SPRWS an equal opportunity employer?

Yes. SPRWS encourages applications from all individuals, including women, persons of color, and persons with disabilities.

## SPRWS PROFILE

### Saint Paul Regional Water Services

employs about 250 people in a variety of positions in four departments or divisions.

The utility offers a positive work environment with an opportunity for career growth and advancement for employees at all levels.

As an entity of the City of Saint Paul governed by the Board of

Water Commissioners, SPRWS offers excellent pay and a competitive benefits package.

Opportunities exist to work at positions as varied as customer service rep, accountant, engineer, plumbing inspector, maintenance worker, utility aide, water quality specialist, IS tech, laboratory tech, clerk typist, heavy equipment operator, storeroom clerk, and vehicle mechanic.



*Administration building*

**OUR MISSION IS TO  
PROVIDE RELIABLE,  
QUALITY WATER  
AND SERVICES AT A  
REASONABLE COST.**

## JOB DIVISIONS

### Business Division

This division includes customer service, financial services such as accounting and billing, and information services.



### Engineering Division

Employees perform a variety of professional, technical, and inspection services. This unit contains maps and records and the agreements and inspection staff.

*Civil Engineer*

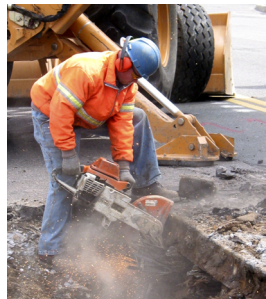
### Production Division

Manages the utility's water supply and treatment and all water quality issues. Water comes from the Mississippi River to the treatment plant via lakes, canals, and pipes and is monitored along the way.



*Water Quality Specialist*

### Distribution Division



*Water System Worker*

Staff take care of getting water from the plant to area homes and businesses. Fixing main breaks, installing new water connections, and making sure water meters are read, are all part of distribution.

## SPRWS HISTORY

*Saint Paul Regional Water Services* is a not-for-profit entity of the City of Saint Paul governed by the Board of Water Commissioners. It is heir to a legacy of well-developed water sources and a water distribution system that has served the residents of the City of Saint Paul and the surrounding area for nearly 140 years.



*Original Distribution System Circa 1854*

Today, we produce an average of 50 million gallons of drinking water daily and distribute it through more than a 1,000 miles of water main to more than 417,000 residents of Saint Paul and 14 surrounding communities. Our mission to provide reliable, quality water and services at a reasonable cost will continue to guide us far into the 21st century.

## SAINT PAUL REGIONAL WATER SERVICES

1900 Rice Street  
Saint Paul, MN 55113-6810

(651-) 266- 6350  
[www.stpaul.gov/water](http://www.stpaul.gov/water)

# SAINT PAUL REGIONAL WATER SERVICES



## JOBS AND CAREER INFORMATION



We encourage applications from women, persons of color, and people with disabilities

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER