



Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

NOTICE OF JOB OPENING OPERATIONS & MAINTENANCE TRAINEE

Applications Accepted August 10, 2015 through August 24, 2015 at Five Points

Monthly Salary Range: \$3,364 - \$4,089

Web Address: wwd.ca.gov

MINIMUM QUALIFICATIONS

- Education:** Completion of twelfth (12) grade including basic math **and**
- Experience:** One year of equivalent experience performing duties related to industrial repair, general maintenance, mechanical maintenance or construction.
- Standard Requirement:** Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required. Ability to utilize a respirator in the course of the job duties or under emergency circumstances. Incumbents shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respiratory facemask. Ability to lift 100 pounds, climb stationery ladders, and work in confined spaces.

The **Operations and Mechanical Maintenance Departments** are located at the District's Five Points Field Office, approximately 45 minutes southwest of Fresno, CA. Normal working hours are 7:00 a.m. to 3:30 p.m. with a 30 minute meal break.

Job Description: The Operations & Maintenance Trainee is an entry level classification and will receive training and experience in the performance of a variety of duties in the Operations, Mechanical Maintenance, or Civil & Preventive Maintenance departments; depending on assignment. A vacancy currently exists in the Operations Department and Mechanical Maintenance Department. Immediate and future vacancies will be filled from this eligibility list.

Depending on assignment, the duties of the Operations & Maintenance Trainee position includes, but are not limited to, learning to perform tasks related to the operation of the water distribution and drainage systems including reading, recording, maintaining and repairing vertical and horizontal water delivery meters, including the use of notebook computers; checking delivery connections for compliance with District requirements; checking meter readings to ensure that ordered flow and odometer readings correspond to indicated flow; and initiating odometer updates and providing information to the Customer Accounting Department. This position will also troubleshoot, disassemble, diagnose, repair, reassemble, and assist in manufacturing parts for vertical and horizontal pumps; butterfly, check gate, and air valves; water delivery meters; traveling water screens; electrical and hydraulic components of valve actuators; and other mechanical facilities. Depending on assignment, the Operations & Maintenance Trainee position will also excavate, repair, and replace various types of concrete, transite, steel, and plastic pipelines ranging in diameter up to 13 feet, including rigging techniques used for load lifting; cutting, burning, spraying (using pesticides), and disposing of aquatic and vegetative growth. This position will also learn to lay out, grade, form, reinforce, place, finish, and repair concrete pedestal slabs, foundations, canal panels, thrust blocks, pipe repair blocks, retaining walls, and pre-cast and casts-in- place structures.

HOW TO APPLY

Submit Westlands Water District Employment Application **and** your responses to the Supplemental Application(s) in person at Westlands Water District Five Points Office, 23050 W. Mt. Whitney., Five Points, CA 93624 between 7:00 a.m. to 3:30 p.m., Monday through Friday, or mail to P.O. Box 6056, Fresno, CA 93703. Applications will **not** be accepted in person at the Fresno Office; no exceptions. However, application materials can be picked up from Fresno Office.

Resumes may be included; however, it will not be accepted in lieu of required application materials. Emailed and faxed application materials and post marks will not be accepted.

SELECTION PROCESS

Required Application Materials: Westlands Water District Employment Application **and** your responses to the Supplemental Application must be submitted no later than the final filing date in order to be considered for the recruitment.

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a written examination followed by an oral panel interview.

Should you feel you need special accommodations for the written examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (559) 241-6236 immediately.

Verification of Employment: The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of the selection process, you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

Questions: Contact the Human Resources Department at (559) 241-6236.

BENEFIT PACKAGE

- Retirement Benefits: Benefits are provided through CalPERS - 2% at 62 Plan (effective 01/01/13). Unused medical leave can be converted up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District participates in an HRA Plan and will contribute a maximum of \$388 towards the premium for the employee and the employee's eligible family members (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee; the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.
- Optional District Benefits include:
 - Additional Life Insurance
 - Section 125, Flexible Spending Plan
 - Eligibility to join District's sponsored credit unions: Fresno County Federal Credit Union, Golden One Credit Union or State Center Credit Union

NOTE: You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement.

Westlands Water District is an Equal Opportunity/ADA Employer