



WESTLANDS WATER DISTRICT  
IS HIRING AN:  
***ELECTRICIAN – ASSISTANT***  
***In-House ONLY***  
***5-Day Limited Filing Period***

**Monthly Salary Range:** \$3,898 - \$4,739

**Department:** Electrical Maintenance

**Applications Accepted:** October 19, 2020 – October 23, 2020

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**Minimum Qualifications**

**Education and Experience:** Possession of a United States' high school diploma, General Equivalency Diploma, or equivalent **and** must be enrolled in or will be enrolled within twelve (12) months of appointment in an Electrical Program from an accredited academic, trade or technical school. Certificate of completion from Electrical Program must be obtained within three (3) years of appointment into the position.

**Standard Requirement:** Possess a valid California Class C Driver's License along with a driving record that is acceptable to the District's automobile insurance provider.

**Position Summary**

The Electrician-Assistant works under the direct supervision of the Senior Electrician and assists in performing routine electrical repairs, maintenance assignments and other electrical work. The Electrician-Assistant is an entry level classification and must be able to communicate effectively. The current vacancy exists in the Electrical Maintenance Department at the Five Points Field Office and normal working hours are 7:00 a.m. to 3:30 p.m. with a 30-minute lunch.

The duties of the Electrician-Assistant position include, but are not limited to, learning and performing routine electrical preventive maintenance, assisting with disassembling, inspecting, cleaning, repairing, testing, and installing electrical motors, electromechanical devices, controls, contacts, switches, and other electrical equipment and components; assisting with installing conduits, pulling wires, troubleshooting and repairing buried communication cables, troubleshooting, repairs, and calibrating telemetry equipment and revenue power meters; performing routine electrical preventive maintenance, installing, and maintaining lighting fixtures, outlets and heating, ventilation, and air conditioning equipment. Learning to perform electrical troubleshooting and installation work, collecting data, and recording power meter readings. May also assist with troubleshooting a variety of electrical equipment and components such as Supervisory Control and Data Acquisition (SCADA), Human Machine Interface (HMI), and Programmable Logic Controllers (PLC); assisting in rigging for transportation, removal and installation of motors and motor control equipment.

## Application and Selection Process

This recruitment is limited to current Westlands Water District employees. To be considered for this position, please submit a Westlands Water District Employment Application no later than **Friday, October 23, 2020** in person, by mail, email, or fax to:

Westlands Water District  
Attention: Human Resources Department  
P.O. Box 6056, 3130 N. Fresno Street  
Fresno, CA 93703

Office Hours: Monday-Friday 8 a.m. to 5 p.m.  
*(Public access to this office is temporarily closed. However, application materials can be dropped off in the drop box at the front door.)*

**Email and/or fax application materials directly to:** [resume@wwd.ca.gov](mailto:resume@wwd.ca.gov) or (559) 241-6286

For questions, please contact:  
The Human Resources Department at (559) 241-6207 or  
Visit the District's Website at [wwd.ca.gov](http://wwd.ca.gov)

**A typewritten Employment Application is preferred but not required.** Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials.

Following the filing date and as a result of COVID-19, applicants meeting the minimum qualifications and filing requirements may be scheduled for a web based oral panel interview.

**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.

***If you need special accommodations for the web-based interview due to a qualifying disability, then contact the Human Resources Department at (559) 241-6207 immediately.***

***Westlands Water District is an Equal Opportunity/ADA Employer***

### **BENEFIT PACKAGE INCLUDES:**

*~ Please visit the District's website for further details ~*

CalPERS Retirement Plan  
Medical Insurance  
Dental Insurance  
Vision Insurance

Life & Disability Insurance  
Voluntary Life Insurance  
Employee Assistance Program  
457 Deferred Compensation Plan

Flexible Spending Account  
Paid Vacation Leave Hours  
Paid Medical Leave Hours  
11 Paid Holidays

The District does **not** participate in Social Security or State Disability Insurance.

*Westlands Water District's mission is to provide a timely, reliable, and affordable water supply to its landowners and water users. To this end, Westlands is committed to preserving its federal contract, which includes water and drainage services, and acquiring additional water necessary to meet the needs of its landowners.*