MINIMUM QUALIFICATIONS

Education: A bachelor’s degree in Construction Management, Engineering, or a closely related field; or

Experience: Four (4) years of experience scheduling construction and/or maintenance work in a water distribution system or industrial maintenance or construction environment which involves scheduling and coordination of maintenance resources, parts, materials, and equipment; including the use of computerized work; and reading maps, drawings, and plans.

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 Maintenance Scheduler schedules the construction, maintenance, and repair of work civil, electrical, and mechanical facilities, and secures, coordinates, directs, and organizes equipment, materials, and services to accomplish such work.

The duties of the Maintenance Scheduler position include, but are not limited to, developing, maintaining, and analyzing daily equipment and labor requirements for the division, and preparing daily and weekly work and equipment usage schedules; calculating pipelines volumes for purpose of dewatering facilities; maintaining daily records and prepares periodic or special reports; maintaining the computerized work order system; developing historical records of repetitive maintenance work to standardize material needed and labor-hour requirements, developing and maintaining time-slotting standards for maintenance work, and developing equipment usage files; coordinating, interpreting, and preparing Underground Service Alerts (USA) notification and/or administration; preparing sketches to locate existing underground pipeline or proposed projects for District employees to place location markers.
Application and Selection Process
To be considered for this position, please submit a Westlands Water District Employment Application and your responses to the Supplemental Application no later than Thursday, September 29, 2022, by mail or in person to:

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

Visit the District’s Website at www.wwd.ca.gov

Office Hours: Monday-Friday 8 a.m. to 5 p.m.

For questions, please contact:  
The Human Resources Department at (559) 241-6205

Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials.

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

Following the filing date, applicants meeting the minimum qualifications and filing requirements may be scheduled for a written examination and/or an 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 interview due to a qualifying disability, then contact the Human Resources Department at (559) 241-6205 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.