



WESTLANDS WATER DISTRICT

IS HIRING AN:

OPERATIONS AND MAINTENANCE TRAINEE

Monthly Salary Range: \$4,300-\$5,227

Department: Operations – Huron Field Office

Applications Accepted: March 14, 2023 – March 28, 2023

Minimum Qualifications

Education and Experience: Possession of a United States high school diploma, GED, or equivalent **and** one (1) year of comparable experience performing duties related to industrial repair, scheduling, storekeeping, general maintenance, mechanical maintenance, or construction.

Standard Requirements: 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 Operations & Maintenance Trainee is an entry level classification that 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. One vacancy currently exist in the Operations Department located at the District's Huron Field Office, approximately 45 minutes southwest of Fresno, CA. Normal working hours are 7:00 a.m. to 3:30 p.m. with a thirty-minute lunch. Immediate and future vacancies will be filled from this eligibility list.

The duties of the Operations & Maintenance Trainee include, but 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 is responsible for performing general maintenance and weed control measures which may include cutting, burning, spraying (using pesticides), and disposing of aquatic and vegetative growth in and around pumping plants, reservoirs, and canals, and exercises a variety of valves above and below ground.

Application and Selection Process

To be considered for this position, please submit a Westlands Water District Employment Application no later than **Tuesday, March 28, 2023**, 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.

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

For questions, please contact:
The Human Resources Department at (559) 241-6205 or
Visit the District's Website at 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, applicants meeting the minimum qualifications and filing requirements may be scheduled for an online examination followed by 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 web-based 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.