



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

SUPERVISOR OF CIVIL & PREVENTIVE MAINTENANCE

Applications Accepted March 7 through March 21, 2011

Job Description: The Supervisor of Civil & Preventive Maintenance position plans, organizes, directs, controls and supervises work of staff related to the repair, maintenance, and preventive maintenance of the District's distribution and drainage systems, related structures, and field office facilities. This position reports to the District's Five Points Shop and Field Office. Normal work hours are from 7 a.m. to 3:30 p.m. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

MINIMUM QUALIFICATIONS

Education: Completion of two (2) years of college (equivalent to 60 semester units) including specialized training in Civil, Mechanical, or Electrical Engineering.

Experience: Five (5) years of broad experience in a position with responsibility in the maintenance engineering of water distribution and drainage systems and pumping plants with emphasis on planning, operation, construction, maintenance, and administration of a water distribution system; two (2) years which must have included lead or supervisor responsibilities.

Other Requirements:

- Possession of a valid Class C California Driver's license and a driving record acceptable to the District's automobile insurance provider is required.
- Possession of a Pest Control Adviser's license is desirable
- Employees in this classification may be required to utilize respirators in the course of the job duties or under emergency circumstances; thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that they may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to insure the safety and health of the employee.

Required Application Materials: Westlands Water District Employment Application and Supplemental Application available on line at www.westlandswater.org. **Resumes may be included; however, will not be accepted in lieu of required application materials.**

How to Apply: By mail or in office at Westlands Water District, P.O. Box 6056, 3130 N. Fresno St., Fresno, CA 93703. Office Hours: 8 a.m. to 5 p.m., Monday through Friday.
Emailed and faxed application materials will not be accepted.

The primary duties of the Supervisor of Civil & Preventive Maintenance position include, but are not limited to:

- ♦ Planning, organizing, assigning, directing, reviewing, and supervising the work of assigned staff in the preventive, corrective maintenance and emergency repair of field, pumping, distribution, and drainage facilities; and selecting and training staff.
- ♦ Preparing the Department's annual budget, reviewing expenditures to ensure they remain within prescribed limits, and justifying budget variances.
- ♦ Scheduling work to meet long-range Divisional objectives and working with other departments to procure services and materials.
- ♦ Adapting and implementing new maintenance technologies to existing facilities.
- ♦ Directing and inspecting contract work.
- ♦ Administering District, Federal, State, and County laws, rules, regulations and standard industrial practices as they apply to field maintenance personnel, contract work, or other logistical matters.

Selection Process

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a panel interview. Successful candidates will be placed on an eligibility list.

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.

Questions? Contact the Human Resources Department at (559) 241-6206.

Should you feel you need special accommodations for the interview due to a qualifying disability, contact the Human Resources Department at (559) 241-6206 immediately.

WESTLANDS WATER DISTRICT EMPLOYEE BENEFITS

- **Retirement Benefits:** Benefits are provided through CalPERS; 2% at 55 years. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- **Health Benefits:** Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members.
- **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, and 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 two sponsored credit unions: Golden One or State Center Credit Union

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