



## Westlands Water District

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

**Notice of Job Opening - Final Filing Date: October 3, 2011**

### **Operations & Maintenance-Trainee (Operations Department)**

**Salary Range: \$3,123 - \$3,797/mo**

*Westlands Water District was established in 1952. 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.*

The **Operations & Maintenance-Trainee** position will be assigned to the Five Points Shop and Field Office located in Five Points, CA. Skilled staff at this job site performs work related to the operation and maintenance of the District's water distribution and drainage facilities, and play a vital role in accomplishing the District's mission. The **Operations & Maintenance-Trainee** position will receive training and experience in the performance of a variety of duties in the Operations Department. Normal work hours are from 7:00 a.m. to 3:30 p.m.

#### **MINIMUM QUALIFICATIONS**

Completion of twelfth grade; **and** one (1) year experience performing duties related to industrial repair, general maintenance, mechanical maintenance or construction; or equivalent.

#### **REQUIRED APPLICATIONS**

Westlands Water District Employment Application and Supplemental Application available on line at [www.westlandswater.org](http://www.westlandswater.org), or at 23050 W. Mt. Whitney Ave., Five Points, CA 93624. **Resumes may be included; however, will not be accepted in lieu of required application materials.**

#### **SELECTION PROCESS**

Submit a Westlands Water District Employment Application and Supplemental Application in person at Westlands Water District Five Points office, 23050 W. Mt. Whitney Ave., Five Points, CA 93624 between 7:00 a.m. to 3:30 p.m. Monday thru Friday, or mail to P.O. Box 6056, Fresno, CA 93703. Applications will **not** be accepted in person at the Fresno Office. Following the filing date, candidates with the most relevant qualifications will be invited to an interview. For questions or more information, please call (559) 241-6206 or visit [www.westlandswater.org](http://www.westlandswater.org)

*Emailed and faxed application materials will not be accepted.*

#### **EMPLOYMENT OFFER**

*An offer of employment will be conditioned upon:*

1. A candidate's ability to work in the United States, and
2. A medical examination, which will include a drug screening, to determine a candidate's ability to perform the essential functions of the position; and
3. 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, and
4. Verification of a valid California driver's License and a driving record acceptable to the District's automobile insurance provider.

**DUTIES AND RESPONSIBILITIES:** The primary duties of this position include, but are not limited to:

- Learns 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.
- Performs general maintenance and weed control measures, which may include cutting, burning and spraying; and disposes of aquatic and vegetative growth in and around pumping plants, reservoirs and canals.
- Exercises a variety of valves above and below ground.
- Utilizes procedures for confined space entry, the use of hazardous materials, and crane safety.
- Operates lift truck and material handling equipment, portable high-pressure cleaning equipment, weed spray equipment, and power and hand tools.

Employees in this classification are required to utilize respirators in the course of the job duties or under emergency circumstances, and 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 may prevent or interfere with establishing and maintaining a proper seal of the respiratory facemask. This requirement is implemented in order to insure the safety and health of the employee.

The incumbent must possess physical characteristics to perform the critical/ important duties of the job including working in all kinds of weather, the ability to lift 100 pounds, climb stationary ladders and work in confined spaces.

### **DISTRICT BENEFITS**

- \* RETIREMENT: California Public Employees Retirement System (CalPERS) 2% at 55 plan. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- \* HEALTH BENEFITS: Through CalPERS medical benefits program. There are four plans to choose from with the District contributing a portion of the premium for the employee and 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; the District and 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. Additional life insurance for the employee and for the employee's eligible family members is available at the employee's expense.
- \* DISABILITY INSURANCE: The District covers 100% of the premium for the employee.
- \* 125 PLAN: Provides premium conversion, dependent care and health care spending accounts at no cost to the employee.
- \* ANNUAL LEAVE: Annual leave is accrued at the rate of 10 days per year, increasing to 15 days per year after 5 years of service, and 20 days per year with 15 years of service.
- \* MEDICAL LEAVE: Medical leave accrual rates vary by bargaining unit from 10 to 12 days a year. Accrual of medical leave is unlimited.
- \* EAP: Provides counseling services free of charge to employee and immediate family members.
- \* HOLIDAYS: Eleven paid holidays per year.

***The District does not participate in Social Security or SDI.***