



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

<http://www.mwdh2o.com/>

UPCOMING PRE-APPRENTICE RECRUITMENT

7 Electrical positions and 10 Mechanical positions

RECRUITMENT INFORMATION

INTERNAL APPLICANT FILING INFORMATION:

Applications will be accepted beginning May 6, 2010 through June 11, 2010, or until the first 1,300 applications are received, whichever comes first.

Instructions on how to apply for a Pre-Apprentice position will be available on our website on May 6, 2010.

EXTERNAL APPLICANT FILING INFORMATION:

Application will be accepted beginning May 24, 2010 through June 11, 2010, or until the first 1,300 applications are received, whichever comes first.

Instructions on how to apply for a Pre-Apprentice position will be available on our website on May 24, 2010.

JOB INFORMATION

These Pre-Apprentice positions are pre-entry level that require no experience and will be responsible for performing general maintenance and general labor duties related to Metropolitan's pumping plants, treatment plants, and distribution system. Upon successful completion of the pre-apprentice term lasting approximately 6 months, candidates will enter into one of Metropolitan's State-certified apprenticeship programs.

PROGRAM INFORMATION

Successful candidates will serve a trial period of no less than 6-months. The objective of the 6-month trial period is to prepare new workers to enter a 4-year apprenticeship in the electrical or mechanical trades at Metropolitan. After successful completion of the prescribed trial period and required supplemental instruction those successful candidates will indenture into a four-year apprenticeship program.

Those individuals who advance into an apprenticeship program will learn their trade on the job working with journey level maintenance electricians or maintenance mechanics, and from dedicated classroom instruction. The 4-year program is comprised of 7,280 hours of combined on-the-job training (OJT) and related instruction. Related and supplemental instruction classes will be held during the apprentice's normal working hours for an average duration of 80 hours per 6-month period of apprenticeship. A significant amount of home study is required to be performed by the apprentice during non-working hours. Applicant must be at least 18-years of age at the time of employment.

ESSENTIAL FUNCTIONS- Essential and other important responsibilities and duties may include, but are not limited to the following:

- Assists in performing operations and maintenance tasks associated with Metropolitan pump plants, treatment plants, and distribution system; learns and uses basic tools and techniques as required performing operations and maintenance tasks at various facilities.
- Operates a motor vehicle, pickup truck, forklift, or other light equipment as required.
- Participates and receives various job-related training.
- Performs other related duties and responsibilities as assigned.

JOB REQUIREMENTS

Minimum Requirements:

- Graduation from high school or attainment of a satisfactory score on a G.E.D.
- Possession of, or ability to obtain, a valid Class "C" or higher driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- ☐ Knowledge in mathematics and basic science fundamentals

Skill and Ability to:

- ☐ Perform mathematical functions including algebra
- ☐ Perform tasks that require good hand-eye coordination, manual dexterity, and balance
- ☐ Make satisfactory progress in the prescribed academic and practical exercises related to an apprenticeship program
- ☐ Understand and follow oral and written instructions
- ☐ Effectively communicate clearly and concisely, both orally and in writing through simple or routine correspondence and reports
- ☐ Understand and comply with Metropolitan's policies and standards for workplace health and safety
- ☐ Work in a team environment

PHYSICAL DEMANDS/WORKING CONDITIONS:

The physical demands and working conditions characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ☐ Frequently stand, walk, reach above shoulders, push and pull.
- ☐ Frequently lift and/or move heavy loads over 25 pounds.
- ☐ Occasionally required to sit, use dexterity (includes keyboard), climb, balance, stoop, kneel, crouch, crawl, bend, and twist. Occasionally exposed to wet and/or humid conditions, in high precarious places, tunnels, extreme cold and extreme heat.

- ☐ Frequently works near moving mechanical parts and works outdoors.

Work Schedule: 4/10, 6:00 a.m. – 4:30 p.m. Hours may differ for desert locations.

Monday thru Thursday or Tuesday thru Friday dependent on location.

Selection Procedure:

The application will be used to screen an applicant's ability to meet the minimum requirements. Applicants that meet the minimum requirements will be invited for testing which consists of a multiple choice examination.

- ☐ Applicants must successfully pass the written exam with a minimum score of 70% to be invited to an oral interview. The written exam is a 3-hour multiple-choice examination on general aptitude and mathematical knowledge including algebra. Please visit our website for additional information on the multiple choice examination.
- ☐ Interview scores will be combined with the written exam to obtain an eligibility ranking.

Pre-Apprentice Date:

- ☐ **Pre-Apprentice Exam Prep-Class:** Tentatively scheduled for May 8, 2010. Location to be determined.*
- ☐ **Pre-Apprentice Exam:** Tentatively scheduled for week of June 21, 2010. Location to be determined.*
- ☐ **Pre-Apprentice Interviews:** Tentatively scheduled for weeks of July 19, 2010 and July 26, 2010. Location to be determined.*

**Locations will be updated on the website.*

Tentative Locations:	Granada Hills, CA
Jensen Water Treatment Plant	
Soto Street Facility	Los Angeles, CA
Weymouth Water Treatment Plant	La Verne, CA
Diemer Water Treatment Plant	Yorba Linda, CA
Skinner Water Treatment Plant	Winchester, CA
Diamond Valley Lake	Winchester, CA
Mills Water Treatment Plant	Riverside, CA
Lake Mathews	Riverside, CA
Hinds Pumping Plant	Near Chiriaco Summit, CA
Eagle Pumping Plant	Near Desert Center, CA
Iron Pumping Plant	Between Vidal Junction & Desert Center, CA
Gene Pumping Plant near	Near Parker Dam, CA

For more information and updates on the Pre-Apprentice/Apprentice Program please visit our website www.mwdh2o.com

The Metropolitan Water District of Southern California is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.