Frequently Asked Questions

How do I get a job at the water district?
Go to valleywater.org. Click on "Jobs," then "Current Job Openings." Apply online by clicking the position of interest, then click the "Apply" link. If this is the first time applying, you need to create an account and select a username and password. The website offers step-by-step instructions.

How can I find out what education and experience I need for a particular job?
Go to valleywater.org. Click on "Jobs" then "Salary and Classification information." Use the alphabet to find the job you are interested in.

Are there any special requirements for jobs at the water district?
Most jobs require possession of, or ability to obtain, an appropriate, valid California driver’s license. Selected candidate must pass a medical examination.

What benefits does the water district offer?
The Santa Clara Valley Water District offers a comprehensive benefit package including vacation, holidays, sick leave, medical, dental, vision, counseling services and life and disability insurance. For additional information regarding these and other benefits, go to our website at: www.valleywater.org/Careers/Benefits.aspx

What does the selection process include?
The selection process may include: the employment application, qualifying information questions and/or supplemental questions, application review, application assessment, performance test, written test and/or oral interview examination. Resumés are recommended.

Does the water district have any paid holidays?
The district recognizes 12 holidays.

What are the work hours for regular employees?
The workweek includes 80 hours in a two-week pay period: Some five consecutive 8-hour days for two weeks; some four consecutive 9-hour days and one day off one week, and four consecutive 9-hour days and one 8-hour day the other week; rotating shifts for plant operators includes salary differential for second and third shift employees.

For more information, please call the Santa Clara Valley Water District Benefits Administration Hotline at (408) 630-3030 or visit our website at www.valleywater.org
Professional Attributes
What attributes will you need to succeed in the workplace?

1. Place a check mark by work efforts that will help you do a good job.
   Circle the ones you need to use in school to be successful.
   - Produce consistently high quality work
   - Complete work on time
   - Produce consistently accurate and error free work
   - Provide complete work products
   - Produce consistent and concise work
   - Maintain high level of productivity without sacrificing quality
   - Provide effective oral and written communications
   - Take initiative and demonstrate innovation

2. Place a check mark by job knowledge that will help you be successful.
   Circle the ones you need to use in school to be successful.
   - Work independently without constant supervision while work product is completed in a timely and accurate fashion
   - Communicate/provide accurate and complete information regarding assigned area of responsibility
   - Be aware of new developments in job area which may impact or influence work
   - Possess reliable technical expertise
   - Effectively use computer software, hardware and other office equipment necessary to get assigned work done
   - Maintain/enhance skills necessary to complete assigned work
   - Know/be aware of safety procedures
   - Apply analytical skills and tools as appropriate to your job function
   - Perform in a manner that is consistent and in compliance with established organizational policies
3. Place a check mark by **judgments** that will help you do a job well done. *Circle the ones you need to use in school to be successful.*

- Practice effective prioritization of work assignments
- Make sound and reasonable decisions
- Consider implications prior to making decisions
- Accept responsibility for the outcome of decisions
- Handle constructive feedback
- Understand/exercise good judgment consistent with organizational policies and protocol
- Be adaptable and flexible to change
- Use property, equipment and systems for business in accordance with established policies

4. Place a check mark by **teamwork** attributes you need to be successful. *Circle the ones you need to use in school to be successful.*

- Contribute ideas to your work group and department meetings
- Participate in the accomplishment of departmental goals, even if outside of immediate work area
- Work in collaboration with coworkers, customers and outside agencies
- Build consensus and resolve conflicts
- Assist others to get work done/projects complete/deadlines met
- Establish and maintain effective working relationships

5. Place a check mark by **customer service** attributes essential to a job well done. *Circle the ones you need to use in school to be successful.*

- Provide friendly, helpful and prompt responses to customer requests
- Understand internal and external customer needs/issues/concerns and respond accordingly
- Demonstrate efficiency and competence in all personal contacts with customers
- Provide service in a courteous and businesslike manner
Consider a water industry career!

1. What job would you like to have when you get out of school?

2. Go to www.valleywater.org. Click "Jobs" in the blue strip underneath the word "Protecting." Scroll to "Salary & Classification Information" and click it. Click the first letter in the alphabet for your career. Is your career listed? (Circle one.) yes no

3. If "Yes," click it. If "No," repeat #2 and choose your second career choice.

4. What is the salary range?

5. What experience do you need to qualify for your career choice?

6. What training do you need?

7. Do you need a special license or certificate? (Circle one.) YES NO If yes, what is required?

8. Are there any special requirements? (Circle one.) YES NO If yes, what are they?

9. Check the items that may be included in the selection process:
   application review  application assessment  performance test
   written test         oral interview         driving test

10. What did you learn about careers in the water industry? Would you consider one?
Water District Job List

Accountant
Accounting Systems Analyst
Accounting Technician
Administrative Assistant
Asset Management Unit Manager
Assistant District Counsel (Lawyer)
Audio/Visual Specialist
Biologist
Board Administrative Assistant
Botanist
Budget Services Officer
Building Maintenance Technician
Business Resources Unit Manager
Buyer
Carpenter
Chemist
Chief Administrative Officer
Chief Construction Inspector
Chief Financial Officer
Chief Executive Officer
Chief Operating Officer
Chief Performance Systems Manager
Civil Engineer
Clark of the Board
Communications and Public Relations Manager
Construction Inspector
Control Systems Engineer
Control Systems Technician
Corrosion Control technician
Database Administrator
Database Analyst
Deputy Administrative Officer
Deputy Clerk of the Board
Deputy Operating Officer
District Counsel (Lawyer)
Ecological Services Unit Manager
Electrical Engineer
Emergency Support Manager
Employment Services Unit Manager
Engineering Systems Analyst
Engineering Technician
Engineering Unit Manager
Environmental Planner
Equipment Management Unit Manager
Equipment Mechanic
Executive Assistant
Facilities Maintenance Administrator
Facilities Management Unit Manager
Field Operations Administrator
Field Operations Unit Manager
Financial Services Unit Manager
Forms Technician
Geographic Information Systems Analyst
Geologist
Government Relations Manager
Groundwater Management Unit Manager
Health and Safety Unit Manager
Heating Ventilation Air Conditioning Mechanic
Heavy Equipment Operator
Human Resources Unit Manager
Human Resources Technician
Hydrographer
Hydrologic Systems Analyst
Imported Water Unit Manager
Industrial Electrician
Industrial Hygienist
Industrial Painter
Information Management Officer
Information Security Manager
Information Systems Analyst
Information Systems Technician
Information Systems Unit Manager
Inventory Control Technician
Laboratory Services Unit Manager
Laboratory Technician
Land surveying and Mapping Unit Manager
Legal Analyst
Librarian
Maintenance Worker
Management Analyst
Mechanical Maintenance Supervisor
Mechanical Engineer
Microbiologist
Network Administrator
Office Automation Administrator
Office Specialist
Plant Maintenance Mechanic
Procurement and Inventory Management Unit Manager
Procurement Specialist
Program Administrator
Project Assistant
Project Coordinator
Project Manager
Public Information Representative Purchasing Technician
Real Estate Agent
Real Estate Services Unit Manager
Records and Library Unit Manager
Reprographics Technician
Resident Construction Inspector
Risk Management Administrator
Safety Specialist
Safety Technician
Small Engine Mechanic
Special Programs Engineer
Staff Analyst
Student Intern
Support Services Supervisor
Surveyor
Survey Party Chief
Systems Control Operator
Technical Support Unit Manager
Technical Systems Administrator
Telecommunications Administrator
Telecommunications Specialist
Treasure/Debt Finance Officer
Utility Maintenance Unit Manager
Utility Treated Water Operations Unit Manager
Vegetation Program Specialist
Vegetation Unit Manager
Warehouse Services Unit Manager
Water Conservation Specialist
Water Measurement Technician
Water Plant Operator
Water Plant Supervisor
Water Quality Specialist
Water Quality Unit Manager
Water Resources Supervisor
Water Resources Technician
Water Utility Planning Unit Manager
Water Use Efficiency Unit Manager
Watershed Planning Unit Manager
Web Analyst
Welder
Wells and Water Services Unit Manager
Workforce Development Unit Manager
Word Processing Operator
Additional Resources

BAYWORK
a consortium of water and wastewater utilities in the Bay area. Visit their website for more information: www.baywork.org

O*NET Online
provides a tool for career exploration and job analysis! O*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
www.onetonline.org

American Water Works Association
an authoritative resource on safe water, provides knowledge, information and advocacy to improve the quality and supply of water in North America.
www.awwa.org

California State Water Resource Control Board
mission is to preserve, enhance and restore the quality of California’s water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations.
www.swrcb.ca.gov

Bay Area Clean Water Agencies
is a joint powers agency composed of the five largest wastewater treatment agencies in the San Francisco Bay area. Their goal is to improve and enhance the San Francisco Bay environment
www.bacwa.org

provides occupational employment and wage tables. www.bls.gov/oes/current/oes518031.htm

California Department of Public Health, Drinking Water Treatment and Distribution System Operators
Be a drinking water engineer! http://www.cdph.ca.gov/certlic/drinkingwater/Documents/dwp-recruitment.pdf

California Occupational Guide No. 443 (2005)
Drinking Water Treatment and Distribution Operators/Wastewater Treatment Plant Operators
www.i-train.org/lmi/imperial/g950020.htm

California Water Environment Association
is a nonprofit public benefit corporation committed to protecting our water environment through education and training. www.cwea.org

Water Research Foundation
provides funding for research to understand, manage and solve water utilities’ most pressing issues. www.waterrf.org

Water Reuse Association
mission is to promote responsible stewardship of California’s water resources by maximizing the safe, practical and beneficial use of recycled water and by supporting the efforts of the WaterReuse Association. www.waterreuse.org

H2Opportunity
presents career paths for water protection from GED to PhD www.h2opportunity

Work for Water
a place for students and job seekers to explore green careers, and utilities to find a clearinghouse of resources for recruiting in the wonderful world of water. www.workforwater.org

Water Environment Federation
has dozens of new water environment jobs every month. www.wef.org

Careers in the water industry provide
• direct involvement in protecting and preserving the health of the local community and environment.
• direct involvement in environmental issues.
• a sense of purpose for the lives of the professionals engaged in it.