

OPERATIONS ASSISTANT
Tehachapi-Cummings County Water District

Job Description:

Under direct supervision performs a wide variety of tasks related to the construction, maintenance, repair and operation of a water distribution system, provides administrative and clerical support for the Operations Departments, including computer work, data entry, filing, records keeping. Performs a variety of entry-level warehouse duties including organizing, cleaning, inventory maintenance, shipping, receiving and storing of equipment, materials and parts. Will operate a District vehicle to pick up/drop off a variety of materials, parts and supplies from/to outside vendors. This is an entry-level class position in the department. Performs related duties as required.

Qualifications:

High school diploma or (GED) and one year experience in a professional work environment.

Salary and Benefits:

\$14.32-\$17.41 Hourly
Medical, Dental and Vision
CalPERS, 2% at 62
Paid Vacation and Sick Leave

Interested parties can view the full job description and obtain an employment application at the District's website, www.tccwd.com. Applications are also available at the District headquarters located at 22901 Banducci Road, Tehachapi, California. Applications may be mailed to: TCCWD, P. O. Box 326, Tehachapi, CA 93581. Applications and resumes may also be emailed to: tccwd@tccwd.com. The final date for filing an application is Friday, March 30, 2018. For further information, please call: (661) 822-5504 or (661) 325-3733.