



**Water Apprentice Program  
Guidelines  
2021**

## **OVERVIEW**

Apprenticeship is one of the oldest forms of training. It involves learning on the job under the direction of a master or senior worker. In the U.S., registered apprenticeship has a defined meaning and a long, rich history. The registered apprenticeship system dates back to 1937 with the passage of the Fitzgerald Act—national legislation that lays the foundation for the federal-state system that exists today.

Apprenticeship is limited to skilled occupations and trades that meet basic criteria. Apprenticeship occupations are: 1) customarily learned in a practical way through a structured, systematic program of on-the-job supervised training supplemented by related technical instruction; 2) clearly identified and commonly recognized throughout an industry; and 3) involve the acquisition of manual or technical skills and knowledge. There are close to 1,000 occupations nationally that have been recognized as apprenticeships.

Apprenticeship programs are operated by both the public and private sectors and the training programs in apprenticeship occupations must meet basic standards to be registered by a federal or state apprenticeship agency. These standards relate to:

- The type of occupations and the duration of training
- The methods of training and the contents of the training agreement between the apprentice and program sponsor/employer
- Employment and supervision of apprentices, including requirements for wage progression
- Registration, record maintenance, reporting and certification
- Compliance with equal employment opportunity requirements

Apprenticeship is a system of learning while earning, and "learning by doing." It combines training on the job with related and supplemental instruction at school. Each program operates under apprenticeship training standards in accordance with State and Federal laws, under which a person works with a skilled worker and gains on the job skills and "know-how" and in turn becomes an important part of the occupation and industry. While the Three Valleys Municipal Water District (TVMWD) does not seek to establish its apprentice program under the registered federal/state guidelines, it does strive to encompass several of the standards promoted therein.

## **QUALIFICATIONS**

To be successful in the TVMWD apprentice program, individuals must have perseverance, ambition, and initiative. Similar to a college education, success in an apprenticeship does not come easily, but is the result of hard work on the part of the apprentice.

In practically every skilled occupation, the ability to read, write and speak well is beneficial, but in some apprenticeship occupations it is more important than in others. In the TVMWD apprentice program, individuals seeking an opportunity will be at a decided advantage if they have taken water

treatment/distribution courses, have some basic knowledge of mechanical, electrical and transmission systems, chemistry, biology, mathematics, record-keeping and reporting techniques, etc. Physical fitness, a good sense of balance, eye-hand coordination, color sense, agility, strength, ability to lift up to 55 pounds and work at heights all with a mechanical aptitude are desirable qualifications. Some level of interest and experience in Supervisory Control and Data Acquisition (SCADA) analysis is a plus. Ability to work with others, a good personality and neat appearance are necessary as there is occasional contact with the public.

A high school diploma supplemented by applicable, specialized training is preferred. Prospective skilled workers usually like to work with their hands, solve practical problems and use various tools to build and repair things. They like to finish things they've started and don't care how dirty or greasy the job is, as long as they get it done.

See the TVMWD *Water Apprentice Program* job classification for complete qualification requirements.

## **PROGRAM SUMMARY**

*Hiring Process* - Applicants are required to submit a completed TVMWD Volunteer Application and participate in an interview with supervisory staff. All applicants will be ranked (Pass/Fail) based on interview, certification & experience and placed in a queue for prospective hiring as apprentice positions become available.

*Length of Program* - The period of training is designed to run up to six (6) months, but can extend longer depending on current work/project needs and whether higher-level positions are available for promotion. TVMWD intends to concurrently maintain up to three (3) apprentices, each at up to 24 hours per week.

*Wage & Benefits*- The Apprentices serve in a volunteer capacity and thus, no wages or benefits are earned.

*Continuing Education* - Apprentices should maintain a minimum T1/D1 certification level and are encouraged to attend classes of related technical instruction, usually at a local community college. This instruction, supplementing the training on the job, gives apprentices a comprehensive understanding of the theoretical aspects of their work. Related instruction a fundamental feature and has been accepted as standard practice for the TVMWD apprentice program.

*Utilizing District Property* - Apprentices are provided with ample opportunity to learn the theories of their trade. Each day on the job they learn, under the supervision of skilled workers, instruction in the use of the tools of the trade. With proper instruction and oversight, apprentices are allowed to use power-driven machinery as part of their training. Apprentices are not required to furnish their own hand tools; all tools and equipment are provided by the district and are to remain on district property at the end of each work day.

## **APPLICATION PROCESS**

To receive an application and more information about the apprentice program, contact:

Three Valleys Municipal Water District, 1021 E. Miramar Ave, Claremont, Ca 91711

Viviana Robles, Human Resources/ Risk Manager

[vrobles@tvmwd.com](mailto:vrobles@tvmwd.com) 909-621-5568