



Goleta Water District is seeking:
Warehouse and Facilities Lead
\$81,661 - \$94,533 Annually

Goleta Water District
4699 Hollister Avenue, Goleta, CA 93110
www.GoletaWater.com

THE COMMUNITY

Located on the beautiful Pacific coast, approximately 100 miles northwest of Los Angeles, the Goleta Water District encompasses an area extending along the south coast of Santa Barbara County west from the Santa Barbara city limits to El Capitan. The area is known for its natural beauty, quality of life, and Mediterranean coastal climate.



UNIQUE OPPORTUNITY

The Goleta Water District is a medium size public water agency serving a unique mix of urban and agricultural customers with approximately 17,000 customer connections. The District's diverse water supply portfolio includes surface water, groundwater, and recycled water. The Warehouse and Facilities Lead is an essential support position responsible for logistics, inventory, fleet and building maintenance, and assisting field crews to help the District provide uninterrupted water service.



ESSENTIAL DUTIES AND RESPONSIBILITIES

The Warehouse and Facilities Lead is responsible for:

- Inspecting, planning for, and performing minor maintenance work on buildings, landscaping, equipment, vehicles, and other facilities.
- Inventory control consisting of receiving delivered materials, updating inventory records, ordering materials and fuel, checking inventory records, and maintaining an adequate supply of stock materials.
- Assisting distribution and meter crews.
- Providing support services duties such as delivering office supplies, collecting recyclable materials, transporting equipment, materials, and vehicles, setting up equipment for meetings, and running errands.

The Warehouse and Facilities Lead is a General Service Worker I/II class position that reports directly to the Operations Supervisor.

ADDITIONAL LOGISTICAL SUPPORT FUNCTIONS

- Prepares reports for fleet regulatory requirements.
- Collects stormwater samples from Operations Yard and prepares reports for stormwater compliance.
- Orders and issues uniforms and personal protective equipment.
- Researches pricing information to the Engineering and Distribution groups.
- Provides additional assistance as needed.

QUALIFICATIONS

High school diploma or GED.

Experience in building or general maintenance and construction, warehousing, or storage work or manual labor is desirable but not required.

Possession of a valid California Driver's License and possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

The General Service Worker II classification requires possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator.



ABOUT THE DISTRICT

Governed by a 5 member elected Board of Directors, the District is an independent special district with an annual operating budget of \$49 million. The District provides water to a diverse population of approximately 87,000 in the Goleta Valley, including agricultural, residential, commercial, industrial, and institutional customers. The District's water supply portfolio includes the Goleta Groundwater Basin, connections with Lake Cachuma and the State Water Project, and a recycled water system. The water system includes the LEED certified Corona Del Mar Water Treatment Plant, storage reservoirs, pumping facilities, 14 groundwater production and injection wells, over 270 miles of pipelines, and thousands of appurtenances.



COMPENSATION AND BENEFITS

The salary range for this position is **\$81,661 - \$94,533 Annually**

Goleta Water District offers a competitive benefits package that includes, but is not limited to:

- **Retirement:** The District participates in CalPERS (California Public Employees Retirement System). Employees new to CalPERS or with a break in CalPERS employment (or employment covered by a retirement system with CalPERS reciprocity) of more than six months are eligible for the 2% @62 benefit program and contribute 7.75% of their covered salary. "Classic" CalPERS members are eligible for the 2.0% @55 benefit program and contribute 7% of their covered salary.
- **Health Insurance:** The District provides group insurance benefits for medical, dental, and vision. The 2026 Bi-Weekly is HMO/PPO:
 - Employee only \$66.14 / no cost
 - Employee +1 \$481.64 / \$452.20
 - Employee +2 or more \$635.06 / \$602.81*The amounts are adjusted yearly*
- **Dental Insurance:** The District contributes 100% of employee and a portion of dependent premiums.
- **Vision Insurance:** The District contributes 100% of employee and dependents.
- **Life Insurance:** The District provides life insurance and accidental death and dismemberment coverage. The benefit is 1½ times the annual base salary.
- **Vacation Leave:** Employees classified as FLSA Non-exempt are entitled to accrue 112 hours (14 – 8 hour days) of paid vacation annually.
- **Annual Personal Development Allowance:** The District will pay for required courses (up to \$1,000 per fiscal year) as well as approved job-related courses.
- **Annual Cost of Living Adjustment:** Employees may receive an annual 3-5% salary adjustment based on the Consumer Price Index (CPI) adjustment.
- **Other Leave:** 96 hours of sick leave accrued per year. Plus paid holidays, one of which is floating.

This position is an overtime exempt, at-will and confidential position.

HOW TO APPLY

This position is open until filled.

An application package is available at <https://www.goletawater.com/about-the-district/employment>



August 2026



Re: Warehouse and Facilities Lead (classified as General Service Worker I or II)

**General Service Worker I: Salary Range \$81,661- \$94,533/annually plus benefits or
General Service Worker II: Salary Range \$94,701- \$109,629/annually, plus benefits**

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. The District currently has an opportunity for a full-time Warehouse and Facilities Lead, which is classified as a General Service Worker I or II.

We are looking for a competent individual to handle a multifaceted position with various responsibilities. Included are management of the District's inventory system; maintain, monitor, and ensure regulatory compliance of the District's Fleet; implement the District's Storm Water Pollution Prevention Program at the District's Headquarters' site to ensure compliance with the District's Industrial General Permit; and all facility maintenance activities related to the District's Headquarters' buildings and site. Within each of these areas, this position performs operational and organizational tasks to implement these programs; prepares reports to provide budgetary and administrative guidance; and may assume more complex and specialized assignments such as performing studies and analyses. A successful candidate is a reliable professional with excellent organizational and record-keeping abilities with great attention to detail; productive proficiency in computer applications including word processing, spreadsheet and database software and Internet search engines; can handle organizing and prioritizing multiple tasks and assignments; and has experience with managing vendors, contractors, and consultants on a variety of disciplines.

To apply for the General Service Worker I or II position, please complete the attached application. It is important that your application reflect all relevant education and experience. Applications may be rejected if incomplete. Please also include the supplemental questionnaire. Applications must be sent by email to: hr@goletawater.com. This position is open until filled.

Sincerely,

Human Resources Administrator

Enclosures: Job Description, Application for Employment and Supplemental Questionnaire

GOLETA WATER DISTRICT

Class Title:	General Service Worker I
Department:	Engineering & Infrastructure
FLSA Status:	Non-Exempt
Supervised By:	Distribution System Superintendent
Supervises:	None

Class Summary

Under immediate supervision, this entry-level class is responsible for performing maintenance work, inventory control, assistance with meter and field crews, and support services activities. Performs other work-related duties as required.

May be assigned to on-call duty. Shift work may be required.

Advancement to the next level of this class series is based upon determination by the District that the employee meets the qualifications, employment standards and special requirements of the next level and is assigned and competently performs the duties at the higher level.

Essential Duties and Responsibilities

1. Inspects, plans for, and performs minor maintenance work on: buildings, landscaping, equipment, vehicles, and other facilities.
2. Performs inventory control consisting of, but not limited to: receiving delivered materials, updating inventory records, ordering materials and fuel, checking inventory records and maintaining an adequate supply of stock materials.
3. Assists and works with distribution and meter crews.
4. Provides support services duties such as: delivering office supplies, collecting recyclable materials, transporting equipment, materials and vehicles, setting up equipment for meetings, and running errands.

Mental and Physical Requirements/Working Conditions

1. Regularly drives a vehicle in conducting District business.
2. Operates District vehicles, forklift, and other equipment.
3. Communicates orally, in writing and with drawings with district management, coworkers and the public.
4. Writes in a clear and legible manner.
5. Regularly uses a telephone, radio and/or computer for communications.
6. Operates office equipment including computers and peripheral hardware and software, copiers, faxes, printers and calculators.
7. Demonstrates alertness and flexibility to changing demands.
8. Hearing and vision are within normal ranges.
9. Must be able to carry and lift 50 lbs.
10. Sits, stands and walks for extended time periods.
11. Walks on uneven terrain.
12. Stoops, kneels, crouches, bends, reaches, squats and climbs during work.
13. Works in confined spaces.
14. Works in both indoor and outdoor environments in all types of weather.
15. Works in an environment with exposure to dust, dirt, water, chemicals and significant temperature changes between cold and heat.
16. Works with cleaning solutions and/hazardous chemicals.
17. Wears hardhat, respirator and other safety equipment.

Qualifications

Education and Skills Training:

1. High school diploma or GED (General Equivalency Diploma).

Experience:

1. Any combination of education and experience, which would provide the necessary knowledge and abilities.
2. Experience in building or general maintenance and construction, warehousing or storage work or manual labor is desirable.

Employment Standards

Demonstrated ability to:

1. Behave in a positive, harmonious, professional, and competent manner with the public, customers and district employees.
2. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors and other organizations.
3. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
4. Establish, interact and maintain a positive and cooperative working relationships with others.
5. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
6. Communicate in a clear, understandable fashion orally and in writing.
7. Understand and follow oral and written directions.
8. Complete assignments in a timely manner.
9. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
10. Exercise initiative, take personal responsibility and follow through on assigned work.
11. Maintain accurate records.
12. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, date stamps, postage meter, and other peripheral hardware and software in a proficient, competent manner.
13. Adhere to workplace safety rules and regulations.
14. Safely operate assigned motorized vehicles and power-driven equipment including forklifts
15. Perform arithmetical calculations.
16. Respond to assignments in a timely manner.

Knowledge of:

1. Methods, materials, tools and equipment used in general maintenance and construction work.
2. Basic hydraulics desirable.
3. Mechanical equipment and devices used in water systems.

Special Requirements

Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

All certifications listed below must be obtained by the time period stated herein or employee may be subject to termination.

Possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator within one (1) year of placement in this class.



4699 HOLLISTER AVENUE
GOLETA, CALIFORNIA 93110-1999
TELEPHONE 805/964-6761
FAX 805/964-7002

Position Applied For: _____

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

If hired, applicant: - must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
- must submit proof of age
- must pass a physical examination which includes drug/alcohol testing
- is subject to a background check

NAME:

Last First Middle Initial

ADDRESS:

Number Street

City State Zip Code Email Address

PHONE: () Daytime () Evening

Are you willing to work:

Part-time Yes___ No___ Temporary (hourly) Yes___ No___
Nights Yes___ No___ Weekends & holidays Yes___ No___

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed:

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of last grade or high school attended:

Did you graduate?

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

SPECIAL SKILLS

List other formal training programs, which may be related to the type of employment you are seeking:

Licenses and Certificates (State, Professional, Trade, etc.)

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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Do you need special accommodations in the selection process? Yes ____ No ____

If yes, please describe: _____

Are you related by blood or marriage to any current district employees? Yes ____ No ____

If yes, individual: _____

Name	Relationship
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Have you ever been employed by the District? Yes ____ No ____

If yes, give dates and positions held: _____

Where did you learn of this opening?		
Friends _____	District Recruitment Brochure _____	Advertisement (which publication) _____

NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.

Please return via email to hr@goletawater.com



SUPPLEMENTAL QUESTIONS

Please describe in detail your experience in the following areas.

A) Performing inventory and warehousing work

B) Distribution system or general construction work

C) Vehicle maintenance



SUPPLEMENTAL QUESTIONS

Please describe in detail your experience in the following areas.

D) Building maintenance

E) Project management and program-based organizational skills