

5 steps to an EBMUD career

Competition for EBMUD jobs is intense. For most positions, we use a multi-step selection process to hire the best person for the job. Some jobs are promotional opportunities open only to current EBMUD employees, but most jobs are open to the public.

1. Minimum qualifications

After we receive your application, we review it to determine if you have the minimum related education and experience to perform the job. If your application does not clearly show that you meet the minimum qualifications, you will not continue in the selection process. Current and past EBMUD employees also must submit a current application to be considered for an open position.

2. Evaluation

For many positions, the next step is for a panel to evaluate your application. The panel determines who has the best training, experience and qualifications. It's important that your application represent you as well as it can because this is the last opportunity to explain or clarify your education or experience.

About us

EBMUD is a public agency that delivers water to more than 1.3 million customers and wastewater treatment to 650,000 customers in portions of Alameda and Contra Costa counties.

From Pardee Reservoir and through a web of pipes and facilities, EBMUD supplies mountain water to East Bay customers. Every day of the year, EBMUD treats wastewater before it is discharged to the bay. The District recycles water, produces energy from waste and works with residents and businesses to keep pollutants from reaching the bay.

Learn what jobs are available

Call our jobs hotline at 510-287-0742.

Every Monday afternoon we update our jobs hotline with information on current openings, application deadlines, salary information and minimum requirements.

Visit www.ebmud.com for current job

announcements that detail the duties, minimum requirements, application deadlines, salary information and testing process for all open positions. Announcements are also posted on public bulletin boards at 375 Eleventh Street and at 2130 Adeline Street, both in Oakland. Application materials are available on our website.

3. Testing

Applicants with the best qualifications may be asked to take one or more tests, such as a keyboard test, a writing project or other skills-specific test. Your application is reviewed at several points in the testing process.

4. Panel interview

The top candidates from the previous steps may be invited to an interview by a panel of experts. Prior to interviewing you, the panel will review your application. After the panel interviews, they will create an employment list with the most successful candidates ranked in order of overall test and interview scores.

5. Hiring interview

The top ranked candidates from the previous steps are invited to a hiring interview. A copy of your application will be provided to the hiring supervisor for review. Other candidates remain on our employment list for up to 24 months, and may be interviewed for other jobs that open during that time.

Work for the East Bay Municipal Utility District

Human Resources Department
East Bay Municipal Utility District

375 Eleventh Street
Oakland, CA 94623-1055
510-287-0735
www.ebmud.com



An equal opportunity employer



Whether you are a skilled employee or new to the workplace, a job with EBMUD can pave the way to career success and personal satisfaction.

EBMUD is committed to equal opportunity and diversity in our work force. We employ nearly 2,000 people who provide high-quality water and wastewater treatment services throughout the East Bay.

Careers at EBMUD include engineering, field construction, installation and repair of water and wastewater pipelines and facilities, water treatment and distribution, wastewater treatment, field and customer service. Other disciplines are accounting, clerical and administrative support, equipment and facilities maintenance, management and many more.



10 tips for completing your employment application

We want to know about you! Describing your experience and education in your online application is one of the most important steps in competing for a position with the East Bay Municipal Utility District.

Often there are far more applicants than there are positions available. It is important that you describe your qualifications accurately and thoroughly. Your application may be reviewed many times by different people.

1. Review the job announcement carefully to understand the type of work performed by people in these jobs and to decide if this is the right job for you.

2. Evaluate your own experience and education to determine if you have related training or experience. If you do not have experience performing specific tasks outlined in the job announcement, you may qualify by clearly demonstrating that your combination of education and experience in related areas is equivalent.

3. Prepare a rough draft of information you intend to include on your application to be sure that you have covered all of the important facts about your work experience in each position you have held.

4. Be honest. If you are successful in the selection process and among those considered at the hiring interview, your previous employers will be contacted to verify your experience. When a college degree or special license is required, this information will also be verified. If you have misrepresented your education or experience, your name will be removed from the employment list.

5. Be specific.

Your application should tell us as much relevant information about you as possible. Provide specific information about the individual job duties of each position you have held. Include enough detail so that every person reviewing your application can understand what you did. Be sure to review the job announcement and highlight your experience in the key areas of responsibility described.

Example

Key responsibility from job announcement:
Manage filing systems for a complex office with word processing responsibilities.

Poor application description:
I did clerical work in a large office.

Effective application description:
Answered 20 telephone lines and filed correspondence, project records and billing information as the only clerical assistant for a staff of 10. Prepared daily reports and correspondence using Word and Excel.

6. Volunteerism and other unpaid experience counts. Include this qualifying experience on your application along with the names and telephone numbers of people who can verify your experience. You may have gained valuable work experience as a volunteer, though you may not have been paid.

7. Supplementary applications are often included for positions where a specific type of experience is needed. Instructions are provided on the supplementary application form along with questions asking you to describe your experience performing very specific tasks. Read the instructions and questions carefully before answering to be sure that your responses are complete.

8. Print your application materials before you submit them. All applications must be submitted online. EBMUD cannot provide you with copies and you may wish to refer to your application when preparing for a panel or hiring interview or when preparing applications for other EBMUD positions.

9. Submit your application on time.

Applications and completed supplementary materials, if requested, must be received online by 4:30 pm on the final application acceptance date stated in the job announcement.

10. Your application will speak for you as you will not have an opportunity to explain your experience in person until later in the selection process. By being thorough and specific on your application, you will be most competitive.

Types of Employment

Regular, full-time

Most jobs are regular, full-time positions that require successful completion of six to twelve months of probation.

Limited-term and temporary construction

Limited term and temporary jobs last two to four years or longer depending on the project they support. Employees in these positions do not automatically transition to full-time regular jobs.

Six-month temporary

To replace absent regular employees or to increase staff during peak work periods, temporary job openings of no more than six months may be open. Most of these openings are in clerical, pipeline maintenance or customer service areas.

Part-time

Part-time jobs in Customer Services may last up to 800 hours per year. Part-time employees work directly with the public or provide clerical support.