

Help Wanted

PINE COVE WATER DISTRICT

Office Assistant / Conservation Specialist

Monday – Friday 9:00am – 1:00pm / Additional hours as needed to cover sick, vacation, etc.

The following job description is intended in general to identify the job requirements and duties that may be assigned. It is not intended to describe all of the duties an employee assigned to this classification may be required to perform.

JOB SUMMARY:

Responsible for the District blog, including new ideas, stories, and articles, including but not limited to conservation. Filing, counter payments, phones, maintain historical album, customer accounts, and more as needed to assist the Office and General Manager. Housekeeping to include vacuuming, dusting, windows, plant care, etc. Must be able to cover office hours when needed beyond main hours. Willingness to attend trainings and seminars, as needed.

MINIMUM QUALIFICATIONS:

Valid California Driver's License / Driving record acceptable to the District's Insurer

High School diploma / G.E.D. equivalent

Live Scan/Fingerprinting

Satisfactory physical exam

KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices, procedures and filing systems; computer skills (Microsoft Office, Google Suite, and WordPress); ability to effectively organize work; self-motivated; perform a variety of clerical work efficiently and accurately; deal tactfully and courteously with others within and outside the District, including employees, other officials, and the general public.

PAY RATE:

Hourly / Negotiable D.O.E.

CalPers Retirement after 1000 hours as a permanent employee

Health Insurance

14+ Paid Holidays

Paid Vacation after 1 year

Accrued Paid Sick days

Applications can be submitted to the Pine Cove Water District office at 24917 Marion Ridge Rd., mailed to PO Box 2296, emailed to Jennifer@pcwd.org, or faxed to 951-659-3112 by October 10, 2025
Full job description available in the office or online at PCWD.org