

BAYWORK Instrumentation and Controls Technician Apprenticeship

Frequently Asked Questions

About the Instrumentation and Controls Technician Occupation

1. What is an Instrumentation & Controls (I & C) Technician?

A: I&C Techs are responsible for installing, maintaining, and repairing the wide variety of electronic and electro-mechanical equipment that allows a modern water system to function safely and efficiently. This includes sensory devices and control devices, as well as analytic systems that interface with them to function safely and efficiently. This is a challenging career that is in high demand. As our facilities become more automated, there will be a long-term need for technicians to maintain and repair the systems. To learn more about the I & C Tech position, visit the BAYWORK website at:

<https://www.baywork.org/career-path/electronic-maintenance-technicianinstrument-technician/>

These two videos, found on the BAYWORK website, highlight the work of I & C Technician working in the industry:

- Grant Gilley - <https://vimeo.com/147365296>
- Charles Johnson - <https://vimeo.com/130489310>

About Apprenticeship

2. What is the difference between Registered Apprenticeship and other types of training?

A: The Registered Apprenticeship system of training is unique in that it is the only formal, structured, and nationally recognized education and training program available that combines the two most common forms of career and occupational learning: classroom instruction with on-the-job training.

Apprentices not only learn occupational skills in the classroom, but their learning is also expanded to include hands-on, paid, on-the-job training! Students learn and practice all phases of the trade/occupation in real-world applications. ***The BAYWORK I & C Tech Apprenticeship will be registered with the US Department of Labor.***

3. What are the benefits of Registered Apprenticeship for Apprentices?

A: Apprentices in the BAYWORK I & C Tech Apprenticeship:

- Are Paid to learn a trade/occupation.
- Are Guaranteed wage increases.
- Gain portable credentials that are nationally recognized.
- Will earn college credit.

4. How long is the training?

A: The BAYWORK I & C Tech Apprenticeship will take 4 years to complete.

5. Are apprentices required to attend school?

A: Apprentices must attend Related Technical Instruction which is combined with on-the-job-learning experience. The local apprenticeship committee determines the Related Technical Instruction requirements according to industry standards. ***The Mechatronics Program at Mission College in Santa Clara will deliver the Related Technical Instruction for the BAYWORK I & C Tech Apprenticeship.*** Apprentices will take in-person classes at Mission College, starting in fall 2024. The apprentices will only be required to take one class at a time. Classes will be held in the evenings. In addition, there will be some online course work prior to starting at Mission College. All tuition, books and fees required by the apprenticeship will be paid by the employer. If apprentices have already completed classes required by the apprenticeship, credit toward the apprenticeship for those classes will be determined by the Joint Apprenticeship Committee once an applicant is accepted into the program.

6. If a student is currently enrolled in relevant courses that may pose a scheduling conflict with the start of the apprenticeship, will they have to drop out of school once the apprenticeship starts?

A: If the concern is about the conflict of class and work schedules for the first couple of weeks of the apprenticeship, the applicant should go ahead and apply. Valley Water may be able to adjust your work schedule for that short period.

7. Can apprentices earn college credit for their Registered Apprenticeship experience?

A: Yes. Students enrolled in the BAYWORK I & C Tech Apprenticeship will receive college credit for courses they successfully complete at Mission College.

8. Are apprentices paid?

A: Yes. Apprentices must be full-time employees of the employer. ***The typical work shift for apprentices is 6:00 am – 3:30pm.*** Wages increase progressively with satisfactory completion of work assignments and Related Technical Instruction. ***Apprentices in the BAYWORK I & C Tech Apprenticeship are full-time employees of Valley Water. Apprentice compensation begins at \$87,459 per year.*** Regular increases bring compensation up to the journey worker wage upon completion of the full program. ***The current journey worker wage is \$109,324. Apprentices also receive a generous benefit package, including medical, dental and vision.***

9. What are the minimum eligibility requirements for the BAYWORK I & C Tech Apprenticeship? (This is a partial list. Please refer to the job posting for more details.)

A: The minimum requirements for the BAYWORK I & C Tech Apprenticeship include:

- High school diploma, GED or equivalent
- Must be 18 years of age or older.
- Must submit high school transcripts in the application process.
- No experience required.
- Ability to lift 50 lbs.
- Possession of a valid class C California driver's license.
- Selected candidates must pass a pre-employment screening process to include reference and background/criminal checks.
- Applicants must be able to work full-time (40 hours/week) and attend school on some evenings.

10. What happens when an apprentice completes the program?

A: Upon successful completion of the program, apprentices will advance to an Instrumentation and Controls Technician II position.

11. If an apprentice must leave the program before completing training, can they return later?

A: Decisions regarding apprentices leaving before completing the training and/or returning to the training will be considered by the Joint Apprenticeship Committee (JAC) on a case-by-case basis.

About Applying for the Apprenticeship

12. How do I apply for the BAYWORK Instrumentation and Controls Technician Apprenticeship?

A: Applications will be available on the Valley Water jobs page (<https://www.governmentjobs.com/careers/scvwd>). ***The application is expected to be posted during the week of February 5th and will be live for one week.*** The application process includes an online application. Applicants will also need to follow-up by sending proof of high school graduation or equivalent. Applicants may also send us unofficial transcripts for any relevant college credits they would like us to consider – this is not a requirement.

The selection process will be layered and include evaluation of high school transcript, interviews, and an assessment test. Also, to a small extent, applicants with relevant post-high school experience and learning may receive extra credit. Applicants selected to move forward in the process will be informed about next steps.

13. Will the assessment test be taken online or in person? Is there a dress code for the assessment test?

A: If an applicant advances to the assessment phase, the assessment test will be delivered in person, probably at Mission College. The applicant will have to make arrangements to attend. While there is no dress code for the assessment test, we encourage applicants to dress in a way that shows they are serious about this opportunity – nothing elaborate, but flip flops and shorts might not impress the employer.

14. What kind of transcripts are applicants required to provide as part of the application process? How should transcripts be submitted?

A: Applicants must submit ***an official high school graduation transcript or GED/High School Equivalency scores as part of the online application process.*** We encourage those with GED or High School Equivalency to also submit a high school transcript. The selection process will include an evaluation of your high school transcript, interviews, and assessment tests. Applicants may also send us unofficial transcripts for any relevant college credits (including from a vocational school) they would like us to consider – this is not a requirement. Applicants with relevant post-high school experience and knowledge may receive extra credit.

15. What if your transcripts are from a different country?

A: *It is the applicant's responsibility to have foreign transcripts evaluated.* The applicant is responsible for any costs associated with this service. When you submit your foreign transcripts, please include an equivalency report and course descriptions. There are several vendors who provide this service. Mission College recommends [THIS](#) list of **Agencies Approved By The Commission For Foreign Transcript Evaluation**.

16. Should applicants submit ASVAB (Armed Services Vocational Aptitude Battery) test results as part of their application, if they have them?

A: We won't be using ASVAB test results. But anyone with relevant work experience in the military should include that experience in their resume.

17. How many apprentices will Valley Water hire through this recruitment? Will there be additional apprentice positions posted in the future?

A: *Valley Water plans to hire two apprentices* through this recruitment. More apprentices may be hired in the future to meet operational needs.

18. Will the pre-employment screening process include a physical/medical exam? If so, what does that include?

A. Yes, a physical exam will be required. Information will be provided once an applicant is selected for the position.

19. What if an applicant has a disability or medical condition that may affect participation in training?

A: When you apply for the position, you will have an opportunity to request a reasonable accommodation. Valley Water will determine whether an accommodation can be made.

20. What are the physical requirements of this apprentice position?

A: The [Valley Water Instrumentation and Controls Apprenticeship Opportunity flyer](#) provides more details on the Physical and Environmental Conditions typical for this position.

21. When will the apprenticeship begin?

A: It is expected that those finally selected will begin the apprenticeship in late May and start community college classes in the fall semester 2024.

22. Who should I contact for more information?

A: For more information, go to the [Valley Water Instrumentation and Controls Apprenticeship Opportunity flyer](#) or email BAYWORK at sfbaywork2011@gmail.com. The recordings of the information sessions held on 1/24/24 and 2/7/24 will be posted on the [BAYWORK Apprenticeship page](#).

This document has been adapted from [CalApprenticeship.org](https://www.calapprenticeship.org).