

NIPOMO COMMUNITY SERVICES DISTRICT

THURSDAY JANUARY 31, 2013

10:00 A.M.

SPECIAL MEETING NOTICE & AGENDA PERSONNEL COMMITTEE

COMMITTEE MEMBERS

LARRY VIERHEILIG, CHAIRMAN
DAN A. GADDIS, MEMBER

PRINCIPAL STAFF

MICHAEL S. LEBRUN, GENERAL MANAGER
LISA BOGNUDA, ASST GM/FINANCE DIRECTOR
JON SEITZ, GENERAL COUNSEL

**MEETING LOCATION - District Board Room
148 S. Wilson Street, Nipomo, California**

1. **CALL TO ORDER, FLAG SALUTE AND ROLL CALL**

2. **CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO ESTABLISH A NEW ORGANIZATIONAL STRUCTURE AND CONSIDER REVISED JOB DESCRIPTIONS AND SALARY RANGES TO SUPPORT STRUCTURAL CHANGES**

ACTION RECOMMENDED: REVIEW PROPOSED ORGANIZATIONAL CHANGES, PROPOSED JOB DESCRIPTION AND SALARY RANGE CHANGES, PROVIDE STAFF DIRECTION, MAKE RECOMMENDATION TO BOARD OF DIRECTORS

3. **SET NEXT COMMITTEE MEETING DATE AND TIME**

4. **ADJOURN**

TO: PERSONNEL COMMITTEE
FROM: MICHAEL S. LEBRUN *msl*
GENERAL MANAGER
DATE: JANUARY 28, 2013



CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO ESTABLISH A NEW ORGANIZATIONAL STRUCTURE AND CONSIDER REVISED JOB DESCRIPTIONS AND SALARY RANGES TO SUPPORT STRUCTURAL CHANGES

ITEM

Consider proposed organizational changes precipitated by pending retirement of senior management staff. Consider job description and salary range changes to three existing positions to facilitate changes in organizational structure. [RECOMMEND CONSIDER PROPOSED CHANGES, MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

BACKGROUND

The District's Utilities Superintendent has provided written notification to the General Manager announcing her retirement from the District and Public Employee Retirement System (PERS), effective June 3, 2013.

The District's Utilities Field Supervisor position has been vacant since retirement of the previous Supervisor became final in early 2012.

The District is currently constructing the Phase I Facility Improvements at the Southland Wastewater Treatment and Reclamation Facility. The project is scheduled to be complete in May 2014. Upon completion of the improvements, the facility will be reclassified as a Level III facility (current pond system is classified Level I), meaning the District's lead wastewater plant operator (a.k.a. Chief Plant Operator) will be required to possess a Grade III Wastewater Treatment Plant Operator Certificate as issued by the State of CA. This is one grade *higher* certificate than is currently required to be held by the Superintendent and Field Supervisor.

In order to effectively address the pending reduction in staffing resources, existing vacancy, and increased level of certification required by the new plant, staff is proposing changes to the organizational structure and revision to three existing job descriptions and salary ranges to support the structure change.

A proposed organizational chart, along with the District's current chart, are attached for reference. The following changes are being proposed:

- Meld the Operations Superintendent position and District Engineer position into a new Director of Engineering and Operations position. Promote District Engineer to fill the newly created position. Augment budget authority of newly created position with budget authority of District Engineer and a portion of Superintendent budget authority.
- Reassign the position authority and a portion of the budget authority of the Superintendent position to a newly added Operator position.

- Revise the job descriptions and salary ranges of the two field Supervisor positions to reflect new certification requirements and more efficiently supervise operations staff along functional lines while maintaining cross functional capabilities.

FISCAL IMPACT

The anticipated annual salary savings based on the proposed reorganization is approximately \$35,964 as summarized below:

<u>POSITION</u>	<u>ANNUAL SALARY CHANGE</u>	
Utility Superintendent - Eliminated Position	(\$94,284)	
Director of Engineering and Operations - Modified Position/Salary	\$6,804	New Range
Wastewater Supervisor - Modified Position/Salary	\$6,084	Range #46, Step 1
Water Supervisor - Modified Position/Salary	\$3,264	Range #44, Step 3
Utility Operator - New Position	\$42,168	Range #28, Step 1
	<u>Annual Salary Savings</u>	<u>(\$35,964)</u>

STRATEGIC PLAN

Strategic Plan Goal 4.1 – Retain and attract new employees

RECOMMENDATION

Consider information, direct staff, make a recommendation to your Board regarding the proposed changes to District organization, job descriptions and salary ranges.

ATTACHMENTS

- A. Proposed District Organizational Chart
- B. 2012-2013 District Organizational Chart
- C. Draft proposed Director of Engineering and Operations Job Description
- D. Draft proposed Wastewater Supervisor Job Description
- E. Draft proposed Water Supervisor Job Description

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ITEM 2

ATTACHMENT A

Board of Directors

Draft 1/29/2013

General Manager
Filled

Legal Counsel
Contract

Director of Engineering & Operations
Filled

Finance Director/
Assistant GM
Filled

Assistant Engineer
Vacant

Wastewater Supervisor
Vacant

Water Supervisor
Filled

Billing Clerk
Filled

Secretary Clerk
Filled

Public Information Assistant
½ Time, Vacant

Utility Operator
Filled

Utility Operator
NEW

Utility Worker
Filled

Utility Worker
Vacant

Utility Worker
Filled

Utility Worker
Vacant

Maintenance Worker/
Customer Service
Filled

Maintenance Worker/
Customer Service
Filled

NIPOMO COMMUNITY SERVICES DISTRICT

Proposed Reorganization

JANUARY 31, 2013

ITEM 2

ATTACHMENT B

Board of Directors

(ELECTED)

Adopted June 13, 2012
Revised/Updated October 10, 2012

Legal Counsel
Contract

General Manager
Filled

Finance Director/
Assistant GM
Filled

Billing Clerk
Filled

Secretary
Clerk
Filled

Public Information
Assistant
½ Time, Vacant

District Engineer
Filled

Assistant
Engineer
Vacant

Utilities and Engineering
Office Assistant
(1/2 time)
Filled

Utility Superintendent
Filled

Utility Field
Supervisor
Vacant

Maintenance
Supervisor
Filled

Utility Operator
Vacant

Utility Worker
Filled

Utility Worker
Vacant

Utility Worker
Filled

Utility Worker
Filled

Maintenance Worker
Customer Service
Filled

Maintenance Worker
Customer Service
Filled

NIPOMO COMMUNITY SERVICES DISTRICT

Fiscal 2012-2013

JANUARY 31, 2013

ITEM 2

ATTACHMENT C

7015 – DIRECTOR OF ENGINEERING & OPERATIONS

FLSA EXEMPT

DEFINITION

Under administrative direction, plans, manages, oversees, reviews and directs the work of staff performing difficult and complex engineering, operations, repair and maintenance functions and activities related to all programs of the Engineering and Operations Department; Responsible for current and long-range planning activities; Oversees project planning, design, construction management, project inspection, contract management, operations, maintenance, and repair of water and wastewater facilities including treatment plants and wastewater collection and water distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District engineering and operations functions meet all applicable laws, regulations, and District policies; prepares regulatory and operational reports; coordinates activities with other Divisions, outside agencies, organizations, applicants and the public; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; serves as District Engineer; provides expert professional and complex staff support to the District Board, Committees and District Manager; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct and general supervision over engineering and operations staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single position administrative management level class which directs all functions of the Engineering and Operations Department which includes day-to-day operations, maintenance, and repair, as well as, short and long-range capital improvement planning, design, construction and budgeting. Responsibilities include coordinating the activities of the department with those of other departments and managing and accomplishing the complex and varied functions of the department; dealing with and providing staff support to the Board of Directors, under the Direction of the General Manager; and working with customers and a variety of agencies and consultants. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- A. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Engineering and Operations Department, including current and long-range planning;
- B. Prepares and administers the department's budgets, including materials and supplies, contract services, capital improvement projects, and vehicle and equipment expenses;
- C. Plans, organizes, administers, reviews, and evaluates the work of operations, technical, maintenance, and contract staff directly and through subordinate levels of supervision;

**DIRECTOR OF ENGINEERING & OPERATIONS
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7015
EFFECTIVE: XX/XX/XXX**

- D. Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff;
- E. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance;
- F. Coordinates activities of staff and the department with those of other District departments and outside agencies;
- G. Manages preventive maintenance programs and procedures for the District's water and wastewater systems and facilities; Develops preventive maintenance programs and updates the District's preventive maintenance programs for newly completed projects and/or facilities developed by the District or developers;
- H. Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision;
- I. Ensures compliance with all District operational and maintenance safety policies and procedures; provides for staff training in safety and compliance;
- J. Manages the implementation of District projects including all tasks necessary to plan, design, comply with CEQA, secure permits, secure land, award bids, manage construction, accept completion, arrange for operation, and submit periodic reports on projects status in conjunction with authorized consultants, contractors, property owners, and agency personnel;
- K. Tracks the implementation of utility master plans; recommends development of master plan updates as appropriate including the addition of new projects and changes to previously approved projects; and submits periodic reports on master plan implementation;
- L. Administrates processing of developer sponsored applications for District services including all tasks necessary to receive applications, determine the completeness of applications; process the intent-to-serve letter approval or denial; secure Plan Check and Inspection Agreement execution; assign plan check resources; monitor the plan check and inspection process; assist in select inspections; approve final plans; issue the Notice to Proceed; secure required easements; coordinate project construction inspection; coordinate with the county and other utilities; secure applicant submittals; secure applicant fee payments; issue a final will serve letter; present a Resolution of Acceptance to the Board; and finalize the warranties;
- M. Coordinates developer sponsored annexation application including all tasks necessary to receive applications, determine the completeness of applications; process Board review of the annexation application; develop the draft annexation agreement; present the annexation agreement to the Board; implement the conditions of the annexation agreement; and coordinate with LAFCO;
- N. Oversees District Water Allocation Program including all tasks necessary to maintain current allocation balances by category for approved projects; advises the Board on the commitment represented by projects; tracks the dedication of approved projects; submits periodic reports; and maintains waiting lists as required;
- O. Maintains and updates District Standard Specifications;
- P. Maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades;
- Q. Prepares and certifies Annual Assessment District Reports and Assessment Rolls, presents reports and rolls to Board, and assists as directed in the development of additional assessment districts;

**DIRECTOR OF ENGINEERING & OPERATIONS
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7015
EFFECTIVE: XX/XX/XXX**

- R. Prepares a variety of periodic and special reports for submission to District Board of Directors, management and regulatory agencies; represents the District in contacts with other agencies, public and private groups and customers;
- S. Develops and monitors implementation of Capital Improvement Program; tracks project fiscal activity; and submits reports on Capital Improvement Project performance and cost.
- T. Assists in the development of rate studies;
- U. Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups;
- V. Interacts with District Staff and Legal Counsel to respond to requests for engineering and operations support under the supervision of the General Manager;
- W. Represents the District in a professional manner;
- X. Maintains and directs the maintenance of working and official departmental files;
- Y. Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required;
- Z. Responds to emergency situations as necessary.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- A. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management;
- B. Principles and practices of budget administration;
- C. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- D. Principles and practices of civil engineering and surveying, including public utility work planning, direction, review, inspection, and evaluation;
- E. Principles and practices of contract administration and evaluation;
- F. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned department;
- G. General principles of risk management related to the functions of the assigned areas;
- H. Safety principles and practices;
- I. Record keeping principles and procedures;
- J. The design, operation and maintenance of potable water production, treatment and distribution facilities and equipment;
- K. The design, operation and maintenance of wastewater collection and treatment facilities;
- L. The use of SCADA systems, Geographic Information Systems, and Auto-Cad Systems;
- M. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals (Cal OSHA);
- N. Applicable laws, codes and regulations including CEQA and the Subdivision Map Act;
- O. Standard laboratory tests related to the treatment of water and wastewater;
- P. Mechanical, electrical, electronic and hydraulic principles;
- Q. Computer applications related to the work.

ABILITY TO:

- A. Plan, develop and administer sound Department goals, objectives, policies and methods for evaluating achievement and performance levels;
- B. Properly interpret and make decisions in accordance with laws, regulations and policies;

- C. Supervise, train and motivate Department personnel;
- D. Facilitate group participation and consensus building;
- E. Communicate clearly and concisely, both orally and in writing;
- F. Establish and maintain working relationships.
- G. Analyze complex planning, engineering and operations issues;
- H. Evaluate alternatives and implement sound solutions;
- I. Make adjustments to standard operating procedures as necessary to improve organizational effectiveness;

SKILL IN:

- A. Reading, drafting and interpreting engineering projects, plans, specifications, blueprints, charts, maps, bid documents, and construction contracts;
- B. Planning, drafting, reviewing and evaluating project and development plans and specifications;
- C. Complying with CEQA;
- D. Securing Permits for development of works;
- E. Inspecting works under construction;
- F. Coordinating the use of consultants and contractors;
- G. Developing and implementing work procedures to meet laws and regulations;
- H. Maintaining accurate records and preparing accurate reports and clear and concise correspondence;
- I. Working independently within established procedural guidelines;
- J. Making oral presentation to groups;
- K. Identifying customer problems and resolving them in an effective and congenial manner;
- L. Establishing and maintaining effective and professional working relationships with those contacted in the course of the work;
- M. Maintaining and using SCADA systems, GIS systems, and Auto-Cad;
- N. Typing reports and memorandum using word-processing programs.

PHYSICAL CHARACTERISTICS:

- A. Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle;
- B. Hearing to interact in person, on the telephone and over a radio;
- C. Strength to lift and move equipment and tools weighing up to 40 pounds with proper equipment;
- D. Stamina to do moderate physical work;
- E. Mobility to inspect various work sites, work in confined spaces and climb ladders;
- F. Ability to wear self-contained breathing equipment.

WORKING CONDITIONS:

- A. The normal working day starts at 8:00 am and ends at 4:30pm;
- B. Employee must be able to work out of doors in all weather conditions;
- C. Employee must be available for attendance at evening and weekend meetings;
- D. The Director of Engineering and Operations is a designated position in terms of NCSD's Conflict of Interest Code and must comply with all FPPC reporting and conflict codes.

**DIRECTOR OF ENGINEERING & OPERATIONS
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7015
EFFECTIVE: XX/XX/XXX**

LICENSE

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record;

Must possess and maintain a valid California Professional Engineer License;

Must be bondable by District's fidelity bond insurer.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from an accredited four year college or university with a degree in civil engineering and at least eight (8) years of work experience in water and wastewater utility design, construction, operation and maintenance, including four (4) years of supervisory experience.

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ITEM 2

ATTACHMENT D

**WASTEWATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: XX/XX/XX**

7120 – WASTEWATER SUPERVISOR

FSLA: NON-EXEMPT

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of assigned wastewater operations staff within the Engineering and Operations Department; plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater system maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District wastewater treatment facilities and wastewater collection systems; works cooperatively with the Water Supervisor on staff scheduling and on special projects; supervises water operations staff in the absence of the Water Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

CLASS CHARACTERISTICS

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the wastewater operations. Incumbents are expected to independently perform the full range of wastewater system maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- B. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Supervises water operations staff in the absence of Water Supervisor.
- E. Monitors operations and activities of the wastewater operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.

**WASTEWATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: XX/XX/XX**

- F. Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- G. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- H. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- I. Performs the most complex wastewater operations duties and provides technical assistance to crews.
- J. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- K. Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- L. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- M. Supervise operation, maintenance and repair of two wastewater treatment and reclamation facilities including but not limited to headworks, aeration, clarification, chemical feed systems, plant process water, electrical system, biosolids processing and disposal, effluent disposal, and SCADA.
- N. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- O. Performs line locating, inspect sewer mains and laterals for new construction as necessary.
- P. Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- Q. Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- R. Performs and supervises confined space entry.
- S. Responds to emergency situations as necessary.
- T. Assists Water Supervisor on projects, as assigned, involving coordination of crews.
- U. Track performance goals.
- V. Prepares regulatory reports.
- W. Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- A. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- B. Principles and practices of wastewater operations and maintenance program development and administration.

**WASTEWATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: XX/XX/XX**

- C. Principles, practices, equipment, tools and materials of wastewater system construction, maintenance, and repair.
- D. Basic principles of contract administration for wastewater system maintenance and repair projects.
- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- F. Safety principles, practices, and procedures of wastewater facilities and systems, including equipment and hazardous materials.
- G. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- H. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of wastewater system infrastructure and facilities.
- I. Operation, materials, and methods of wastewater system construction, collection, and treatment.
- J. Basic principles and procedures of record keeping.
- K. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment
- L. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- Q. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

- A. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- B. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- C. Organize, implement, and direct wastewater system maintenance and operations activities.
- D. Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- E. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- F. Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- G. Perform the most complex maintenance duties and operate related equipment safely and effectively.
- H. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- I. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- J. Lead in diagnosis, disassembly and repair of routine wastewater lift station equipment.

**WASTEWATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: XX/XX/XX**

- K. Perform preventive maintenance on wastewater system equipment per preventive maintenance schedule.
- L. Oversee and maintain a variety of maintenance and repair records.
- M. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- N. Accurately determine mechanical repair needs.
- O. Develop contract specifications for wastewater system maintenance contracts; administer such contracts.
- P. Develop cost estimates for supplies and equipment.
- Q. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- R. Maintain accurate records and files of work performed.
- S. Make sound, independent decisions within established policy and procedural guidelines.
- T. Organize own work, set priorities and meet critical time deadlines.
- U. Operate modern office equipment including computer equipment and software programs.
- V. Use English effectively to communicate in person, over the telephone and in writing.
- W. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- X. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of progressive field experience in the operation and maintenance of wastewater collection and treatment facilities. Supplemental college coursework in wastewater sciences or related field is desirable.

LICENSES:

- A. Must have a valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board.
- C. Must obtain Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association with 24 months.
- D. Must obtain have Grade II Water Distribution Operator Certification issued by the State of California within 24 months.
- E. Grade II Water Treatment Plant Operator Certificate issued by the State of California highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field around water and wastewater facilities and systems; strength, stamina and mobility to perform medium to heavy physical work, to work in

**WASTEWATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: XX/XX/XX**

confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Regular on-call duty for response to off-hours water and wastewater emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.

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ATTACHMENT E

**WATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110
EFFECTIVE: XX/XX/XX**

7110 – WATER SUPERVISOR

FLSA: NON-EXEMPT

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of assigned water operations staff within the Engineering and Operations Department; Plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned water maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District water treatment facilities and water distribution systems; works cooperatively with the Wastewater Supervisor on staff scheduling and on special projects; supervises wastewater operations staff in the absence of the Wastewater Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

CLASS CHARACTERISTICS

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water operations staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- B. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Supervises wastewater operations staff in the absence of Wastewater Supervisor.
- E. Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.

**WATER SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110
EFFECTIVE: XX/XX/XX**

- F. Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- G. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- H. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- I. Performs the most complex water operations duties and provides technical assistance to crews.
- J. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- K. Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- L. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- M. Oversees installation and replacement of residential, commercial and irrigation water meters.
- N. Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- O. Performs line locating, inspect water mains and water service lines for new construction as necessary.
- P. Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- Q. Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- R. Performs and supervises confined space entry.
- S. Responds to emergency situations as necessary.
- T. Assists Wastewater Supervisor on projects, as assigned, involving coordination of crews.
- U. Track performance goals.
- V. Prepares regulatory reports.
- W. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- B. Principles and practices of water operations and maintenance program development and administration.
- C. Principles, practices, equipment, tools and materials of water utility construction, maintenance, and repair.
- D. Basic principles of contract administration for water utility maintenance and repair projects.

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- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- F. Safety principles, practices, and procedures of water facilities and systems, including equipment and hazardous materials.
- G. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- H. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water utility infrastructure and facilities.
- I. Operation, materials, and methods of water system construction, treatment and distribution.
- J. Basic principles and procedures of record keeping.
- K. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- L. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- Q. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

- A. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- B. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- C. Organize, implement, and direct water utility maintenance and operations activities.
- D. Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- E. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- F. Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- G. Perform the most complex maintenance duties and operate related equipment safely and effectively.
- H. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- I. Perform routine water system installation, repair and maintenance activities.
- J. Lead in diagnosis, disassembly and repair of routine water system equipment.
- K. Perform preventive maintenance on water system equipment per preventive maintenance schedule.
- L. Oversee and maintain a variety of maintenance and repair records.
- M. Work independently and exercise higher level of responsibility in the absence of the Director of Operations and Engineering.
- N. Accurately determine mechanical repair needs.
- O. Develop contract specifications for water utility maintenance contracts; administer such contracts.

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- P. Develop cost estimates for supplies and equipment.
- Q. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- R. Maintain accurate records and files of work performed.
- S. Make sound, independent decisions within established policy and procedural guidelines.
- T. Organize own work, set priorities and meet critical time deadlines.
- U. Operate modern office equipment including computer equipment and software programs.
- V. Use English effectively to communicate in person, over the telephone and in writing.
- W. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- X. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment. Supplemental college coursework in drinking water or related field is desirable.

LICENSES:

- A. Must have valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Water Distribution Operator Certification issued by the State of California.
- C. Must have Grade II Water Treatment Plant Operator Certificate issued by the State of California.
- D. Must obtain Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board within 24 months of hire.
- E. Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field around water and wastewater facilities and systems; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop,

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kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Regular on-call duty for response to off-hours water and wastewater emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.