

TO: PERSONNEL COMMITTEE

FROM: MICHAEL S. LEBRUN  
GENERAL MANAGER

DATE: JULY 15, 2014

## AGENDA ITEM

2

JULY 17, 2014

### CONSIDER PUBLIC INFORMATION ASSISTANT

#### ITEM

Consider proposed changes to the Public Information Assistant job description, status, and salary [RECOMMEND CONSIDER PROPOSED CHANGES, MAKE RECOMMENDATION TO BOARD OF DIRECTORS]

#### BACKGROUND

In October 2012, the District created a Public Information Assistant position to provide support services in the area of outreach and public information. The position was defined as a part-time contract position.

Since December 2012 the position has been filled by the same contract employee. The position currently pays \$17/hour at a cost of ~\$23/hour to the District.

Staff is proposing to:

- Change the title of the position to Public Information Director/Clerk
- Increase the roles and responsibilities of the position related to public information
- Expand the position to include documentation of Board action (meeting recordation and draft minutes)
- Convert the position to regular full-time, non-exempt.

The proposed changes would foster continued improvement in the District's outreach programs and provide needed depth to office administrative function. The new position would report to the Assistant General Manager.

#### FISCAL IMPACT

Based on the proposed responsibilities and requirements of the new position, staff is proposing a salary of \$3,161 - \$3,842 per month (Range 10 of District Salary Schedule). This equates to an hourly pay of \$18.24/hour at a cost of ~\$26/hour to the District.

Due to existing position vacancies, staff does not anticipate a need to revise the 2014-2015 Budget to account for these proposed changes.

#### STRATEGIC PLAN

Goal 3 – PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

**RECOMMENDATION**

Consider proposed changes to the Public Information Assistant position and make a recommendation to the Board of Directors

**ATTACHMENT**

- A. Public Information Assistant Job Description
- B. Proposed Public Information Director/Clerk Job Description

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JULY 17, 2014

ITEM 2

ATTACHMENT A

**PUBLIC INFORMATION ASSISTANT  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7210  
EFFECTIVE: 10/10/12**

**7210 – PUBLIC INFORMATION ASSISTANT**

**BY CONTRACT**

**DEFINITION**

Under general direction of the General Manager, the Public Information Assistant develops public relations materials including District newsletters, press releases, promotional and educational materials. Assist in the development and implementation of a public information and public education program. Perform a variety of administrative and operational functions in support of assigned outreach/education programs and perform other related work as required.

**CLASS CHARACTERISTICS**

This is a single position classification. The Public Information Assistant is a part-time (approximately 20 hours per week) contract position. The employee will work under general supervision of the General Manager within a broad framework of policies and procedures.

**EXAMPLES OF DUTIES (Illustrative only – intended to identify essential functions and requirements of the job. NOT intended to be all-inclusive)**

- Designs and develops public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts, and assists with monthly Manager's column.
- Coordinates with other departments and District staff as needed to complete assignments.
- Prepares and distributes press releases, fact sheets, media advisories, and articles.
- Assists with update of District website; prepares informational materials for web-site posting.
- Participate in establishing, updating, and executing the District's Information and Public Outreach Plan.
- Maintain District lobby and Board Room with appropriate information.
- Research grant programs and develop grant proposals that support District needs.
- Performs related duties similar to the example duties in scope and function as required.
- Represents the District in a professional manner.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF:**

- Local government agencies and community services districts.
- Operations, services, and activities of a public information and communications program.
- Basic principles and practices of public information and education program development and implementation.
- Principles, practices, and techniques of distributing information for mass media communications.
- Communication media sources, including but not limited to newspapers, radio, television, and internet.
- Methods and techniques of news reporting and editing.

- Principles of research, writing, editing, and preparing a variety of informational publications, speeches, bulletins, press releases, feature stories, and distribution materials.
- Methods and techniques of layout and graphic design.
- Photography and photo editing.
- Legislative process and procedures.
- Methods and techniques used in developing communications for internal and external audiences.
- English usage, spelling, grammar, and punctuation.
- Principles of web design.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, desktop publishing, graphics, and presentation software.
- Working command of Spanish language, written and verbal, is desirable.

**ABILITY TO:**

- Participate in planning, developing, organizing, and coordinating a comprehensive public information and education program for the District.
- Participate in recommending and implementing goals and objectives for providing public information and communication programs.
- Identify target audiences and develop pertinent messages.
- Analyze the effectiveness of public information activities, initiate, and develop procedures for improving public information efforts.
- Write clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.
- Understand the implications of public information and evaluate the news value of District activities and functions.
- Add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Operate office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- Operate a motor vehicle safely.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL CHARACTERISTICS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; lifting 25 pounds, carrying, pulling, pushing.
- Hearing and speech to interact in person and on the telephone.
- Ability to verbally communicate and exchange information.
- Vision to read printed material and a computer screen.

**EDUCATION AND EXPERIENCE**

- Graduation from an accredited four-year college or university with a degree in Communications, Journalism, or a related field, or equivalent experience.

JULY 17, 2014

ITEM 2

ATTACHMENT B

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**DRAFT**

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**POSITION:** Public Information Director/Clerk

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**FLSA STATUS:** Non-Exempt – Full Time (40 hour week)

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**REPORTS TO:** Finance Director

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**1. DEFINITION AND SUMMARY OF DUTIES**

Under general direction of the Finance Director and in close coordination with the General Manager, the Public Information Director/Clerk leads the development and implementation of the District's public information program, assists in preparation and publication of public meeting agendas, attends Board Meetings and documents Board Action.

As Public Information Director the employee maintains the District Website and social media platforms, develops public relations materials including District newsletters, press releases, promotional and educational materials.

As Clerk, the employee assists in preparation of Board Agenda, attends and documents Board meetings, and performs a variety of administrative and operational functions in support of general office administration and the Billing Clerk.

This is a full-time office support class position, responsible for the District's outreach program, website, and providing a variety of office administrative support including the preparation of Board meeting materials and documentation of Board meetings. Successful performance requires attendance during regular office hours and occasionally at off-hours Board meetings and other District-related events. The employee must possess skill to deal with the public successfully. The employee is responsible for independently performing a full range of public information activities and providing office support to the District, and other duties as assigned.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Develop and maintain the District's Public Information and Outreach Program.
- b) Design and develop public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts, and assists with monthly Manager's column.
- c) Maintain District lobby, Board Room, website and social media platforms with up-to-date and appropriate information.
- d) Coordinate closely with the General Manager to develop and distribute public information. Prepares informational materials for web-site posting.
- e) Prepare and distributes press releases, fact sheets, media advisories, and articles.
- f) Knowledge of Brown Act (Open Meeting Rules) and Fair Political Practices Commission Rules and Regulations.
- g) Assist in preparation of the agenda for Board of Directors meetings; lead final review, assembly and production of Agenda materials, distribute agenda packets to Board members and assure that appropriate legal notification of meeting time and content is publicized.
- h) Attend all Board meetings; assures that all required materials are available; operate a recorder for documentation of the meetings and take supplemental notes.



**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**DRAFT**

|                     |  |
|---------------------|--|
| <b>POSITION:</b>    | <b>Public Information Director/Clerk</b>     |
| <b>FLSA STATUS:</b> | <b>Non-Exempt – Full Time (40 hour week)</b> |
| <b>REPORTS TO:</b>  | <b>Finance Director</b>                      |

- i) Draft Board meetings minutes from recording and notes; after review, prepare and distributes copies following established instructions.
- j) Maintain Ordinances and Resolutions, obtain proper signatures and attachments, follow directives in document, including but not limited to newspaper publishing, CEQA filings, recordings with County Clerk-Recorder.
- k) Coordinate timely response to public records requests
- l) Provide assistance and back-up to Billing Clerk on a regular basis.
- m) Assist customers and the public in person and over the telephone in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.
- n) Act as Program Manager for District's water conservation classroom education program.
- o) Coordinate with other departments and District staff as needed to complete assignments.
- p) Safely operate a motor vehicle (District or personal) to perform District duties.
- q) Research grant programs and develop grant proposals that support District needs.
- r) Assist in developing budgets annually for the Outreach Program and all related programs.
- s) Perform related duties similar to the example duties in scope and function as required.
- t) Represent the District in a professional manner.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Local government agencies and community services districts.
- b) Legislative process and procedures.
- c) Standard office practices and procedures, including filing and the use of standard office equipment.
- d) Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Access is desirable.
- e) Correct business English, including spelling, grammar and punctuation.
- f) Techniques for dealing with the public, in person and over the telephone.
- g) Handling multiple tasks and meeting critical time deadlines.
- h) Methods and techniques used in developing communications for internal and external audiences.
- i) English usage, spelling, grammar, and punctuation.
- j) Basic principles and practices of public information and education program development and implementation.
- k) Operations, services, and activities of a public information and communications program.
- l) Principles of web design.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

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|                     |  |
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| <b>POSITION:</b>    | <b>Public Information Director/Clerk</b>     |
| <b>FLSA STATUS:</b> | <b>Non-Exempt – Full Time (40 hour week)</b> |
| <b>REPORTS TO:</b>  | <b>Finance Director</b>                      |

- m) Principles, practices, and techniques of distributing information for mass media communications.
- n) Communication media sources, including but not limited to social media, internet, newspapers, radio, and television.
- o) Methods and techniques of news reporting and editing.
- p) Principles of research, writing, editing, and preparing a variety of informational publications, speeches, bulletins, press releases, feature stories, and distribution materials.
- q) Methods and techniques of layout and graphic design.
- r) Photography and photo editing.
- s) Drafting accurate minutes of Board meetings.
- t) Record keeping principles and practices including electronic records creation and retrieval methods.
- u) Working command of Spanish language, written and verbal is desirable.

**4. ESSENTIAL ABILITIES**

- a) Plan, develop, organize, and direct a comprehensive public information and education program for the District.
- b) Participate in recommending and implementing goals and objectives for providing public information and communication programs.
- c) Identify target audiences and develop pertinent messages.
- d) Analyze the effectiveness of public information activities, initiate, and develop procedures for improving public information efforts.
- e) Write clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.
- f) Understand the implications of public information and evaluate the news value of District activities and functions.
- g) Add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- h) Operate office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- i) Operate a motor vehicle safely.
- j) Communicate clearly and concisely, both orally and in writing.
- k) Follow written and oral directions.
- l) Establish and maintain effective working relationships with those contacted in the course of work.
- m) Performing detailed office support work with minimal supervision.
- n) Drafting accurate minutes of Board meetings.
- o) Entering numerical and other data into a computer with speed and accuracy.
- p) Ability to prioritize and handle multiple tasks and meeting critical time deadlines.

**JOB DESCRIPTION**  
**NIPOMO COMMUNITY SERVICES DISTRICT**

**DRAFT**

|                     |  |
|---------------------|--|
| <b>POSITION:</b>    | <b>Public Information Director/Clerk</b>     |
| <b>FLSA STATUS:</b> | <b>Non-Exempt – Full Time (40 hour week)</b> |
| <b>REPORTS TO:</b>  | <b>Finance Director</b>                      |

- q) Filing/scanning with speed and accuracy.
- r) Applying and explaining policies and procedures.
- s) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- t) Exercising sound independent judgment within established policy and procedural guidelines.
- u) Maintaining confidentiality of information where necessary.
- v) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- w) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

**5. PHYSICAL REQUIREMENTS**

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use computer software to access, record and convey information in required format.
- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing.
- f) Ability to maintain, regular, predictable, punctual attendance.
- g) Mobility to work in a standard office environment and use standard office equipment.
- h) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

**6. EDUCATION AND EXPERIENCE**

- a) Graduation from an accredited four-year college or university with a degree in Communications, Marketing, Journalism, or a related field, or equivalent experience.

**7. LICENSES**

- a) Possession of a valid California class C driver's license and a satisfactory driving record.
- b) Must be bondable by the District's fidelity bond insurer.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**DRAFT**

|                     |  |
|---------------------|--|
| <b>POSITION:</b>    | <b>Public Information Director/Clerk</b>     |
| <b>FLSA STATUS:</b> | <b>Non-Exempt – Full Time (40 hour week)</b> |
| <b>REPORTS TO:</b>  | <b>Finance Director</b>                      |

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Name (signature)

\_\_\_\_\_  
Date

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TO: PERSONNEL COMMITTEE

FROM: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER

DATE: July 15, 2014

## AGENDA ITEM

3

JULY 17, 2014

### CONSIDER CHANGES TO WASTEWATER SUPERVISOR JOB DESCRIPTION AND SALARY RANGE

#### ITEM

Consider proposed job description and salary range change to Wastewater Supervisor position. [RECOMMEND CONSIDER PROPOSED CHANGES, MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

#### BACKGROUND

The District is currently in the process of finalizing construction of the Phase I Facility Improvements at the Southland Wastewater Treatment and Reclamation Facility. The new facility went on-line on March 5, 2014 and the project is scheduled to be completed in September 2014. The facility has been reclassified by the State Water Resources Control Board as a *Class III* facility (old pond system was classified *Class I*), meaning the District's lead wastewater plant operator (a.k.a. Chief Plant Operator) is required, by March 2015, to possess a *Grade III* Wastewater Treatment Plant Operator Certificate as issued by the State of California Water Resources Control Board. Staff proposes to revise the job description to also include a new certification related to the District's environmental laboratory.

Recruitment for this position is a high priority for the District and a competitive salary range and benefit package is critical to a successful recruitment. The District has recruited three times unsuccessfully to fill the current position.

#### FISCAL IMPACT

Staff conducted informal web based research for local agency comparable salaries for this position which are summarized below.

| Agency                     | Position                        | Certification  | Salary Range           |
|----------------------------|---------------------------------|----------------|------------------------|
| City of Pismo Beach        | Wastewater System Supervisor    | Grade 3        | \$5653 - \$6872        |
| City of San Luis Obispo    | WRF Chief Operator              | Grade 3        | \$5401 - \$6632        |
| City of Lompoc             | WWTP Operations Supervisor      | Grade 4        | \$5237 - \$6366        |
| City of Santa Maria        | Water Resources Supervisor      | Grade 3        | \$6066 - \$7374        |
| Laguna Sanitation District | Chief Wastewater Plant Operator | Grade 4        | \$5746 - \$7015        |
|                            |                                 |                |                        |
| Average                    |                                 |                | \$5620 - \$6852        |
|                            |                                 |                |                        |
| NCSD Current               | Wastewater Supervisor           | Grade 3        | \$5677 - \$6900        |
| <b>NCSD Proposed</b>       | <b>Wastewater Supervisor</b>    | <b>Grade 3</b> | <b>\$6259 - \$7608</b> |

In order to effectively address the District's needs and ensure a successful recruitment to fill the existing vacancy, staff is proposing to increase the salary for the position by 10% by changing the salary range from Range 34 to Range 38.

**STRATEGIC PLAN**

Goal 3 – PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

**RECOMMENDATION**

Consider information and make a recommendation to your Board regarding the proposed changes to the Wastewater Supervisor job description and salary range.

**ATTACHMENTS**

- A. Draft proposed Wastewater Supervisor Job Description

JULY 17, 2014

ITEM 3

ATTACHMENT A

## 1. 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.

## 2. 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.

## 3. 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.

## 4. EXAMPLES OF DUTIES (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.
- 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.

## 5. 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.
- 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.
- 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.

Skill in:

6. PHYSICAL CHARACTERISTICS

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, 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.

7. WORKING CONDITIONS

8. 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.

## 9. 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 (12<sup>th</sup>) 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.

## 10. 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.

B.C. Must obtain a Grade 1 Lab Analyst Certification from the California Water Environment Association within 12 months.

C.D. Must obtain Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association with 24 months.

D.E. Must obtain have Grade II Water Distribution Operator Certification issued by the State of California within 24 months.

E.F. Grade II Water Treatment Plant Operator Certificate issued by the State of California highly desirable.

## 11. 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.

TO: PERSONNEL COMMITTEE

FROM: MICHAEL S. LEBRUN  
GENERAL MANAGER



DATE: July 15, 2014

## AGENDA ITEM

4

JULY 17, 2014

### CONSIDER RECLASSIFICATION OF ONE UTILITY WORKER POSITION

#### ITEM

Consider reclassification of one Utility Worker position to Utility Operator position. [RECOMMEND CONSIDER PROPOSED CHANGE, MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

#### BACKGROUND

The District's current organizational chart is attached. At present, one Utility Operator position is filled, one Utility Operator position is being filled by a contract operator and one Utility Operator position is vacant. Both Utility Worker positions are filled and the both incumbents have obtained Wastewater Operator in Training certificates, have successfully passed the Grade 1 Wastewater Operator exam, and are working on acquiring the necessary hours to obtain certification as Grade 1 Wastewater Operators.

Staff is proposing to reclassify one Utility Worker position to a Utility Operator position to provide a total of four Utility Operator positions to ensure adequate staffing for operating the new Southland WWTF, that is more labor intensive to operate and maintain than the old facility, and continued staffing of the Blacklake WWTF.

#### FISCAL IMPACT

The cost of reclassifying one Utility Worker Position to Utility Operator is summarized below:

| Position                    | Step Range | Monthly Salary Range | Step 5 Annual Salary |
|-----------------------------|------------|----------------------|----------------------|
| Utility Worker              | 9          | \$3084 - \$3749      | \$44,988             |
| Utility Operator            | 16         | \$3659 - \$4448      | \$53,376             |
|                             |            |                      |                      |
| Annual Salary Cost Increase |            |                      | \$8388               |

#### STRATEGIC PLAN

Goal 3 – PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

#### RECOMMENDATION

Consider information and make a recommendation to your Board regarding the proposed change.

#### ATTACHMENTS

- A. FY 2014-2015 Organization Chart

JULY 17, 2014

ITEM 4

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Board of Directors  
President Craig Armstrong, Directors Jim Harrison, Larry Vierheilg, Dan Gaddis, Bob Blair

Legal Counsel  
Michael W. Seitz

General Manager  
Michael S. LeBrun

Approved 2013-2014 Fiscal  
Updated May 21, 2014

