

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: April 7, 2023

AGENDA ITEM

D-6

APRIL 12, 2023

REVIEW AND CONSIDER ADDITION OF OPERATIONS MANAGER POSITION TO ORGANIZATION AND ADJUST RELATED OPERATIONAL JOB DESCRIPTIONS

ITEM

Review and consider addition of an Operations Manager to the organization and adjust related operational job descriptions as needed [RECOMMENDATION ADDING AN OPERATIONS MANAGER TO THE ORGANIZATION AND ADJUST JOB DESCRIPTIONS OF RELATED POSITIONS]

BACKGROUND

The Nipomo Community Services District ("District") currently has a management level position that oversees all engineering and operational duties and tasks, the Director of Engineering and Operations. ("Director") Mr. Peter Sevcik has filled this role since being promoted from District Engineer. The organization's operations division, prior to Mr. Sevcik's promotion, was led by an Operations Superintendent. The Operations Superintendent retired and the General Manager at that time consolidated the District's engineering and operations leadership under the position that Mr. Sevcik fills today.

At the time the General Manager consolidated the leadership roles into the Director's position, the workload for managing the two divisions – Water and Wastewater – was consistent with the effort needed for one person to effectively complete in a 40-hour week. With the increased demands on the Director to address the regulator requirements of the Water and Wastewater Divisions, and the increase in engineering oversight necessary for successful project completion, it is recommended that an Operations Manager position be added to the organization.

The Operations Manager would oversee the details of operational activities that are consuming an inordinate amount of the Director's time and energy. The Operations Manager would work in support of and under the direction of the Director. The position would manage the Water and Wastewater Divisions, overseeing the day-to-day activities and tasks with the aid of two supervisors.

In the event the District's Board of Directors supports the Operations Manager position, the job descriptions of the Director and the two supervisors would need to be adjusted to reflect the changes in their duties, tasks, and the reporting hierarchy. The Director will shift the day-to-day oversight of the Operations Division to the Operations Manager and will be the primary evaluator of this position. The supervisors will report to the Operations Manager who will be their direct report and primary evaluator.

The proposal to include an Operations Manager in the District's organization was presented to the Administration Committee on March 31, 2023. The Administration Committee considered the proposal, concurred with staff that the position would benefit the District's overall operational structure, and directed staff to present the proposal to the Board.

FISCAL IMPACT

The General Manager is recommending a salary range of 48 for the Operations Manager position. Once the position is filled, the Operations Manager would start at step 1 of the recommended salary range.

The Operations Manager position is not in the current fiscal year budget. An interim position has been created in support of the General Manager and the Director as the Director currently is working limited hours. If approved by the Board, the \$120,852 salary (Range 48, Step 1) of the Operations Manager would not take effect until the employee filling the interim position met all the necessary job qualifications. It is anticipated the interim employee would gain the necessary credential to qualify for the position in July of 2023. The employee currently filling the interim role of Operations Manager is compensated with a 5% increase in his regular salary.

STRATEGIC PLAN

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

B.1 Ensure the District is adequately staffed with high quality, long-term employees and supported by appropriate contractors and partnerships.

RECOMMENDATION

It is recommended that your Board consider the proposal of adding an Operations Manager position to the organization and, if consistent with the District's mission, vision, values, and goals, authorize and approve the Operations Manager position. If the Operations Manager position is approved, it is recommended that your Board also approve the modifications needed in the job descriptions for the Director and the Supervisor positions [Attachments B, C, and D] in order to be consistent with the tasks and authorities associated with the changes brought on by the the addition of an Operations Manager in the organization.

ATTACHMENTS

- A. Proposed Operations Manager Job Description
- B. Director and Supervisor Job Descriptions – Blackline Version
- C. Water Supervisor Job Description – Blackline Version
- D. Wastewater Supervisor Job Description – Blackline Version
- E. Nipomo Community Services District, Monthly Salary Step/Range, 2022-23
- F. Nipomo Community Services District, Proposed Organization Chart

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ITEM D6

ATTACHMENT A

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Engineering and Operations

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction of the Director of Engineering and Operations, the Operations Manager plans, organizes, oversees, coordinates, and reviews the work of staff, performs difficult and complex operations and maintenance functions related to all programs and activities of the Operations Department. The Operations Manager administers current and long-range planning activities; plans, manages, and coordinates the operations, maintenance, and repair of water and wastewater facilities including treatment plants and underground collection and distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District operations functions meet all applicable laws, regulations, and District policies; provides professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; prepares and oversees the preparation of numerous written reports; and performs related work as required.

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over operations staff through subordinate levels of supervision.

This is a single-position mid-management classification that manages, oversees, and directs all activities of the Operations Department, including day-to-day operations, maintenance, and repair, short and long-range capital improvement planning 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. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has overall responsibility for the management of all District operations and maintenance functions and activities, and for developing, implementing, and interpreting public policy.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Operations Department, including current and long-range planning.
- b) Administers the department's budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses.
- c) Coordinates activities of staff and the department with those of other District departments and outside agencies.
- d) Plans, organizes, administers, reviews, and evaluates the work of operations, maintenance, and contract staff directly and through subordinate levels of supervision.
- e) Contributes to the overall quality of the department's service by developing, reviewing, and implementing operational plans, policies, and procedures to meet legal requirements and District needs.
- f) 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.
- g) Responsible for conducting and submitting timely employee evaluations of subordinates that strives to provide clear communication of performance expectations.
- h) Coordinates activities of staff and the department with those of other District departments and outside agencies.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Engineering and Operations

- i) Participates in and provides input for the District's capital improvement program, including assisting in determining facility construction and upgrade needs, assistance in rewriting the District's standard specifications for construction and development, redesigning facilities for better efficiency and effectiveness, and providing project oversight and inspection as required.
- j) Confers with and represents the department and the District in meetings with various governmental agencies, developers, contractors, business and industrial groups. and the public.
- k) Confers with Director when overseeing the development or updates of the District's wastewater and water plans and programs and other plans related to District infrastructure.
- l) Creates preventive maintenance programs and procedures for the District's water and wastewater systems and facilities.
- m) Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- n) Ensures compliance with all District operational and maintenance safety policies and procedures; provides for staff training in safety and compliance.
- o) Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- p) Maintains and directs the maintenance of working and official Operations Department files.
- q) Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- r) Provides technical advice to the Director in District operations and maintenance matters.
- s) Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- t) Manage and maintain District SCADA system; establish and maintain set points as required for the proper operation of District facilities; establish and maintain alarms.
- u) Responds to emergency situations as necessary.
- v) May perform maintenance and operations duties and provide technical assistance to crews in the field, on an as-needed basis.
- w) Performs other duties as assigned.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- 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 the development, operations, maintenance, and management of water and wastewater facilities, including treatment plants and underground collection and distribution lines and related systems and facilities.
- e) Principles and techniques of capital improvement construction, inspection, and long-term maintenance.
- f) Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the Operations Department.
- g) Principles of contract administration and evaluation for maintenance and repair projects.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Operations Manager
FLSA STATUS:	Exempt
REPORTS TO:	Director of Engineering and Operations

- h) Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned department.
- i) General principles of risk management related to the functions of the assigned area.
- j) Recent and on-going developments, current literature, and sources of information related to the operations of the department.
- k) Safety principles and practices.
- l) Record keeping principles and procedures.
- m) Modern office practices, methods and computer equipment.
- n) Computer applications related to the work.
- o) English usage, grammar, spelling, vocabulary, and punctuation.
- p) Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- q) Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- r) Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- s) Handling multiple tasks and meeting critical time deadlines.

4. ESSENTIAL ABILITIES

- a) Plan, organize, administer, coordinate, review, and evaluate a comprehensive water and wastewater systems and facilities construction, operations, and maintenance program.
- b) Read and interpret plans, specifications, and diagrams used in the design and construction of water distribution and wastewater collection systems and treatment facilities.
- c) Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- d) Plan, organize, schedule, assign, review, and evaluate the work of staff.
- e) Train staff in work procedures.
- f) Evaluate and develop improvements in operations, procedures, policies, and methods.
- g) Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- h) Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- i) Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- j) Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- k) Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- l) Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- m) Establish and maintain a variety of filing, record-keeping, and tracking systems.
- n) Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Engineering and Operations

- o) Operate modern office equipment, including computer equipment and specialized software applications programs.
- p) Use English effectively to communicate in person, over the telephone and in writing.
- q) Writes clear and well organized reports and correspondence.
- r) Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- s) Establish and maintain effective working relationships with those contacted in the course of the work.

5. PHYSICAL REQUIREMENTS

- 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 and construction sites, work in confined spaces and climb ladders.
- f) Ability to wear self-contained breathing equipment.
- g) Employee must be able to work out of doors in all weather conditions
- h) Employee may work in proximity to wastewater
- i) Employee must be available for attendance at evening and weekend meetings.
- j) 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) Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to an Associate's degree in water and/or wastewater sciences, pre-engineering, business or public administration, supervision or management, or a related field, and five (5) years of experience in utility operations, including two (2) years of supervisory experience.
- b) Supplemental college coursework in drinking water or wastewater related field is desirable.

7. LICENSES

- a) Valid California Class B driver's license with satisfactory driving record.
- b) Grade III Water Distribution Operator Certification as issued by the State of California.
- c) Grade II Water Treatment Plant Operator Certificate as issued by the State of California.
- d) Grade III Wastewater Treatment Plant Operator Certificate as issued by the State of California.
- e) Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association.
- f) Possession and maintenance of a valid Grade 1 AWWA Lab Analyst certificate.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager
FLSA STATUS: Exempt
REPORTS TO: Director of Engineering and Operations

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

L:\Director of Engineering and Operations\Personnel\A - Reorganization 2023\230314 OPERATIONS MANAGER DRAFT.docx

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ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Director of Engineering and Operations
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

1. DEFINITION AND SUMMARY OF DUTIES

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, high level oversight of 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; oversees the preparations of 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.

Receives administrative direction from the General Manager. Exercises direct and general supervision over the Assistant Engineering for the engineering division and through the Operations Manager for operations divisions staff through subordinate levels of supervision.

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 high level oversight of operations and maintenance, 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.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 the Operations Manager.
- d) Provides Oversees 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Director of Engineering and Operations

FLSA STATUS: Exempt

REPORTS TO: General Manager

- e)
- f) Coordinates activities of staff and the department with those of other District departments and outside agencies.
 - g) ~~Manages~~ **Oversees and manages through the Operations Manager** 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~~ **Oversees** 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. 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.
 - l) 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.
 - m) 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.
 - n) Maintains and updates District Standard Specifications.
 - o) ~~Maintains~~ **Oversees and manages the** District SCADA system, GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades.
 - p) 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Director of Engineering and Operations

FLSA STATUS: Exempt

REPORTS TO: General Manager

- q) ~~Oversees the preparation of~~**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.
- r) Develops and monitors implementation of Capital Improvement Program; tracks project fiscal activity; and submits reports on Capital Improvement Project performance and cost.
- s) Assists in the development of rate studies.
- t) Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups.
- u) Interacts with District Staff and Legal Counsel to respond to requests for engineering and operations support under the supervision of the General Manager.
- v) Represents the District in a professional manner.
- w) ~~Maintains~~**Oversees** and directs the maintenance of working and official departmental files;
- x) Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- y) Responds to emergency situations as necessary.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Director of Engineering and Operations
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

q) Computer applications related to the work.

4. ESSENTIAL ABILITIES

- 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.
- j) Applying and explaining policies and procedures.
- k) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- l) Exercising sound independent judgment within established policy and procedural guidelines.
- m) Maintaining confidentiality of information where necessary.
- n) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- o) 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.
- p) Reading, drafting and interpreting engineering projects, plans, specifications, blueprints, charts, maps, bid documents, and construction contracts.
- q) Planning, drafting, reviewing and evaluating project and development plans and specifications.
- r) Complying with CEQA.
- s) Securing Permits for development of works.
- t) Inspecting works under construction.
- u) Coordinating the use of consultants and contractors.
- v) Developing and implementing work procedures to meet laws and regulations.
- w) Maintaining accurate records and preparing accurate reports and clear and concise correspondence.
- x) Working independently within established procedural guidelines.
- y) Making oral presentation to groups.
- z) Identifying customer problems and resolving them in an effective and congenial manner.
- aa) Establishing and maintaining effective and professional working relationships with those contacted in the course of the work.
- bb) Maintaining and using SCADA systems, GIS systems, and Auto-Cad.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Director of Engineering and Operations
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

cc) Typing reports and memorandum using word-processing programs.

5. PHYSICAL REQUIREMENTS

- 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 and construction sites, work in confined spaces and climb ladders.
- f) ~~Ability to wear self-contained breathing equipment.~~
- g) Employee must be able to work out of doors in all weather conditions
- h) Employee may work in proximity to wastewater
- i) Employee must be available for attendance at evening and weekend meetings.
- j) 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) 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

7. LICENSES

- a) Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- b) Must possess and maintain a valid California Professional Engineer License.
- c) Must be bondable by District's fidelity bond insurer.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Director of Engineering and Operations
FLSA STATUS: Exempt
REPORTS TO: General Manager

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 an exempt employee and may be required to work in excess of 40 hours per week without overtime compensation and am required to report to duty in cases of disaster response.

Employee's Name (print)

Employee's Name (signature)

Date

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ATTACHMENT C

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

1. DEFINITION AND SUMMARY OF DUTIES

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 Operations Manager and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

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

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 Operations Manager in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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)d) Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- f)e) 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)f) 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)g) 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- i)h) Performs the most complex water operations duties and provides technical assistance to crews.
- j)i) Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- k)j) Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- l)k) 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)l) Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- n)m) Performs line locating, inspect water mains and water service lines for new construction as necessary.
- o)n) 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.
- p)o) Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- q)p) Performs and supervises confined space entry.
- r)q) Responds to emergency situations as necessary.
- s)r) Assists Wastewater Supervisor on projects, as assigned, involving coordination of crews.
- t)s) Track performance goals.
- u)t) Prepares regulatory reports.
- v)u) Performs other duties as assigned.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- 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.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- 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.
- r) Techniques for dealing with the public, in person and over the telephone.
- s) English usage, spelling, grammar, and punctuation.
- t) Working command of Spanish language, written and verbal is desirable.
- u) Record keeping principles and practices including electronic records creation and retrieval methods.
- v) Handling multiple tasks and meeting critical time deadlines.

4. ESSENTIAL ABILITIES

- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- l) Accurately determine mechanical repair needs.
- m) Oversee and maintain a variety of maintenance and repair records.
- ~~n) Work independently and exercise higher level of responsibility in the absence of the Director of Operations and Engineering.~~
- ~~e)n) Develop contract specifications for water utility maintenance contracts; administer such contracts.~~
- ~~p)o) Develop cost estimates for supplies and equipment.~~
- ~~q)p) Research, analyze, and evaluate new service delivery methods, procedures and techniques.~~
- ~~r)q) Maintain accurate records and files of work performed.~~
- ~~s)r) Make sound, independent decisions within established policy and procedural guidelines.~~
- ~~t)s) Organize own work, set priorities and meet critical time deadlines.~~
- ~~u)t) Operate modern office equipment including computer equipment and software programs.~~
- ~~v)u) Use English effectively to communicate in person, over the telephone and in writing.~~
- ~~w)v) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.~~
- ~~x)w) Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~y)x) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.~~

5. Physical REQUIREMENTS

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities;
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work;
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders;
- d) Must be able to operate varied hand and power tools and construction equipment;
- e) Must be able to read printed materials and a computer screen;
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- j) Must be able to tolerate exposure to raw and partially treated wastewater, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

6. EDUCATION AND EXPERIENCE

- a) 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 five (5) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment.
- b) Supplemental college coursework in drinking water or related field is desirable.

7. 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) Possession and maintenance of a valid Grade 1 AWWA Lab Analyst certificate.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor
FLSA STATUS: Non-Exempt - Full Time (40 hour week)
REPORTS TO: Director of Engineering and Operations

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

L:\Asst General Manager\PERSONNEL\JOB DESCRIPTIONS\WATER SUPERVISOR.docx

APRIL 12, 2023

ITEM D6

ATTACHMENT D

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Wastewater Supervisor

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

REPORTS TO: Director of Engineering and Operations

1. DEFINITION AND SUMMARY OF DUTIES

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~~ Operations Manager and may act, if designated, for the ~~Director of Engineering and Operations~~ in their absence; and performs related work as required.

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

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~~ Operations Manager in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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, counsel 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Wastewater Supervisor
FLSA STATUS:	Non Exempt - Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations

- 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.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- 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.

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Wastewater Supervisor

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

REPORTS TO: Director of Engineering and Operations

- 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.

4. ESSENTIAL ABILITIES

- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Wastewater Supervisor

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

REPORTS TO: Director of Engineering and Operations

- ~~m) Work independently and exercise higher level of responsibility in the absence of the Superintendent.~~
- ~~n)m) Accurately determine mechanical repair needs.~~
- ~~o)n) Develop contract specifications for wastewater system maintenance contracts; administer such contracts.~~
- ~~p)o) Develop cost estimates for supplies and equipment.~~
- ~~q)p) Research, analyze, and evaluate new service delivery methods, procedures and techniques.~~
- ~~r)q) Maintain accurate records and files of work performed.~~
- ~~s)r) Make sound, independent decisions within established policy and procedural guidelines.~~
- ~~t)s) Organize own work, set priorities and meet critical time deadlines.~~
- ~~u)t) Operate modern office equipment including computer equipment and software programs.~~
- ~~v)u) Use English effectively to communicate in person, over the telephone and in writing.~~
- ~~w)v) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.~~
- ~~x)w) Establish and maintain effective working relationships with those contacted in the course of work. Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.~~
- ~~y)x) Exercising sound independent judgment within established policy and procedural guidelines.~~
- ~~z)y) Maintaining confidentiality of information where necessary.~~
- ~~aa)z) Ability to cope and maintain calm demeanor in a potentially stressful working environment.~~
- ~~bb)aa) 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.~~
- ~~cc)bb) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.~~

5. PHYSICAL REQUIREMENTS

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities;
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work;
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders;
- d) Must be able to operate varied hand and power tools and construction equipment;
- e) Must be able to read printed materials and a computer screen;
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Wastewater Supervisor
FLSA STATUS:	Non Exempt - Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations

- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- j) Must be able to tolerate exposure to raw and partially treated wastewater, 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.
- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

6. EDUCATION AND EXPERIENCE

- a) 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.
- b) Supplemental college coursework in wastewater sciences or related field is desirable.

7. LICENSES

- a) Possession and maintenance of a valid California Class C driver's license with satisfactory driving record.
- b) Possession and maintenance of Grade III Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board.
- c) Possession and maintenance of Grade III Wastewater Collection System Maintenance Certification from the California Water Environment Association.
- d) Possession and maintenance of a valid Grade 1 AWWA or CWEA Lab Analyst certificate.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Wastewater Supervisor
FLSA STATUS: Non Exempt - Full Time (40 hour week)
REPORTS TO: Director of Engineering and Operations

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

L:\Management\JOB DESCRIPTIONS\WASTEWATER SUPERVISOR with PVS Updates.docx

APRIL 12, 2023

ITEM D6

ATTACHMENT E

**NIPOMO COMMUNITY SERVICES DISTRICT
MONTHLY SALARY STEP/RANGE
2022-2023**

NO	Monthly Salary Range					Longevity Pay			NO	Monthly Salary Range					Longevity Pay			NO	Monthly Salary Range					Longevity Pay		
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%	25 Yrs - 5%		Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%	25 Yrs - 5%		Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%	25 Yrs - 5%
1	\$ 3,199	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 3,985	\$ 4,083	\$ 4,287	21	\$ 5,210	\$ 5,471	\$ 5,745	\$ 6,032	\$ 6,333	\$ 6,492	\$ 6,650	\$ 6,982	41	\$ 8,487	\$ 8,912	\$ 9,357	\$ 9,825	\$ 10,316	\$ 10,574	\$ 10,832	\$ 11,374
2	\$ 3,279	\$ 3,443	\$ 3,615	\$ 3,796	\$ 3,985	\$ 4,085	\$ 4,185	\$ 4,394	22	\$ 5,341	\$ 5,608	\$ 5,888	\$ 6,183	\$ 6,492	\$ 6,654	\$ 6,816	\$ 7,157	42	\$ 8,699	\$ 9,134	\$ 9,591	\$ 10,071	\$ 10,574	\$ 10,839	\$ 11,103	\$ 11,658
3	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,083	\$ 4,185	\$ 4,287	\$ 4,501	23	\$ 5,471	\$ 5,745	\$ 6,032	\$ 6,333	\$ 6,650	\$ 6,816	\$ 6,982	\$ 7,332	43	\$ 8,912	\$ 9,357	\$ 9,825	\$ 10,316	\$ 10,832	\$ 11,103	\$ 11,374	\$ 11,942
4	\$ 3,443	\$ 3,615	\$ 3,796	\$ 3,985	\$ 4,185	\$ 4,289	\$ 4,394	\$ 4,614	24	\$ 5,608	\$ 5,888	\$ 6,183	\$ 6,492	\$ 6,816	\$ 6,987	\$ 7,157	\$ 7,515	44	\$ 9,134	\$ 9,591	\$ 10,071	\$ 10,574	\$ 11,103	\$ 11,381	\$ 11,658	\$ 12,241
5	\$ 3,527	\$ 3,703	\$ 3,888	\$ 4,083	\$ 4,287	\$ 4,394	\$ 4,501	\$ 4,726	25	\$ 5,745	\$ 6,032	\$ 6,333	\$ 6,650	\$ 6,982	\$ 7,157	\$ 7,332	\$ 7,698	45	\$ 9,357	\$ 9,825	\$ 10,316	\$ 10,832	\$ 11,374	\$ 11,658	\$ 11,942	\$ 12,540
6	\$ 3,615	\$ 3,796	\$ 3,985	\$ 4,185	\$ 4,394	\$ 4,504	\$ 4,614	\$ 4,844	26	\$ 5,888	\$ 6,183	\$ 6,492	\$ 6,816	\$ 7,157	\$ 7,336	\$ 7,515	\$ 7,891	46	\$ 9,591	\$ 10,071	\$ 10,574	\$ 11,103	\$ 11,658	\$ 11,950	\$ 12,241	\$ 12,853
7	\$ 3,703	\$ 3,888	\$ 4,083	\$ 4,287	\$ 4,501	\$ 4,614	\$ 4,726	\$ 4,962	27	\$ 6,032	\$ 6,333	\$ 6,650	\$ 6,982	\$ 7,332	\$ 7,515	\$ 7,698	\$ 8,083	47	\$ 9,825	\$ 10,316	\$ 10,832	\$ 11,374	\$ 11,942	\$ 12,241	\$ 12,540	\$ 13,167
8	\$ 3,796	\$ 3,985	\$ 4,185	\$ 4,394	\$ 4,614	\$ 4,729	\$ 4,844	\$ 5,086	28	\$ 6,183	\$ 6,492	\$ 6,816	\$ 7,157	\$ 7,515	\$ 7,703	\$ 7,891	\$ 8,285	48	\$ 10,071	\$ 10,574	\$ 11,103	\$ 11,658	\$ 12,241	\$ 12,547	\$ 12,853	\$ 13,496
9	\$ 3,888	\$ 4,083	\$ 4,287	\$ 4,501	\$ 4,726	\$ 4,844	\$ 4,962	\$ 5,210	29	\$ 6,333	\$ 6,650	\$ 6,982	\$ 7,332	\$ 7,698	\$ 7,891	\$ 8,083	\$ 8,487	49	\$ 10,316	\$ 10,832	\$ 11,374	\$ 11,942	\$ 12,540	\$ 12,853	\$ 13,167	\$ 13,825
10	\$ 3,985	\$ 4,185	\$ 4,394	\$ 4,614	\$ 4,844	\$ 4,965	\$ 5,086	\$ 5,341	30	\$ 6,492	\$ 6,816	\$ 7,157	\$ 7,515	\$ 7,891	\$ 8,088	\$ 8,285	\$ 8,699	50	\$ 10,574	\$ 11,103	\$ 11,658	\$ 12,241	\$ 12,853	\$ 13,174	\$ 13,496	\$ 14,170
11	\$ 4,083	\$ 4,287	\$ 4,501	\$ 4,726	\$ 4,962	\$ 5,086	\$ 5,210	\$ 5,471	31	\$ 6,650	\$ 6,982	\$ 7,332	\$ 7,698	\$ 8,083	\$ 8,285	\$ 8,487	\$ 8,912	51	\$ 10,832	\$ 11,374	\$ 11,942	\$ 12,540	\$ 13,167	\$ 13,496	\$ 13,825	\$ 14,516
12	\$ 4,185	\$ 4,394	\$ 4,614	\$ 4,844	\$ 5,086	\$ 5,214	\$ 5,341	\$ 5,608	32	\$ 6,816	\$ 7,157	\$ 7,515	\$ 7,891	\$ 8,285	\$ 8,492	\$ 8,699	\$ 9,134	52	\$ 11,103	\$ 11,658	\$ 12,241	\$ 12,853	\$ 13,496	\$ 13,833	\$ 14,170	\$ 14,879
13	\$ 4,287	\$ 4,501	\$ 4,726	\$ 4,962	\$ 5,210	\$ 5,341	\$ 5,471	\$ 5,745	33	\$ 6,982	\$ 7,332	\$ 7,698	\$ 8,083	\$ 8,487	\$ 8,699	\$ 8,912	\$ 9,357	53	\$ 11,374	\$ 11,942	\$ 12,540	\$ 13,167	\$ 13,825	\$ 14,170	\$ 14,516	\$ 15,242
14	\$ 4,394	\$ 4,614	\$ 4,844	\$ 5,086	\$ 5,341	\$ 5,474	\$ 5,608	\$ 5,888	34	\$ 7,157	\$ 7,515	\$ 7,891	\$ 8,285	\$ 8,699	\$ 8,917	\$ 9,134	\$ 9,591	54	\$ 11,658	\$ 12,241	\$ 12,853	\$ 13,496	\$ 14,170	\$ 14,525	\$ 14,879	\$ 15,623
15	\$ 4,501	\$ 4,726	\$ 4,962	\$ 5,210	\$ 5,471	\$ 5,608	\$ 5,745	\$ 6,032	35	\$ 7,332	\$ 7,698	\$ 8,083	\$ 8,487	\$ 8,912	\$ 9,134	\$ 9,357	\$ 9,825	55	\$ 11,942	\$ 12,540	\$ 13,167	\$ 13,825	\$ 14,516	\$ 14,879	\$ 15,242	\$ 16,004
16	\$ 4,614	\$ 4,844	\$ 5,086	\$ 5,341	\$ 5,608	\$ 5,748	\$ 5,888	\$ 6,183	36	\$ 7,515	\$ 7,891	\$ 8,285	\$ 8,699	\$ 9,134	\$ 9,363	\$ 9,591	\$ 10,071	56	\$ 12,241	\$ 12,853	\$ 13,496	\$ 14,170	\$ 14,879	\$ 15,251	\$ 15,623	\$ 16,404
17	\$ 4,726	\$ 4,962	\$ 5,210	\$ 5,471	\$ 5,745	\$ 5,888	\$ 6,032	\$ 6,333	37	\$ 7,698	\$ 8,083	\$ 8,487	\$ 8,912	\$ 9,357	\$ 9,591	\$ 9,825	\$ 10,316	57	\$ 12,547	\$ 13,174	\$ 13,833	\$ 14,525	\$ 15,251	\$ 15,632	\$ 16,023	\$ 16,824
18	\$ 4,844	\$ 5,086	\$ 5,341	\$ 5,608	\$ 5,888	\$ 6,035	\$ 6,183	\$ 6,492	38	\$ 7,891	\$ 8,285	\$ 8,699	\$ 9,134	\$ 9,591	\$ 9,831	\$ 10,071	\$ 10,574	58	\$ 12,861	\$ 13,504	\$ 14,179	\$ 14,888	\$ 15,632	\$ 16,023	\$ 16,424	\$ 17,245
19	\$ 4,962	\$ 5,210	\$ 5,471	\$ 5,745	\$ 6,032	\$ 6,183	\$ 6,333	\$ 6,650	39	\$ 8,083	\$ 8,487	\$ 8,912	\$ 9,357	\$ 9,825	\$ 10,071	\$ 10,316	\$ 10,832	59	\$ 13,182	\$ 13,841	\$ 14,533	\$ 15,260	\$ 16,023	\$ 16,424	\$ 16,834	\$ 17,676
20	\$ 5,086	\$ 5,341	\$ 5,608	\$ 5,888	\$ 6,183	\$ 6,337	\$ 6,492	\$ 6,816	40	\$ 8,285	\$ 8,699	\$ 9,134	\$ 9,591	\$ 10,071	\$ 10,322	\$ 10,574	\$ 11,103	60	\$ 13,512	\$ 14,187	\$ 14,897	\$ 15,642	\$ 16,424	\$ 16,834	\$ 17,255	\$ 18,118

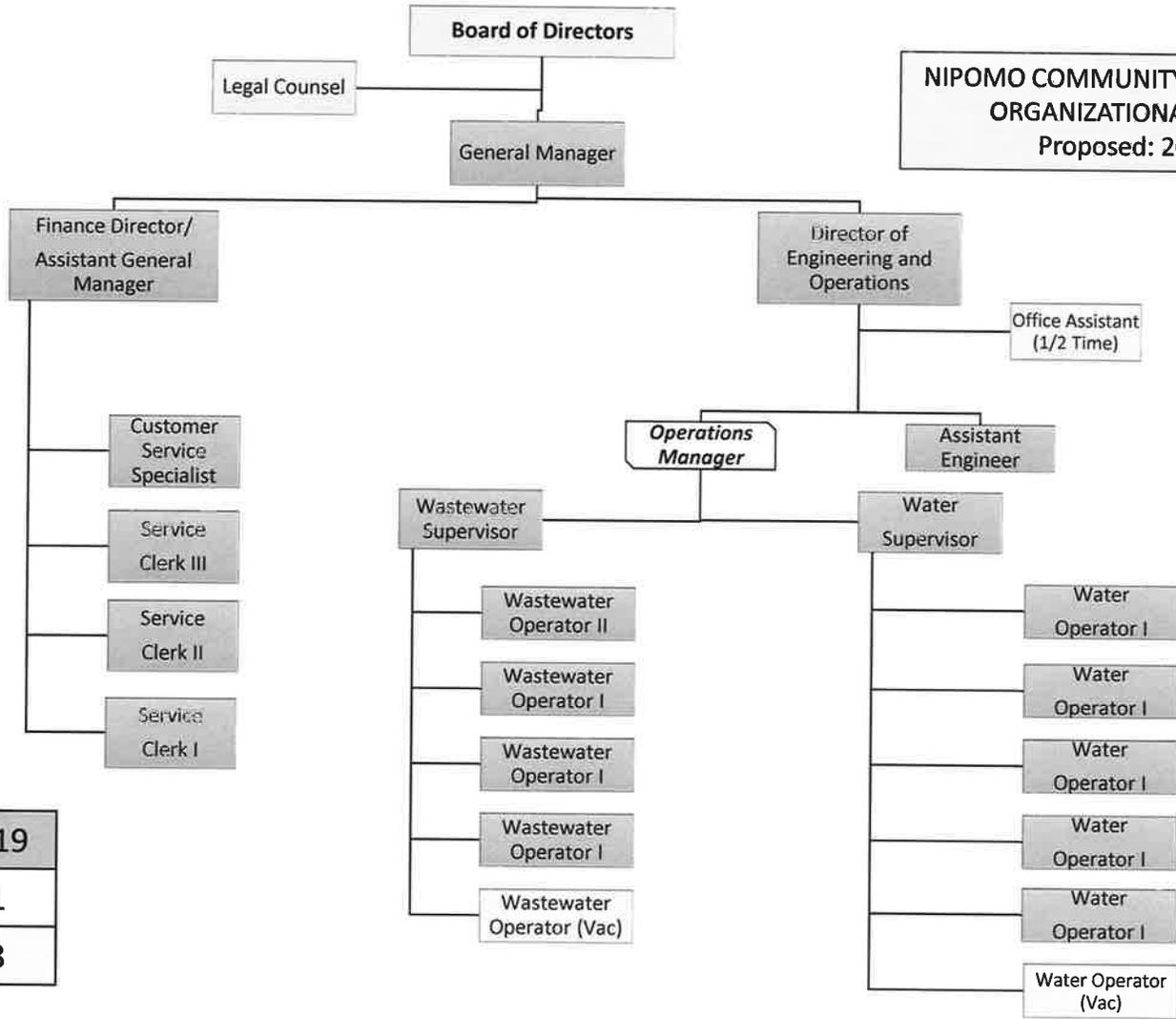
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APRIL 12, 2023

ITEM D6

ATTACHMENT F

**NIPOMO COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL STRUCTURE
Proposed: 2023 -2024**



Existing Filled	19
New Proposed	1
Vacant	3