

TO: BOARD OF DIRECTORS  
FROM: RAY DIENZO *R.D.*  
GENERAL MANAGER  
DATE: DECEMBER 7, 2023

**AGENDA ITEM**  
**D-3**  
**DECEMBER 13, 2023**

**ADOPT RESOLUTION COMMENDING FORMER DIRECTOR  
DAN WOODSON**

**ITEM**

Adopt resolution commending former Director Dan Woodson. [RECOMMEND ADOPT RESOLUTION]

**BACKGROUND**

Dan Woodson served as a Director on the District's Board of Directors for nine years over two consecutive terms. The District would like to thank Mr. Woodson for his dedicated service to the community.

**FISCAL IMPACT**

None

**STRATEGIC PLAN**

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the Resolution commending former Director Dan Woodson.

**ATTACHMENT**

- A. Resolution 2023-XXXX; Commending Dan Woodson for Service to NCSD

DECEMBER 13, 2023

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION 2023-XXXX**

**A RESOLUTION OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
COMMENDING DAN WOODSON FOR HIS  
DEDICATED SERVICE TO NIPOMO COMMUNITY SERVICES DISTRICT**

**WHEREAS**, Dan Woodson was sworn into office as a Director of Nipomo Community Services District on December 10, 2015; and

**WHEREAS**, Dan Woodson was elected to serve two consecutive 4-year terms and one-half of a two year term on the Board of Directors for a total service to the community of nine years; and

**WHEREAS**, during his tenure on the Board of Directors, Dan Woodson chaired and/or served on numerous Board standing committees and Ad-Hoc committees; and

**WHEREAS**, during his entire tenure on the Board, Dan Woodson supported and helped shape many vital District projects including:

- Supplemental Water Project design, funding, and construction initiation
- Contributed Greatly to Water and Sewer Rate Study Development
- Helped Craft the District's Groundwater Replenishment Agreement
- 2018 Municipal Services Review and Sphere of Influence updates
- Blacklake Sewer Enterprise Consolidation
- Annual adoption of a Balanced Budget
- 2014-2019 Strategic Plan Development and Adoption
- 2015 Urban Water Management Plan Updates
- Led and Guided Annual Audit & Budget Review Processes
- 2013 Wholesale Water Agreement with City of Santa Maria
- Adoption of Supplemental Water Rate
- Served on the County Water Resources Advisory Committee
- Served as a delegate to the Blacklake Village Council and Committees

**WHEREAS**, Dan Woodson proudly and competently represented Nipomo Community Services District with a special emphasis on his civil engineering experience; and

**WHEREAS**, Dan Woodson's service to this Board, the community of Nipomo, and all Nipomo residents has been of great value to us all.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** that the Board of Directors of the Nipomo Community Services District expresses great appreciation and lasting gratitude to Dan Woodson for his service to Nipomo Community Services District.

The Board unanimously adopted the foregoing resolution on December 13, 2023.

\_\_\_\_\_  
Richard Malvarose, President

\_\_\_\_\_  
Dan A. Gaddis, Vice President

\_\_\_\_\_  
Ed Eby, Director

\_\_\_\_\_  
Gary Hansen, Director



TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS  
DATE: DECEMBER 7, 2023

**AGENDA ITEM**  
**D-4**  
**DECEMBER 13, 2023**

## **AUTHORIZE STAFF TO BID BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT LIFT STATIONS**

### **ITEM**

Authorize staff to advertise Blacklake Sewer System Consolidation Project Lift Stations and Blacklake Water Reclamation Facility Decommissioning for bid [RECOMMEND AUTHORIZE STAFF TO BID BLACKLAKE SEWER SYSTEM CONSOLIDATION PROJECT LIFT STATIONS AND BLACKLAKE WATER RECLAMATION FACILITY DECOMMISSIONING].

### **BACKGROUND**

The Nipomo Community Services District ("District") worked with the Blacklake community to create an assessment district to fund the proposed Blacklake Sewer System Consolidation Project ("Project"). The Project involves the construction of a sanitary sewer lift station and force main to convey raw wastewater from the Blacklake Sewer Service Area to the Town Sewer Service Area for treatment at the District's Southland Wastewater Treatment Facility, and the decommissioning of the existing Blacklake Water Reclamation Facility ("Blacklake WRF").

During the California Environmental Quality Act ("CEQA") evaluation of the Project, SWCA, the District's environmental consultant, discovered that there is potential habitat for California red-legged frog ("CRLF") in the wastewater discharge pond located offsite and adjacent to the District's Blacklake WRF, on property owned by the Blacklake Golf Course. CRLF is federally listed under the Endangered Species Act as a threatened species throughout its range in California. As a result, SWCA recommended that the District obtain an Incidental Take Permit ("ITP") for CRLF under Section 10 of the Federal Endangered Species Act ("FESA") for the Project. The need to obtain the Section 10 ITP was initially expected to delay construction and completion of the overall Project for 12 to 16 months. The District is still waiting for the permit and expects the permit to be issued this month. Once the permit is issued, the District can bid the lift station portion of the project.

In order to mitigate some of the delays in constructing the Project, staff split the Project into two construction projects – force main and lift station. Construction of the force main is expected to be completed this month.

The lift station portion of the Project work involves, but is not limited to, the construction of Blacklake Lift Station, approximately 700 feet of gravity sewer, approximately 400 feet of force main, various site improvements, associated appurtenances, and decommissioning of the Blacklake WRF. The Project also includes construction of a replacement lift station for the existing

Woodgreen Lift Station, which has reached the end of its life. The design documents required to bid the Lift Station Project are currently being finalized.

At the August 23, 2023 Board meeting, the Board adopted Resolution 2023-1683 that established a contractor pre-qualification policy for the lift station portion of the Project. Pre-Qualification of contractors will help ensure that the Project is constructed by reputable, experienced, and qualified contractors. While staff is still reviewing the pre-qualification packages, staff expects that five general contractors will be pre-qualified to submit bids for the lift station portion of the Project. The final procurement step, in accordance with the District's Purchasing Policy, is Board approval to solicit bids for the project.

### **FISCAL IMPACT**

The Blacklake Sewer System Consolidation Project budget is \$10,300,000. The Engineer's Estimate for the Blacklake Lift Station and Blacklake WRF decommissioning portion of the Project is \$3 million. The Woodgreen Lift Station Replacement Project budget is \$1.25 million. The Engineer's estimate is \$1,000,000.

Funding is provided from Nipomo Community Services District Assessment District No. 2020-1 (Blacklake Sewer System Consolidation) bond proceeds.

### **STRATEGIC PLAN**

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT.

Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

A.2 Develop a pathway to complete needed upgrades and replacements for the Blacklake wastewater treatment plant.

B.1 NCSD shall maintain long-range infrastructure management, upgrade and replacement planning.

Goal 4. FINANCE.

Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

B.1 Evaluate, plan for and maintain finances that are adequate for all needs, stable, and reliable over the long-term.

B.5 Maintain adequate rates to fund future capital replacements

### **RECOMMENDATION**

It is recommended that the Board, by motion and roll call vote, authorize staff to solicit bids for the Blacklake Sewer System Consolidation Project Lift Stations and Decommissioning of the Blacklake Water Reclamation Facility.

### **ATTACHMENTS**

None

TO: BOARD OF DIRECTORS  
REVIEWED: RAY DIENZO, P.E. R.D.  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E.  
DIRECTOR OF ENGINEERING  
AND OPERATIONS  
DATE: DECEMBER 7, 2023

**AGENDA ITEM**  
**D-5**  
**DECEMBER 13, 2023**

**CONSIDER CHANGES TO OPERATIONS MANAGER,  
WASTEWATER SUPERVISOR AND WASTEWATER OPERATOR  
SERIES JOB DESCRIPTIONS**

**ITEM**

Consider approving changes to Operations Manager, Wastewater Supervisor, and Wastewater Operator Series Job Descriptions [RECOMMEND APPROVE CHANGES TO OPERATIONS MANAGER, WASTEWATER SUPERVISOR, AND WASTEWATER OPERATOR SERIES JOB DESCRIPTIONS]

**BACKGROUND**

The District is scheduled to take delivery of a replacement sewer cleaning vacuum truck ("jetter truck") in February 2024. The jetter truck is a necessary piece of equipment used to flush sewer lines on a regular basis throughout the District to remove debris such as grease, roots or other objects that can cause sewer lines to plug in the sewer collection system. In addition, the jetter truck is used to clean the District's 13 sewer lift station wet wells on a routine basis to remove similar materials. The Gross Vehicle Weight ("GVW") of the current truck is under 26,000 pounds so a Class C driver's license is required to operate the truck.

The GVW of the replacement jetter truck is approximately 40,000 pounds. A Class B commercial driver's license ("CDL") is required to operate the truck. The District personnel that will operate the truck are in the process of obtaining the appropriate Class B CDL required to operate the truck. The proposed changes to the Wastewater Supervisor and Wastewater Operator Series job descriptions reflect the change in the required driver's license for each position.

In addition, there are some minor consistency changes and grammatical corrections to the Wastewater Supervisor and Operations Manager job descriptions. Regarding the Wastewater Supervisor, the Chief Plant Operator designation has explicitly been added to the job description since the person in this position has historically held this role and the District is required by the State Water Resources Control Board to designate a Chief Plant Operator.

Regarding the Operations Manager position, when the position was created in early 2023, the Class B CDL requirement was included in the job description. However, this position is not a field position and it is anticipated that the Operations Manager will not be required to operate the jetter truck so the Class B CDL requirement is not necessary.

**FISCAL IMPACT**

All positions are fully funded in the FY 23-24 budget. No financial impact is anticipated as a result of the proposed job description revisions as the pay range and scale are unaffected.

**STRATEGIC PLAN**

Goal 3. PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to ensure 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 approve the modifications needed in the job descriptions for the Operations Manager, Wastewater Supervisor, and Wastewater Operator positions [Attachments A, B, and C] in order to comply with the new requirements brought on by the purchase of the jetter truck, and be consistent the historical duties associated with each.

**ATTACHMENTS**

- A. Proposed Job Description for Operations Manager- Redline Version
- B. Proposed Job Description for Wastewater Supervisor- Redline Version
- C. Proposed Job Description for Wastewater Operator Series- Redline Version

DECEMBER 13, 2023

ITEM D-5

ATTACHMENT A

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

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**POSITION: Operations Manager**

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**FLSA STATUS: Exempt**

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**REPORTS TO: Director of Engineering and Operations**

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**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**

<b>POSITION:</b>	<b>Operations Manager</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Director of Engineering and Operations</b>

- 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~~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-C 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 III Wastewater Collection System Maintenance Certification from the California Water Environment Association.
- f) Grade 1 AWWA or CWEA 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

DECEMBER 13, 2023

ITEM D-5

ATTACHMENT B

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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

**REPORTS TO: Operations Manager**

**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; provides technical assistance to the Operations Manager; and performs related work as required.

Receives general direction from the Operations Manager. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants. Serve as Chief Plant Operator for the District's Wastewater treatment facilities.

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 Operations Manager in that the latter has management responsibility for all, 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) —
- e)d) Monitors operations and activities of the wastewater 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.
- i)h) Performs the most complex wastewater operations duties and provides technical assistance to crews.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Wastewater Supervisor</b>
<b>FLSA STATUS:</b>	<b>Non Exempt - Full Time (40 hour week)</b>
<b>REPORTS TO:</b>	<b>Operations Manager</b>

- j)j) 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 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)m) 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)n) Performs line locating, inspect sewer mains and laterals for new construction as necessary.
- p)o) 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)p) Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- r)q) Performs and supervises confined space entry.
- s)r) Responds to emergency situations as necessary.
- t)s) Assists Water Supervisor on projects, as assigned, involving coordination of crews.
- u)t) Track performance goals.
- v)u) Prepares regulatory reports.
- w)v) 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.
- f) Safety principles, practices, and procedures of wastewater facilities and systems, including equipment and hazardous materials.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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

**REPORTS TO: Operations Manager**

- 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.
- m) Accurately determine mechanical repair needs.
- n) Develop contract specifications for wastewater system maintenance contracts; administer such contracts.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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

**REPORTS TO: Operations Manager**

- o) Develop cost estimates for supplies and equipment.
- p) Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- q) Maintain accurate records and files of work performed.
- r) Make sound, independent decisions within established policy and procedural guidelines.
- s) Organize own work, set priorities and meet critical time deadlines.
- t) Operate modern office equipment including computer equipment and software programs.
- u) Use English effectively to communicate in person, over the telephone and in writing.
- v) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- 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.
- x) Exercising sound independent judgment within established policy and procedural guidelines.
- y) Maintaining confidentiality of information where necessary.
- z) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- 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.
- 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~~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 workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Supervisor**

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

**REPORTS TO: Operations Manager**

- 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)~~five (5) 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 ~~G~~B CDL 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**

<b>POSITION:</b>	<b>Wastewater Supervisor</b>
<b>FLSA STATUS:</b>	<b>Non Exempt - Full Time (40 hour week)</b>
<b>REPORTS TO:</b>	<b>Operations Manager</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

**DECEMBER 13, 2023**

**ITEM D-5**

**ATTACHMENT C**

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Wastewater Operator I/II/III</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

**1. DEFINITION AND SUMMARY OF DUTIES**

Under direct or general supervision, performs a variety of work in the operation, construction, modification, maintenance, and repair of District wastewater equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant and wastewater collection systems; operates and monitors the Supervisory Control and Data Acquisition (SCADA) system; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; performs preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the ~~Wastewater Operator III~~ Wastewater Supervisor or ~~Wastewater Supervisor~~ Wastewater Operator III. Wastewater Operator I exercises no supervision of staff. Wastewater Operator II may exercise technical supervision over lower level wastewater staff. The Wastewater Operator III has responsibility to regularly lead a crew in wastewater plant and collection system functions and projects and exercises technical and functional supervision over lower level wastewater staff.

**CLASS CHARACTERISTICS**

Wastewater Operator I: This is the entry-level class in the wastewater operator series. Under direct supervision, Employees learn to operate and maintain wastewater treatment plant and collection systems, equipment, and appurtenances according to District practices and procedures, as well as State and Federal regulations. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees receive on-the-job training and are expected to develop proficiency and knowledge necessary to obtain required certifications within the introductory period.

Wastewater Operator II: This is the journey-level class in the wastewater operator series that performs the full range of duties required to ensure that the wastewater treatment and collection facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems.

Positions in the Wastewater Operator class series are flexibly staffed and positions at the Wastewater Operator II level are normally filled by advancement from the I level after obtaining three (3) years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Wastewater Operator III: This is the full journey-level class in the wastewater operator series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Employees are expected

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NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>Wastewater Operator I/II/III</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. May be designated as the Chief Plant Operator.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- b) Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- c) Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- d) Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments according to information gathered, samples collected, readings, and records.
- e) Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- f) Interprets and performs routine laboratory and process tests to optimize plant performance, checks the results, and recommends changes to the Wastewater Operator III or Wastewater Supervisor.
- g) Performs proper usage and handling of chemicals according to industry standards.
- h) Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- i) Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- j) Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- k) Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- l) Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- m) Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.

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<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

- n) Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- o) Responds to operations, maintenance, and repair emergency situations as required.
- p) Maintains records and logs of daily activities; prepares reports as necessary.
- q) Observes safe work methods and makes appropriate use of related safety equipment as required.
- r) Performs related duties as assigned.

When performing as Wastewater Operator III:

- a) Lead, plan, and participate in the work of staff responsible for a variety of wastewater maintenance activities.
- b) Plan, direct, and participate in drafting preventive wastewater maintenance program.
- c) Supervise the use and operation of wastewater maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
- d) Train assigned employees in wastewater maintenance methods, techniques and in the set up and use of equipment.
- e) Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- f) Ensure the adherence to safe work practices and procedures.
- g) Accurately assess and evaluate work and maintenance service requests.
- h) Assist the Wastewater Supervisor in the trouble shooting of wastewater projects and work requests.
- i) Maintain accurate records on installations and replacements; maintain inventory of supplies.
- j) Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- k) Identify opportunities for improving service delivery methods and procedures; provide
- l) recommendations concerning process changes; review with appropriate management staff; implement improvements.
- m) Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: Wastewater Operator I/II/III**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Wastewater Supervisor**

- b) Basic principles and practices of record-keeping methods.
- c) Safe driving rules and practices.
- d) Basic computer software related to work.
- e) English usage, spelling, vocabulary, grammar, and punctuation.
- f) Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Wastewater Operator II, in addition to the above:

- a) Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- b) Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- c) Standard chemical and physical tests of wastewater, sludge, and related materials.
- d) Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- e) Basic equipment troubleshooting principles and practices.
- f) Basic mechanical, electrical, and hydraulic principles.
- g) Basic arithmetic and statistical techniques.
- h) Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

Wastewater Operator III, in addition to the above:

- a) Knowledge of principles and practices of effective supervision.

**4. ESSENTIAL ABILITIES**

- a) Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- b) Perform routine equipment maintenance.
- c) Maintain accurate logs, records, and basic written records of work performed.
- d) Operate a motor vehicle safely.
- e) Understand and follow oral and written instructions.
- f) Organize own work, set priorities, and meet critical time deadlines.
- g) Use English effectively to communicate in person, over the telephone, and in writing.
- h) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- i) 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.

Wastewater Operator II, in addition to the above:

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION:** Wastewater Operator I/II/III

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Wastewater Supervisor

- a) Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- b) Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- c) Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- d) Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- e) Handle hazardous chemicals in a safe manner.
- f) Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- g) Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- h) Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- i) Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- j) Make accurate arithmetic calculations.
- k) Follow department policies and procedures related to assigned duties.
- l) Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Wastewater Operator III, in addition to the above:

- a) Communicate effectively, both oral and in written form.
- b) Effectively supervise subordinate staff.
- c) Establish and maintain effective working relationships.
- d) Organize time, staff and materials to meet deadlines.
- e) Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

**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 wastewater collection and treatment system 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.

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NIPOMO COMMUNITY SERVICES DISTRICT**

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<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

- j) Must be able to tolerate exposure to raw 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**

Wastewater Operator I: Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, and/or repair of wastewater system and/or related facilities, systems, and appurtenances is desirable.

Wastewater Operator II: Equivalent to the completion of the twelfth (12th) grade and supplemental specialized training in wastewater treatment plant operations and/or maintenance or related field and three (3) years of experience in wastewater treatment plant operations experience equivalent to Wastewater Operator I at the District.

Wastewater Operator III: Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in wastewater collections or treatment operations and maintenance and five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant and collection system.

**7. LICENSES**

Wastewater Operator I:

- a) Possession of, or ability to obtain, a valid California [Class B CDL](#) Driver's ~~I~~License [with satisfactory driving record](#)~~by time of appointment~~.
- b) Ability to obtain an Operator-In-Training certificate issued by the California State Water Resources Control Board (SWRCB) within six (6) months of employment.
- c) Ability to obtain a Grade 1 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association within twelve (12) months of employment.
- d) Ability to obtain a Grade I Wastewater Treatment Plant Operator certificate issued by the SWRCB within twenty-four (24) months of employment.

Wastewater Operator II:

- a) Possession and maintenance of a valid California [Class B CDL](#) driver's license [with satisfactory driving record](#).

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<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

- b) Possession and maintenance of a Grade II Wastewater Treatment Plant Operator certificate issued by the SWRCB.
- c) Possession and maintenance of a Grade II Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association.

Wastewater Operator III:

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

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NIPOMO COMMUNITY SERVICES DISTRICT**

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<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Wastewater Supervisor</b>

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge all of the following:

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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