

TO: ADMINISTRATION COMMITTEE

FROM: RAY DIENZO, P.E. *RWD.*
GENERAL MANAGER

DATE: MARCH 30, 2026

AGENDA ITEM

2

APRIL 2, 2026

CONSIDER PROPOSED CHANGES IN ORGANIZATIONAL STRUCTURE

ITEM

Consider proposed changes in the Nipomo Community Services District's ("District") organizational structure for the positions of Operations Manager and Assistant Engineer. [CONSIDER PROPOSED CHANGES IN THE DISTRICT'S ORGANIZATIONAL STRUCTURE AND PROVIDE DIRECTION TO STAFF]

BACKGROUND

The Director of Engineering and Operations position has been in place since 2012 and became vacant upon the retirement of the previous Director. The vacancy has prompted a review of the District's organizational structure, to improve efficiency and communication throughout the organization. Staff request that the Administration Committee review and consider the proposed changes.

The General Manager holds a California professional civil engineering license, meeting the legal requirements to fulfill the District's engineering duties, and is qualified to oversee both the operations and engineering departments. The changes in organizational structure are summarized below:

- Eliminate the Director of Engineering and Operations position and reinstate the District Engineer position.
- The District Engineer will manage the Engineering Department, which will include an Assistant Engineer.
- The Operations Manager will manage the Water and Wastewater Operations.
- The District Engineer and the Operations Manager will be administrative-level management positions and will report directly to the General Manager.

This reorganization will reduce salary costs without compromising service. The proposed changes are reflected in the proposed FY 26-27 organization chart, Attachment A. If the Administration Committee supports the reorganization, it should also consider the job description modifications for the District Engineer, Item 3, and the Operations Manager and Assistant Engineer, Item 4.

FISCAL IMPACT

Eliminating the Director of Engineering and Operations position will reduce District operating expenses through lower salary and benefits costs.

STRATEGIC PLAN

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

3.b. Ongoing activities

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 Committee review and discuss the proposed organization chart for FY26-27.

ATTACHMENTS

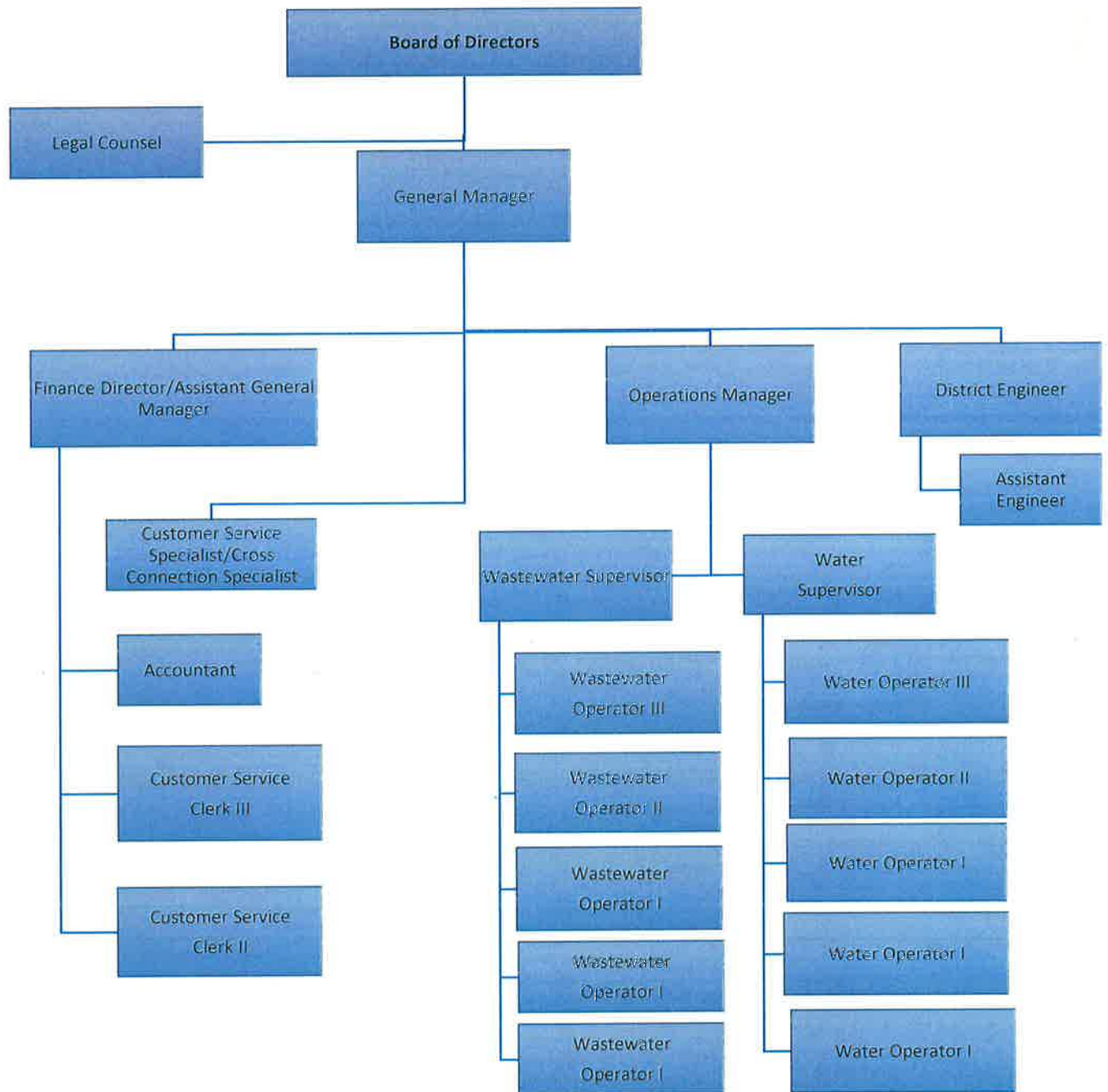
- A. Proposed Organization Chart for FY26-27
- B. Existing Organization Chart from FY25-26

APRIL 2, 2026

ITEM 2

ATTACHMENT A

PROPOSED ORGANIZATIONAL CHART FY26-27

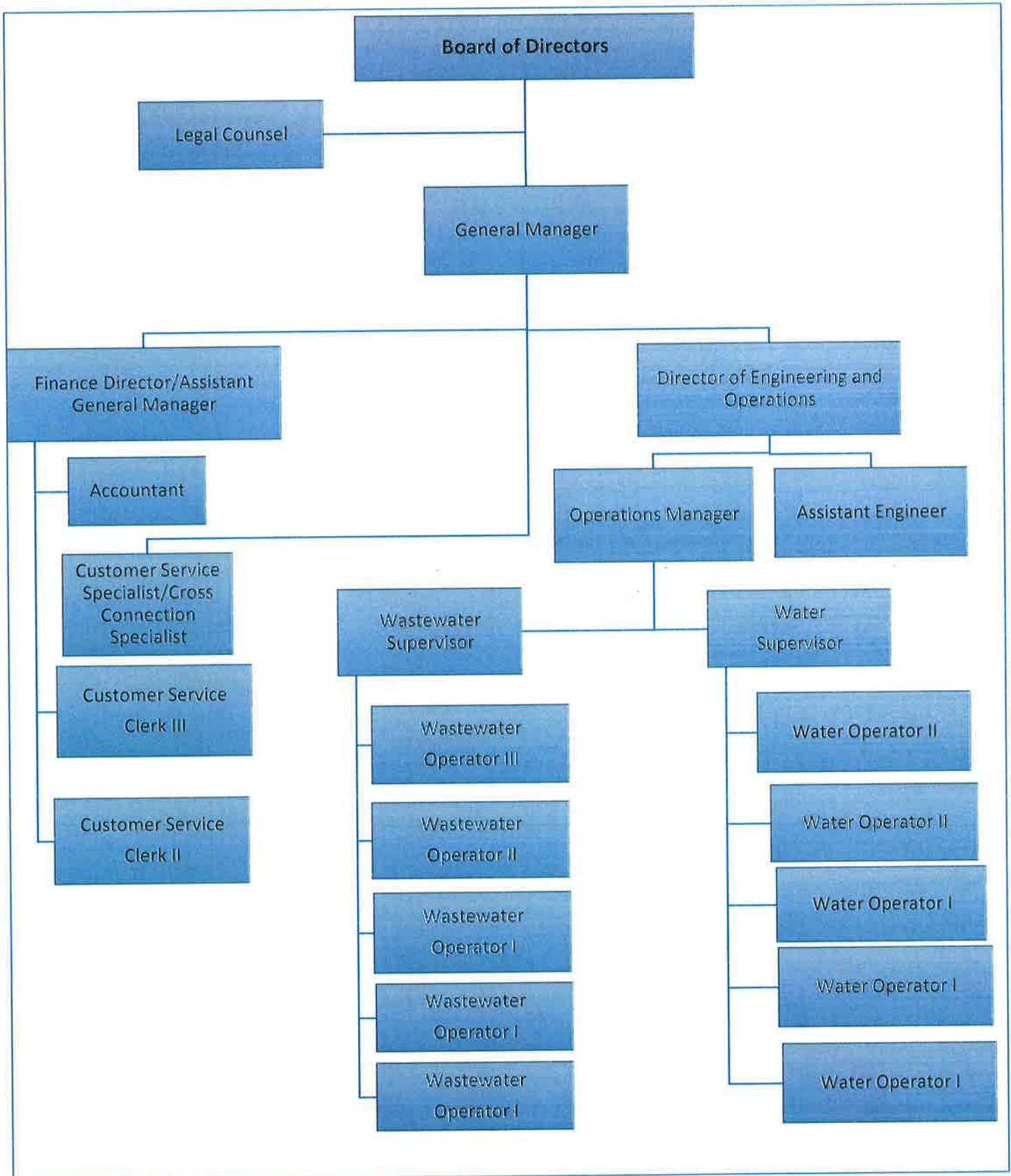


APRIL 2, 2026

ITEM 2

ATTACHMENT B

EXISTING ORGANIZATIONAL CHART FY25-26



TO: ADMINISTRATION COMMITTEE

FROM: RAY DIENZO, P.E. *RAD*
GENERAL MANAGER

DATE: MARCH 30, 2026

AGENDA ITEM

3

APRIL 2, 2026

**CONSIDER JOB DESCRIPTION MODIFICATIONS
FOR THE POSITION OF DISTRICT ENGINEER**

ITEM

Review and consider the job description modification for the Nipomo Community Services District's ("District") District Engineer. [REVIEW AND CONSIDER RECOMMENDATIONS FOR THE POSITION MODIFICATION AND PROVIDE DIRECTION TO STAFF]

BACKGROUND

The Nipomo Community Services District previously held a District Engineer position, a management-level role under the direction of the General Manager. The position was eliminated to create a Director of Engineering and Operations position in 2013. This position merged the then current Operations Superintendent and the District Engineer positions. Staff propose eliminating the Director of Engineering and Operations position and reinstating the District Engineer position. This position will not result in additional staff.

The existing District Engineer job description, Attachment A, is somewhat outdated and requires modifications. The revised District Engineer job description, Attachment B, is tailored to the District's current organizational needs. If the Administration Committee ("Committee") supports the modifications and recommends them to the District's Board of Directors, the job description for the District Engineer will be updated to reflect the current duties and tasks associated with the position.

The current Assistant Engineer can immediately fulfill the functional duties and tasks required of the District Engineer position and will be promoted to this new role starting fiscal year 2026-2027. She will be required to obtain her California Professional Engineer's License within one (1) year of appointment. In the interim, since the current General Manager currently holds a California Professional Engineer's license, he can fulfill any legal engineering duties, like stamping plans, reports, studies, and other engineering documents.

FISCAL IMPACT

The General Manager is recommending salary range 48 for the revised District Engineer position. If approved by the Committee and the Board, the salary range for this role will be \$139,572 to \$169,644. The District Engineer position will not be filled until the next fiscal year.

STRATEGIC PLAN

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

3.b. Ongoing activities

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 Committee review and discuss the proposed modifications to the District Engineer position, edit if necessary, and approve the final version of the job description.

ATTACHMENTS

- A. District Engineer – 2006 Resolution and Job Description
- B. Revised District Engineer Job Description
- C. Nipomo Community Services District, Monthly Salary Step/Range, proposed FY 2026/27

APRIL 2, 2026

ITEM 3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2006-994**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE DISTRICT PERSONNEL POLICY TO
ADD THE POSITION OF DISTRICT ENGINEER**

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, pursuant to District Resolution 2002-826, the District Board of Directors adopted the NCSD Personnel Policies and Procedures; and

WHEREAS, the District Board of Directors desires to create the permanent position of District Engineer to be incorporated as part of the District's Personnel Policies and Procedures; and

WHEREAS, the job description attached as Exhibit A describes the definition of the position, the class characteristics, examples of duties, and employment standards for said District Engineer.

NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

Exhibit "A", attached hereto, is hereby incorporated by this reference and is adopted as Job Description 7090 in chapter Seven of the District's Personnel Policies and Procedures.

On the motion of Director Winn, seconded by Director Eby, and on the following roll call vote, to wit:

AYES: Directors Winn, Eby, Wirsing, and Vierheilig
NOES: None
ABSENT: Director Trotter
CONFLICTS: None

The foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 13th day of September, 2006.



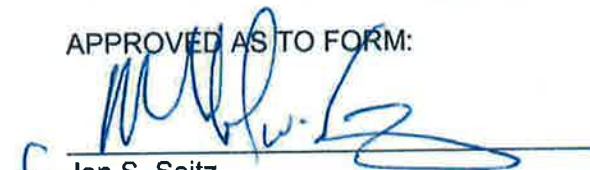
Lawrence Vierheilig, President
Nipomo Community Services District

ATTEST:



Donna K. Johnson
Secretary to the Board

APPROVED AS TO FORM:



Jon S. Seitz
General Counsel

7090 – DISTRICT ENGINEER

1. DEFINITION

Under direction of the General Manager and in his/her absence the Assistant Administrator, the District Engineer, as a salaried FLSA exempt position, manages budgeted District projects; recommends new District projects; administrates developer Will Serve Applications; coordinates annexation applications; tracks Water Allocation program; maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models; processes Assessment District formation and reporting; prepares regulatory and operational reports; presents information to the District Board and Committees; interacts with utility staff, applicants, consultants, community members, and regulatory staffers; and performs related work as assigned.

2. CLASS CHARACTERISTICS

The employee in this class performs a variety of activities in technical support areas. Responsibilities include 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. Work assignments may be diverse, depending on the current needs of the District; however, the employee normally follows defined policies and procedures, has some responsibility for procedural changes and/or technical program oversight.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. 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.
- B. 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.
- C. Administrates developer sponsored will serve applications 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 an appropriate plan check consultant; 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.

**DISTRICT ENGINEER
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7090
EFFECTIVE: 09/13/06**

- D. 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.
- E. Oversees District Water Allocation Program including all tasks necessary to maintain current allocation balances by category for approved projects; advise the Board on the commitment represented by projects; track the dedication of approved projects; submit periodic reports; and maintain waiting lists as required.
- F. Maintains and updates District Standard Specifications.
- G. Maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades.
- H. Prepares and certifies Annual Assessment District Reports and Assessment Roles, presents reports and roles to Board, and assists as directed in the development of additional assessment districts.
- I. Prepares a variety of periodic and special reports for submission to District management and regulatory agencies; represents the District in contacts with other agencies, public and private groups and customers.
- J. Develops and monitors implementation of Capital Improvement Budgets; tracks project fiscal activity; and submits reports on Capital Improvement Project performance and cost.
- K. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance.
- L. Assists in the development of a preventative maintenance programs and updates the District's preventative maintenance program for newly completed projects and/or facilities developed by the District or developers.
- M. Assists in the development of rate studies.
- N. Assists the General Manager with major projects including the Waterline Intertie Project.
- O. Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups.
- P. Interacts with District Staff and Legal Counsel to respond to requests for engineering support under the supervision of the General Manager.
- Q. Represents the District in a professional manner.

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. Principles and practices of civil engineering and surveying, including utility work planning, direction, review, inspection, and evaluation;
- B. The operation and maintenance of potable water production, treatment and distribution facilities and equipment;
- C. The operation and maintenance of wastewater collection and treatment facilities;
- D. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances;
- E. The use of SCADA systems, Geographic Information Systems, and Auto-Cad Systems;
- F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals (Cal OSHA);
- G. Applicable laws, codes and regulations including CEQA and the Subdivision Map Act;
- H. Standard laboratory tests related to the treatment of water;
- I. Mechanical, electrical, electronic and hydraulic principles;
- J. Computer applications related to the work.

Skill in:

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

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle;
- B. Hearing to interact in person, on the telephone and over a radio;

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- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment;
- D. Stamina to do moderate physical work;
- E. Mobility to inspect various work sites, work in confined spaces and climb ladders;
- F. Ability to wear self-contained breathing equipment.

Working Conditions:

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

Licenses:

- A. Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record (Class B would be a bonus);
- B. Must possess and maintain a valid California Professional Engineer License;
- C. Must be bondable by District's fidelity bond insurer.

Education and Experience:

Equivalent to graduation from an accredited four year college or university with a degree in civil engineering and at least four years of work experience as an engineer with utility application.

7090 – DISTRICT ENGINEER

1. DEFINITION

Under direction of the General Manager and in his/her absence the Assistant Administrator, the District Engineer, as a salaried FLSA exempt position, manages budgeted District projects; recommends new District projects; administrates developer Will Serve Applications; coordinates annexation applications; tracks Water Allocation program; maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models; processes Assessment District formation and reporting; prepares regulatory and operational reports; presents information to the District Board and Committees; interacts with utility staff, applicants, consultants, community members, and regulatory staffers; and performs related work as assigned.

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- L. Assists in the development of a preventative maintenance programs and updates the District's preventative maintenance program for newly completed projects and/or facilities developed by the District or developers.
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- N. Assists the General Manager with major projects including the Waterline Intertie Project.
- O. Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups.
- P. Interacts with District Staff and Legal Counsel to respond to requests for engineering support under the supervision of the General Manager.
- Q. Represents the District in a professional manner.

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. Principles and practices of civil engineering and surveying, including utility work planning, direction, review, inspection, and evaluation;
- B. The operation and maintenance of potable water production, treatment and distribution facilities and equipment;
- C. The operation and maintenance of wastewater collection and treatment facilities;
- D. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances;
- E. The use of SCADA systems, Geographic Information Systems, and Auto-Cad Systems;
- F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals (Cal OSHA);
- G. Applicable laws, codes and regulations including CEQA and the Subdivision Map Act;
- H. Standard laboratory tests related to the treatment of water;
- I. Mechanical, electrical, electronic and hydraulic principles;
- J. Computer applications related to the work.

Skill in:

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

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle;
- B. Hearing to interact in person, on the telephone and over a radio;

**DISTRICT ENGINEER
CHAPTER SEVEN - JOB DESCRIPTIONS**

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- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment;
- D. Stamina to do moderate physical work;
- E. Mobility to inspect various work sites, work in confined spaces and climb ladders;
- F. Ability to wear self-contained breathing equipment.

Working Conditions:

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

Licenses:

- A. Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record (Class B would be a bonus);
- B. Must possess and maintain a valid California Professional Engineer License;
- C. Must be bondable by District's fidelity bond insurer.

Education and Experience:

Equivalent to graduation from an accredited four year college or university with a degree in civil engineering and at least four years of work experience as an engineer with utility application.

APRIL 2, 2026

ITEM 3

ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: District Engineer

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 Department; Responsible for current and long-range planning activities; Oversees project planning, design, construction management, project inspection, contract management, high level engineering support 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 functions and engineering support to operations 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 General Manager; and performs other related duties as required.

Receives administrative direction from the General Manager. Exercises direct and general supervision over the Assistant Engineer for the engineering division .

This is a single position administrative management level class which directs all functions of the Engineering Department which includes high level engineering support to 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 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 engineering staff and provides engineering support for operations, technical, maintenance, and contract staff directly and through the Operations Manager.
- d) Oversees the selection, training, professional development, and work evaluation of engineering department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- e) Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance.
- f) Coordinates activities of staff and the department with those of other District departments and outside agencies.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: District Engineer

FLSA STATUS: Exempt

REPORTS TO: General Manager

- g) Oversees and manages engineering support to Operations coordinated with the Operations Manager. Support may include preventive maintenance programs and procedures for the District's water and wastewater systems and facilities; 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; 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) Oversees and manages the GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades. Also provides support to the District SCADA system as needed.
- 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.
- q) Oversees the preparation of 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: District Engineer

FLSA STATUS: Exempt

REPORTS TO: General Manager

- 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) 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 principles related to the treatment of water and wastewater.
- p) Mechanical, electrical, electronic and hydraulic principles.
- q) Computer applications related to the work.

4. ESSENTIAL ABILITIES

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	District Engineer
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

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

5. PHYSICAL REQUIREMENTS

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	District Engineer
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

- 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) Employee must be able to work out of doors in all weather conditions
- g) Employee may work in proximity to wastewater
- h) Employee must be available for attendance at evening and weekend meetings.
- i) 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 or related field and at least five (5) years of work experience in water and wastewater utility design, construction, operation and maintenance.

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 or obtain licensure within one (1) year of appointment.
- c) Must be bondable by District's fidelity bond insurer.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: District Engineer

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

APRIL 2, 2026

ITEM 3

ATTACHMENT C

NIPOMO COMMUNITY SERVICES DISTRICT
MONTHLY SALARY STEP/RANGE
2026-2027

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	\$ 3,694	\$ 3,879	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,603	\$ 4,715	\$ 4,951	21	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,497	\$ 7,680	\$ 8,064	41	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,212	\$ 12,510	\$ 13,135
2	\$ 3,787	\$ 3,976	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,718	\$ 4,833	\$ 5,074	22	\$ 6,168	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,685	\$ 7,872	\$ 8,266	42	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,517	\$ 12,823	\$ 13,464
3	\$ 3,879	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,833	\$ 4,951	\$ 5,198	23	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 7,872	\$ 8,064	\$ 8,467	43	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,510	\$ 12,823	\$ 13,135	\$ 13,792
4	\$ 3,976	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,833	\$ 4,954	\$ 5,074	\$ 5,328	24	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,069	\$ 8,266	\$ 8,679	44	\$ 10,549	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,143	\$ 13,464	\$ 14,137
5	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,074	\$ 5,198	\$ 5,458	25	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,266	\$ 8,467	\$ 8,891	45	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,464	\$ 13,792	\$ 14,482
6	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,201	\$ 5,328	\$ 5,594	26	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,472	\$ 8,679	\$ 9,113	46	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,464	\$ 13,800	\$ 14,137	\$ 14,844
7	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,328	\$ 5,458	\$ 5,731	27	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,679	\$ 8,891	\$ 9,335	47	\$ 11,347	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,137	\$ 14,482	\$ 15,206
8	\$ 4,383	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,461	\$ 5,594	\$ 5,874	28	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,679	\$ 8,896	\$ 9,113	\$ 9,568	48	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,490	\$ 14,844	\$ 15,586
9	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,594	\$ 5,731	\$ 6,017	29	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,113	\$ 9,335	\$ 9,802	49	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,482	\$ 14,844	\$ 15,206	\$ 15,966
10	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,734	\$ 5,874	\$ 6,168	30	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,341	\$ 9,568	\$ 10,047	50	\$ 12,212	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,215	\$ 15,586	\$ 16,365
11	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,731	\$ 5,874	\$ 6,017	\$ 6,318	31	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,568	\$ 9,802	\$ 10,292	51	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,586	\$ 15,966	\$ 16,764
12	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,021	\$ 6,168	\$ 6,476	32	\$ 7,872	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,568	\$ 9,808	\$ 10,047	\$ 10,549	52	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,586	\$ 15,976	\$ 16,365	\$ 17,184
13	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,168	\$ 6,318	\$ 6,634	33	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,047	\$ 10,292	\$ 10,807	53	\$ 13,135	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,966	\$ 16,365	\$ 16,764	\$ 17,603
14	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,322	\$ 6,476	\$ 6,800	34	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,298	\$ 10,549	\$ 11,077	54	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,586	\$ 16,365	\$ 16,774	\$ 17,184	\$ 18,043
15	\$ 5,198	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,476	\$ 6,634	\$ 6,966	35	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,549	\$ 10,807	\$ 11,347	55	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,966	\$ 16,764	\$ 17,184	\$ 17,603	\$ 18,483
16	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,638	\$ 6,800	\$ 7,140	36	\$ 8,679	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,549	\$ 10,813	\$ 11,077	\$ 11,631	56	\$ 14,137	\$ 14,844	\$ 15,586	\$ 16,365	\$ 17,184	\$ 17,613	\$ 18,043	\$ 18,945
17	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,800	\$ 6,966	\$ 7,314	37	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,077	\$ 11,347	\$ 11,914	57	\$ 14,490	\$ 15,215	\$ 15,976	\$ 16,774	\$ 17,613	\$ 18,054	\$ 18,505	\$ 19,430
18	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,800	\$ 6,970	\$ 7,140	\$ 7,497	38	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,354	\$ 11,631	\$ 12,212	58	\$ 14,853	\$ 15,595	\$ 16,375	\$ 17,194	\$ 18,054	\$ 18,505	\$ 18,967	\$ 19,916
19	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,140	\$ 7,314	\$ 7,680	39	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,631	\$ 11,914	\$ 12,510	59	\$ 15,224	\$ 15,985	\$ 16,784	\$ 17,624	\$ 18,505	\$ 18,967	\$ 19,442	\$ 20,414
20	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,319	\$ 7,497	\$ 7,872	40	\$ 9,568	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,631	\$ 11,921	\$ 12,212	\$ 12,823	60	\$ 15,605	\$ 16,385	\$ 17,204	\$ 18,064	\$ 18,967	\$ 19,442	\$ 19,928	\$ 20,924

ADJUSTED BY 3.25% COLA EFFECTIVE 7/1/2026

TO: ADMINISTRATION COMMITTEE
FROM: RAY DIENZO, P.E. *RD*
GENERAL MANAGER
DATE: MARCH 30, 2026

AGENDA ITEM

4

APRIL 2, 2026

**CONSIDER JOB DESCRIPTION MODIFICATIONS
FOR THE POSITION OF OPERATIONS MANAGER AND
ASSISTANT ENGINEER**

ITEM

Review and consider the job description modifications for the Nipomo Community Services District's ("District") Operations Manager and Assistant Engineer. [REVIEW AND CONSIDER RECOMMENDATIONS FOR THE POSITION MODIFICATIONS AND PROVIDE DIRECTION TO STAFF]

BACKGROUND

The District currently has an Operations Manager position and an Assistant Engineer position. With the proposed changes to the organizational chart, minor adjustments need to be made to the job descriptions for each. The Operations Manager will report directly to the General Manager, and the Assistant Engineer will report directly to the re-instated District Engineer. The Operations Manager will remain in his current role. The modified Assistant Engineer position is vacant, since the current Assistant Engineer is anticipated to fill the re-instated District Engineer position.

If the Administration Committee ("Committee") supports the modifications and recommends them to the District's Board of Directors, the job descriptions for the Operations Manager and Assistant Engineer will need to be updated to reflect the duties and tasks associated with the changes in organizational structure.

If the Board of Directors approves the modified job descriptions, staff will open recruitment for the Assistant Engineer position, and if a qualified candidate is chosen, the start date will be after July 1, 2026.

FISCAL IMPACT

The General Manager is recommending that salary ranges remain the same for these modified positions, with a salary range of 48 for the modified Operations Manager position and a salary range of 29 for the Assistant Engineer position. If approved by the Committee and the Board, the salary range for the Operations Manager will be \$139,572 to \$169,644, and for the Assistant Engineer, \$87,768 to \$106,692.

STRATEGIC PLAN

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

3.b. Ongoing activities

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

**ITEM 4 Operations Manager and
Assistant Engineer Positions
April 2, 2026**

RECOMMENDATION

It is recommended that your Committee review and discuss the proposed modifications to the Operations Manager and Assistant Engineer positions, edit if necessary, and approve the final version of the job descriptions for this position to be taken to the Board.

ATTACHMENTS

- A. Proposed Operations Manager Job Description- Blackline Version
- B. Proposed Operations Manager – Clean Version
- C. Proposed Assistant Engineer Job Description- Blackline Version
- D. Proposed Assistant Engineer – Clean Version
- E. Nipomo Community Services District, Monthly Salary Step/Range, proposed FY 2026/27

APRIL 2, 2026

ITEM 4

ATTACHMENT A

JOB DESCRIPTION NIPOMO COMMUNITY SERVICES DISTRICT

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

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction of the ~~Director of Engineering and Operations~~ General Manager, 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~~ General Manager. Exercises direct and general supervision over operations staff through subordinate levels of supervision.

This is a single-position ~~mid-management~~ administrative management level classification class 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.

JOB DESCRIPTION NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Engineering and Operations General Manager

- h) Coordinates activities of staff and the department with those of other District departments and outside agencies.
- 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 General Manager/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 General Manager 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

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

- 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.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

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

- 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.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

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

- 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) Grade 1 AWWA or CWEA Lab Analyst certificate.

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

APRIL 2, 2026

ITEM 4

ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: General Manager

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction of the General Manager, 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 General Manager. Exercises direct and general supervision over operations staff through subordinate levels of supervision.

This is a single-position administrative management level class 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.

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: General Manager

- 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 General Manager 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 General Manager 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: General Manager

- g) Principles of contract administration and evaluation for maintenance and repair projects.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Operations Manager

FLSA STATUS: Exempt

REPORTS TO: General Manager

- 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.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Operations Manager
FLSA STATUS:	Exempt
REPORTS TO:	General Manager

- f) Grade 1 AWWA or CWEA Lab Analyst certificate.

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

APRIL 2, 2026

ITEM 4

ATTACHMENT C

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Assistant Engineer
FLSA STATUS:	Non-Exempt – Full Time (40 hour week)
REPORTS TO:	<u>Director of Engineering and Operations District Engineer</u>

1. DEFINITION AND SUMMARY OF DUTIES

Perform professional and technical civil engineering work in support of District and private development projects starting with simple projects and moving to more complex ones. Employees in this job class provide general engineering support and direction to a variety of public and private projects. Projects worked on may include civil works projects including: water and wastewater pipelines and treatment facilities, tanks, environmental mitigation and other related subjects. Assists District Engineer with implementation of various District programs including the implementation of District's Capital Improvement Program. Other duties as assigned.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Performs studies, researches files, records, plans, and maps.
- b) Gathers, assembles, analyzes and interprets field data, and prepares reports.
- c) Plans, directs, participates, and effectively completes projects. This technical work involves engineering, surveying, construction, or other activities related to the civil engineering profession.
- d) Administers consultant contracts for support services such as surveying, soil testing, biological studies, etc.
- e) Coordinates with other District staff as needed to complete assignments.
- f) Provides planning, specification, calculation and cost estimating review of other's work.
- g) Reviews construction of projects and assists in maintaining construction documents.
- h) Reviews and evaluates development plans, maps, and related documents for conformance to District, County, State, and Federal codes. Reviews calculations.
- i) Assists with maintenance of GIS system and hydraulic models.
- j) Assists with maintenance of water allocation program.
- k) Assists in processing of development applications.
- l) Provides assistance to other District employees regarding engineering related matters.
- m) Assists with locating and evaluating grant opportunities and preparing grant applications.
- n) Monitors compliance with grant requirements.
- o) Interfaces with outside agencies, consultants, contractors, and the general public.
- p) Performs related duties similar to the example duties in scope and function as required.
- q) Represents the District in a professional manner

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Principles and practices of civil engineering applicable to the planning, design, and construction of water and wastewater pipelines and treatment facilities and tanks.
- b) Mathematics, design methods, uses and strengths of construction materials, and effects of soil conditions as they relate to the design and construction of water and wastewater pipelines and treatment facilities and tanks.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Assistant Engineer
FLSA STATUS:	Non-Exempt – Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations <u>District Engineer</u>

- c) Hydrology, hydraulics, and structural design practices and procedures.
- d) Principles and practices of surveying and construction inspection, including applicable laws and safety requirements.
- e) Technical report writing.
- f) Computer systems and applicable software programs.

4. ESSENTIAL ABILITIES

- a) Apply knowledge gained from education in the performance of professional level engineering.
- b) Prepare engineering plans, designs, estimates, and specifications for a variety of public works projects and complete projects effectively.
- c) Solve engineering problems utilizing a variety of civil engineering techniques.
- d) Use AutoCAD and standard office software such as word processing, spreadsheets and Adobe Acrobat.
- e) Follow written and oral directions.
- f) Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing professional engineering assistance and information.
- g) Communicate effectively and tactfully in both oral and written forms.
- h) Prepare staff reports associated with project work.
- i) Establish and maintain effective and amicable work relationships with those contacted in the performance of required duties.
- j) Meet the physical requirements necessary to safely and effectively perform required duties.
- k) Maintain activity records and infrastructure databases.
- l) Exercise sound independent judgment within established policy and procedural guidelines.
- m) Maintain confidentiality of information where necessary.
- n) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- o) Establish and maintain effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

5. PHYSICAL REQUIREMENTS

- a) 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Assistant Engineer
FLSA STATUS:	Non-Exempt – Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations District Engineer

- 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) Bachelor's degree in Civil Engineering or related field.
- b) Possession of an Engineer in Training Certificate desirable.

7. LICENSES

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

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Assistant Engineer
FLSA STATUS:	Non-Exempt – Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations <u>District Engineer</u>

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

APRIL 2, 2026

ITEM 4

ATTACHMENT D

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Assistant Engineer

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

REPORTS TO: District Engineer

1. DEFINITION AND SUMMARY OF DUTIES

Perform professional and technical civil engineering work in support of District and private development projects starting with simple projects and moving to more complex ones. Employees in this job class provide general engineering support and direction to a variety of public and private projects. Projects worked on may include civil works projects including: water and wastewater pipelines and treatment facilities, tanks, environmental mitigation and other related subjects. Assists District Engineer with implementation of various District programs including the implementation of District's Capital Improvement Program. Other duties as assigned.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Performs studies, researches files, records, plans, and maps.
- b) Gathers, assembles, analyzes and interprets field data, and prepares reports.
- c) Plans, directs, participates, and effectively completes projects. This technical work involves engineering, surveying, construction, or other activities related to the civil engineering profession.
- d) Administers consultant contracts for support services such as surveying, soil testing, biological studies, etc.
- e) Coordinates with other District staff as needed to complete assignments.
- f) Provides planning, specification, calculation and cost estimating review of other's work.
- g) Reviews construction of projects and assists in maintaining construction documents.
- h) Reviews and evaluates development plans, maps, and related documents for conformance to District, County, State, and Federal codes. Reviews calculations.
- i) Assists with maintenance of GIS system and hydraulic models.
- j) Assists with maintenance of water allocation program.
- k) Assists in processing of development applications.
- l) Provides assistance to other District employees regarding engineering related matters.
- m) Assists with locating and evaluating grant opportunities and preparing grant applications.
- n) Monitors compliance with grant requirements.
- o) Interfaces with outside agencies, consultants, contractors, and the general public.
- p) Performs related duties similar to the example duties in scope and function as required.
- q) Represents the District in a professional manner

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Principles and practices of civil engineering applicable to the planning, design, and construction of water and wastewater pipelines and treatment facilities and tanks.
- b) Mathematics, design methods, uses and strengths of construction materials, and effects of soil conditions as they relate to the design and construction of water and wastewater pipelines and treatment facilities and tanks.
- c) Hydrology, hydraulics, and structural design practices and procedures.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Assistant Engineer

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

REPORTS TO: District Engineer

- d) Principles and practices of surveying and construction inspection, including applicable laws and safety requirements.
- e) Technical report writing.
- f) Computer systems and applicable software programs.

4. ESSENTIAL ABILITIES

- a) Apply knowledge gained from education in the performance of professional level engineering.
- b) Prepare engineering plans, designs, estimates, and specifications for a variety of public works projects and complete projects effectively.
- c) Solve engineering problems utilizing a variety of civil engineering techniques.
- d) Use AutoCAD and standard office software such as word processing, spreadsheets and Adobe Acrobat.
- e) Follow written and oral directions.
- f) Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing professional engineering assistance and information.
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- m) Maintain confidentiality of information where necessary.
- n) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- o) Establish and maintain effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

5. PHYSICAL REQUIREMENTS

- a) 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Assistant Engineer

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

REPORTS TO: District Engineer

- 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) Bachelor's degree in Civil Engineering or related field.
- b) Possession of an Engineer in Training Certificate desirable.

7. LICENSES

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

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Assistant Engineer
FLSA STATUS:	Non-Exempt – Full Time (40 hour week)
REPORTS TO:	District Engineer

ACKNOWLEDGEMENT:

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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

APRIL 2, 2026

ITEM 4

ATTACHMENT E

NIPOMO COMMUNITY SERVICES DISTRICT
MONTHLY SALARY STEP/RANGE
2026-2027

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	\$ 3,694	\$ 3,879	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,603	\$ 4,715	\$ 4,951	21	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,497	\$ 7,680	\$ 8,064	41	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,212	\$ 12,510	\$ 13,135
2	\$ 3,787	\$ 3,976	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,718	\$ 4,833	\$ 5,074	22	\$ 6,168	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,685	\$ 7,872	\$ 8,266	42	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,517	\$ 12,823	\$ 13,464
3	\$ 3,879	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,833	\$ 4,951	\$ 5,198	23	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 7,872	\$ 8,064	\$ 8,467	43	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,510	\$ 12,823	\$ 13,135	\$ 13,792
4	\$ 3,976	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,833	\$ 4,954	\$ 5,074	\$ 5,328	24	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,069	\$ 8,266	\$ 8,679	44	\$ 10,549	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,143	\$ 13,464	\$ 14,137
5	\$ 4,073	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,074	\$ 5,198	\$ 5,458	25	\$ 6,634	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,266	\$ 8,467	\$ 8,891	45	\$ 10,807	\$ 11,347	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,464	\$ 13,792	\$ 14,482
6	\$ 4,175	\$ 4,383	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,201	\$ 5,328	\$ 5,594	26	\$ 6,800	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,472	\$ 8,679	\$ 9,113	46	\$ 11,077	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,464	\$ 13,800	\$ 14,137	\$ 14,844
7	\$ 4,277	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,328	\$ 5,458	\$ 5,731	27	\$ 6,966	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,679	\$ 8,891	\$ 9,335	47	\$ 11,347	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,137	\$ 14,482	\$ 15,206
8	\$ 4,383	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,461	\$ 5,594	\$ 5,874	28	\$ 7,140	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,679	\$ 8,896	\$ 9,113	\$ 9,568	48	\$ 11,631	\$ 12,212	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,490	\$ 14,844	\$ 15,586
9	\$ 4,490	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,594	\$ 5,731	\$ 6,017	29	\$ 7,314	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,113	\$ 9,335	\$ 9,802	49	\$ 11,914	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,482	\$ 14,844	\$ 15,206	\$ 15,966
10	\$ 4,603	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,734	\$ 5,874	\$ 6,168	30	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,341	\$ 9,568	\$ 10,047	50	\$ 12,212	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,215	\$ 15,586	\$ 16,365
11	\$ 4,715	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,731	\$ 5,874	\$ 6,017	\$ 6,318	31	\$ 7,680	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,568	\$ 9,802	\$ 10,292	51	\$ 12,510	\$ 13,135	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,586	\$ 15,966	\$ 16,764
12	\$ 4,833	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,021	\$ 6,168	\$ 6,476	32	\$ 7,872	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,568	\$ 9,808	\$ 10,047	\$ 10,549	52	\$ 12,823	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,586	\$ 15,976	\$ 16,365	\$ 17,184
13	\$ 4,951	\$ 5,198	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,168	\$ 6,318	\$ 6,634	33	\$ 8,064	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,047	\$ 10,292	\$ 10,807	53	\$ 13,135	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,966	\$ 16,365	\$ 16,764	\$ 17,603
14	\$ 5,074	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,322	\$ 6,476	\$ 6,800	34	\$ 8,266	\$ 8,679	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,298	\$ 10,549	\$ 11,077	54	\$ 13,464	\$ 14,137	\$ 14,844	\$ 15,586	\$ 16,365	\$ 16,774	\$ 17,184	\$ 18,043
15	\$ 5,198	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,476	\$ 6,634	\$ 6,966	35	\$ 8,467	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,549	\$ 10,807	\$ 11,347	55	\$ 13,792	\$ 14,482	\$ 15,206	\$ 15,966	\$ 16,764	\$ 17,184	\$ 17,603	\$ 18,483
16	\$ 5,328	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,638	\$ 6,800	\$ 7,140	36	\$ 8,679	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,549	\$ 10,813	\$ 11,077	\$ 11,631	56	\$ 14,137	\$ 14,844	\$ 15,586	\$ 16,365	\$ 17,184	\$ 17,613	\$ 18,043	\$ 18,945
17	\$ 5,458	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,800	\$ 6,966	\$ 7,314	37	\$ 8,891	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,077	\$ 11,347	\$ 11,914	57	\$ 14,490	\$ 15,215	\$ 15,976	\$ 16,774	\$ 17,613	\$ 18,054	\$ 18,505	\$ 19,430
18	\$ 5,594	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,800	\$ 6,970	\$ 7,140	\$ 7,497	38	\$ 9,113	\$ 9,568	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,354	\$ 11,631	\$ 12,212	58	\$ 14,853	\$ 15,595	\$ 16,375	\$ 17,194	\$ 18,054	\$ 18,505	\$ 18,967	\$ 19,916
19	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,140	\$ 7,314	\$ 7,680	39	\$ 9,335	\$ 9,802	\$ 10,292	\$ 10,807	\$ 11,347	\$ 11,631	\$ 11,914	\$ 12,510	59	\$ 15,224	\$ 15,985	\$ 16,784	\$ 17,624	\$ 18,505	\$ 18,967	\$ 19,442	\$ 20,414
20	\$ 5,874	\$ 6,168	\$ 6,476	\$ 6,800	\$ 7,140	\$ 7,319	\$ 7,497	\$ 7,872	40	\$ 9,568	\$ 10,047	\$ 10,549	\$ 11,077	\$ 11,631	\$ 11,921	\$ 12,212	\$ 12,823	60	\$ 15,605	\$ 16,385	\$ 17,204	\$ 18,064	\$ 18,967	\$ 19,442	\$ 19,928	\$ 20,924

ADJUSTED BY 3.25% COLA EFFECTIVE 7/1/2026