

# NIPOMO COMMUNITY SERVICES DISTRICT

WEDNESDAY, APRIL 18, 2007

9:00 A. M.

## **SPECIAL MEETING NOTICE & AGENDA FINANCE, AUDIT AND PERSONNEL COMMITTEE**

---

### COMMITTEE MEMBERS

LARRY VIERHEILIG, CHAIR  
CLIFFORD TROTTER, MEMBER

### PRINCIPAL STAFF


BRUCE BUEL, GENERAL MANAGER  
LISA BOGNUDA, ASSIST. ADMINISTRATOR  
DONNA JOHNSON, BOARD SECRETARY  
JON SEITZ, GENERAL COUNSEL

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

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**  
ACTION RECOMMENDED: None
2. **CONSIDER EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)**  
ACTION RECOMMENDED: Forward recommendations to Board
3. **REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL**  
ACTION RECOMMENDED: Forward recommendations to Board
4. **DRAFT BUDGET FOR FISCAL YEAR 2007-2008 AND RECRUITMENT BASED ON RECOMMENDATIONS FROM CLASSIFICATION STUDY**  
ACTION RECOMMENDED: Forward recommendations to Board
5. **SET NEXT MEETING**  
ACTION RECOMMENDED: Set meeting date

\*\*\* End Special Meeting Notice \*\*\*

T:\Documents\BOARD MATTERS\AGENDA\AGENDA 2007\STANDING\FINANCE\04-18-07.DOC

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: APRIL 6, 2007

**AGENDA ITEM**

**2**

**APRIL 18, 2007**

**CONSIDER EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)**

**ITEM**

Consider employee Cost of Living Adjustment (COLA)

**BACKGROUND**

The NCS D Personnel Policies & Procedures Manual, Section 3030(4) states the following:

Cost of Living Adjustments – Annually, the Board may consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step plan will be adjusted accordingly, thus keeping the plan current. Therefore, an employee may receive both a Cost of Living Adjustment and an increase in compensation pursuant to Section 3030(2) in any given year until the employee reaches Step 5. Upon reaching Step 5, the only salary adjustments an employee will receive will be Board-approved Cost of Living Adjustments.

On December 13, 2006, the Board of Directors approved Resolution 2006-1000 which included:

Approve the use of the Consumer Price Index-Urban Wage Earners and Clerical Workers (Average of annual increase for the Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose) for all future Cost of Living Adjustments (COLA).

Staff had computed the average of annual increase for the Consumer Price Index of Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose to be 6.95% rounded to 7.00%.

Pursuant to the Personnel Policies and Procedures Manual, the Board of Directors may consider a Cost of Living Adjustment. The approval of Resolution 2006-1000 provides for consistency in computing the COLA from year to year. The Board of Directors may consider a COLA for the employees up to a maximum of 7.00% for 2007-2008 fiscal year.

**RECOMMENDATION**

It is recommended that the Committee review the COLA and forward its recommendation to the Board of Directors.

**ATTACHMENT**

Section 3030(4) from NCS D Personnel Policies and Procedures  
Resolution 2006-1000  
Consumer Price Index information and computation



4. Cost of Living Adjustments – Annually, the Board may consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step plan will be adjusted accordingly, thus keeping the plan current. Therefore, an employee may receive both a Cost of Living Adjustment and an increase in compensation pursuant to Section 3030(2) in any given year until the employee reaches Step 5. Upon reaching Step 5, the only salary adjustments an employee will receive will be Board-approved Cost of Living Adjustments.
5. Promotion - Employees promoted to a position with a higher salary range shall be placed on the step of the range allocated to the new classification which would grant such employee an increase in pay, provided, however, the increase may exceed five percent at the discretion of the General Manager, and that such increase shall not exceed the top step of the range allocated to the new classification. Such action shall require the General Manager to establish a new anniversary date in accordance with the following criteria:
  - A. For employees who are promoted to a permanent position and placed at the first step of the salary range, the anniversary date shall be the date following the completion of 12 months of service at such step.
  - B. For employees who are promoted to a permanent position and placed at a step other than the first step, the anniversary date shall be the day following the completion of one year of such service at such step.
6. Incentive Pay - For Utility Operators who successfully achieve Water or Wastewater Grade certificates over and above those required for the position while employed with the District will be entitled to receive a one time incentive pay of \$500.00 for each certificate obtained.

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2006-1000**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING THE MONTHLY SALARY SCHEDULE, PROPOSED SALARY  
RANGE PLACEMENT, AND CPI INDEX**

**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**, the Nipomo Community Services District contracted with a Koff & Associates, Inc. to perform a professional Salary and Benefits Survey; and

**WHEREAS**, the Board of Directors accepted and filed the final report titled "Total Compensation Study for the Nipomo Community Services District" on December 13, 2006; and

**WHEREAS**, Koff & Associates, Inc. recommended a new Monthly Salary Schedule and proposed Salary Range Placement in the report; and

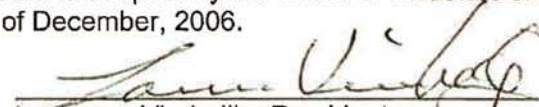
**NOW, THEREFORE**, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

1. Adopt the Monthly Salary Schedule (Exhibit "A")
2. Adopt the Proposed Salary Range Placement (Exhibit "B")
3. Approve the use of the Consumer Price Index-Urban Wage Earners and Clerical Workers (Average of annual increase for the Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose) for all future Cost of Living Adjustments (COLA).
4. Authorize Staff to advertise for the positions of District Engineer, Utility Foreman and Water Conservation Specialist at the newly approved monthly salary schedule


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

AYES: Director Trotter, Harrison, Eby, Winn and Vierheilg  
NOES: None  
ABSENT: 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 December, 2006.

  
Lawrence Vierheilg, President  
Nipomo Community Services District

ATTEST:

  
Donna K. Johnson  
Secretary to the Board

APPROVED AS TO FORM:

  
Jon S. Seitz  
General Counsel

T:\BOARD MATTERS\RESOLUTIONS\RESOLUTIONS 2006\2006-1000 salary schedule.DOC





**U.S. Department of Labor  
Bureau of Labor Statistics**

Bureau of Labor Statistics Data

[www.bls.gov](http://www.bls.gov)



[Advanced Search](#) | [A-Z Index](#)

[BLS Home](#) | [Programs & Surveys](#) | [Get Detailed Statistics](#) | [Glossary](#) | [What's New](#) | [Find It! In DOL](#)

Change Output Options: From: 1996 To: 2006

include graphs NEW!

[More Formatting Options](#) →

Data extracted on: January 30, 2007 (1:25:17 PM)

**Consumer Price Index - Urban Wage Earners and Clerical Workers**

Series Id: CWURA421SA0															
Not Seasonally Adjusted															
Area: Los Angeles-Riverside-Orange County, CA															
Item: All items															
Base Period: 1982-84=100															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1996	150.4	150.9	151.9	152.4	152.3	151.5	152.3	151.9	152.7	153.2	152.9	152.7	152.1	151.6	152.6
1997	153.6	153.6	154.2	154.3	154.0	153.8	153.8	154.0	154.7	155.4	154.9	155.3	154.3	153.9	154.7
1998	155.1	155.0	155.1	155.6	156.2	156.1	155.9	156.1	156.1	156.8	157.0	157.2	156.0	155.5	156.5
1999	157.8	158.1	158.3	160.1	159.7	158.9	159.2	159.8	160.7	160.7	160.6	160.9	159.6	158.8	160.3
2000	161.3	162.4	163.9	164.0	164.4	164.3	165.0	165.3	166.3	166.9	166.6	166.7	164.8	163.4	166.1
2001	167.3	168.3	169.1	169.6	170.5	171.9	171.3	171.1	171.5	171.0	170.7	169.7	170.2	169.5	170.9
2002	171.5	172.8	173.8	174.8	175.4	174.7	175.0	175.6	176.3	176.5	177.0	176.7	175.0	173.8	176.2
2003	177.8	179.6	181.6	180.9	179.9	179.6	179.6	180.5	181.9	181.2	180.5	180.2	180.3	179.9	180.7
2004	181.7	183.4	184.9	185.2	186.8	187.4	186.8	186.5	187.8	189.8	190.3	188.5	186.6	184.9	188.3
2005	188.5	190.3	192.1	194.2	194.6	193.7	194.6	196.4	199.0	200.0	198.4	196.5	194.9	192.2	197.5
2006	198.3	199.9	200.8	202.9	205.0	204.2	204.5	205.0	205.3	203.5	203.3	202.9	203.0	201.9	204.1

<http://data.bls.gov/cgi-bin/surveymost>

Bureau of Labor Statistics Data

	<u>2005</u>	<u>2006</u>	<u>Change</u>
San Francisco-Oakland-San Jose	199.10	204.90	5.80
Los Angeles-Riverside-Orange County	194.90	203.00	8.10
			<hr/>
			13.90
			<hr/>
	AVERAGE		6.95
	ROUND TO		<hr/>
			7.00



**U.S. Department of Lab  
Bureau of Labor Statistics**

Bureau of Labor Statistics Data

[www.bls.gov](http://www.bls.gov)

[BLS Home](#) | [Programs & Surveys](#) | [Get Detailed Statistics](#) | [Glossary](#) | [What's New](#) | [Find It! In DOL](#)

Change Output Options: From: 1996 To: 2006

include graphs NEW!

[More Formatting Options](#) →

Data extracted on: January 30, 2007 (1:26:58 PM)

**Consumer Price Index - Urban Wage Earners and Clerical Workers**

Series Id: CWURA22SA0															
Not Seasonally Adjusted															
Area: San Francisco-Oakland-San Jose, CA															
Item: All items															
Base Period: 1982-84=100															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1996	150.5	150.5	150.7	151.9	153.0	152.9	153.4	153.0	153.8	154.3	154.2	153.1	152.6	151.6	153.6
1997	154.1	155.0	156.2	156.7	156.8	157.0	157.5	158.1	158.6	159.5	159.5	159.4	157.4	156.0	158.8
1998		159.6		160.8		161.7		162.7		163.4		163.7	161.8	160.5	163.1
1999		165.7		168.8		168.3		170.0		171.2		170.9	168.8	167.2	170.5
2000		172.6		174.9		175.2		177.8		179.3		180.2	176.3	173.9	178.7
2001		183.5		184.9		186.9		186.7		187.5		186.5	185.7	184.5	186.9
2002		186.8		188.8		189.1		189.3		190.0		189.6	188.8	188.0	189.6
2003		193.7		193.6		192.2		192.3		191.9		191.1	192.4	192.9	191.9
2004		194.1		194.7		195.4		195.0		196.4		195.9	195.0	194.4	195.7
2005		197.3		199.3		197.5		199.5		202.6		199.3	199.1	197.9	200.3
2006		202.5		204.9		205.2		206.7		206.2		205.6	204.9	203.7	206.1

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BBB*  
DATE: APRIL 6, 2007



## REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL

### ITEM

Revisions to Personnel Policies and Procedures Manual

### BACKGROUND

1. District Legal Counsel, Jon Seitz, has recommended that Section 5020-Disciplinary and Appeals Procedures be modified. The most significant change to this policy is the appointment of a hearing officer to conduct the proceedings rather than the Board of Directors.

2. Koff & Associates recently completed the Classification Study and Organizational Review of the Utility Department of NCSD. As a result of the Koff & Associates study, a reorganization of the Utility Department is recommended.

Koff & Associates proposes the creation of a Utility Superintendent position as well as splitting the existing Utility Field Foreman position into two positions called Utility Field Supervisor and Inspector/Maintenance Supervisor.

Koff & Associates also created new job descriptions for each position that are more in-line with the field crews current duties and responsibilities.

3. Section 1000 – Purpose of Personnel Policies states in part that “The District reserves the right to modify or delete any of these policies, when in the opinion of its management and the Board of Directors, it becomes advisable to do so.”

District Legal Counsel, Jon Seitz, suggests the following steps to revise the Policies and Procedures Manual:

- The Finance, Audit and Personnel Committee review the suggested changes and forward its recommendations to the Board of Directors
- The Board of Directors tentatively approve the changes and direct Staff to circulate the changes to District Personnel.
- Staff request that District Personnel submit their comments in writing to the General Manager by a specified date and time.
- The Board of Directors consider District Personnel comments and either modify the proposed revisions or adopt the revisions as tentatively approved.

### RECOMMENDATION

It is recommended that the Committee review the revisions to the Policies and Procedures Manual and forward its recommendation to the Board of Directors.

### ATTACHMENTS

Section 1000 – Purpose of the Personnel Policies  
Proposed Changes to the Policies & Procedures Manual

- Section 5020 – Disciplinary and Appeals Procedures to be amended
- Section 1020 – Chain of Command to be amended
- Job Descriptions 7040, 7050, 7060, 7070 and 7080 to be repealed
- Job Descriptions 7100, 7110, 7120, 7130, 7140 and 7150 to be adopted



**CHAPTER ONE - INTRODUCTION**

**1000 - PURPOSE OF PERSONNEL POLICIES**

It is the intent of the Board of Directors of the Nipomo Community Services District to maintain a manual of Policies and Procedures. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff, and members of the public in determining the manner in which matters of District business are to be conducted.

The information contained in this manual constitutes the District's personnel rules and policies. It is not to be interpreted as a contract between the District and any of its employees. Except as provided herein, this manual applies to all regular, full-time employees except the General Manager and any other person who enters into an employment contract with the District. These rules do not apply to members of the Board of Directors; volunteer personnel, such as advisory committees; persons engaged under contract to provide expert, professional, technical, or other services; or to temporary employees.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Nipomo Community Services District, said rules, regulations, or legislation shall prevail.

The District reserves the right to modify or delete any of these policies when, in the opinion of its management and the Board of Directors, it becomes advisable to do so. The District may also deviate from these policies in emergency situations provided that the Board conducts an emergency meeting and votes to take appropriate action regarding said deviation from policies. Announcement of changes will be made through standard communication channels (for example, employee meetings and Manager communications.) No oral statements or representations can in any way change or alter the provisions of this manual.

**5020 - DISCIPLINARY AND APPEALS PROCEDURES**

1. Purpose. The purpose of this procedure is to establish the types of actions for which an employee can be disciplined and the disciplinary measures that may be used.
2. Exclusive Remedy. The procedure set forth in this Procedure shall be exclusive, and the failure of an employee to utilize the provisions herein shall constitute a waiver of any claim to relief.
3. Application. ~~This~~ These ~~Procedures~~ applies only to Regular Employees. Regular Employees do not include Introductory Employees, the General Manager, the District Legal Counsel, any employee employed by contract, or any employee hired on a temporary, special, provisional, seasonal, or emergency basis, or any independent contractor. An employee not covered by ~~this~~ these ~~Procedures~~ may be disciplined without reference to these provisions.
4. Grounds for Discipline. Discipline may be taken against an employee for "good cause." Good cause exists where any fact or set of facts, based upon relevant circumstances, may be reasonably relied upon in the exercise of discretion as a basis for disciplinary action. The following are set forth as examples only and shall not be construed as an exclusive list:
  - A. Fraud in securing employment
  - B. Abuse of sick leave
  - C. Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination
  - D. Theft
  - E. Misuse of District credit cards and/or violation of purchasing policies
  - F. Negligence in the performance of duties
  - G. Incompetence
  - H. ~~Continued absenteeism or tardiness~~
  - I. Violation of Sick Leave Policy
  - ~~I.~~ J. Unexcused absences
  - ~~J.~~ K. Use, possession, being under the influence of, sale/purchase or offer to sell/purchase illegal drugs and narcotics or alcohol during working hours
  - ~~K.~~ L. Falsification of records
  - ~~L.~~ M. Fighting or other abusive conduct toward employees or the public
  - ~~M.~~ N. Negligent or reckless operation of District vehicles and equipment
  - ~~N.~~ O. Deliberate destruction or damage to District property, public property or the property of another employee
  - ~~O.~~ P. Possessing unauthorized firearms on District property or during hours when the employee is employed by the District
  - ~~P.~~ Q. Private use of District equipment, vehicles, tools and materials without approval of the General Manager



- Q-R. Violation of safety rules or unsatisfactory driving record
- R-S. Conviction for a felony or misdemeanor
- S-T. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
- T-U. Violation of District rules, regulations or policies

5. Types of Discipline - Minor

- A. Corrective Counseling: Corrective counseling may be conducted with an employee whose conduct or performance must be improved and which details the areas for improvement, the degree of improvement required, and notice that failure to improve will result in more serious disciplinary action. The supervisor shall document the verbal warning (corrective counseling) and place a dated copy in the employee's personnel file with a copy to the employee with said document being expunged from the file if, within a 12-month period, no other disciplinary action occurs.
- B. Written Reprimand: A formal written notice to an employee which summarizes previous related disciplinary action, if any, which details conduct subject to discipline and which advises that continued conduct at such levels may result in suspension, pay reduction, demotion or dismissal. The notice will advise the employee of the right to appeal, pursuant to Section 8, below. The employee must acknowledge receipt of the reprimand by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of reprimand to be included in his/her file.

6. Types of Discipline - Major

- A. Suspension: The temporary removal of an employee from the service of the District without pay. A suspension of this type does not include suspension pending an investigation of alleged misconduct.
- B. Pay Reduction: The reduction in pay of one or more pay steps where performance falls short of normal established standards or where performance is clearly inadequate in one or more of the critical job duties for the position.
- C. Demotion: The removal of an employee from a position to one of lower grade or classification.
- D. Dismissal: The removal of an employee from the service of the District.

7. Disciplinary Procedures for Major Discipline.

- A. Notice of Intent to Discipline for Suspension, Pay Reduction, Demotion or Dismissal. Where the proposed discipline is major, as defined, a Notice of Intent to Discipline, signed by a Supervisor, supporting the discipline

shall be served on the employee. Service of the Notice of Intent to Discipline shall be made at least five (5) days before a hearing pursuant to Section 7(C) is held to discuss the charges. The Notice shall include:

- (a) The proposed discipline.
- (b) The effective date of the discipline.
- (c) The reasons for the discipline.
- (d) The names of witnesses to the incident(s) precipitating the discipline.
- (e) Attachment of, or reference to, any written documents pertinent to the discipline.

An employee may, where circumstance warrant, be placed on administrative leave pending the hearing held pursuant to Section 9(C).

B. ~~Service of Charges~~Notice. ~~Service of the~~ Notice of Intent to Discipline shall be served on the affected employee made by:

- (a) ~~Personally giving the employee a copy~~ Personal service; or
- (b) If service under 7(B)(4a) is not feasible, by first class certified mail, return receipt requested, to the last known mailing address of the employee.

Service is deemed complete when any one of the preceding steps is taken.

C. Informal Hearing Procedure (Skelly hearing). The employee shall be given an opportunity at an informal hearing to show why the proposed major discipline should not be imposed prior to its imposition.

- (a) The hearing will be conducted by a Reviewing Officer who shall be the General Manager or a responsible person designated by the General Manager. The hearing shall include the employee, the employee's representative, if the employee so wishes, and others as directed by the Reviewing Officer.
- (b) At the hearing the employee shall be given an opportunity, either orally, in writing, or both, to bring forward facts or circumstances which may cause the proposed discipline to be revised or ~~dropped~~cancelled.
- (c) The Reviewing Officer shall issue his/her decision within ten (10) working days of the hearing. The decision may uphold the disciplinary action, modify the discipline, reduce the level of discipline to a minor status, or ~~drop~~ cancel the proposed discipline.



- (d) The decision will contain a synopsis of the informal hearing, and shall be served on the employee as provided in Section 7 (B). The decision shall also inform the employee of his/her right of appeal as provided in Section 9, below.
8. Appeal from Minor Discipline. Corrective counseling are not subject to appeal, except as provided by applicable State law. A written reprimand may be appealed to the General Manager. The appeal must be in writing and must be filed with the General Manager within five (5) working days after the reprimand is served on the employee. The General Manager will conduct an investigation of the facts as warranted. The General Manager shall issue a decision in writing and may affirm, ~~reject~~ cancel or modify the written reprimand. The decision of the General Manager is final. If the employee is dissatisfied with the General Manager's decision and wishes to seek judicial review, the limitations period provided in Code of Civil Procedure Section 1094.6, ~~or any successor statute, shall apply.~~ The time shall run from the service of the General Manager's decision. The General Manager's written decision shall be served on the employee as provided in Section 7 (B), above, and shall include notice to the employee that the time within which judicial review must be initiated is governed by Code of Civil Procedure Section 1094.6 ~~(or any successor statute).~~
9. Appeal from Major Discipline. If an employee desired to appeal the decision issued pursuant to Section 7 (C), above, then the following procedures shall apply. ~~The hearing shall be in a closed session of the Board, unless the appellant requests an open session.~~
- A. ~~The appeal must be in writing and filed with the General Manager within ten (10) working days after service on the employee of the decision of the Reviewing Officer.~~
- B. Within ten (10) days of filing the appeal, the District and the employee (or the employee's representative) shall attempt to mutually agree on an impartial hearing officer. Should the parties fail to reach agreement on the selection of a hearing officer, each party, within five (5) days, shall designate and serve the other party three (3) hearing officer candidates. Each party shall then have three (3) days to disqualify up to two (2) of the candidates offered by the other party. The hearing officer shall be selected from the remaining two (2) candidates by a flip of the coin.
- ~~B. An employee wishing to appeal the General Manager's decision may do so before the executive session of the Board of Directors.~~
- ~~(a) A regular employee desiring a hearing must file a written request for hearing with the General Manager within five (5) working days of receipt of the General Manager's decision of the informal appeal. The General Manager, upon receipt of the request for hearing, shall schedule an executive session of the Board of Directors within the next sixty (60) days.~~



- (b) ~~The employee shall present his/her opinion and present facts before the Board, and the Board shall hear the recommendation of the General Manager. The Board shall then render its decision.~~
- C. The hearing shall be conducted within thirtysixty (630) days of the selection of the hearing officer, appellant's request for appeal, unless the General Manager, the hearing officer and the appellant agree in writing that the date of the hearing be extended for a specified time.
- D. The hearing shall be conducted in the manner most conducive to determination of the truth, and the Board hearing officer shall not be bound by technical rules of evidence. The proceedings shall be tape recorded or stenographically reported at the request of either party, and said requesting party shall pay for those costs. The decisions of the Board hearing officer shall not be invalidated by any informality in the proceedings.
- E. The appellant shall personally attend all session of the hearing, unless specifically excused by the Board hearing officer for proper cause. Unexcused failure of the appellant to appear at a hearing shall be deemed a withdrawal of the appeal.
- F. The Board hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. The Board hearing officer shall base it his/her findings on the preponderance of the evidence.
- G. Each side shall be permitted an opening statement and closing argument. The District shall first present witnesses and evidence to sustain the discipline and the appellant will then present his/her witnesses and evidence in defense.
- H. Each side will be allowed to examine and cross-examine witnesses.
- I. ~~Both the District and the appellant may be represented by legal counsel. The District shall bear the cost of the hearing officer and each side shall bear its own cost of representation.~~
- J. The Board hearing officer, upon a request by either party, may subpoena witnesses and/or require production of other records or material evidence.
- K. The Board hearing officer may, prior to or during a hearing, grant a continuance for any reason they/he/she believes may be important to reaching a fair and proper decision.
- M.L. The Board's hearing officer Legal Counsel shall prepare a written decision and serve it on the appellant pursuant to Section 7(B), above, and forward it to the Board of Directors General Manager not later than thirty (30) calendar days after the matter of appeal was taken under submission, ~~by the~~. The written decision shall set forth the District's hearing officer's findings of fact and shall state reasons why the discipline



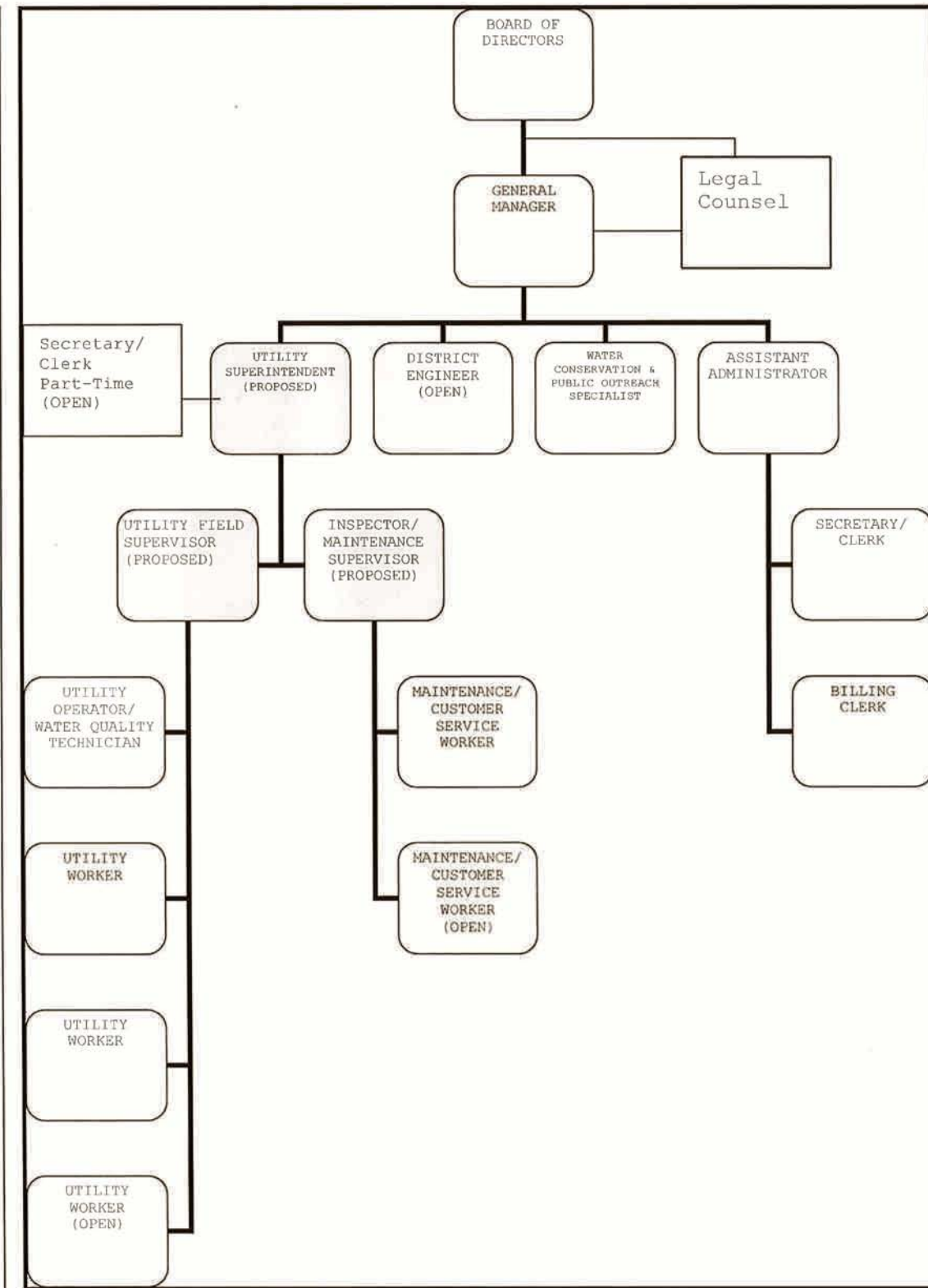
is recommended to be sustained, ~~or reduced, or cancelled.~~ If the Board hearing officer recommends that the discipline be reduced or cancelled, the General Manager ~~hearing officer~~ shall make recommendations concerning payment of back pay during pendency of the appeal.

M. ~~The decisions of the Board shall be final and binding. Decisions of the hearing officer on matters property before him/her shall be final and binding on the parties to the extent permitted by law and these Policies.~~

N. ~~No hearing officer shall have the power to amend or modify these Policies or a law, ordinance, resolution, regulation or rule which is the authority of the District Board of Directors, or to establish any new terms or conditions of employment.~~

~~N.O.~~ If the appellant is dissatisfied with the Board's ~~hearing officer's~~ decision and wishes to seek judicial review, the limitations period provided in Code of Civil Procedure Section 1094.6, ~~or any successor statute~~ shall apply. The time shall run from the service of the decision of the hearing officer and the Notice shall reference the applicable time limit in which to seek judicial relief.

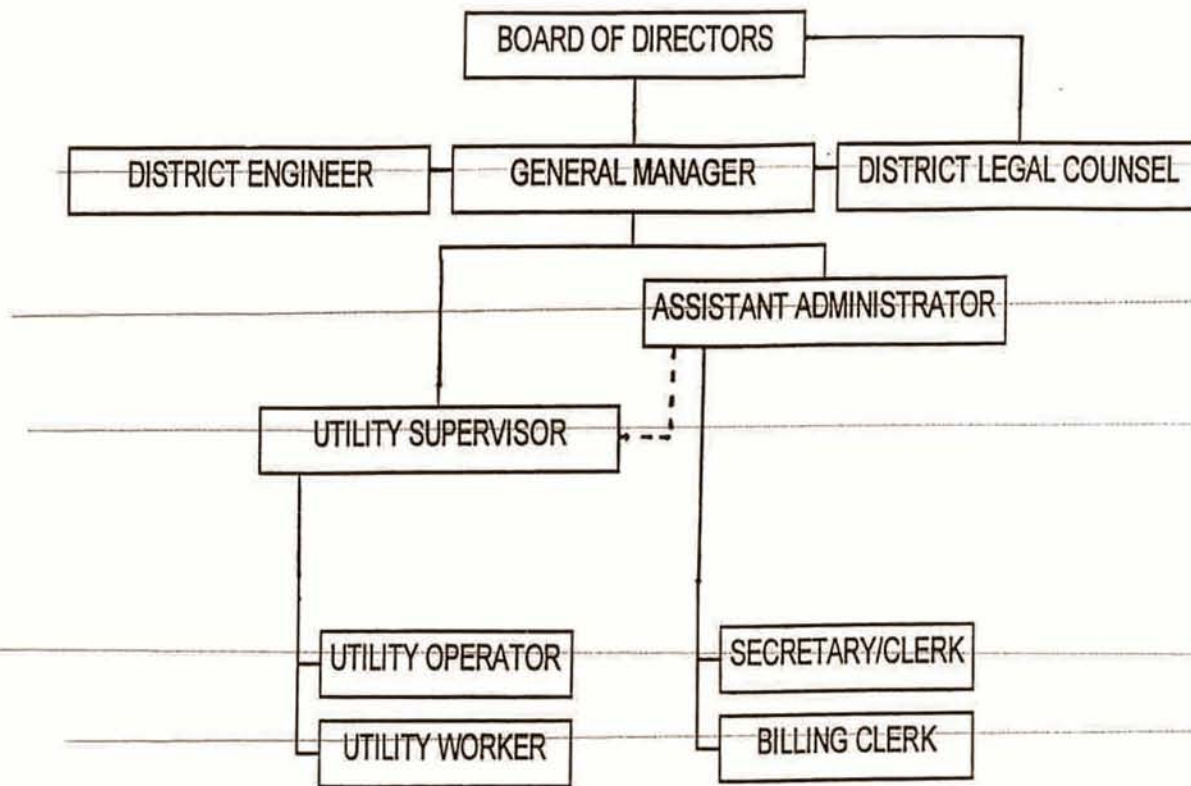
P. ~~No employee shall be penalized in any way for availing him/herself of the disciplinary appeal process.~~





1020 - TABLE OF ORGANIZATION

NIPOMO COMMUNITY SERVICES DISTRICT  
TABLE OF ORGANIZATION



---

## CHAPTER FIVE - EMPLOYEE RELATIONS

- 5000 - UNAUTHORIZED VOLUNTARY ABSENCE
- 5010 - GRIEVANCE PROCEDURE
- 5020 - DISCIPLINARY AND APPEALS PROCEDURES
- 5030 - SAFETY
- 5040 - USE OF DISTRICT VEHICLES & PROPERTY
- 5050 - ELECTRONIC MAIL / INTERNET USE
- 5060 - APPEARANCE AND CONDUCT
- 5070 - SUBSTANCE ABUSE
- 5080 - SEXUAL HARASSMENT
- 5090 - HARASSMENT
- 5100 - FITNESS FOR DUTY
- 5110 - WORKPLACE VIOLENCE

## CHAPTER SIX - GENERAL

- 6000 - BUSINESS TRAVEL & REIMBURSEMENT

## CHAPTER SEVEN - JOB DESCRIPTIONS

- 7000 - GENERAL MANAGER
- 7005 - DISTRICT ENGINEER
- 7010 - ASSISTANT ADMINISTRATOR
- 7020 - SECRETARY/CLERK
- 7030 - BILLING CLERK
- 7035 - CONSERVATION AND PUBLIC INFORMATION SPECIALIST
- ~~7040 - UTILITY SUPERVISOR~~
- ~~7050 - UTILITY FIELD FOREMAN~~
- ~~7060 - UTILITY OPERATOR~~
- ~~7070 - UTILITY WORKER~~
- ~~7080 - MAINTENANCE WORKER~~
- 7100 - UTILITY SUPERINTENDENT
- 7110 - UTILITY FIELD SUPERVISOR
- 7120 - INSPECTOR/MAINTENANCE SUPERVISOR
- 7130 - UTILITY OPERATOR/WATER QUALITY TECHNICIAN
- 7140 - UTILITY WORKER
- 7150 - MAINTENANCE WORKER/CUSTOMER SERVICE WORKER
- ~~7090 - DISTRICT ENGINEER~~ (renumbered)

## CHAPTER EIGHT - APPENDICES

- 8000 - APPENDIX "A" -- GRIEVANCE FORM
- 8010 - APPENDIX "B" -- CONSENT AND RELEASE FORM
- 8020 - APPENDIX "C" -- PERFORMANCE EVALUATION FORM
- 8030 - APPENDIX "D" -- CATASTROPHIC LEAVE APPLICATION
- 8040 - APPENDIX "E" -- LEAVE TRANSFER REQUEST
- 8050 - APPENDIX "F" -- PERSONNEL ACTION FORM
- 8060 - APPENDIX "G" -- LEAVE REQUEST FORM



**7040 - UTILITY SUPERVISOR**

**1. DEFINITION**

Under direction of the General Manager and the Assistant Administrator, plans, directs and reviews the work of a crew of systems operators; performs the full range of duties required to operate and maintain water production, treatment and related distribution equipment and facilities and operate and maintain wastewater collection and treatment facilities; prepares regulatory and operational reports; performs related work as assigned.

**2. CLASS CHARACTERISTICS**

In addition to directing the work of and training operations staff, the supervisor plans work schedules, the employee work procedures and prepares reports for management. Responsibilities also include performing the full range of systems operations work, including being available for stand-by and off-hours emergency work.

**3. EXAMPLES OF DUTIES (Illustrative Only)**

- A. Plans, directs and reviews the work of assigned staff; trains staff in work procedures
- B. Assures that District operating and safety procedures are observed; conducts and participates in safety meetings and accident reviews
- C. Prepares work schedules, including water and wastewater sampling, meter reading and equipment maintenance schedules; prepares daily work assignments based upon operational and customer needs
- D. Troubleshoots equipment and process problems; determines materials, parts and contract or in-house staff requirements; orders or authorizes required materials and supplies; assures that work is performed in accordance with District standards
- E. Inspects construction and/or repair work performed by outside contractors to assure conformance to standard specifications
- F. Reviews records of equipment operation, chemical and biological testing results and process control to make process and procedural modifications and assure compliance with applicable rules and regulations
- G. 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
- H. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance
- I. Performs the full range of systems operations activities, including:
  - 1) Inspecting and recording activities of plant operations and remote pumping and storage equipment and facilities on a regularly scheduled basis;
  - 2) Reviewing and analyzing automated information and control system data and revising equipment settings as appropriate;



- 3) Taking samples of potable water and wastewater influent and effluent, performing standardized tests and adjusting chemical feed and other equipment accordingly, maintaining a work relationship with the contract commercial laboratory;
- 4) Inspecting, troubleshooting and performing scheduled and unscheduled maintenance and repairs to pumps, valves, underground and above-ground piping systems, chemical feeders and related equipment, as required;
- 5) Performing semi-skilled maintenance and repair on electrical and electronic equipment. Operating small and medium sized construction equipment in the course of the work and driving a variety of motor vehicles;
- 6) Dealing with difficult customer service problems;
- 7) Using a variety of and performing maintenance to a variety of hand and power tools and mobile equipment.

J. Is available for Stand-by; responds to emergencies in off-hours, as scheduled

#### 4. EMPLOYMENT STANDARDS

##### Knowledge of:

- A. Principles and practices of employee supervision, including work planning, direction, review 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 relation appurtenances
- E. The operation, servicing and minor maintenance of a variety of vehicles and mobile equipment
- F. Tools and equipment required for the work
- G. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- H. Applicable laws, codes and regulations
- I. Standard laboratory tests related to the treatment of water
- J. Mechanical, electrical, electronic and hydraulic principles
- K. Computer applications related to the work

##### Skill in:

- A. Planning, directing, reviewing and evaluating the work of a small staff
- B. Training staff in work procedures
- C. Developing and implementing work procedures to meet laws and regulations
- D. Maintaining accurate records and preparing accurate reports and clear and concise correspondence
- E. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities and wastewater collection and treatment facilities
- F. Using and maintaining the tools and equipment of the work skillfully and safety



- G. Performing semi-skilled craft work in the electrical, electronic, carpentry, mechanical and painting trades
- H. Performing standardized tests of water and wastewater
- I. Handling hazardous chemicals in accordance with appropriate Materials Safety Data Sheets
- J. Working independently within established procedural guidelines
- K. Making oral presentation to groups
- L. Identifying customer problems and resolving them in an effective manner
- M. Establishing and maintaining effective working relationships with those contacted in the course of the work

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle
- B. Hearing to interact in person, on the telephone and over a radio
- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment
- D. Stamina to do heavy 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. Must work out of doors in all weather conditions
- B. May be available for regularly scheduled stand-by, off-hours shifts
- C. Must be available for emergency call-out
- D. Must be able to arrive at District facilities within 60 minutes from the time an initial call-back notification

License:

- A. Must possess a valid California Class C driver's license and have a satisfactory driving record
- B. Specified assignments and/or equipment may require possession of a Class B driver's license
- C. Must possess a California D-3 Distribution Operator certificate
- D. Must possess a California Grade II Wastewater Treatment Plant Operator certificate
- E. Must be bondable by District's fidelity bond insurer

Education and Experience:

Equivalent to graduation from high school or equivalent and four years of experience in the operation and maintenance of water production, treatment and distribution facilities and equipment and wastewater collection and treatment facilities.

**7050 - UTILITY FIELD FOREMAN**

**1. DEFINITION**

~~Under direction of the Utility Supervisor, plans, directs and reviews the work of a crew of systems operators; performs the full range of duties required to operate and maintain water production, treatment and related distribution equipment and facilities and operate and maintain wastewater collection and treatment facilities; acts as the Utility Supervisor in his/her absence; performs related work as assigned.~~

**CLASS CHARACTERISTICS**

~~Foreman shall be fully competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of waste water for District residents. Responsibilities also include performing the full range of systems operations work, including being available for stand-by and off-hours emergency work.~~

**EXAMPLES OF DUTIES (Illustrative Only)**

- ~~A. Assures that District operating and safety procedures are observed; participates in safety meetings and accident reviews~~
- ~~B. Assists in the preparation of and participates in work schedules, including water and wastewater sampling, meter reading and equipment maintenance schedules; prepares daily work assignments based upon operational and customer needs~~
- ~~C. Troubleshoots equipment and process problems; determines materials, parts and contract or in-house staff requirements; assures that work is performed in accordance with District standards~~
- ~~D. Inspects construction and/or repair work performed by outside contractors to assure conformance to standard specifications~~
- ~~E. Reviews records of equipment operation, chemical and biological testing results and process control to make recommendations to the Utility Supervisor on process and procedural modifications and assure compliance with applicable rules and regulations~~
- ~~F. Assists in the preparation of 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~~
- ~~G. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance~~
- ~~H. Performs the full range of systems operations activities, including:~~



- 1) Inspecting and recording activities of plant operations and remote pumping and storage equipment and facilities on a regularly scheduled basis;
- 2) Reviewing and analyzing automated information and control system data and revising equipment settings as appropriate;
- 3) Taking samples of potable water and wastewater influent and effluent, performing standardized tests and adjusting chemical feed and other equipment accordingly, maintaining a work relationship with the contract commercial laboratory;
- 4) Inspecting, troubleshooting and performing scheduled and unscheduled maintenance and repairs to pumps, valves, underground and above-ground piping systems, chemical feeders and related equipment as required
- 5) Performing semi-skilled maintenance and repair on electrical and electronic equipment; operating small and medium sized construction in the course of the work and driving a variety of motor vehicles
- 6) Dealing with difficult customer service problems
- 7) Using a variety of and performing maintenance to a variety of hand and power tools and mobile equipment

Is available for stand-by calls; responds to emergencies in off hours as scheduled.

#### EMPLOYMENT STANDARDS

##### Knowledge of:

- A. Principles and practices of employee supervision, including work planning, direction, review 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 relation appurtenances
- E. The operation, servicing and minor maintenance of a variety of vehicles and mobile equipment
- F. Tools and equipment required for the work
- G. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- H. Applicable laws, codes and regulations

- ~~I. Standard laboratory tests related to the treatment of water~~
- ~~J. Mechanical, electrical, electronic and hydraulic principles~~
- ~~K. Computer applications related to the work~~

Skill in:

- ~~A. Planning, directing, reviewing and evaluating the work of a small staff~~
- ~~B. Training staff in work procedures~~
- ~~C. Developing and implementing work procedures to meet laws and regulations~~
- ~~D. Maintaining accurate records and preparing accurate reports and clear and concise correspondence~~
- ~~E. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities and wastewater collection and treatment facilities~~
- ~~F. Using and maintaining the tools and equipment of the work skillfully and safety~~
- ~~G. Performing semi-skilled craft work in the electrical, electronic, carpentry, mechanical and painting trades~~
- ~~H. Performing standardized tests of water and wastewater~~
- ~~I. Handling hazardous chemicals in accordance with appropriate Materials Safety Data Sheets~~
- ~~J. Working independently within established procedural guidelines~~
- ~~K. Identifying customer problems and resolving them in an effective manner~~
- ~~L. Establishing and maintaining effective working relationships with those contacted in the course of the work~~

Physical Characteristics:

- ~~A. Vision to read gauges, meters, computer screens, 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 80 pounds with proper equipment~~
- ~~D. Stamina to do heavy 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. Must work out of doors in all weather conditions.~~

~~B. Must be available for regularly scheduled stand-by, off-hours shifts and emergency call-out.~~

~~C. Must be able to arrive at District facilities within 30 minutes from the time an initial call-back notification.~~

~~License and Certification:~~

~~A. Must possess a valid California Class C driver's license and have a satisfactory driving record. Specified assignments and/or equipment may require possession of a class B driver's license.~~

~~B. Must possess a California Grade D-3 Distribution Operator certificate.~~

~~C. Must possess a California Grade I Wastewater Treatment Plant Operator certificate.~~

~~Education and Experience:~~

~~High school graduation or equivalent and four years of experience in the operation and maintenance of water production, treatment and distribution facilities and equipment and wastewater collection and treatment facilities.~~

**7060 - UTILITY OPERATOR**

**1. DEFINITION**

Under general supervision, performs the full range of duties required to operate and maintain potable water production, treatment and related distribution equipment and facilities and wastewater collection and treatment equipment and facilities on an assigned shift to assure the health and safety of the public water supply and the proper disposal of wastewater; performs related work as assigned.

**2. CLASS CHARACTERISTICS**

Must be fully competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of wastewater for District residential and commercial properties. Be available for stand-by and off-hours emergency work.

**3. EXAMPLES OF DUTIES (Illustrative Only)**

- A. Inspects plant operational and remote pumping and storage equipment and facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feed and other production, treatment, distribution and collection equipment
- B. Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed
- C. Takes samples of potable water and performs standardized tests to assure compliance with laws and regulations; adjusts chemical feed and other equipment accordingly; takes samples and performs standardized tests on wastewater influent and effluent to determine treatment process effective and adjusts equipment accordingly; stores and delivers samples to certified laboratories, following established procedures
- D. Inspects, troubleshoots and performs scheduled and unscheduled maintenance and repairs to pumps, valves, underground and above-ground piping systems, chemical feeders and related equipment as required
- E. Lubricates and packs pumps and valves; replaces bearings and other parts; assists in removing and reinstalling pumps, valves and other equipment
- F. Performs routine semi-skilled maintenance and repair on electrical and electronic equipment; notifies the supervisor of the need for contract repair
- G. Operates small and medium-sized construction equipment in the course of the work; drives a variety of motor vehicles
- H. Cleans bar screens, aerators and related wastewater treatment equipment; makes emergency repairs to water production and distribution and wastewater collection facilities and equipment as required; replaces and/or repairs meters and appurtenances, as required
- I. Reads water meters to determine customer usage; investigates and resolves customer complaints regarding high billings and/or water quality; turns services on and off as required



- ~~J. Operates and maintains automatic meter reading devices~~
- ~~K. Performs maintenance painting of and minor modifications to equipment and facilities; maintains landscaped areas and green space around District facilities; controls animal, insect and vegetation pests as required; performs concrete, welding and other semi-skilled maintenance work as required~~
- ~~L. Uses a variety of and performs maintenance and minor repairs to a variety of hand and power tools and mobile equipment~~
- ~~M. Maintains accurate records of gauge and meter readings, chemical test results and work performed.~~
- ~~N. Is available for stand-by call; responds to emergencies in off-hours as scheduled.~~
- ~~O. Maintains work areas in a clean and orderly condition~~
- ~~P. May direct the work of temporary or less experienced staff as required~~

#### 4. EMPLOYMENT STANDARDS

Knowledge of:

- ~~A. The operation and maintenance of potable water production, treatment and distribution facilities and equipment~~
- ~~B. The operation and maintenance of wastewater collection and treatment facilities and equipment~~
- ~~C. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances~~
- ~~D. The operations, servicing and minor maintenance of a variety of vehicles and mobile equipment~~
- ~~E. Tools and equipment required for the work~~
- ~~F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals~~
- ~~G. Applicable laws, codes and regulations~~
- ~~H. Standard laboratory tests related to the treatment of water and wastewater~~
- ~~I. Mechanical, electrical, electronic and hydraulic principles~~
- ~~J. Computer applications related to the work.~~

Skill in:

- ~~A. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities~~
- ~~B. Operating, maintaining and repairing a variety of wastewater collection and treatment facilities and equipment~~
- ~~C. Using and maintaining the tools and equipment of the work skillfully and safely~~
- ~~D. Performing semi-skilled craftwork in the electrical, electronic, carpentry, mechanical and painting trades~~
- ~~E. Performing standardized tests of water and wastewater~~
- ~~F. Handling hazardous chemicals in a safe manner.~~
- ~~G. Maintaining accurate records related to work performed~~
- ~~H. Working independently within established procedural guidelines~~
- ~~I. Identifying customer problems and resolving them in an effective manner~~

~~J. Establishing and maintaining effective working relationships with those contacted in the course of the work~~

Physical Characteristics:

- ~~A. Vision to read gauges, meters, computer screens, 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 80 pounds with proper equipment~~
- ~~D. Stamina to do heavy physical work~~
- ~~E. Mobility to inspect various work sites, work in confined spaces and climb ladders~~

Working Conditions:

- ~~A. Must work out of doors in all weather conditions.~~
- ~~B. Must be available for regularly scheduled stand-by, off-hours shifts and emergency call-out.~~
- ~~C. Must be able to arrive at District facilities within 30 minutes from the time an initial call-back notification.~~

License and Certification:

- ~~A. Must possess a valid California Class C driver's license and have a satisfactory driving record. Specified assignments and/or equipment may require possession of a Class B driver's license.~~
- ~~B. Must possess a California Distribution 2 Operator certificate.~~
- ~~C. Must possess a California Grade I Wastewater Treatment Plant Operator certificate.~~
- ~~D. Must be bondable by District's fidelity bond insurer.~~

Education and Experience:

~~High school graduation or equivalent and three years of experience in the operation and maintenance of water and/or wastewater treatment facilities and equipment. Experience in the operation of water production and distribution systems and/or wastewater collection systems is highly desirable.~~



~~7070 - UTILITY WORKER~~

~~DEFINITION~~

~~Under direct supervision, performs the full range of duties required to operate and maintain potable water production, treatment and related distribution equipment and facilities and wastewater collection and treatment equipment and facilities on an assigned shift to assure the health and safety of the public water supply and the proper disposal of wastewater; performs general maintenance and repair of all District facilities; performs related work as assigned.~~

~~CLASS CHARACTERISTICS~~

~~Under supervision, be competent to operate and maintain a variety of equipment and facilities required to produce and distribute potable water and collect, treat and dispose of wastewater for District residential and commercial properties. Be available for stand-by and off-hours emergency work.~~

~~1. EXAMPLES OF DUTIES (Illustrative Only)~~

- ~~A. Inspects plant operational and remote pumping and storage equipment and facilities on a regularly scheduled basis; reads and records readings of pumps, chemical feed and other production, treatment, distribution and collection equipment~~
- ~~B. Lubricates and packs pumps and valves; replaces bearings and other parts; assists in removing and reinstalling pumps, valves and other equipment~~
- ~~C. Operates small and medium-sized construction equipment in the course of the work; drives a variety of motor vehicles~~
- ~~D. Cleans bar screens, aerators and related wastewater treatment equipment; makes emergency repairs to water production and distribution and wastewater collection facilities and equipment as required; replaces and/or repairs meters and appurtenances as required~~
- ~~E. Reads water meters to determine customer usage; investigates and resolves customer complaints regarding high billings and/or water quality; turns services on and off as required~~
- ~~F. Performs maintenance painting of and minor modifications to equipment and facilities; maintains landscaped areas and green space around District facilities; controls animal, insect and vegetation pests as required; performs concrete, welding and other semi-skilled maintenance work as required~~
- ~~G. Uses a variety of and performs maintenance and minor repairs to a variety of hand and power tools and mobile equipment~~
- ~~H. Maintains accurate records of gauge and meter readings, chemical test results and work performed~~

- I. Is available for stand-by call; responds to emergencies in off-hours as scheduled
- J. Maintains work areas in a clean and orderly condition
- K. Operate and maintain automatic meter reading devices

EMPLOYMENT STANDARDS

Knowledge of:

- A. The operation and maintenance of potable water production, treatment and distribution facilities and equipment
- B. The operation and maintenance of wastewater collection and treatment facilities and equipment
- C. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances
- D. The operations, servicing and minor maintenance of a variety of vehicles and mobile equipment
- E. Tools and equipment required for the work
- F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- G. Applicable laws, codes and regulations
- H. Mechanical, electrical, electronic and hydraulic principles
- I. Computer applications related to the work

Skill in:

- A. Operating, maintaining and repairing a variety of water production, treatment and distribution equipment and facilities
- B. Operating, maintaining and repairing a variety of wastewater collection and treatment facilities and equipment
- C. Using and maintaining the tools and equipment of the work skillfully and safely
- D. Performing semi-skilled craftwork in the electrical, electronic, carpentry, mechanical and painting trades
- E. Handling hazardous chemicals in a safe manner
- F. Maintaining accurate records related to work performed
- G. Working independently within established procedural guidelines



- H. Identifying customer problems and resolving them in an effective manner
- I. Establishing and maintaining effective working relationships with those contacted in the course of the work

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, 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 80 pounds with proper equipment
- D. Stamina to do heavy physical work
- E. Mobility to inspect various work sites and climb ladders

Working Conditions:

- A. Must work out of doors in all weather conditions
- B. Must be available for regularly scheduled stand-by, off-hours shifts and emergency call-out
- C. Must be able to arrive at District facilities within 30 minutes from the time an initial call-back notification

License and Certification:

- A. Must possess a valid California Class C driver's license and have a satisfactory driving record. Specified assignments and/or equipment may require possession of a Class B driver's license
- B. Must obtain a Water Distribution 1 Operator certificate and Operator in Training (OIT) in wastewater within 12 months of hire. Failure to obtain both certificates within the twelve months will be grounds for termination.
- C. Must be bondable by District's fidelity bond insurer.

Education and Experience:

High school graduate or equivalent. Experience in the operation of water production and distribution systems and/or wastewater collection systems is desirable.

**7080 -- MAINTENANCE WORKER**

**1. DEFINITION**

~~Under general supervision, performs general labor work in the maintenance and repair of District facilities, performs duties related to the meter reading, meter setting and meter replacement program, completes work orders, and other related work as required.~~

**2. CLASS CHARACTERISTICS**

~~Under general supervision, be competent to operate and maintain a variety of equipment, be customer service oriented, be informed of District policies and procedures. Work independently and be a self-starter.~~

**3. EXAMPLES OF DUTIES (Illustrative Only)**

~~A. Paint, lube, exercise and maintain fire hydrants and valves and assist in flushing program~~

~~B. Operate small and medium-sized construction equipment in the course of the work; drive a variety of motor vehicles~~

~~C. Read water meters to determine customer usage; investigate and resolve customer complaints regarding high billings and/or water quality; turn services on and off as required; deliver customer notices, etc.~~

~~D. Set water meters, change out meters; inspect meter boxes.~~

~~E. Perform maintenance painting of and minor modifications to equipment and facilities; maintain landscaped areas and green space around District facilities; control animal, insect and vegetation pests, as required;~~

~~F. Complete work orders, pick up and deliver mail and make bank deposit, deliver office generated materials, as required~~

~~G. Assist District personnel in the on-going repair and maintenance of all District facilities~~

~~H. Maintain all District facilities in a clean and orderly condition.~~

~~I. Maintain maintenance records and input data into computer programs.~~

~~J. May learn semi-skilled maintenance, repair and construction work in an assigned work area.~~



**4. EMPLOYMENT STANDARDS**

Knowledge of:

- A. The operations, servicing and minor maintenance of a variety of vehicles and mobile equipment
- B. Tools and equipment required for the work
- C. Safety equipment and practices related to work
- D. Applicable laws, codes and regulations
- E. Computer applications related to the work

Skill in:

- A. Using and maintaining the tools and equipment of the work skillfully and safely
- B. Maintaining accurate records related to work performed
- C. Working independently within established procedural guidelines
- D. Identifying customer problems and resolving them in an effective manner
- E. Establishing and maintaining effective working relationships with those contacted in the course of the work

Physical Characteristics:

- A. Vision to read gauges, meters, computer screens, 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 80 pounds with proper equipment
- D. Stamina to do heavy physical work
- E. Mobility to inspect various work sites and climb ladders

Working Conditions:

- A. Work out of doors in all weather conditions

License and Certification:

- A. Possess a valid California Class C driver's license and have a satisfactory driving record.
- B. Bondable by District's fidelity bond insurer.

Education and Experience:

- A. High school graduate or equivalent.