

7120 – INSPECTOR/PREVENTATIVE MAINTENANCE SUPERVISOR

FLSA: NON-EXEMPT

INSPECTOR/PREVENTATIVE MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, performs field inspections on the workmanship and materials used in a variety of construction and development projects within the District's jurisdiction, including water distribution and wastewater collection construction and repair work performed by private contractors, home owners, and District projects; reviews construction plans; ensures conformance with applicable Federal and State laws, District codes, approved plans, specifications, and departmental regulations; plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Superintendent. Exercises direct or general supervision over maintenance staff.

CLASS CHARACTERISTICS

This is a journey-level construction inspection class that independently performs a variety of complex inspections of District infrastructure and private developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with engineers, developers, contractors, and the public to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials, or practices are accomplished. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects all phases of a variety of infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with District, State, and Federal codes; inspects materials for identification and conformance to specifications; performs routine field tests as needed.

**INSPECTOR/PREVENTATIVE
MAINTENANCE SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

NUMBER: 7120

EFFECTIVE:

- Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice-to-proceed documents.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- Issues "stop-work" notices, notices of violation, and change orders within specific guidelines; conducts change order negotiations; consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- Assists in the District's National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- Acts as liaison between the District, contractors, other agencies, businesses, and residents; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance staff in the Utility Department.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, equipment, tools, practices and procedures used in public work construction, including streets, gutters, sidewalks, drainage, water and wastewater lines and facilities, and related facilities and appurtenances, as well as private development construction projects.
- Principles and practices of construction and wastewater pollution inspection.
- Operation, materials, and methods of wastewater collection, treatment, water distribution and construction.
- Construction practices, procedures, methods, tools, equipment and supplies.
- Safety hazards and appropriate precautions applicable to work assignments.
- Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- Technical principles and practices of engineering design, specification, and cost estimate preparation.

**INSPECTOR/PREVENTATIVE
MAINTENANCE SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE:**

- Materials sampling, testing, and estimating procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work, including computer tracking programs for facility maintenance activities.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the public works, infrastructure, capital improvement, and private development construction.
- Review and authorize change orders, claims, and progress payments within specific procedural guidelines.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, and maps for conformance with District standards and policies; read and interpret as-built plans of water and wastewater system construction projects.
- Coordinate and deal tactfully with contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Perform the entire range of construction inspection activities with a minimum of supervision.
- Effectively represent the department and the District in meetings with public and private organizations and individuals.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Plan, coordinate, oversee, and track facility maintenance activities.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Maintain accurate records and files of work performed.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible construction inspection experience. Supplemental college coursework in potable or wastewater sciences and/or building or construction inspection is desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Inspector certification by the American Concrete Institute highly desirable.
- Grade I Water Distribution Operator Certification from the State of California.
- Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

7130 – UTILITY OPERATOR/WATER QUALITY TECHNICIAN

FLSA: NON-EXEMPT

UTILITY OPERATOR/WATER QUALITY TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled utility maintenance and repair work to operate and maintain potable water production, treatment, and related distribution equipment and facilities and wastewater collection and treatment equipment and facilities to assure the health and safety of the public water supply and the proper disposal of wastewater; takes water and wastewater samples and performs a variety of standard tests to determine water and wastewater quality and to ensure compliance with laws and regulations; performs general maintenance and repair of all District facilities; provides technical support to the Utilities Department; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utility Superintendent and/or the Utility Field Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level class in the utility operations and water quality functional area that performs the full range of duties required to ensure that water distribution and wastewater collection facilities and systems are maintained in a safe and effective working condition. Responsibilities include taking water and wastewater samples and coordinating with appropriate laboratories for chemical, physical, biological, and bacteriological analyses, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Utility Foreman/Construction Inspector in that the latter is working supervisory-level class in the series that assists in organizing, assigning, supervising, and reviewing the work of assigned staff involved in utility maintenance and operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

**UTILITY OPERATOR/WATER QUALITY
TECHNICIAN
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7130
EFFECTIVE:**

- Collects samples for testing at various sites throughout District's water and wastewater treatment facilities, as well as, water distribution, wastewater collection systems, and pump/lift stations to determine the effectiveness of each stage of the treatment process.
- Prepares samples for commercial laboratories to conduct chemical, biochemical, biological, bacteriological, and physical analyses related to the treatment, quality control, and distribution of potable water, as well as treatment, quality control, and disposal of wastewater influent and effluent, following standard procedures and guidelines.
- Receives and logs laboratory results, recognizing problems that may be occurring during the treatment process; ensures that test results are reviewed and reported.
- Sets up, calibrates, operates and performs minor maintenance and repair to a variety of sample collection instruments and equipment.
- Maintains control and quality assurance and follows safe work procedures.
- Maintains accurate records of work performed and laboratory results; enters data into and retrieves data from an automated data control system.
- Prepares periodic and special reports for submission to appropriate regulatory agencies in a timely manner, including State-mandated self-monitoring and other reports and paperwork; ensures that laboratories' certifications are in compliance with regulatory requirements.
- 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.
- 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.
- Adjusts chemical feeds and other equipment accordingly.
- Performs all duties of the Utility Worker, on an as-needed basis.
- Performs on-call duties and responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Chemical, biological, and physical characteristics of water and wastewater and basic laboratory procedures and processes.
- Principles, practices, equipment, and materials required for the collection, storage, and preparation of samples of potable water and wastewater for commercial laboratories.
- Sampling techniques and related statistical analysis techniques.
- Wastewater plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal, State, and local laws, codes, and regulations, including National Pollution Discharge Elimination System (NPDES).
- Technical report writing practices and procedures.
- Practices, methods, equipment, tools, and materials used in the maintenance construction, installation, and repair of water and wastewater treatment facilities and water distribution and wastewater collection systems.
- Principles and procedures of record keeping.

**UTILITY OPERATOR/WATER QUALITY
TECHNICIAN
CHAPTER SEVEN - JOB DESCRIPTIONS**

NUMBER: 7130

EFFECTIVE:

- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Collect potable water and wastewater samples and store and prepare for commercial laboratories for chemical, biochemical, biological, bacteriological, and physical analyses.
- Analyze and interpret the results of such tests and make appropriate recommendations for plant operations.
- Use and perform calibration and minor maintenance and repair on a variety of sample collection instruments and equipment.
- Maintain an inventory of supplies and equipment required for the performance of assigned duties.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare and maintain clear and concise reports and accurate records and files.
- Utilize computer and related word processing, database, and spreadsheet software and applications.
- Perform construction, modification, maintenance, and repair work on water and wastewater treatment plant facilities and equipment, as well as, water distribution and wastewater collection systems.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) 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.

License:

- Valid California class C driver's license with satisfactory driving record.
- Grade II Water Distribution Operator Certification from the State of California.
- Grade I Water Treatment Plant Operator Certificate as issued by the State of California highly desirable.
- Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board.
- Grade I Wastewater Collection System Maintenance Certification from the California Water Environment Association highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

7140 – UTILITY WORKER

FLSA: NON-EXEMPT

UTILITY WORKER

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled utility maintenance and repair work to operate and maintain potable water production, treatment, and related distribution equipment and facilities and wastewater collection and treatment equipment and facilities 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; provides technical support to the Utilities Department; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utility Superintendent and/or the Utility Field Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level class in the utility maintenance functional area that performs the full range of duties required to ensure that water distribution and wastewater collection facilities and systems are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Utility Foreman/Construction Inspector in that the latter is working supervisory-level class in the series that assists in organizing, assigning, supervising, and reviewing the work of assigned staff involved in utility maintenance and operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates and maintains light, medium, and heavy equipment and trucks appropriate to the construction, maintenance, and repair of the District's water distribution and wastewater collection systems.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs and replaces water and fire services and hydrants, including, and setting up and maintaining traffic control to ensure safe traveling conditions for the public.

- Maintains and repairs fire hydrants, including installing parts and fittings, and performing scheduled maintenance and making repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- May read commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- May repair or replace meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor.
- Inspects and maintains District water well sights; takes samples at water wells; checks chlorine residuals; handles chlorine and other hazardous chemicals safely; sets up and maintains eye-wash stations; monitors and maintains chlorination equipment and installs chlorine analyzers; repairs well head meters and installs piping and large meter equipment.
- Monitors telemetry systems and takes corrective action; checks and records system pressure readings.
- Performs maintenance and repair duties in and around water and sewer lift stations and pumps.
- Inspects and services lift stations, pumps, check valves, and floats as necessary.
- Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions.
- Assists in installation, maintenance, and repair of wastewater mains and laterals.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.
- Inspects wastewater treatment plant operational and remote pumping and storage equipment and facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feeds, and other production, treatment, distribution, and collection equipment.
- Cleans bar screens, aerators, and related wastewater treatment equipment.
- Performs welding, masonry, carpentry, minor electrical, and plumbing duties.
- Uses test equipment and makes operating adjustments to a variety of equipment.
- Checks and adds oil to pumps and engines, grease bearings, and performs other related preventive maintenance work on equipment.
- Disassembles equipment and replaces or renews bearings and packing; removes and replaces water and oil hoses on gasoline engines; replaces air and oil filters; replaces or repairs water or air valves.
- Performs preventive maintenance, including providing for and checking proper fluid levels, maintaining accurate records of work performed, and logging amount of sludge distributed into the ground.
- 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.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.

- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains logs of daily activities.
- Interacts with outside contractors in the course of large construction, maintenance, and repair projects.
- Performs on-call duties and responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of water and wastewater treatment, as well as, water distribution and wastewater collection system operations.
- Practices, methods, equipment, tools, and materials used in the maintenance construction, installation, and repair of water and wastewater treatment facilities and water distribution and wastewater collection systems.
- Gas and diesel engine maintenance and repair.
- Hydraulics and control systems.
- Principles and practices of gas and electrical welding, masonry, carpentry and plumbing.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform construction, modification, maintenance, and repair work on water and wastewater treatment plant facilities and equipment, as well as, water distribution and wastewater collection systems.
- Operate specialized maintenance and repair equipment.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.

- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction or maintenance work. Experience in underground facilities maintenance and repair is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Grade I Water Distribution Operator Certification from the State of California must be obtained within twelve (12) months of hire.
- Wastewater Operator-in-Training Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board within must be obtained within twelve (12) months of hire.
- Grade I Wastewater Collection System Maintenance Certification from the California Water Environment Association desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

7150 – MAINTENANCE WORKER/CUSTOMER SERVICE WORKER

FLSA: NON-EXEMPT

MAINTENANCE/CUSTOMER SERVICE WORKER

DEFINITION

Under general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of District infrastructure, including storm and sanitary sewers, water and wastewater systems, and drainage facilities; obtains water and other meter readings and records consumption; cleans, inspects, and repairs water meters; identifies irregularities in meter equipment and related plumbing; performs meter setting and meter replacement activities; provides a variety of customer service functions; monitors District water wells, lift stations, and other equipment, as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utility Field Supervisor and/or the Inspector/Maintenance Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Initially under close supervision, this class learns District infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. The incumbent is responsible for learning to work independently in the field to read water meters, record consumption, maintain meters, perform customer service activities, and other field duties. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Utility Worker in that the latter requires more technical knowledge and skills pertaining to the maintenance and repair of District infrastructure and requires professional certifications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- > Obtains and records water meter readings from homes and businesses for the purpose of billing water usage, including making necessary calculations and reporting inconsistent readings to supervisor.

**MAINTENANCE WORKER/CUSTOMER
SERVICE WORKER
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7150
EFFECTIVE:**

- Performs opening and closing of consumers' water accounts by turning water on or off and recording the readings, including processing service orders from the District office.
- Delivers notices from the District office to consumers such as demand for payment, high consumption, returned mail, shut off, or returned check and other door hangers.
- Provides information to customers, including addressing complaints and billing concerns, rereading meters as requested, and answering questions regarding leaks and meter readings.
- Performs various maintenance duties, including removing and installing water meters and meter boxes, and making minor meter repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Assists in repairing transmission and distribution water mains, including installing parts repairing system leaks, and replacing service line connections.
- Installs and replaces fire hydrants, including installing parts, fittings, and performing related maintenance and repair duties.
- Performs maintenance and ground-keeping duties at District water well sights; takes samples at water wells; utilizes chlorine and other hazardous chemicals safely; performs maintenance and repair duties in and around lift stations and pumps.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Operates specialized vehicles and a variety of light to medium equipment related to the construction, maintenance, and repair of District systems and facilities.
- Performs a variety of weed abatement duties to eliminate hazards to the public and vehicles, as necessary.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; and uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Contacts the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
- Marks the location of underground utilities in response to USA requests.
- Maintains complete and accurate records, and/or reports potential or existing problems to supervisor.
- Maintains light to medium equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Completes work orders, picks up and deliver mail, and makes bank deposit; delivers office generated materials, as required.
- Interacts with outside contractors in the course of large construction, maintenance, and repair projects.

- Performs on-call duties and responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District street and address system, including awareness of hazards.
- A variety of meters and meter reading equipment and their respective functions.
- Principles, practices, and tools to maintain, repair, place, and set water meters.
- Billing procedures and policies of water utility services.
- Basic maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; water wells, lift stations, and pumps; asphalt and concrete repair; and other related facilities and systems.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Read meters efficiently and recording accurate consumption information.
- Maintain accurate and up-to-date records using automated and manual systems.
- Read maps and schematics.
- Perform maintenance and repair work on water meters, water distribution and related systems, facilities, and equipment such as found in the District.
- Operate specialized maintenance and repair equipment.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.

- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. No experience is required. Field experience reading utility meters or reading and recording data with speed and accuracy, and/or maintenance or repair experience in underground utilities, general construction, or landscape and/or facilities maintenance are desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Must obtain a Grade I Water Distribution Operator Certification from the State of California within twelve (12) months of hire.
- Must be bondable by District's fidelity bond insurer.

PHYSICAL DEMANDS

Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

MAINTENANCE WORKER/CUSTOMER
SERVICE WORKER
CHAPTER SEVEN - JOB DESCRIPTIONS

NUMBER: 7150
EFFECTIVE:

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

7090-7005 – DISTRICT ENGINEER

A.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.

B.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.

C.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.

- 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.

D.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;

- 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.

NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTED ON 12/13/06
RESOLUTION NO 2006-1000

Salary Range #	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,618	\$1,699	\$1,783	\$1,873	\$1,966	\$2,015	\$2,065
2	\$1,658	\$1,741	\$1,828	\$1,919	\$2,015	\$2,066	\$2,116
3	\$1,699	\$1,783	\$1,873	\$1,966	\$2,065	\$2,116	\$2,168
4	\$1,741	\$1,828	\$1,919	\$2,015	\$2,116	\$2,169	\$2,222
5	\$1,783	\$1,873	\$1,966	\$2,065	\$2,168	\$2,222	\$2,276
6	\$1,828	\$1,919	\$2,015	\$2,116	\$2,222	\$2,278	\$2,333
7	\$1,873	\$1,966	\$2,065	\$2,168	\$2,276	\$2,333	\$2,390
8	\$1,919	\$2,015	\$2,116	\$2,222	\$2,333	\$2,391	\$2,450
9	\$1,966	\$2,065	\$2,168	\$2,276	\$2,390	\$2,450	\$2,510
10	\$2,015	\$2,116	\$2,222	\$2,333	\$2,450	\$2,511	\$2,572
11	\$2,065	\$2,168	\$2,276	\$2,390	\$2,510	\$2,572	\$2,635
12	\$2,116	\$2,222	\$2,333	\$2,450	\$2,572	\$2,637	\$2,701
13	\$2,168	\$2,276	\$2,390	\$2,510	\$2,635	\$2,701	\$2,767
14	\$2,222	\$2,333	\$2,450	\$2,572	\$2,701	\$2,768	\$2,836
15	\$2,276	\$2,390	\$2,510	\$2,635	\$2,767	\$2,836	\$2,905
16	\$2,333	\$2,450	\$2,572	\$2,701	\$2,836	\$2,907	\$2,978
17	\$2,390	\$2,510	\$2,635	\$2,767	\$2,905	\$2,978	\$3,050
18	\$2,450	\$2,572	\$2,701	\$2,836	\$2,978	\$3,052	\$3,127
19	\$2,510	\$2,635	\$2,767	\$2,905	\$3,050	\$3,127	\$3,203
20	\$2,572	\$2,701	\$2,836	\$2,978	\$3,127	\$3,205	\$3,283
21	\$2,635	\$2,767	\$2,905	\$3,050	\$3,203	\$3,283	\$3,363
22	\$2,701	\$2,836	\$2,978	\$3,127	\$3,283	\$3,365	\$3,447
23	\$2,767	\$2,905	\$3,050	\$3,203	\$3,363	\$3,447	\$3,531
24	\$2,836	\$2,978	\$3,127	\$3,283	\$3,447	\$3,533	\$3,619
25	\$2,905	\$3,050	\$3,203	\$3,363	\$3,531	\$3,619	\$3,708
26	\$2,978	\$3,127	\$3,283	\$3,447	\$3,619	\$3,710	\$3,800
27	\$3,050	\$3,203	\$3,363	\$3,531	\$3,708	\$3,800	\$3,893
28	\$3,127	\$3,283	\$3,447	\$3,619	\$3,800	\$3,895	\$3,990
29	\$3,203	\$3,363	\$3,531	\$3,708	\$3,893	\$3,990	\$4,088
30	\$3,283	\$3,447	\$3,619	\$3,800	\$3,990	\$4,090	\$4,190
31	\$3,363	\$3,531	\$3,708	\$3,893	\$4,088	\$4,190	\$4,292
32	\$3,447	\$3,619	\$3,800	\$3,990	\$4,190	\$4,295	\$4,399
33	\$3,531	\$3,708	\$3,893	\$4,088	\$4,292	\$4,399	\$4,507
34	\$3,619	\$3,800	\$3,990	\$4,190	\$4,399	\$4,509	\$4,619
35	\$3,708	\$3,893	\$4,088	\$4,292	\$4,507	\$4,619	\$4,732
36	\$3,800	\$3,990	\$4,190	\$4,399	\$4,619	\$4,735	\$4,850
37	\$3,893	\$4,088	\$4,292	\$4,507	\$4,732	\$4,850	\$4,969
38	\$3,990	\$4,190	\$4,399	\$4,619	\$4,850	\$4,972	\$5,093
39	\$4,088	\$4,292	\$4,507	\$4,732	\$4,969	\$5,093	\$5,217
40	\$4,190	\$4,399	\$4,619	\$4,850	\$5,093	\$5,220	\$5,348
41	\$4,292	\$4,507	\$4,732	\$4,969	\$5,217	\$5,348	\$5,478
42	\$4,399	\$4,619	\$4,850	\$5,093	\$5,348	\$5,481	\$5,615
43	\$4,507	\$4,732	\$4,969	\$5,217	\$5,478	\$5,615	\$5,752
44	\$4,619	\$4,850	\$5,093	\$5,348	\$5,615	\$5,755	\$5,896
45	\$4,732	\$4,969	\$5,217	\$5,478	\$5,752	\$5,896	\$6,039
46	\$4,850	\$5,093	\$5,348	\$5,615	\$5,896	\$6,043	\$6,190
47	\$4,969	\$5,217	\$5,478	\$5,752	\$6,039	\$6,190	\$6,341
48	\$5,093	\$5,348	\$5,615	\$5,896	\$6,190	\$6,345	\$6,500
49	\$5,217	\$5,478	\$5,752	\$6,039	\$6,341	\$6,500	\$6,658
50	\$5,348	\$5,615	\$5,896	\$6,190	\$6,500	\$6,662	\$6,825
51	\$5,478	\$5,752	\$6,039	\$6,341	\$6,658	\$6,825	\$6,991
52	\$5,615	\$5,896	\$6,190	\$6,500	\$6,825	\$6,996	\$7,166
53	\$5,752	\$6,039	\$6,341	\$6,658	\$6,991	\$7,166	\$7,341
54	\$5,896	\$6,190	\$6,500	\$6,825	\$7,166	\$7,345	\$7,524
55	\$6,039	\$6,341	\$6,658	\$6,991	\$7,341	\$7,524	\$7,708
56	\$6,190	\$6,500	\$6,825	\$7,166	\$7,524	\$7,713	\$7,901
57	\$6,341	\$6,658	\$6,991	\$7,341	\$7,708	\$7,901	\$8,093
58	\$6,500	\$6,825	\$7,166	\$7,524	\$7,901	\$8,098	\$8,296
59	\$6,658	\$6,991	\$7,341	\$7,708	\$8,093	\$8,296	\$8,498
60	\$6,825	\$7,166	\$7,524	\$7,901	\$8,296	\$8,503	\$8,711
61	\$6,991	\$7,341	\$7,708	\$8,093	\$8,498	\$8,711	\$8,923
62	\$7,166	\$7,524	\$7,901	\$8,296	\$8,711	\$8,928	\$9,146
63	\$7,341	\$7,708	\$8,093	\$8,498	\$8,923	\$9,146	\$9,369
64	\$7,524	\$7,901	\$8,296	\$8,711	\$9,146	\$9,375	\$9,603
65	\$7,708	\$8,093	\$8,498	\$8,923	\$9,369	\$9,603	\$9,838
66	\$7,901	\$8,296	\$8,711	\$9,146	\$9,603	\$9,843	\$10,084
67	\$8,093	\$8,498	\$8,923	\$9,369	\$9,838	\$10,084	\$10,329
68	\$8,296	\$8,711	\$9,146	\$9,603	\$10,084	\$10,336	\$10,588

1020 - TABLE OF ORGANIZATION

NIPOMO COMMUNITY SERVICES DISTRICT
TABLE OF ORGANIZATION

