

**7110 - UTILITY FIELD SUPERVISOR**

**FLSA: NON-EXEMPT**

**DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of maintenance and operations staff within the Utility Department; coordinates, monitors, and provides technical input for assigned utility maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the maintenance and repair of District water and wastewater treatment facilities and water distribution and wastewater collection systems; provides technical assistance to the Utility Superintendent and acts for the Utility Superintendent in their absence; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

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

**CLASS CHARACTERISTICS**

This is the working supervisory-level class in the utility series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of utility operations and maintenance staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for all utility maintenance and operations functions and activities of the District.

**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.*

- A. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Utility Department.
- B. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Monitors operations and activities of the utility operations and maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.



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- E. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- F. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- G. Coordinates with contractors in providing contract utility maintenance services.
- H. Performs the most complex utility maintenance and operations duties and provides technical assistance to crews.
- I. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- J. Maintains logs and records of work performed; prepares periodic reports.
- K. Responds to emergency situations as necessary.
- L. Supports the Inspector/Maintenance Supervisor on certain projects, as assigned.
- M. Acts for the Utility Superintendent in their absence.
- N. Performs other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- A. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- B. Principles and practices of utility maintenance and operations program development and administration.
- C. Principles, practices, equipment, tools and materials of utility construction, maintenance, and repair.
- D. Basic principles of contract administration for utility maintenance and repair projects.
- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- F. Safety principles, practices, and procedures of water and wastewater facilities and systems, including equipment and hazardous materials.
- G. The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- H. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- I. Modern office practices, methods and computer equipment.
- J. Computer applications related to the work.
- K. English usage, grammar, spelling, vocabulary, and punctuation.
- L. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations.
- M. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.



**ABILITY TO:**

- A. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- B. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- C. Organize, implement, and direct utility maintenance and operations activities.
- D. Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- E. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- F. Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- G. Perform the most complex maintenance duties and operate related equipment safely and effectively.
- H. Develop contract specifications for utility maintenance contracts; administer such contracts.
- I. Develop cost estimates for supplies and equipment.
- J. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- K. Maintain accurate records and files of work performed.
- L. Make sound, independent decisions within established policy and procedural guidelines.
- M. Organize own work, set priorities and meet critical time deadlines.
- N. Operate modern office equipment including computer equipment and software programs.
- O. Use English effectively to communicate in person, over the telephone and in writing.
- P. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Q. 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 (12<sup>th</sup>) grade and four (4) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment, and wastewater collection and treatment facilities. Supplemental college coursework in potable or wastewater sciences or related field is desirable.

**LICENSE:**

- A. Valid California Class C driver's license with satisfactory driving record; specified assignments and/or equipment may require possession of a class B driver's license.
- B. Grade III Water Distribution Operator Certification from the State of California.
- C. Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board.



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- D. Grade II Water Treatment Plant Operator Certificate as issued by the State of California highly desirable.
- E. Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field around water and wastewater facilities and systems; 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; 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 sixty (60) minutes from the time an initial call-back



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**7120 – INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR**

**FLSA: NON-EXEMPT**

**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.

- A. 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.
- B. Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice-to-proceed documents.
- C. Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- D. Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.



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- E. 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.
- F. Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- G. Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- H. Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- I. Assists in the District's National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- J. 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.
- K. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- L. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance staff in the Utility Department.
- M. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- N. Performs other duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. 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.
- B. Principles and practices of construction and wastewater pollution inspection.
- C. Operation, materials, and methods of wastewater collection, treatment, water distribution and construction.
- D. Construction practices, procedures, methods, tools, equipment and supplies.
- E. Safety hazards and appropriate precautions applicable to work assignments.
- F. Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- G. Technical principles and practices of engineering design, specification, and cost estimate preparation.
- H. Materials sampling, testing, and estimating procedures.
- I. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- J. Principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- K. Modern office practices, methods and computer equipment.



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- L. Computer applications related to the work, including computer tracking programs for facility maintenance activities.
- M. English usage, grammar, spelling, vocabulary, and punctuation.
- N. Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- O. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**ABILITY TO:**

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



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**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 (12<sup>th</sup>) 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:**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Inspector certification by the American Concrete Institute highly desirable.
- C. Grade I Water Distribution Operator Certification from the State of California.
- D. 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**

**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.

- A. 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.
- B. 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.
- C. Receives and logs laboratory results, recognizing problems that may be occurring during the treatment process; ensures that test results are reviewed and reported.



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- D. Sets up, calibrates, operates and performs minor maintenance and repair to a variety of sample collection instruments and equipment.
- E. Maintains control and quality assurance and follows safe work procedures.
- F. Maintains accurate records of work performed and laboratory results; enters data into and retrieves data from an automated data control system.
- G. 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.
- H. 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.
- I. 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.
- J. Adjusts chemical feeds and other equipment accordingly.
- K. Performs all duties of the Utility Worker, on an as-needed basis.
- L. Performs on-call duties and responds to after-hours emergencies.
- M. Performs related duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. Chemical, biological, and physical characteristics of water and wastewater and basic laboratory procedures and processes.
- B. Principles, practices, equipment, and materials required for the collection, storage, and preparation of samples of potable water and wastewater for commercial laboratories.
- C. Sampling techniques and related statistical analysis techniques.
- D. Wastewater plant safety procedures and equipment.
- E. Basic principles of water and wastewater treatment and distribution/disposal.
- F. Applicable Federal, State, and local laws, codes, and regulations, including National Pollution Discharge Elimination System (NPDES).
- G. Technical report writing practices and procedures.
- H. 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.
- I. Principles and procedures of record keeping.
- J. Modern office practices, methods and computer equipment.
- K. Computer applications related to the work.
- L. English usage, spelling, vocabulary, grammar and punctuation.
- M. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**ABILITY TO:**

- A. Collect potable water and wastewater samples and store and prepare for commercial laboratories for chemical, biochemical, biological, bacteriological, and physical analyses.



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- B. Analyze and interpret the results of such tests and make appropriate recommendations for plant operations.
- C. Use and perform calibration and minor maintenance and repair on a variety of sample collection instruments and equipment.
- D. Maintain an inventory of supplies and equipment required for the performance of assigned duties.
- E. Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- F. Prepare and maintain clear and concise reports and accurate records and files.
- G. Utilize computer and related word processing, database, and spreadsheet software and applications.
- H. 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.
- I. Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- J. Make accurate arithmetic calculations.
- K. Read and interpret construction drawings and specifications.
- L. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- M. Follow department policies and procedures related to assigned duties.
- N. Understand and follow oral and written instructions.
- O. Organize own work, set priorities, and meet critical time deadlines.
- P. Use English effectively to communicate in person, over the telephone and in writing.
- Q. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- R. 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 (12<sup>th</sup>) 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:**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Grade II Water Distribution Operator Certification from the State of California.
- C. Grade I Water Treatment Plant Operator Certificate as issued by the State of California highly desirable.
- D. 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.



- E. 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**

**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.

- A. 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.
- B. Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- C. Repairs transmission and distribution water mains, including installing parts as necessary.
- D. 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.
- E. Maintains and repairs fire hydrants, including installing parts and fittings, and performing scheduled maintenance and making repairs.



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- F. Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- G. May read commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner.
- H. 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.
- I. 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.
- J. Monitors telemetry systems and takes corrective action; checks and records system pressure readings.
- K. Performs maintenance and repair duties in and around water and sewer lift stations and pumps.
- L. Inspects and services lift stations, pumps, check valves, and floats as necessary.
- M. Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions.
- N. Assists in installation, maintenance, and repair of wastewater mains and laterals.
- O. Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- P. Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.
- Q. 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.
- R. Cleans bar screens, aerators, and related wastewater treatment equipment.
- S. Performs welding, masonry, carpentry, minor electrical, and plumbing duties.
- T. Uses test equipment and makes operating adjustments to a variety of equipment.
- U. Checks and adds oil to pumps and engines, grease bearings, and performs other related preventive maintenance work on equipment.
- V. 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.
- W. 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.
- X. 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.
- Y. Observes safe work methods and makes appropriate use of related safety equipment as required.
- Z. Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.



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

**QUALIFICATIONS**

**KNOWLEDGE OF:**

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

**ABILITY TO:**

- A. 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.
- B. Operate specialized maintenance and repair equipment.
- C. Set up and operate traffic area construction zones, including cones, barricades and flagging.
- D. Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- E. Troubleshoot maintenance problems and determine materials and supplies required for repair.
- F. Make accurate arithmetic calculations.
- G. Read and interpret construction drawings and specifications.



- H. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- I. Perform routine equipment maintenance.
- J. Maintain accurate logs, records, and basic written records of work performed.
- K. Follow department policies and procedures related to assigned duties.
- L. Understand and follow oral and written instructions.
- M. Organize own work, set priorities, and meet critical time deadlines.
- N. Use English effectively to communicate in person, over the telephone and in writing.
- O. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- P. 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 (12<sup>th</sup>) grade and one (1) year of experience in construction or maintenance work. Experience in underground facilities maintenance and repair is highly desirable.

**LICENSE:**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Grade I Water Distribution Operator Certification from the State of California must be obtained within twelve (12) months of hire.
- C. 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.
- D. 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.



**UTILITY WORKER  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7140  
EFFECTIVE: 05/23/07**

**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/CUSTOMER SERVICE WORKER**

**FLSA: NON-EXEMPT**

**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.

- A. 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.
- B. 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.
- C. 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.



- D. Provides information to customers, including addressing complaints and billing concerns, rereading meters as requested, and answering questions regarding leaks and meter readings.
- E. Performs various maintenance duties, including removing and installing water meters and meter boxes, and making minor meter repairs.
- F. Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- G. Assists in repairing transmission and distribution water mains, including installing parts repairing system leaks, and replacing service line connections.
- H. Installs and replaces fire hydrants, including installing parts, fittings, and performing related maintenance and repair duties.
- I. 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.
- J. Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- K. Operates specialized vehicles and a variety of light to medium equipment related to the construction, maintenance, and repair of District systems and facilities.
- L. Performs a variety of weed abatement duties to eliminate hazards to the public and vehicles, as necessary.
- M. 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.
- N. 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.
- O. Ensures that adequate materials and supplies are available for maintenance and repair work.
- P. Contacts the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
- Q. Marks the location of underground utilities in response to USA requests.
- R. Maintains complete and accurate records, and/or reports potential or existing problems to supervisor.
- S. Maintains light to medium equipment and trucks appropriate to the functional area of assignment.
- T. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- U. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- V. Completes work orders, picks up and deliver mail, and makes bank deposit; delivers office generated materials, as required.
- W. Interacts with outside contractors in the course of large construction, maintenance, and repair projects.
- X. Performs on-call duties and responds to after-hours emergencies.
- Y. Performs related duties as assigned.



**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. District street and address system, including awareness of hazards.
- B. A variety of meters and meter reading equipment and their respective functions.
- C. Principles, practices, and tools to maintain, repair, place, and set water meters.
- D. Billing procedures and policies of water utility services.
- E. 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.
- F. The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- G. Basic traffic control procedures and traffic sign regulations.
- H. Shop arithmetic.
- I. Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- J. Safe driving rules and practices.
- K. Basic computer software related to work.
- L. English usage, spelling, vocabulary, grammar and punctuation.
- M. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**ABILITY TO:**

- A. Read meters efficiently and recording accurate consumption information.
- B. Maintain accurate and up-to-date records using automated and manual systems.
- C. Read maps and schematics.
- D. Perform maintenance and repair work on water meters, water distribution and related systems, facilities, and equipment such as found in the District.
- E. Operate specialized maintenance and repair equipment.
- F. Set up and operate traffic area construction zones, including cones, barricades and flagging.
- G. Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- H. Troubleshoot maintenance problems and determine materials and supplies required for repair.
- I. Make accurate arithmetic calculations.
- J. Read and interpret construction drawings and specifications.
- K. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- L. Perform routine equipment maintenance.
- M. Maintain accurate logs, records, and basic written records of work performed.
- N. Follow department policies and procedures related to assigned duties.
- O. Understand and follow oral and written instructions.
- P. Organize own work, set priorities, and meet critical time deadlines.



- Q. Use English effectively to communicate in person, over the telephone and in writing.
- R. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- S. Establish and maintain effective working relationships with those contacted in the course of the work.

**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 (12<sup>th</sup>) 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**

- A. Valid California class C driver's license with satisfactory driving record.
- B. Must obtain a Grade I Water Distribution Operator Certification from the State of California within twelve (12) months of hire.
- C. 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.

**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.



**CHAPTER EIGHT - APPENDICES**

**8000 - APPENDIX "A" -- GRIEVANCE FORM**

**EMPLOYEE GRIEVANCE FORM**

Nipomo Community Services District

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction demand to be violated, misapplied or misinterpreted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision rendered by the informal conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific remedy sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**8010 - APPENDIX "B" -- CONSENT AND RELEASE FORM**

**CONSENT AND RELEASE FORM**

**DRUG/ALCOHOL TESTING**

I hereby authorize Nipomo Community Services District and any laboratories or medical facilities designated by Nipomo Community Services District to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Nipomo Community Services District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Nipomo Community Services District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last forty-five (45) days are as follows:

| DRUG/MEDICINE | WHEN USED | ISSUED BY:<br>(IF PRESCRIPTION) |
|---------------|-----------|---------------------------------|
| _____         | _____     | _____                           |
| _____         | _____     | _____                           |
| _____         | _____     | _____                           |
| _____         | _____     | _____                           |

NAME OF EMPLOYEE: \_\_\_\_\_

FACILITY PERFORMING TEST: \_\_\_\_\_

DATE OF TEST: \_\_\_\_\_

SIGNATURE OF APPLICANT/EMPLOYEE: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

SUPERVISOR REQUESTING TEST: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)



**8020 - APPENDIX "C" -- PERFORMANCE EVALUATION FORM**

**NIPOMO COMMUNITY SERVICES DISTRICT  
EVALUATION  
EMPLOYEE'S WORK PERFORMANCE & INTRODUCTORY PERIOD REPORT**

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
 CLASSIFICATION TITLE: \_\_\_\_\_ REVIEW FROM: \_\_\_\_\_ REVIEW TO: \_\_\_\_\_  
 STATUS: \_\_\_\_\_ INTRODUCTORY: \_\_\_\_\_ FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_

**INSTRUCTIONS TO THE RATER:**

This performance evaluation form is designed to provide you the opportunity to place more emphasis on critical factors, which are designated, as the employee's area of primary responsibility. However, employees cannot feel fairly evaluated unless they are aware of the standards of the job you expect. You should make every effort to discuss these critical factors with all of the employees you rate as far in advance of his/her evaluation date as possible so they will know what is expected of them. When new employees are hired, this discussion should take place as soon as possible. It is your responsibility to provide an honest and objective evaluation of the employee's work performance and to work with an employee in those areas where improvement is needed or work performance is unsatisfactory.

| Critical Factors  | UNSATISFACTORY  | IMPROVEMENT NEEDED  | SATISFACTORY   | ABOVE SATISFACTORY   | OUTSTANDING   |
|---|---|---|--|--|---|
| 1. <b>ACCURACY</b> is the correctness of work duties performed.   | <input type="checkbox"/> Makes frequent errors  | <input type="checkbox"/> Careless; makes recurrent errors.                              | <input type="checkbox"/> Usually accurate; makes occasional minor errors.              | <input type="checkbox"/> Requires little supervision; is exact and precise.                  | <input type="checkbox"/> Requires absolute minimum of supervision; is always accurate and exact.                        |
| 2. <b>QUANTITY OF WORK</b> is the amount of work an individual does in a work day.  | <input type="checkbox"/> Does not meet minimum requirement.   | <input type="checkbox"/> Marginal productivity; must be improved.                       | <input type="checkbox"/> Volume of work is satisfactory                                | <input type="checkbox"/> Very industries; does more than is required.                        | <input type="checkbox"/> Superior work production record.   |
| 3. <b>SUPERVISION REQUIRED</b> to do the job well.  | <input type="checkbox"/> Direct supervision required for all but routine activities.                                      | <input type="checkbox"/> Sometimes requires additional supervision                      | <input type="checkbox"/> Requires little supervision other than occasional directions. | <input type="checkbox"/> Works very effectively without supervision.                         | <input type="checkbox"/> Dependable to act with initiative and minimum supervision.                                     |
| 4. <b>ACCEPTANCE OF SUPERVISION</b> is the ability to understand and follow instruction.  | <input type="checkbox"/> Frequently ignores or resents supervision or instructions.                                       | <input type="checkbox"/> Reluctantly accepts supervision; fails to follow instructions. | <input type="checkbox"/> Accepts supervision; understands and follows instructions     | <input type="checkbox"/> Willingly accepts supervision; understands and follows instructions | <input type="checkbox"/> Always accepts supervision and follows instructions to full intent without delay.              |
| 5. <b>DRIVE</b> is the desire to attain goals.  | <input type="checkbox"/> Does not complete work goals in a timely or satisfactory manner; shows practically no initiative | <input type="checkbox"/> Puts forth little effort to achieve work goals.                | <input type="checkbox"/> Completes major work goals in a timely manner                 | <input type="checkbox"/> Completes all work goals on or before deadlines.                    | <input type="checkbox"/> Completed work exceed established goals; shows consistent initiative to increase productivity. |
| 6. <b>JOB KNOWLEDGE</b> is the information concerning work duties which an individual should know for satisfactory job performance. | <input type="checkbox"/> Poorly informed about work duties  | <input type="checkbox"/> Lacks knowledge of some phases of work.                        | <input type="checkbox"/> Basic understanding; can answer most questions.               | <input type="checkbox"/> Thoroughly understands all phases of work.                          | <input type="checkbox"/> Has mastery of all phases of job.  |



7. **ALERTNESS** is the ability to grasp instructions, to meet changing conditions, and to solve problem situations.
- |   |  |  |   |   |
|---|--|--|---|---|
| <input type="checkbox"/> Inattentive; slow to grasp concepts. | <input type="checkbox"/> Requires detailed explanations and instructions | <input type="checkbox"/> Grasps instructions with average ability. | <input type="checkbox"/> Quick to understand and learn. | <input type="checkbox"/> Exceptionally alert. |
|---|--|--|---|---|
- 
8. **CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things, and for being imaginative.
- |  |   |   |   |   |
|--|---|---|---|---|
| <input type="checkbox"/> Disinterested; never suggests ideas for improvement/change. | <input type="checkbox"/> Shows little interest and makes few suggestions for improvement/change | <input type="checkbox"/> Reasonable number of new ideas and workable suggestions. | <input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative. | <input type="checkbox"/> Continually seeks new and better ways of doing things; is extremely imaginative. |
|--|---|---|---|---|
- 
9. **INTERPERSONAL SKILL** is the extent to which the employee relates to the public, other employees, supervisory personnel and subordinates in a cooperative, tactful and productive manner.
- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> Discourteous & antagonistic. | <input type="checkbox"/> Sometimes needs to be more tactful. | <input type="checkbox"/> Establishes and maintains effective working relationships | <input type="checkbox"/> Always courteous, tactful & helpful; creates good public image. | <input type="checkbox"/> Extremely effective at establishing good will; inspiring to others in being courteous & very pleasant. |
|---|--|--|--|---|
- 
10. **ATTENDANCE** is coming to work daily and conforming to work hours.
- |  |  |   |   |  |
|--|--|---|---|--|
| <input type="checkbox"/> Often absent without good excuse and/or frequently reports for work late. | <input type="checkbox"/> Careless; makes recurrent errors. | <input type="checkbox"/> Usually accurate; makes occasional minor errors. | <input type="checkbox"/> Requires little supervision; is exact and precise. | <input type="checkbox"/> Requires absolute minimum of supervision; is always accurate and exact. |
|--|--|---|---|--|
- 
11. **SAFETY CONSCIOUSNESS** is the ability to maintain a safe and orderly work area.
- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Disorderly or unsafe; repeated violations of safety rules. | <input type="checkbox"/> Careless in keeping work area neat and following safety rules. | <input type="checkbox"/> Ordinarily keeps work area neat; follows safety rules. | <input type="checkbox"/> Conscientious about neatness and safety rules | <input type="checkbox"/> Always neat; safety conscious; exemplary safety record. |
|---|---|---|--|--|
- 
12. **PERSONAL APPEARANCE** is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)
- |   |  |  |   |   |
|---|--|--|---|---|
| <input type="checkbox"/> Adversely affects work relationships; inappropriate work attire. | <input type="checkbox"/> Careless about appearance; inappropriate work attire. | <input type="checkbox"/> Satisfactory personal appearance and appropriate work attire. | <input type="checkbox"/> Careful about personal appearance and in selection of work attire. | <input type="checkbox"/> Usually well groomed and always appropriately attired. |
|---|--|--|---|---|

**THIS SECTION IS FOR THOSE EMPLOYEES WHO SUPERVISE**

13. **ABILITY TO SUPERVISE** is the knowledge and ability to establish work standards; plan, assign and evaluate the work of subordinates and meet unit objectives.
- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Consistently fails to meet the responsibilities of supervision. | <input type="checkbox"/> Occasionally fails to meet the responsibilities of supervision. | <input type="checkbox"/> Performs the basic functions of supervision. | <input type="checkbox"/> Almost always exceeds the basic responsibilities of supervision. | <input type="checkbox"/> Exemplary supervisor; subordinates have a superior work production record. |
|--|--|---|---|---|

An Outstanding or Unsatisfactory rating must be substantiated in a written statement by the rater.

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**OVERALL EVALUATION**

- UNSATISFACTORY    IMPROVEMENT NEEDED    SATISFACTORY    ABOVE SATISFACTORY    OUTSTANDING
-



MAJOR STRONG POINTS: \_\_\_\_\_

AND THESE CAN BE USED MORE EFFECTIVELY BY DOING THE FOLLOWING:  
\_\_\_\_\_  
\_\_\_\_\_

AREAS OF SUGGESTED DEVELOPMENT, WORK PLAN AND GOALS:  
\_\_\_\_\_  
\_\_\_\_\_

AND THESE CAN BE STRENGTHENED AND ACCOMPLISHED BY DOING THE FOLLOWING:  
\_\_\_\_\_  
\_\_\_\_\_

**DEPARTMENT HEAD COMMENTS:** RECOMMENDED FOR STEP INCREASE: YES  NO  NOT APPLICABLE   
*I have reviewed this report with the employee and have discussed the ratings with him/her. This report is accurate according to my best knowledge and belief.*

SIGNATURE OF DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMPLOYEE'S STATEMENT AND SIGNATURE:** *I have received this report and have had the opportunity to discuss it with my Department Head. My signature does not necessarily mean that I agree with the report.*

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GENERAL MANAGER USE ONLY:** Approval:  Disapproval:

SIGNATURE OF GENERAL MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

Description of evaluation terms:

- A. Unsatisfactory work performance is well below the standard expected of a competent worker in that job, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the rater.
- B. Improvement Needed Work performance is frequently less than the standard expected of a competent worker in that job, and improvable with additional training, experience, and/or effort.
- C. Satisfactory Work performance consistently meets the standard expected of a competent worker in that job.
- D. Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job, a majority of the time.
- E. Outstanding Work performance is consistently and distinctly above the standard expected of a competent worker in that job; performance is definitely superior; Outstanding ratings must be substantiated in a written statement by the rater.

[\*An employee has the right to respond in writing to an employee performance evaluation. Said response shall be attached to the performance evaluation and placed in the employees personnel file.]



**8030 - APPENDIX "D" -- CATASTROPHIC LEAVE APPLICATION**

**CATASTROPHIC LEAVE APPLICATION**

I hereby request Catastrophic Leave for the following reasons:  
(attach additional sheet if necessary).

I have read the District's Catastrophic Leave Policy and believe I meet all eligibility requirements.

I understand that it may be necessary to provide a physician's statement to verify the injury/illness.

I am/am not (circle one) receiving compensation from Workers' Compensation or Social Security.

If this application is approved it is my responsibility to solicit donations for leave on my own.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**8040 - APPENDIX "E" -- LEAVE TRANSFER REQUEST**

**NIPOMO COMMUNITY SERVICES DISTRICT**  
**LEAVE TRANSFER REQUEST**

I wish to assist a fellow employee who is experiencing a catastrophic illness/injury to himself or an immediate family member.

I hereby authorize the Administrative Assistant to transfer \_\_\_\_ hours (8 hour minimum) of sick leave or vacation hours (circle one) from my accrued balance to \_\_\_\_\_ (name recipient).

I will have the required balances remaining after this transfer.

I understand that if more than 160 hours are donated to this employee, this transfer will not be processed, unless he/she has a need for additional hours.

I understand that this is a confidential transaction between me and the person to whom I am transferring these hours.

I understand that by donating sick leave hours I will be reducing my opportunity to convert these hours to additional retirement benefits or compensation as stated in Section 4020(11) and hereby waive the right to do so.

Print Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**8050 - APPENDIX "F" -- PERSONNEL ACTION FORM**

|  |                   |                      |                     |      |
|--|-------------------|----------------------|---------------------|------|
| NIPOMO COMMUNITY SERVICES DISTRICT<br>PERSONNEL ACTION FORM                              |                   |                      |                     |      |
| Last Name  |                   | First Name           |                     | M.I. |
| Mailing Address  |                   | City                 | State               | Zip  |
| Home Phone #   |                   | Sex                  | Birth date          |      |
| POSITION<br>Title:   |                   | Status               |                     |      |
| Salary Range   | Step              | Current Salary       | Hours/Week          |      |
| Probationary Period  | Date of Hire      | Anniversary Date     | Date of Last Action |      |
| Action:  |                   |                      |                     |      |
| Explanation:   |                   |                      |                     |      |
|  |                   |                      |                     |      |
|  |                   |                      |                     |      |
|  |                   |                      |                     |      |
| Termination:                      Voluntary _____                      Involuntary _____ |                   |                      |                     |      |
| Effective Date:  |                   | Reasons Termination: |                     |      |
| Forwarding Address   |                   |                      |                     |      |
|  |                   |                      |                     |      |
|  |                   |                      |                     |      |
|  |                   |                      |                     |      |
| Recommended by:  | Approved by:      |                      | Employee:           |      |
| Signature<br>Date  | Signature<br>Date |                      | Signature           | Date |
| Title  | Title             |                      | Title               |      |

8060 - APPENDIX "G" -- LEAVE REQUEST FORM

NIPOMO COMMUNITY SERVICES DISTRICT

LEAVE REQUEST / ABSENCE REPORT

NAME \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

DATES OF ABSENCE  
FROM \_\_\_\_\_  
THROUGH \_\_\_\_\_

Hours Used \_\_\_\_\_  
Reason \_\_\_\_\_

VACATION   
SICK LEAVE   
OTHER

EMPLOYEE SIGNATURE

DATE

APPROVED

NOT APPROVED

SUPERVISOR SIGNATURE

DATE





**8080 - APPENDIX "I" -- ACCIDENT REPORT -**

Note: This report is prepared exclusively for the use of the Nipomo Community Services District and its attorneys, and is an attorney-client communication not to be released without the express approval of the attorney representing the District.

**VEHICULAR & MOVING EQUIPMENT**

(For bodily injury or damage to another's property or for damage to vehicle or moving equipment you are driving)

|   |              |                              |                      |   |                                |                               |                  |
|---|--------------|------------------------------|----------------------|---|--------------------------------|-------------------------------|------------------|
| DRIVER'S NAME   |              |                              |                      | PHONE   |                                | DATE OF BIRTH                 |                  |
| ADDRESS   |              |                              |                      |   |                                | NUMBER OF YEARS WITH DISTRICT |                  |
| CITY  |              |                              | STATE                | ZIP   | DRIVER'S LICENSE NO.           |                               |                  |
| VEHICLE   |              |                              |                      |   |                                |                               |                  |
| MAKE OF YOUR VEHICLE  | YEAR         | MODEL                        | SERIAL NUMBER        | LICENSE NUMBER  | WHERE VEHICLE CAN BE SEEN      |                               |                  |
| TRAILER (IF APPLICABLE)   | YEAR         | MODEL                        | AREA OF DAMAGE       | USED FOR BUSINESS<br><input type="checkbox"/> YES <input type="checkbox"/> NO | ESTIMATED COST OF REPAIR<br>\$ |                               |                  |
| ACCIDENT  |              |                              |                      |   |                                |                               |                  |
| DATE OF LOSS  | TIME OF LOSS | LOCATION (STREET OR HIGHWAY) |                      |   | CITY                           | STATE                         |                  |
| WERE POLICE CALLED SCENE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |              | POLICE DEPT. CALLED          | DRIVER               | ARRESTED  | TICKETED                       | VIOLATION                     |                  |
| NAME OF OFFICER   |              |                              |                      |   | BADGE NUMBER                   |                               |                  |
| STATION ADDRESS   |              |                              |                      |   |                                |                               |                  |
| CLAIMANT 1  |              |                              |                      |   |                                |                               |                  |
| OWNER OF OTHER VEHICLE  |              | AGE                          | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| DRIVER, IF OTHER THAN ABOVE   |              | AGE                          | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| MAKE OF VEHICLE   | YEAR         | MODEL                        | LICENSE NO.          | AREA OF DAMAGE  | EST. OF DAMAGE<br>\$           | WHERE CAN VEHICLE BE SEEN?    |                  |
| CLAIMANT 2  |              |                              |                      |   |                                |                               |                  |
| OWNER OF OTHER VEHICLE  |              | AGE                          | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| DRIVER, IF OTHER THAN ABOVE   |              | AGE                          | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| MAKE OF VEHICLE   | YEAR         | MODEL                        | LICENSE NO.          | AREA OF DAMAGE  | EST. OF DAMAGE<br>\$           | WHERE CAN VEHICLE BE SEEN?    |                  |
| PROPERTY DAMAGE - OTHER THAN AUTO (ie. FENCE, CANOPY)                                 |              |                              |                      |   |                                |                               |                  |
| OWNER OF PROPERTY   |              |                              | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| DESCRIBE DAMAGED PROPERTY   |              |                              | LOCATION OF PROPERTY |   | CITY                           | STATE                         | EXTENT OF DAMAGE |
| <b>WITNESS INFORMATION</b>  |              |                              |                      |   |                                |                               |                  |
| NAME  |              |                              | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| NAME  |              |                              | ADDRESS              |   | CITY                           | STATE                         | ZIP PHONE        |
| LIST OF ALL PERSONS IN VEHICLES:  |              |                              |                      |   |                                |                               |                  |



**APPENDICES  
CHAPTER EIGHT - APPENDIX "I"**

**NUMBER: 8080  
EFFECTIVE: 05/23/07**

| PERSONS INJURED  |  |   |      | (USE ADDITIONAL SHEET IF NECESSARY)  |                  |  |     |
|--|--|---|------|--|------------------|--|-----|
| NAME   |  | AGE   | NAME |  | AGE              |  |     |
| ADDRESS  |  | PHONE   |      | ADDRESS  |                  | PHONE  |     |
| CITY   |  | STATE   | ZIP  | CITY   |                  | STATE  | ZIP |
| OCCUPATION   |  | WHERE TAKEN   |      | OCCUPATION   |                  | WHERE TAKEN  |     |
| <input type="checkbox"/> FATALITY<br><input type="checkbox"/> BLEEDING OR DISTORTED<br><input type="checkbox"/> WOUND<br><input type="checkbox"/> UNCONSCIOUSNESS<br><input type="checkbox"/> NO VISIBLE INJURY-<br>COMPLAINED OF PAIN<br><input type="checkbox"/> OTHER _____ |  | <input type="checkbox"/> PEDESTRIAN<br><input type="checkbox"/> IN YOUR VEHICLE<br><input type="checkbox"/> IN CLAIMANT VEHICLE |      | <input type="checkbox"/> FATALITY<br><input type="checkbox"/> BLEEDING OR DISTORTED<br><input type="checkbox"/> WOUND<br><input type="checkbox"/> UNCONSCIOUSNESS<br><input type="checkbox"/> NO VISIBLE INJURY-<br>COMPLAINED OF PAIN<br><input type="checkbox"/> OTHER _____ |                  | <input type="checkbox"/> PEDESTRIAN<br><input type="checkbox"/> IN YOUR VEHICLE<br><input type="checkbox"/> IN CLAIMANT<br>VEHICLE |     |
| ADDITIONAL REMARKS   |  |   |      |  |                  |  |     |
| DESCRIBE ACCIDENT  |  |   |      | VEHICLES 1 <input type="checkbox"/> 2 <input type="checkbox"/>   |                  | PEDESTRIAN   |     |
|  |  |   |      | ACCIDENT DIAGRAM<br>INDICATE NORTH BY ARROW  |                  |  |     |
|  |  |   |      |  |                  |  |     |
|  |  |   |      |  |                  |  |     |
|  |  |   |      |  |                  |  |     |
|  |  |   |      |  |                  |  |     |
| WHAT STREET WERE YOU ON?   |  | CLAIMANT 1  |      | CLAIMANT 2   |                  |  |     |
| WHAT DIRECTION WERE YOU TRAVELING?   |  | CLAIMANT 1  |      | CLAIMANT 2   |                  |  |     |
| WEATHER CONDITIONS<br><input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> ICY <input type="checkbox"/> FOGGY <input type="checkbox"/> SNOWY   |  |   |      | TRAFFIC CONDITION<br><input type="checkbox"/> LIGHT <input type="checkbox"/> MODERATE <input type="checkbox"/> HEAVY   |                  |  |     |
| SPEED LIMIT  |  | WERE YOU FAMILIAR WITH AREA<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |      |  | TRAFFIC CONTROLS |  |     |
| SIGNATURE OF EMPLOYEE COMPLETING FORM  |  |   |      |  |                  |  |     |
|  |  |   |      | DATE   |                  | TIME   |     |
| <b>THIS SECTION MUST BE COMPLETED BY SUPERVISOR</b>  |  |   |      |  |                  |  |     |

I have reviewed this report and have recorded it in the District's records.  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of document found at www.NoNowWipTax.com

**8090 - APPENDIX "J" -- PERSONNEL POLICIES & PROCEDURES ACKNOWLEDGEMENT FORM**

**ACKNOWLEDGEMENT OF RECEIPT OF  
NIPOMO COMMUNITY SERVICES DISTRICT  
PERSONNEL POLICIES AND PROCEDURES**

This is to acknowledge that I have received a copy of the Nipomo Community Services District Personnel Policies and Procedures and understand that it contains important information on the District's general personnel policies and procedures and on my privileges and obligations as a District employee. I acknowledge that I am expected to read, understand, and adhere to District policies and will familiarize myself with the material in the Personnel Policies and Procedures, including those policies related to personal conduct found in Sections 5000 through 5110 of said policy. I understand that:

- I am governed by the contents of the Personnel Policies and Procedures.
- The District may change, rescind or add to any policies, benefits or practices described in the Personnel Policies and Procedures, from time to time in its discretion.
- I will provide the District with a Certification of Review within \_\_\_\_\_ working days of the date of this Acknowledgement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (typed or printed)



**8100 - APPENDIX "K" -- EMPLOYEE CERTIFICATION FORM**

**EMPLOYEE CERTIFICATION  
OF REVIEW OF  
NIPOMO COMMUNITY SERVICES DISTRICT  
PERSONNEL POLICIES AND PROCEDURES**

I have reviewed and read a copy of the Nipomo Community Services District Personnel Policies and Procedures. I understand the rules and information contained in it, including, but not limited to the following Sections:

- 5000 – Unauthorized Voluntary Absence
- 5010 – Grievance Procedure
- 5020 – Disciplinary and Appeals Procedures
- 5030 – Safety
- 5040 – Use of District Vehicles and 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

I agree to adhere to the provisions of the Nipomo Community Services District's Personnel Policies and Procedures.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_