

NIPOMO COMMUNITY SERVICES DISTRICT

TUESDAY, APRIL 7, 2009

9:00 A.M.

SPECIAL MEETING NOTICE & AGENDA **PERSONNEL COMMITTEE**

COMMITTEE MEMBERS

CLIFF TROTTER
LARRY VIERHEILIG

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSISTANT GM/FINANCE DIRECTOR
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL

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

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**

2. **INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR**
Review job description and certification requirements

ACTION RECOMMENDED: Provide recommendation to Board of Directors

3. **SET NEXT MEETING DATE**

ACTION RECOMMENDED: Set next meeting date

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: APRIL 3, 2009



INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR

ITEM

Inspector/Preventive Maintenance Supervisor

BACKGROUND

NCSD has advertised twice in the past six months for an Inspector/Preventive Maintenance Supervisor. The latest application deadline closed on March 31, 2009. NCSD received six applications, however, none of the six met the certification requirements. It appears that the required certifications of the position may be the limiting factor in attracting applicants.

The majority of the applicants possessed the Grade I Water Operator Certification but lacked the Grade I Wastewater Treatment Certification.

Staff recommends the Committee continue to require the Grade I Water Distribution Certification from the State of California and state that the Grade I Wastewater Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board is highly desirable rather than required.

RECOMMENDATION

Recommend to the Board of Directors an amendment to the Inspector/Preventive Maintenance Supervisor job description.

ATTACHMENT

Job Description of position

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

**NUMBER: 7120
EFFECTIVE: 05/23/07**

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 (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:

- 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.