NIPOMO COMMUNITY SERVICES DISTRICT

THURSDAY SEPTEMBER 20, 2012

9:00 A.M.

SPECIAL MEETING NOTICE & AGENDA
PERSONNEL COMMITTEE

COMMITTEE MEMBERS
LARRY VIERHEILIG, CHAIRMAN
DAN A. GADDIS, MEMBER

PRINCIPAL STAFF
MICHAEL S. LEBRUN, **GENERAL MANAGER**
LISA BOGNUDA, **ASST GM/FINANCE DIRECTOR**
JON SEITZ, **GENERAL COUNSEL**

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

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

2. **CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO ESTABLISH A JOB DESCRIPTION AND SALARY RANGE FOR ASSISTANT ENGINEER**

   ACTION RECOMMENDED: REVIEW PROPOSED JOB DESCRIPTION AND SALARY RANGE, PROVIDE STAFF DIRECTION, MAKE RECOMMENDATION TO BOARD OF DIRECTORS

3. **CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO REVISE THE JOB DESCRIPTION FOR UTILITY OPERATOR/WATER QUALITY TECHNICIAN INCLUDING REVISION OF THE SALARY RANGE FOR THE POSITION**

   ACTION RECOMMENDED: REVIEW PROPOSED CHANGES TO JOB DESCRIPTION AND SALARY RANGE, PROVIDE STAFF DIRECTION, MAKE RECOMMENDATION TO BOARD OF DIRECTORS

4. **ADJOURN**

TO: PERSONNEL COMMITTEE

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER

DATE: SEPTEMBER 18, 2012

AGENDA ITEM 2
SEPTEMBER 20, 2012

CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO ESTABLISH A JOB DESCRIPTION AND SALARY RANGE FOR ASSISTANT ENGINEER

ITEM

Consider job description and salary range for newly created Assistant Engineer position [RECOMMEND CONSIDER PROPOSED ASSISTANT ENGINEER JOB DESCRIPTION AND SALARY RANGE, MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

BACKGROUND

On June 13, 2012, your Board approved the District's 2012-2013 Budget. The Budget included a new position and budgeted funding for an Assistant Engineer – see approved 2012-2013 District organizational chart, Attachment A.

The Assistant Engineer will work under the general supervision of the District Engineer. The Assistant Engineer will perform professional and technical civil engineering work and assist the District Engineer with implementation of the District's Water Conservation Program.

A draft proposed job description is provided in Attachment B.

Staff surveyed local agencies, performed internet research and reviewed a 2011 salary survey by CA Department of Personnel Administration (Attachment C) in order to establish a proposed salary range for the new position. Staff proposes the Assistant Engineer position be established at Salary Range #42 ($4,944 – 6,010).

FISCAL IMPACT

A full year salary for the new position is budgeted for fiscal 2012-2013. The position will be hired under the District's Tier II retirement program and is expected to be filled after January 1, 2013 when most of the recently adopted Public Employee Retirement Reforms will be enacted.

STRATEGIC PLAN

Strategic Plan Goal 4.1 – Retain and attract new employees
Strategic Plan Goal 1.4 – Consistently reduce average demand per customer (water conservation)

RECOMMENDATION

Consider information, direct staff, make a recommendation to your Board regarding the proposed job description and salary range for the Assistant Engineer position.

ATTACHMENTS

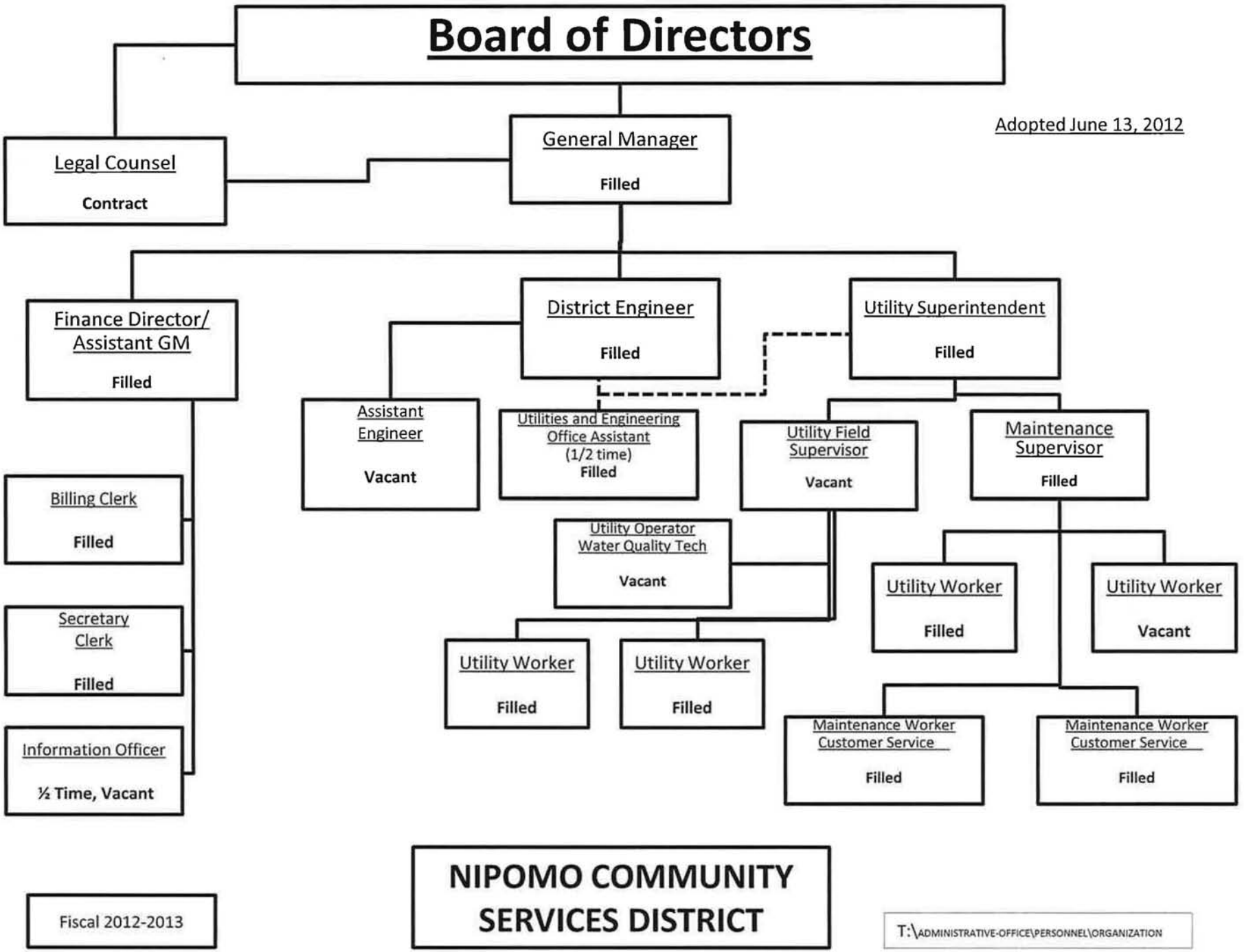
A. 2012-2013 District Organizational Chart
B. Draft proposed Assistant Engineer Job Description
C. 2011 Salary Survey, CA Dept. of Personnel Administration

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2012\COMMITTEES\PERSONNEL\120920 ASSISTANT ENGINEER.docx

SEPTEMBER 20, 2012

ITEM 2

ATTACHMENT A



SEPTEMBER 20, 2012

ITEM 2

ATTACHMENT B

70XX – ASSISTANT ENGINEER **FLSA:NON-EXEMPT**

DEFINITION

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

CLASS CHARACTERISTICS

Employees in this classification work under general supervision of the District Engineer within a broad framework of policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs studies, researches files, records, plans, and maps.
- Gathers, assembles, analyzes and interprets field data, and prepares reports.
- Plans, directs, participates, and effectively completes projects. This technical work involves engineering, surveying, construction, or other activities related to the civil engineering profession.
- Administers consultant contracts for support services such as surveying, soil testing, biological studies, etc.
- Coordinates with other departments as needed to complete assignments.
- Provides planning, specification, calculation and cost estimating review of other's work.
- Reviews construction of projects and assists in maintaining construction documents.
- Reviews and evaluates development plans, maps, and related documents for conformance to District, County, State, and Federal codes. Reviews calculations.
- Assists with maintenance of GIS system and hydraulic models.
- Assists with maintenance of water allocation program.
- Assists in processing of development applications.
- Provides assistance to other District employees regarding engineering related matters.
- Assists in planning, developing and implementing innovative water conservation programs.
- Provides technical expertise to District staff and public on how to achieve water conservation program objectives.
- Performs regulatory monitoring and evaluation activities for water conservation; documents problem areas and researches remedies.
- Assists with locating and evaluating grant opportunities and preparing grant applications.
- Monitors compliance with grant requirements.
- Performs related duties similar to the example duties in scope and function as required.
- Represents the District in a professional manner.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Principles and practices of civil engineering applicable to the planning, design, and construction of water and wastewater pipelines and treatment facilities and tanks.
- Mathematics, design methods, uses and strengths of construction materials, and effects of soil conditions as they relate to the design and construction of water and wastewater pipelines and treatment facilities and tanks.
- Hydrology, hydraulics, and structural design practices and procedures.
- Principles and practices of surveying and construction inspection, including applicable laws and safety requirements.
- Technical report writing.
- Computer systems and applicable software programs.
- Federal, State and local laws and regulations regarding water conservation
- Principles, practices, programs and funding sources for water conservation

SKILL IN:

- Apply knowledge gained from education in the performance of professional level engineering.
- Prepare engineering plans, designs, estimates, and specifications for a variety of public works projects and complete projects effectively.
- Solve engineering problems utilizing a variety of civil engineering techniques.
- Use AutoCAD and standard office software such as word processing, spreadsheets and Adobe Acrobat.
- Follow written and oral directions.
- Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing professional engineering assistance and information.
- Communicate effectively and tactfully in both oral and written forms.
- Prepare staff reports associated with project work.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Maintain activity records and infrastructure databases.
- Plan, organize, supervise, coordinate, review, and evaluate in programs and projects related to water conservation

PHYSICAL CHARACTERISTICS:

- Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle;
- Hearing to interact in person, on the telephone and over a radio;
- Strength to lift and move equipment and tools weighing up to 40 pounds with proper equipment;
- Stamina to do moderate physical work;
- Mobility to inspect various work sites, work in confined spaces and climb ladders;

- Ability to wear self-contained breathing equipment.

WORKING CONDITIONS:

- The normal working day starts at 8:00 am and ends at 4:30pm;
- Employee must be able to work out of doors in all weather conditions;
- Employee must be available for attendance at evening and weekend meetings.

EDUCATION AND EXPERIENCE

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

LICENSE

- Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- Ability to obtain AWWA Water Use Efficiency Grade 1 certification within 24 months of employment date.

SEPTEMBER 20, 2012

ITEM 2

ATTACHMENT C

August 28, 2011

Unit 9, Professional Engineers
2011 Salary Survey

Department of Personnel Administration
Labor Relations Division
Office of Financial Management and Economic Research
1515 S Street, North Building, Suite 200
Sacramento, California 95811

Table of Contents

Overview

This salary survey is prepared by the Department of Personnel Administration (DPA) pursuant to AB 977 (Chapter 616/2003) and the Memorandum of Understanding (MOU) between the State of California (State) and the Professional Engineers in California Government (PECG) covering Bargaining Unit 9 Professional Engineers.

Pursuant to AB 977, DPA is submitting a completed Unit 9 salary survey to the Legislature for consideration. Unit 9 Employees are not automatically entitled to salary increases to compensate for any salary disparity ("lag") between Unit 9 salaries and other negotiated benchmark comparisons.

Methodology

Memorandum of Understanding Survey Requirement

This salary survey was initiated and completed based on the requirements of the MOU that was effective July 2, 2003 through July 2, 2008, as a new agreement had not yet been reached. Article 3.1 of this contract contained the survey requirements and components to the survey whereby over time the parties had agreed to a specific methodology. Attachment 1 displays MOU Article 3.1. By the terms of the MOU the surveyed agencies and classifications may only be changed upon agreement between DPA and PECG.

MOU, Article 3.1, required DPA to

- annually survey the same public agencies and University of California job classifications as were used in December 2002 survey
- calculate the salary lead or lag based on the weighted average salaries of employees in the surveyed organizations' classifications

A new MOU has since been enacted and became effective April 1, 2011 through July 1, 2013, but had no impact on this salary survey. This new MOU states that by mutual agreement DPA and PECG can meet to discuss benchmarks and methodologies beginning with the 2013 survey and the calculation of the salary lead or lag shall be based on weighted average salaries of employees in the classifications of specific surveyed agencies as per the list contained in the new MOU.

State of California's Benchmark Job Classifications

For this survey, the required three benchmark job classifications for the State are

- Entry Level—Transportation Engineer (Civil) Range B
- Journey Level—Transportation Engineer (Civil) Range D
- First-Supervisory-Level—Senior Transportation Engineer, Caltrans

Surveyed Organizations and Job Classifications

Attachment 2 displays the surveyed organizations, their surveyed job classifications, and the minimum and maximum salaries of those job classifications.

Survey Lag Computation

There are two parts to the survey lag computation. The first part of the lag computation weights the maximum salary of each surveyed organization (not including the State) by the total number of engineers in the comparable class in the surveyed organizations. This is done separately for the entry-level, journey-level and first-supervisory level categories. The result is three weighted average maximum salaries for the surveyed organizations; one for entry level, one for journey level, and one for first-supervisory level.

The second part of the lag computation compares the weighted average salary for the surveyed organizations with maximum salary of the State benchmark engineer class. The percentage difference is the salary lag. A separate lag is computed for entry, journey, and first-supervisory levels.

The following illustrates the simplified lag computation for entry-level using two fictitious survey organizations and fictitious data.

Simplified Illustration of Salary Lag Computation

Surveyed Organization	Entry-Level Maximum Salary A	No. of Engineers in Survey Class B	Product = A x B
Organization A	$5,346	132	$705,672
Organization B	$6,268	26	$162,968
Total		158	$826,640
Weighted Average Salary	$5,232[1]		
State of California Salary	$5,000		
State Salary Lag	$232		
State Salary Lag Percent	4.6%[2]		

Notes:
1. Calculation is $826,640/158
2. Calculation is $5,232 less 5,000 divided by $5,000, rounded to one decimal

Lag Computation Variations

There were two unique variations affecting the lag computation. The first item is that some of the surveyed organizations used two classifications for one level (such as entry level). As shown in Attachment 2,

- Six surveyed organizations used two classifications for the entry level
- One surveyed organization used two classifications for the journey level

For those organizations using two classifications for a level (such as entry level), the DPA combined the incumbent counts for the two classifications. The DPA then weighted the maximum salary of the higher-salaried class by the combined incumbent count.

The second variation affecting the lag computation is the additional pay that some survey organizations provide their engineers for possessing State certification as a registered engineer.

The City of San Diego pays employees in the Journey and First-Supervisory levels 15% additional for State certification as a Registered Civil Engineer. To compute the survey's salary lag, the DPA added the additional pay to maximum salary, then weighted by an incumbent count containing only State-certified registered engineers.

The Professional Engineers in California Government and DPA agreed on the application of the two variations.

Survey Results

Salary Lags for Entry, Journey and First-Supervisory Levels

Based on the survey data, the lags are displayed in the following table for the State's three surveyed benchmark job classifications. The lags are as follow:

Table-Display of Survey's Lags

	Entry Level	Journey Level	First Supervisory Level
State Benchmark Classification	Transportation Engineer (Civil) Range B	Transportation Engineer (Civil) Range D	Senior Transportation Engineer, Caltrans
Survey's Lag	2.6%	3.8%	3.7%

Attachment 3 provides the detail on the lag computations.

These three lag percentages have not translated to salary increases. The rank and file civil service job classifications of Bargaining Unit 9 are not automatically entitled to salary increases to compensate for any salary disparity ("lag") between Bargaining Unit 9 salaries and other negotiated benchmark comparisons. The Legislature shall determine whether or not those salary lags should be translated into salary increases for Unit 9 employees.

Considerations

Pursuant to AB 977 and the MOU, DPA is to submit this survey annually to the Legislature for consideration. However, this survey does not reflect the actual cost of increasing Unit 9 salaries as the survey does not take into consideration the total impact that such increases would have on the related supervisory and managerial classifications. Significant costs should be assumed should the State extend the salary disparity "lag" to the supervisory and managerial classifications.

Salary Survey Text from Unit 9 Memorandum Of Understanding **Attachment 1**

ARTICLE 3 SALARIES AND COMPENSATION

3.1 Salary Parity for Unit 9

All employees in classifications in Unit 9 shall receive salaries no less than salaries received by their counterparts in California's larger local agencies and the University of California. The determination of those salaries shall be based on DPA's survey of Professional Engineer Benchmarks, utilizing the California public agencies and the University of California included in the department's survey dated December 2002, updated annually, and the local agency classifications and salary range matches contained therein. The salary survey for those classifications and agencies shall be updated no less than once per year. The agencies and classifications included in the survey shall only be changed upon agreement between DPA and PECG.

The calculation of the salary lead or lag for Unit 9 employees shall be based on weighted average salaries of employees in the classifications in those surveyed agencies.

All steps in each salary range shall be increased by the same percentage. The salary for intermediate classifications in ranges between the Entry and Supervisory levels shall be based on prorating or interpolating the salaries.

All salary increases shall be rounded to the nearest dollar. In no event shall salaries be reduced as a result of this provision. DPA and PECG may negotiate salaries above the minimum level on any general, regional, specialty, classification, department, or other basis they choose to agree upon.

Salaries for Unit 9 employees shall be increased as appropriate to correspond to the timing of the salaries received by local agency employees included in the survey, with adjustments in the Unit 9 salaries occurring no less than once every 12 months, as follows:

Effective July 1, 2005, the salary increase for all Unit 9 employees shall be no less than 25% of the lag calculated from the December 2004 survey or later.

Effective July 1, 2006, the salary increase for all Unit 9 employees shall be no less than 50% of the lag calculated from the survey dated December 2005 or later.

Effective July 1, 2007, the salary increase for all Unit 9 employees shall be no less than 75% of the lag calculated from the survey dated December 2006 or later.

Effective July 1, 2008, and thereafter, the salaries for all Unit 9 employees shall be such that any lag calculated from the December 2007 or later DPA survey shall be entirely eliminated.

Organization	Entry Level	Min	Max	Journey Level	Min	Max	First Supervisory Level	Min	Max
STATE OF CALIFORNIA	Transportation Engineer A/B	$4,608	$6,409	Transportation Engineer D	$6,897	$8,379	Sr. Transportation Engineer	$8,122	$9,870
Alameda County	Junior Engineer	$5,606	$6,477	Associate Civil Engineer	$7,656	$9,303	Supervising Civil Engineer	$8,743	$10,631
Contra Costa County	Engineer - Entry	$5,220	$6,205	Engineer - Project	$7,180	$8,327	Associate Civil Engineer	$6,351	$8,333
Fresno County	Engineer II	$5,143	$6,565	Senior Engineer	$6,387	$7,765	Supervising Engineer	$7,026	$8,541
Los Angeles County	C.E Assistant/Sr. C.E. Assistant	$5014 $5014	$5900 $6229	Associate Civil Engineer/Civil Engineer	$6641 $7402	$8250 $9196	Senior Civil Engineer	$8,250	$10,249
Orange County	Junior Civil Engineer	$5,432	$6,217	Civil Engineer	$7,504	$8,597	Senior Civil Engineer	$8,597	$9,857
Riverside County	Junior Engineer/Assistant Engineer	$4308 $5098	$5946 $6650	Associate Civil Engineer	$5,976	$7,797	Senior Civil Engineer	$6,828	$8,910
Sacramento County	Asst. Civil Engineer Lvl 1 ,Asst. Civil Eng. Lvl 2	$4,550 $5,478	$5,016 $6,988	Associate Civil Engineer	$6,981	$8,486	Senior Civil Engineer	$8,488	$9,358
San Bernardino County	A/E Project Manager I	$4,911	$6,271	A/E Project Manager II	$5,685	$7,263	A/E Project Manager III	$6,271	$8,017
San Diego County	Assistant Engineer	$4,926	$6,289	Civil Engineer	$6,219	$7,559	Senior Civil Engineer	$7,195	$8,746
Santa Clara County	Assistant Civil Engineer	$5,980	$7,271	Associate Civil Engineer	$7,131	$8,668	Senior Civil Engineer	$8,351	$10,177
SF City/County	Junior Engineer/Assistant Engineer	$5462 $6169	$6639 $7497	Associate Engineer	$7,178	$8,727	Senior Engineer	$9,620	$11,694
City of Fresno	Engineer I	$4,119	$4,972	Professional Engineer	$5,819	$7,052	Supervising Professional Engineer	$6,606	$8,011
City of Los Angeles	Civil Engineer Associate I	$5,438	$6,755	Civil Engineer	$7,357	$9,140	Senior Civil Engineer	$8,655	$10,751
City of Oakland	Assistant Engineer, Lvl 1	$5,106	$6,267	Civil Engineer	$6,895	$8,465	Civil Engineer, Supervisor	$8,475	$10,406
City of Riverside	Assistant Engineer	$5,322	$6,470	Associate Engineer	$6,148	$8,239	Principal Engineer	$8,057	$11,901
City of Sacramento	Junior Engineer/Assistant Civil Engineer	$3983 $4858	$5605 $6836	Associate Civil Engineer	$5,897	$8,297	Supervising Engineer	$7,484	$11,226
City of San Diego	Junior Engineer/Assistant Engineer	$4181 $4839	$5063 $5830	Associate Engineer	$6,407	$7,737	Senior Civil Engineer	$7,384	$8,929
City of San Jose	Engineer I	$5,774	$7,306	Associate Engineer	$7,017	$8,885	Senior Engineer	$8,533	$10,797
University of California, Berkeley	Engineer, Assistant	N/A	N/A	Engineer, Associate	N/A	N/A	Engineer, Senior	N/A	N/A
University of California, Davis	Engineer, Assistant	$4,024	$6,841	Engineer, Associate	$4,866	$8,272	Engineer, Senior	$5,356	$9,105
University of California, Irvine	Engineer, Assistant	$3,641	$5,950	Engineer, Associate	$4,410	$7,208	Engineer, Senior	$4,855	$7,933
University of California, Los Angeles	Engineer, Assistant	$3,806	$6,861	Engineer, Associate	$4,605	$8,282	Engineer, Senior	$5,069	$9,126
University of California, Merced	Engineer, Assistant	N/A	N/A	Engineer, Associate	N/A	N/A	Engineer, Senior	$4,709	$8,817
University of California, Riverside	Engineer, Assistant	$3,679	$7,017	Engineer, Associate	$4,451	$8,491	Engineer, Senior	$4,899	$10,270
University of California, San Diego	Engineer, Assistant	$3,509	$6,270	Engineer, Associate	$4,227	$7,896	Engineer, Senior	$5,161	$10,048
University of California, Santa Cruz	Engineer, Assistant	$3,767	$6,758	Engineer, Associate	$4,542	$8,175	Engineer, Senior	$5,000	$9,000
University of California, Santa Barbara	Engineer, Assistant	$3,751	$6,762	Engineer, Associate	$4,538	$8,162	Engineer, Senior	$4,995	$8,993
University of California, San Francisco	Engineer, Assistant	$4,467	$7,808	Engineer, Associate	$5,425	$9,467	Engineer, Senior	$5,958	$10,408

Department of Personnel Administration's
Computation of Weighted Average Salary and Lag for 2011 Unit 9 Salary Survey
July, 1, 2011

	Entry Level			Journey Level			First Supervisory Level		
A	B	C	D	E	F	G	H	I	J
Jurisdiction	Salary Maximum	# of Inc.	Cal. Of Weighted Avg. Max =B*C	Salary Maximum	# of Inc.	Cal. Of Weighted Avg. Max =E*F	Salary Maximum	# of Inc.	Cal. Of Weighted Avg. Max =H*I
Alameda County	6,477	1	6,477	9,303	10	93,028	10,631	5	53,155
Contra Costa County	6,205	0	0	8,327	3	24,981	8,333	9	74,997
Fresno County	6,565	4	26,260	7,765	7	54,355	8,541	3	25,623
Los Angeles County	6,229	192	1,195,968	9,196	359	3,301,364	10,249	92	942,908
Orange County	6,217	1	6,217	8,597	26	223,522	9,857	25	246,425
Riverside County	6,650	24	159,600	7,797	30	233,910	8,910	12	106,920
Sacramento County	6,988	92	642,896	8,486	97	823,142	9,358	56	524,048
San Bernardino County	6,271	0	0	7,263	3	21,788	8,017	4	32,067
San Diego County	6,289	0	0	7,559	39	294,801	8,746	21	183,666
Santa Clara County	7,271	0	0	8,668	17	147,354	10,177	7	71,238
SF City/County	7,497	206	1,544,382	8,727	135	1,178,145	11,694	87	1,017,378
City of Fresno	4,972	1	4,972	7,052	11	77,572	8,011	1	8,011
City of Los Angeles	6,755	5	33,775	9,140	71	648,940	10,751	25	268,775
City of Oakland	6,267	0	0	8,465	20	169,300	10,406	6	62,436
City of Riverside	6,470	0	0	8,239	4	32,956	11,901	14	166,614
City of Sacramento	6,836	15	102,540	8,297	19	157,648	11,226	28	314,328
City of San Diego	5,830	228	1,329,240	7,737	90	696,348	8,929	42	375,001
City of San Jose	7,306	0	0	8,885	95	844,075	10,797	35	377,895
UC - Berkeley			0			0			0
UC - Davis	6,841	0	0	8,272	3	24,816	9,105	4	36,420
UC - Irvine	5,950	2	11,900	7,208	1	7,208	7,933	0	0
UC - Los Angeles	6,861	13	89,193	8,282	3	24,846	9,126	6	54,756
UC - Merced		0	0		0	0	8,817	0	0
UC - Riverside	7,017	0	0	8,491	0	0	10,270	1	10,270
UC - San Diego	6,270	2	12,540	7,896	4	31,584	10,048	1	10,048
UC - Santa Cruz	6,758	6	40,548	8,175	2	16,350	9,000	7	63,000
UC - Santa Barbara	6,762	2	13,524	8,162	4	32,648	8,993	0	0
UC - San Francisco	7,808	1	7,808	9,467	0	0	10,408	1	10,408
		795	5,227,840		1053	9,160,681		492	5,036,387
Weighted Average			6,576			8,700			10,237
State of California			6,409			8,379			9,870
State Lag - $$$			167			321			367
State Lag - %			2.6%			3.8%			3.7%

TO: PERSONNEL COMMITTEE

FROM: MICHAEL S. LEBRUN
GENERAL MANAGER

DATE: SEPTEMBER 18, 2012

AGENDA ITEM 3
SEPTEMBER 20, 2012

CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO REVISE THE JOB DESCRIPTION FOR UTILITY OPERATOR/WATER QUALITY TECHNICIAN INCLUDING REVISION OF THE SALARY RANGE FOR POSITION

ITEM

Consider proposed revisions to Utility Operator/Water Quality Technician job description and salary range. [RECOMMEND CONSIDER REVISING JOB DESCRIPTION AND SALARY RANGE FOR UTILITY OPERATOR POSITION, PROVIDE STAFF DIRECTION, MAKE RECOMMENDATION TO BOARD OF DIRECTORS]

BACKGROUND

During fiscal 2011-2012, the District recruited for the Utility Operator/Water Quality Technician position on two separate occasions. The services of a professional recruiter were utilized on one of the recruitments. In both instances, responses to the job posting were limited. Neither recruitment was successful.

The Utility Operator/Water Quality Position remains vacant at this time. The position currently requires a Grade II Water Distribution License and a Grade I Wastewater Treatment Plant Operator license – or 'dual certification'.

The District's wastewater treatment facilities (Southland Wastewater Treatment Facility and Blacklake Wastewater Reclamation Facility) are currently Class I facilities. Upon completion of the ongoing upgrade the Southland Facility will be classified as a Class II facility.

By State law, only 'certified operators' are allowed to operate the treatment plants. Currently the Utilities Superintendent and Utilities Supervisor are the only certified operators on staff. The Superintendent holds a Wastewater Treatment Operator Grade III certificate. The Supervisor holds a Wastewater Treatment Operator Grade I certificate. One of the District's Utility Workers holds a Operator in Training certificate and is on track to complete the requirement for Wastewater Treatment Operator Grade I by the end of the calendar year.

With start-up of the Southland Plant upgrade schedule for late 2013, additional wastewater operator staffing resources are needed in next six months to prepare for start-up and staffing of the soon to be upgraded plant.

Staff is recommending the Utility Operator/Water Quality Technician job description be modified to focus on wastewater plant operations. Revising the job description to eliminate the requirement for 'dual' (wastewater and water). See the existing and proposed revised job descriptions and a comparison of two job descriptions, Attachments A, B, and C.

In addition to focusing the job description on wastewater plant operations, staff is recommending a 2.5% *reduction* in the salary range for the revised position. An informal survey

of local municipality's salary and benefits for this level of operator indicates we will be competitive.

It is hoped that these proposed revisions will result in more interest to our job posting and a successful recruitment.

FISCAL IMPACT

A full year salary for the current Utility Worker/Water Quality Technician is budgeted for fiscal 2012-2013. The position will be hired under the District's Tier II retirement program and is expected to be filled after January 1, 2013 when most of the recently adopted Public Employee Retirement Reforms will be enacted.

STRATEGIC PLAN

Strategic Plan Goal 4.1 – Retain and attract new employees

RECOMMENDATION

Consider revising job description and salary range for Utility Operator position, provide staff direction, make recommendation to Board of Directors.

ATTACHMENTS

A. Existing Utility Operator/Water Quality Technician Job Description
B. Draft proposed Utility Operator Job Description
C. Comparison between current and proposed Job Descriptions

SEPTEMBER 20, 2012

ITEM 3

ATTACHMENT A

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.
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.
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^{th}) 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.

SEPTEMBER 20, 2012

ITEM 3

ATTACHMENT B

7130 - UTILITY OPERATOR

FLSA: NON-EXEMPT

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled utility operations, maintenance and repair work related to the proper operation and maintenance of wastewater collection and treatment equipment and facilities to assure the health and safety of the public and the proper disposal of wastewater; Operate, inspect and maintain plant equipment, such as pumps, gauges, tanks, automatic switches and related equipment; and perform other specifically 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 area that performs the full range of duties required to ensure wastewater treatment and collection facilities and systems are maintained in a safe and effective working condition. Responsibilities include inspect, clean, repair and adjust large pumps and motors; operate pumps, valves, electric motors and filters; utilize Supervisory Control and Data Acquisition (SCADA) computer equipment; track flow of wastewater treatment and processing through the treatment plant system; wash and maintain treatment equipment including bar screens, grit chamber, clarifiers; collect samples and perform basic laboratory analyses under the direction of a certified laboratory analyst. Performs a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Maintenance Supervisor and Utility Field Supervisor 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. Take readings of gauges;
B. Record readings, maintain logs; adjust and regulate flow of water and wastewater accordingly;
C. Collects samples for testing at various sites throughout District's wastewater facilities, to fulfill regulatory requirements and for process control to determine the effectiveness of each stage of the treatment processes.
D. Prepares samples for commercial laboratories to conduct chemical, biochemical, biological, bacteriological, and physical analyses related to the treatment, and disposal of wastewater effluent, following standard procedures and guidelines.
E. Prepares and analyzes samples of wastewater in the field and in the District Environmental Laboratory, according to standard procedures and guidelines

F. Receives and logs laboratory results, recognizing problems that may be occurring in the field and during the treatment process; ensures that test results are reviewed and reported.
G. Maintains control and quality assurance and follows safe work procedures.
H. Maintains accurate records of work performed and laboratory results; enters data into and retrieves data from an automated data control system.
I. Inspects plant facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feed and other production, treatment, distribution and collection equipment.
J. 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.
K. Adjusts chemical feeds and other equipment accordingly.
L. Performs on-call duties and responds to after-hours emergencies.
M. Performs related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

A. Basic math, formula and methods sufficient to perform duties.
B. Principles and procedures of record keeping.
C. Chemical, biological, and physical characteristics of wastewater.
D. Basic laboratory procedures and processes.
E. Wastewater plant safety procedures and equipment.
F. Basic principles of wastewater collection, treatment, and effluent disposal.
G. Interpretation and reporting of specific functions of plant components.
H. Normal performance characteristics for commonly used primary and secondary treatment processes.
I. Supervisory Control and Data Acquisition computer program.
J. Routine tests for evaluation of plant performance.
K. Routine service and care of treatment plant and utility equipment.
L. Applicable Federal, State, and local laws, codes, and regulations.
M. Technical report writing practices and procedures.
N. Practices, methods, equipment, tools, and materials used in the maintenance construction, installation, and repair of wastewater treatment facilities and wastewater collection systems.
O. Office practices, methods and computer equipment.
P. Computer applications related to the work, including Microsoft Excel and Word.
Q. English usage, spelling, vocabulary, grammar and punctuation.
R. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

ABILITY TO:

A. Monitor and operate wastewater treatment facilities. Collect wastewater samples and store and prepare for commercial laboratories for chemical, bacteriological, and physical analyses.
B. Perform basic analytical testing for chemical, bacteriological and physical analyses.

C. Analyze and interpret the results of such tests and make appropriate recommendations for plant operations.
D. Use and perform calibration and minor maintenance and repair on a variety of wastewater treatment plant equipment.
E. Prepare and maintain clear and concise reports and accurate records and files.
F. Utilize computer and related word processing, database, and spreadsheet software and applications.
G. Perform construction, modification, maintenance, and repair work on wastewater treatment plant facilities and equipment.
H. Make accurate arithmetic calculations.
I. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
J. Follow department policies and procedures related to assigned duties.
K. Understand and follow oral and written instructions.
L. Organize own work, set priorities, and meet critical time deadlines.
M. Use English effectively to communicate in person, over the telephone and in writing.
N. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
O. 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^{th}) grade and three (3) years of experience in the operation and maintenance of wastewater treatment facilities and equipment. Experience in the operation of wastewater treatment and collection systems is highly desirable. Sample collection and laboratory analyses experience is desirable.

LICENSE/CERTIFICATION REQUIRED:

A. Valid California class C driver's license with satisfactory driving record.
B. Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board is required.
C. Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board is required within twenty-four (24) months of employment.

OTHER LICENSE/CERTIFICATION DESIRABLE:

A. Grade II Water Distribution Operator Certification as issued by the California Department of Health Services.
B. Grade I Water Treatment Plant Operator Certification as issued by the California Department of Health Services.
C. Grade I Wastewater Collection System Maintenance Certification as issued by the California Water Environment Association.

PHYSICAL DEMANDS

Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities; 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 as well as technical laboratory 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 raw and partially treated wastewater, 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 may 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 of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.

SEPTEMBER 20, 2012

ITEM 3

ATTACHMENT C

7130 –: UTILITY OPERATOR~~/WATER QUALITY TECHNICIAN~~

FLSA: NON-EXEMPT

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled utility operations, maintenance and repair work ~~to operate and maintain potable water production, treatment, and~~ related ~~distribution equipment and facilities and~~to the proper operation and maintenance of 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~~Operate, inspect and ~~wastewater samples~~maintain plant equipment, such as pumps, gauges, tanks, automatic switches and ~~performs a variety of standard tests to determine water~~related equipment; 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~~perform other specifically 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 treatment and 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~~inspect, clean, repair and adjust large pumps and motors; operate pumps, valves, electric motors and filters; utilize Supervisory Control and Data Acquisition (SCADA) computer equipment; track flow of wastewater treatment and processing through the treatment plant system; wash and maintain treatment equipment including bar screens, grit chamber, clarifiers; collect samples and perform basic laboratory analyses under the direction of a certified laboratory analyst. Performs a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Maintenance Supervisor and Utility ~~Foreman/Construction Inspector~~Field Supervisor 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. Take readings of gauges;
B. Record readings, maintain logs; adjust and regulate flow of water and wastewater accordingly;
~~A.~~C. 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 fulfill regulatory requirements and for process control to determine the effectiveness of each stage of the treatment ~~process~~processes.
~~B.~~D. 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.
E. Prepares and analyzes samples of wastewater in the field and in the District Environmental Laboratory, according to standard procedures and guidelines
~~C.~~F. Receives and logs laboratory results, recognizing problems that may be occurring in the field and during the treatment process; ensures that test results are reviewed and reported.
~~D. Sets up, calibrates, operates and performs minor maintenance and repair to a variety of sample collection instruments and equipment.~~
~~E.~~G. Maintains control and quality assurance and follows safe work procedures.
~~F.~~H. 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.~~I. 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.~~J. 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.~~K. 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. Basic math, formula and methods sufficient to perform duties.
B. Principles and procedures of record keeping.
C. Chemical, biological, and physical characteristics of ~~water and~~ wastewater ~~and basic~~.
~~A.~~D. ~~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.~~E. Wastewater plant safety procedures and equipment.
~~E.~~F. Basic principles of ~~water and~~ wastewater collection, treatment, and ~~distribution/~~effluent disposal.
G. Interpretation and reporting of specific functions of plant components.
H. Normal performance characteristics for commonly used primary and secondary treatment processes.
I. Supervisory Control and Data Acquisition computer program.
J. Routine tests for evaluation of plant performance.
K. Routine service and care of treatment plant and utility equipment.
~~F.~~L. Applicable Federal, State, and local laws, codes, and regulations~~, including National Pollution Discharge Elimination System (NPDES)~~.
~~G.~~M. Technical report writing practices and procedures.
~~H.~~N. 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.~~O. ~~Modern office~~Office practices, methods and computer equipment.
~~K.~~P. Computer applications related to the work, including Microsoft Excel and Word.
~~L.~~Q. English usage, spelling, vocabulary, grammar and punctuation.
~~M.~~R. 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~~Monitor and operate wastewater treatment facilities. Collect wastewater samples and store and prepare for commercial laboratories for chemical, ~~biochemical, biological,~~ bacteriological, and physical analyses.
~~A.~~B. Perform basic analytical testing for chemical, bacteriological and physical analyses.
~~B.~~C. Analyze and interpret the results of such tests and make appropriate recommendations for plant operations.

~~C.~~D. Use and perform calibration and minor maintenance and repair on a variety of ~~sample collection instruments and~~wastewater treatment plant 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.~~E. Prepare and maintain clear and concise reports and accurate records and files.

~~G.~~F. Utilize computer and related word processing, database, and spreadsheet software and applications.

~~H.~~G. 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.~~H. Make accurate arithmetic calculations.

~~K. Read and interpret construction drawings and specifications.~~

~~L.~~I. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.

~~M.~~J. Follow department policies and procedures related to assigned duties.

~~N.~~K. Understand and follow oral and written instructions.

~~O.~~L. Organize own work, set priorities, and meet critical time deadlines.

~~P.~~M. Use English effectively to communicate in person, over the telephone and in writing.

~~Q.~~N. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

~~R.~~O. 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^{th}) 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 treatment and collection systems is highly desirable. Sample collection and laboratory analyses experience is desirable.

LICENSE/CERTIFICATION REQUIRED:

A. Valid California class C driver's license with satisfactory driving record.

B. Grade ~~II Water Distribution~~I Wastewater Treatment Plant Operator ~~Certification from~~Certificate as issued by the ~~State of~~ California State Water Resources Control Board is required.

~~C. Grade I Water Treatment Plant Operator Certificate as issued by the State of California highly desirable.~~

C. ~~Grade I~~II Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board is required within twenty-four (24) months of employment.

OTHER LICENSE/CERTIFICATION DESIRABLE:

A. Grade II Water Distribution Operator Certification as issued by the California Department of Health Services.

~~D.~~B. Grade I Water Treatment Plant Operator Certification as issued by the California Department of Health Services ~~and/or the California State Water Resources Control Board~~.

~~E.~~C. Grade I Wastewater Collection System Maintenance Certification ~~from~~as issued by 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, in and around water and wastewater facilities; 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~~.~~ as well as technical laboratory 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 raw and partially treated wastewater, 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 may 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 of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.