

# **NIPOMO COMMUNITY SERVICES DISTRICT**

**FEBRUARY 7, 2013**

**9:00 A.M.**

## **SPECIAL MEETING NOTICE & AGENDA PERSONNEL COMMITTEE**

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### **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 NEW ORGANIZATIONAL STRUCTURE AND CONSIDER REVISED JOB DESCRIPTIONS AND SALARY RANGES TO SUPPORT STRUCTURAL CHANGES**

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

- 3. SET NEXT COMMITTEE MEETING DATE AND TIME**
- 4. ADJOURN**

TO: PERSONNEL COMMITTEE  
FROM: MICHAEL S. LEBRUN *MSL*  
GENERAL MANAGER  
DATE: FEBRUARY 5, 2013

**AGENDA ITEM**  
**2**  
**FEBRUARY 7, 2013**

**CONSIDER UPDATES AND CHANGES TO PERSONNEL POLICIES AND PROCEDURES TO ESTABLISH A NEW ORGANIZATIONAL STRUCTURE AND CONSIDER REVISED JOB DESCRIPTIONS AND SALARY RANGES TO SUPPORT STRUCTURAL CHANGES**

**ITEM**

Consider proposed organizational changes precipitated by pending retirement of senior management staff. Consider job description and salary range changes to three existing positions to facilitate changes in organizational structure. [RECOMMEND CONSIDER PROPOSED CHANGES, MAKE RECOMMENDATION TO BOARD OF DIRECTORS].

**BACKGROUND**

The District's Utilities Superintendent has provided written notification to the General Manager announcing her retirement from the District and Public Employee Retirement System (PERS), effective June 3, 2013.

The District's Utilities Field Supervisor position has been vacant since retirement of the previous Supervisor became final in early 2012.

The District is currently constructing the Phase I Facility Improvements at the Southland Wastewater Treatment and Reclamation Facility. The project is scheduled to be complete in May 2014. Upon completion of the improvements, the facility will be reclassified as a *Level III* facility (current pond system is classified *Level I*), meaning the District's lead wastewater plant operator (a.k.a. Chief Plant Operator) will be required to possess a *Grade III* Wastewater Treatment Plant Operator Certificate as issued by the State of CA. This is one grade *higher* certificate than is currently required to be held by the Superintendent and Field Supervisor.

In order to effectively address the pending reduction in staffing resources, existing vacancy, and increased level of certification required by the new plant, staff is proposing changes to the organizational structure and revision to three existing job descriptions and salary ranges to support the structure change.

The District's current organizational chart and current job descriptions for the Engineer, Superintendent and field Supervisors are attached, along with the proposed organizational chart and proposed job descriptions. The following changes are being proposed:

- Eliminate the Utilities Superintendent position distributing the duties of the position between the newly created Director of Engineering and Operations and two field supervisor positions.
- Meld the Operations Superintendent position and District Engineer position into a new Director of Engineering and Operations position. Promote District Engineer to fill the newly created position.

- Reassign the position authority of the Superintendent position to a newly added wastewater Operator position.
- Revise the job descriptions to address new level of certification and to more efficiently supervise operations staff along functional lines while maintaining cross functional capabilities.

Eliminating the top management level Superintendent position in exchange for a wastewater Operator position nets a significant salary savings to the District (outlined below). The change also requires the distribution of significant administrative duties to the newly created Director of Engineering and Operations position, and to a lesser degree, the operations Supervisor positions. Accordingly, salary adjustments are proposed for all affected positions as further detailed below.

**FISCAL IMPACT**

The anticipated annual salary savings based on the proposed reorganization is approximately \$27,000 as summarized in the table below:

	NCS D STEP	MONTHLY	STEP 5 ANNUAL	STEP 5 NET (%) CHANGE	STEP 5 NET (\$) CHANGE
	RANGE	SALARY RANGE	SALARY	IN SALARY	IN SALARY
Utility Superintendent	53	6,464 to 7,857	(94,284)	→ (100%)	(94,284)
District Engineer	68	9,323 to 11,332	(135,984)	→ 10%	14,124
Director of Engineering and Operations	72	10,291 to 12,509	150,108	→	
Utility Field Supervisor	42	4,944 to 6,010	(72,120)	→ 10%	7,392
Wastewater Supervisor	46	5,451 to 6,626	79,512	→	
Preventive Maintenance Supervisor	42	4,944 to 6,010	(72,120)	→ 5%	3,600
Water Supervisor	44	5,191 to 6,310	75,720	→	
Utility Operator	28	3,514 to 4,271	42,168	→ 100%	42,168
Annual Salary Savings					<u>(27,000)</u>

**District Engineer to Director of Engineering and Operations:**

Currently the District Engineer is responsible for the development and implementation of the District's Capital Improvement Program, among various other duties. The budgeted capital projects expenditure for the current fiscal year is over \$9M. An additional \$14M in capital expenditure is being designed and planned (phased supplemental water). The Engineer reached the top of his salary range in September 2010. The Engineer supervises no staff.

With the proposed change, the Director of Engineering will assume all current Engineer responsibilities and the overarching responsibility of the Operations department, including direct or indirect supervision of twelve staff persons and responsibility for an additional \$2M in annual operations expenditure.

It is proposed to increase the salary range of the new Director position by 10% over the current Engineer's salary range (see above table), with 5% of the adjustment effective upon adoption of the changed job description with the remainder 5% available after twelve months of satisfactory or above satisfactory job performance. Further, it is proposed the Utilities Superintendent's vehicle allowance (District vehicle provided to take home in support of '24/7/365' responsibility for operations), be transferred to the Director of Operations and Engineering.

**Wastewater Supervisor**

In addition to current Supervisor duties, this Supervisor will be required to possess a *Grade III Wastewater Treatment* certificate. This is one level higher than currently required. The District twice recruited unsuccessfully to fill the current position. Staff conducted informal web based research for local agency comparable salaries for this position – summarized below. Should the proposed reorganization be approved, recruitment for this position will be the highest staffing priority for the District. Startup of the new wastewater plant at Southland is scheduled for late summer 2013. Retiring Utilities Superintendent Grietens is the only person on staff who currently possesses the certificates required to operate the new plant. A competitive salary range and benefit package is critical to successful recruitment.

Agency	Position	Certification Requirement	Salary
City of Morro Bay	Wastewater Treatment Plant Supervisor	Grade 3	\$5,047
City of Pismo Beach	Wastewater Systems Supervisor	Grade 3	\$5,381
City of San Luis Obispo	Water Reclamation Facility Chief Operator	Grade 3	\$5,401
South San Luis Obispo County Sanitation District	Wastewater Treatment Superintendent/Chief Plant Operator	Grade 3	\$5,855
California Men's Colony	Water and Sewage Plant Supervisor	????	\$5,415
Montecito Sanitary District	Wastewater Treatment Plant Operator III	Grade 3	\$5,716
City of Santa Maria	Water Resources Supervisor	Grade 3	\$5,978
<b>Average</b>			<b>\$5,542</b>
<b>Proposed Nipomo CSD</b>	<b>Wastewater Supervisor</b>	<b>Grade 3</b>	<b>\$5,451</b>

**Water Supervisor**

In addition to current duties, this Supervisor will be required to assume additional administrative duties including the preparation of all regulatory reporting required for the water system. With the approval of an intertie pipeline with the City of Santa Maria, this Supervisor will be responsible for managing a significantly more complex water supply system than the current system. Current Supervisor Scott German is expected to lateral to the new position, once approved. Mr. German is currently at the third of five intermediate salary ranges. His next available annual merit salary increase is in January 2014. The recommended change in salary range for this position would result in an additional merit increase of 5% being available to Mr. German in January 2016.

**STRATEGIC PLAN**

- Strategic Plan Goal 1.3 - Upgrade and Maintain Water Storage and Distribution Works
- Strategic Plan Goal 2.1 - Efficiently operate collection, treatment and disposal works
- Strategic Plan Goal 2.2 - Upgrade and maintain collection and treatment works
- Strategic Plan Goal 2.5 - Comply with State and Federal regulations and mandates
- Strategic Plan Goal 4.1 – Retain and attract new employees



**RECOMMENDATION**

Consider information, direct staff, make a recommendation to your Board regarding the proposed changes to District organization, job descriptions and salary ranges.

**ATTACHMENTS**

- A. 2012-2013 District Organizational Chart
- B. District Engineer Job Description
- C. Utilities Superintendent Job Description
- D. Utilities Field Supervisor Job Description
- E. Maintenance Supervisor Job Description
- F. Proposed District Organizational Chart
- G. Draft proposed Director of Engineering and Operations Job Description
- H. Draft proposed Wastewater Supervisor Job Description
- I. Draft proposed Water Supervisor Job Description

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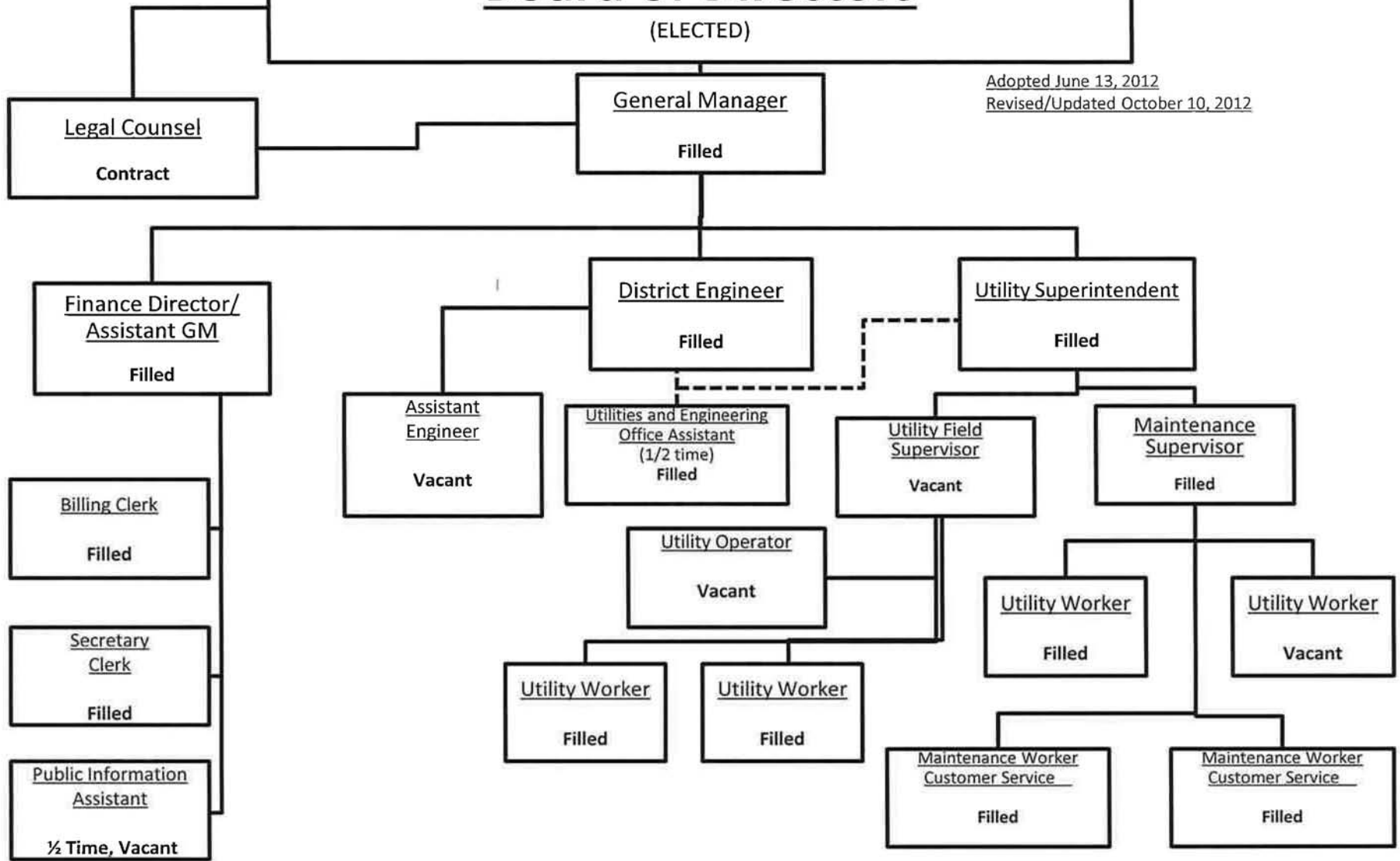
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ATTACHMENT A

# Board of Directors

(ELECTED)

Adopted June 13, 2012  
Revised/Updated October 10, 2012



## NIPOMO COMMUNITY SERVICES DISTRICT

Fiscal 2012-2013

FEBRUARY 7, 2013

ITEM 2

ATTACHMENT B



**7015 – DISTRICT ENGINEER**

**1. DEFINITION**

Under direction of the General Manager and in his/her absence the Assistant Administrator, the District Engineer, as a salaried FLSA exempt position, manages budgeted District projects; recommends new District projects; administrates developer Will Serve Applications; coordinates annexation applications; tracks Water Allocation program; maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models; processes Assessment District formation and reporting; prepares regulatory and operational reports; presents information to the District Board and Committees; interacts with utility staff, applicants, consultants, community members, and regulatory staffers; and performs related work as assigned.

**2. CLASS CHARACTERISTICS**

The employee in this class performs a variety of activities in technical support areas. Responsibilities include dealing with and providing staff support to the Board of Directors, under the Direction of the General Manager, and working with customers and a variety of agencies and consultants. Work assignments may be diverse, depending on the current needs of the District; however, the employee normally follows defined policies and procedures, has some responsibility for procedural changes and/or technical program oversight.

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

- A. Manages the implementation of District projects including all tasks necessary to plan, design, comply with CEQA, secure permits, secure land, award bids, manage construction, accept completion, arrange for operation, and submit periodic reports on projects status in conjunction with authorized consultants, contractors, property owners, and agency personnel.
- B. Tracks the implementation of utility master plans; recommends development of master plan updates as appropriate including the addition of new projects and changes to previously approved projects; and submits periodic reports on Master Plan implementation.
- C. Administrates developer sponsored will serve applications including all tasks necessary to receive applications, determine the completeness of applications; process the intent to serve letter approval or denial; secure Plan Check and Inspection Agreement execution; assign an appropriate plan check consultant; monitor the plan check and inspection process; assist in select inspections; approve final plans; issue the Notice to Proceed; secure required easements; coordinate project construction inspection; coordinate with the county and other utilities; secure applicant submittals; secure applicant fee payments; issue a final will serve letter; present a Resolution of Acceptance to the Board; and finalize the warranties.
- D. Coordinates developer sponsored annexation application including all tasks necessary to receive applications, determine the completeness of applications;

process Board review of the annexation application; develop the draft annexation agreement; present the annexation agreement to the Board; implement the conditions of the annexation agreement; and coordinate with LAFCO.

- E. Oversees District Water Allocation Program including all tasks necessary to maintain current allocation balances by category for approved projects; advise the Board on the commitment represented by projects; track the dedication of approved projects; submit periodic reports; and maintain waiting lists as required.
- F. Maintains and updates District Standard Specifications.
- G. Maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades.
- H. Prepares and certifies Annual Assessment District Reports and Assessment Roles, presents reports and roles to Board, and assists as directed in the development of additional assessment districts.
- I. Prepares a variety of periodic and special reports for submission to District management and regulatory agencies; represents the District in contacts with other agencies, public and private groups and customers.
- J. Develops and monitors implementation of Capital Improvement Budgets; tracks project fiscal activity; and submits reports on Capital Improvement Project performance and cost.
- K. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance.
- L. Assists in the development of a preventative maintenance programs and updates the District's preventative maintenance program for newly completed projects and/or facilities developed by the District or developers.
- M. Assists in the development of rate studies.
- N. Assists the General Manager with major projects including the Waterline Intertie Project.
- O. Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups.
- P. Interacts with District Staff and Legal Counsel to respond to requests for engineering support under the supervision of the General Manager.
- Q. Represents the District in a professional manner.

#### 4. EMPLOYMENT STANDARDS

##### KNOWLEDGE OF:

- A. Principles and practices of civil engineering and surveying, including utility work planning, direction, review, inspection, and evaluation;
- B. The operation and maintenance of potable water production, treatment and distribution facilities and equipment;
- C. The operation and maintenance of wastewater collection and treatment facilities;
- D. The operation and maintenance of underground piping systems, including pipes, valves and related appurtenances;

- E. The use of SCADA systems, Geographic Information Systems, and Auto-Cad Systems;
- F. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals (Cal OSHA);
- G. Applicable laws, codes and regulations including CEQA and the Subdivision Map Act;
- H. Standard laboratory tests related to the treatment of water;
- I. Mechanical, electrical, electronic and hydraulic principles;
- J. Computer applications related to the work.

SKILL IN:

- A. Reading, drafting and interpreting engineering projects, plans, specifications, blueprints, charts, maps, bid documents, and construction contracts;
- B. Planning, drafting, reviewing and evaluating project and development plans and specifications;
- C. Complying with CEQA;
- D. Securing Permits for development of works;
- E. Inspecting works under construction;
- F. Coordinating the use of consultants and contractors;
- G. Developing and implementing work procedures to meet laws and regulations;
- H. Maintaining accurate records and preparing accurate reports and clear and concise correspondence;
- I. Working independently within established procedural guidelines;
- J. Making oral presentation to groups;
- K. Identifying customer problems and resolving them in an effective and congenial manner;
- L. Establishing and maintaining effective and professional working relationships with those contacted in the course of the work;
- M. Maintaining and using SCADA systems, GIS systems, and Auto-Cad;
- N. Typing reports and memorandum using word-processing programs.

PHYSICAL CHARACTERISTICS:

- A. Vision to read gauges, meters, computer screens, and instruction manuals and to operate a motor vehicle;
- B. Hearing to interact in person, on the telephone and over a radio;
- C. Strength to lift and move equipment and tools weighing up to 80 pounds with proper equipment;
- D. Stamina to do moderate physical work;
- E. Mobility to inspect various work sites, work in confined spaces and climb ladders;
- F. Ability to wear self-contained breathing equipment.

WORKING CONDITIONS:

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

D. The District Engineer is a designated position in terms of NCSD's Conflict of Interest Code and must comply with all FPPC reporting and conflict codes.

LICENSE

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record (Class B would be a bonus);  
Must possess and maintain a valid California Professional Engineer License;  
Must be bondable by District's fidelity bond insurer.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from an accredited four year college or university with a degree in civil engineering and at least four years of work experience as an engineer with utility application.



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ATTACHMENT C

7100 - UTILITY SUPERINTENDENT

FLSA: EXEMPT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex operations and maintenance functions and activities related to all programs and activities of the Utility Department; administers current and long-range planning activities; plans, manages, and coordinates the installation, operations, maintenance, and repair of water and wastewater facilities including treatment plants and underground collection and distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District operations functions meet all applicable laws, regulations, and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; prepares numerous written reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct and general supervision over operations and maintenance staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single-position mid-management classification that manages, oversees, and directs all activities of the Utility Department, including day-to-day operations, maintenance, and repair, short and long-range capital improvement planning and budgeting. Responsibilities include coordinating the activities of the department with those of other departments and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the General Manager in that the latter has overall responsibility for the management of all District functions and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB 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. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Utility Department, including current and long-range planning.
- B. Prepares and administers the department's budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses.

**UTILITY SUPERINTENDENT  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7100  
EFFECTIVE: 05/28/08**

- C. Plans, organizes, administers, reviews, and evaluates the work of operations, technical, maintenance, and contract staff directly and through subordinate levels of supervision.
- D. Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- E. Contributes to the overall quality of the department's service by developing, reviewing, and implementing operational plans, policies, and procedures to meet legal requirements and District needs.
- F. Coordinates activities of staff and the department with those of other District departments and outside agencies.
- G. Participates in and provides input for the District's capital improvement program, including assisting in determining facility construction and upgrade needs, rewriting the District's standard specifications for construction and development, redesigning facilities for better efficiency and effectiveness, and providing project oversight and inspection as required.
- H. Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- I. Oversees the development or update of the District's wastewater and water plans and programs and other plans related to District infrastructure.
- J. Creates preventive maintenance programs and procedures for the District's water and wastewater systems and facilities, such as a flushing program for the District's water and wastewater pipelines.
- K. Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- L. Ensures compliance with all District operational and maintenance safety policies and procedures; provides for staff training in safety and compliance.
- M. Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- N. Maintains and directs the maintenance of working and official departmental files.
- O. Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- P. Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Q. Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- R. Responds to emergency situations as necessary.
- S. May perform utility maintenance and operations duties and provide technical assistance to crews in the field, on an as-needed basis.
- T. Performs other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- A. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- B. Principles and practices of budget administration.
- C. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- D. Principles and practices of the development, operations, maintenance, and management of water and wastewater facilities, including treatment plants and underground collection and distribution lines and related systems and facilities.
- E. Principles and techniques of capital improvement design, construction, inspection, funding, and long-term maintenance.
- F. Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the Utility Department.
- G. Principles and practices of contract administration and evaluation.
- H. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned department.
- I. General principles of risk management related to the functions of the assigned area.
- J. Recent and on-going developments, current literature, and sources of information related to the operations of the department.
- K. Safety principles and practices.
- L. Record keeping principles and procedures.
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work.
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Q. Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- R. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

ABILITY TO:

- A. Plan, organize, administer, coordinate, review, and evaluate a comprehensive water and wastewater systems and facilities construction, operations, and maintenance program.
- B. Read and interpret plans, specifications, and diagrams used in the design and construction of water distribution and wastewater collection systems and treatment facilities.
- C. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- D. Manage and monitor complex projects, on-time and within budget.
- E. Plan, organize, schedule, assign, review, and evaluate the work of staff.
- F. Train staff in work procedures.



**UTILITY SUPERINTENDENT  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7100  
EFFECTIVE: 05/28/08**

- G. Evaluate and develop improvements in operations, procedures, policies, and methods.
- H. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- I. Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- J. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- K. Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- L. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- M. Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- N. Establish and maintain a variety of filing, record-keeping, and tracking systems.
- O. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- P. Operate modern office equipment, including computer equipment and specialized software applications programs.
- Q. Use English effectively to communicate in person, over the telephone and in writing.
- R. Writes clear and well organized reports and correspondence. 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 that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree in water and/or wastewater sciences, pre-engineering, business or public administration, supervision or management, or a related field, and five (5) years of experience in utility operations, including two (2) years of supervisory experience.

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

#### PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field, and to inspect various operations sites, including traversing slippery surfaces, climbing ladders, stairs, and other access points; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

#### ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in utilities and may be 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 may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

FEBRUARY 7, 2013

ITEM 2

ATTACHMENT D

**UTILITY FIELD SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110  
EFFECTIVE: 03/24/10**

**7110 - UTILITY FIELD SUPERVISOR**

**FLSA: NON-EXEMPT**

**DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of 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; works cooperatively with the Maintenance Supervisor on staff scheduling and on special projects; 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. 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 work unit; recommends improvements and modifications and prepares various reports on operations and activities.

**UTILITY FIELD SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110  
EFFECTIVE: 03/24/10**

- 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. Performs the most complex utility and operations duties, and provides technical assistance to crews.
- H. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- I. Maintains logs and records of work performed; prepares periodic reports.
- J. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- K. Performs and supervises confined space entry.
- L. Responds to emergency situations as necessary.
- M. Supports the Maintenance Supervisor on certain projects, as assigned.
- N. Acts for the Utility Superintendent in their absence.
- O. 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.

**UTILITY FIELD SUPERVISOR  
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- 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.



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- 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.
- 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 thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.



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ITEM 2

ATTACHMENT E

**MAINTENANCE SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: 03/24/10**

**7120 – MAINTENANCE SUPERVISOR**

**FSLA: NON-EXEMPT**

**DEFINITION**

Under general supervision, plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required. Plans, schedules, assigns, and reviews the work of maintenance and customer service staff within the Utility Department. Performs the full range of utility maintenance and operations duties, and provides technical input for assigned utility maintenance, and repair projects. Performs a variety of technical tasks relative to the preventive maintenance of the District water and wastewater treatment, distribution, and collection systems. Works cooperatively with Utility Field Supervisor on staff scheduling and on special projects, and supervises operations staff in the absence of Utility Field Supervisor. Acts for the Utility Superintendent in the event that both Utility Field Supervisor and Utility Superintendent are absent, and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utility Superintendent. Exercises technical and functional supervision over maintenance and customer service staff.

**CLASS CHARACTERISTICS**

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the utility maintenance and customer service 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 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. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- B. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance and customer service staff in the Utility Department.

**MAINTENANCE SUPERVISOR  
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**NUMBER: 7120  
EFFECTIVE: 03/24/10**

- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Supervises operations staff in the absence of Utility Field Supervisor.
- E. Develop weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- F. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- G. Performs and supervises confined space entry.
- H. Oversee installation/conversion of residential water meters and installation of commercial meters.
- I. Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- J. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- K. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- L. Performs line locating, inspect sewer laterals and water service lines for new construction as necessary.
- M. Perform a variety of skilled mechanical installation, maintenance and repair of pump and lift stations, maintain and repair pneumatic, hydraulic and electronic control systems, including computer-controlled telemetry systems at District facilities.
- N. Assist Utility Field Supervisor with special projects involving coordination of crews
- O. Maintain and update all maintenance records and prepare weekly and monthly reports to the Utility Superintendent.
- P. Track performance goals of Preventive Maintenance Program.
- Q. Performs other duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- A. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water and wastewater distribution and collection system infrastructure and facilities.
- B. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- C. Basic principles and procedures of record keeping.
- D. Operation, materials, and methods of wastewater collection, treatment, water treatment and distribution and construction.
- E. Tools, equipment, and procedures used in the overhaul, repair, and adjustment of wastewater, lift stations, collection systems, potable water distribution system equipment.
- F. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

**MAINTENANCE SUPERVISOR  
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- G. Procedures, principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- H. Modern office practices, methods and computer equipment.
- I. Computer applications related to the work, including computer tracking programs for facility maintenance activities. Microsoft Word, Excel, and Outlook highly desirable.
- J. English usage, grammar, spelling, vocabulary, and punctuation.
- K. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- L. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**ABILITY TO:**

- A. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- B. Lead in diagnosis, disassembly and repair of routine wastewater, lift station, water pump station system equipment.
- C. Perform preventive maintenance on utility equipment per preventive maintenance schedule.
- D. Train employees to read and understand various manuals, blueprints, and schematics.
- E. Train employees to use and operate hand tools, power tools, and equipment in a safe and efficient manner.
- F. Oversee and maintain a variety of maintenance and repair records.
- G. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- H. Accurately determine mechanical repair needs.
- I. Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
- J. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.
- K. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- L. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- M. Maintain accurate records and files of work performed.
- N. Make sound, independent decisions within established policy and procedural guidelines.
- O. Organize own work, set priorities and meet critical time deadlines.
- P. Operate modern office equipment including computer equipment and software programs.
- 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 and legal guidelines in politically sensitive situations.
- S. 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:

**MAINTENANCE SUPERVISOR  
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Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of increasingly responsible supervisory experience. Supplemental college coursework in potable or wastewater sciences is desirable. Maintenance experience is desirable.

**LICENSES:**

- A. Valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Water Distribution Operator Certificate from the State of California Department of Health Services, and Grade I Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board, or hold one of the two certifications, and  
Must be able to complete certification requirement (Water Distribution III and Wastewater Treatment Grade I) within 18 months of hire. Failure to obtain certification within the 18 months will be grounds for termination.
- C. Grade II Wastewater Collections System Maintenance Certificate issued by California Water Environment Federation must be obtained within 18 months of hire.

**PHYSICAL DEMANDS**

This is a working supervisory position. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards; working and/or walking for long periods of time, on various types of surfaces including slippery or uneven surfaces and rough terrain. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to use, repair and operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb for extended periods of time in performance of their duties. 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 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.

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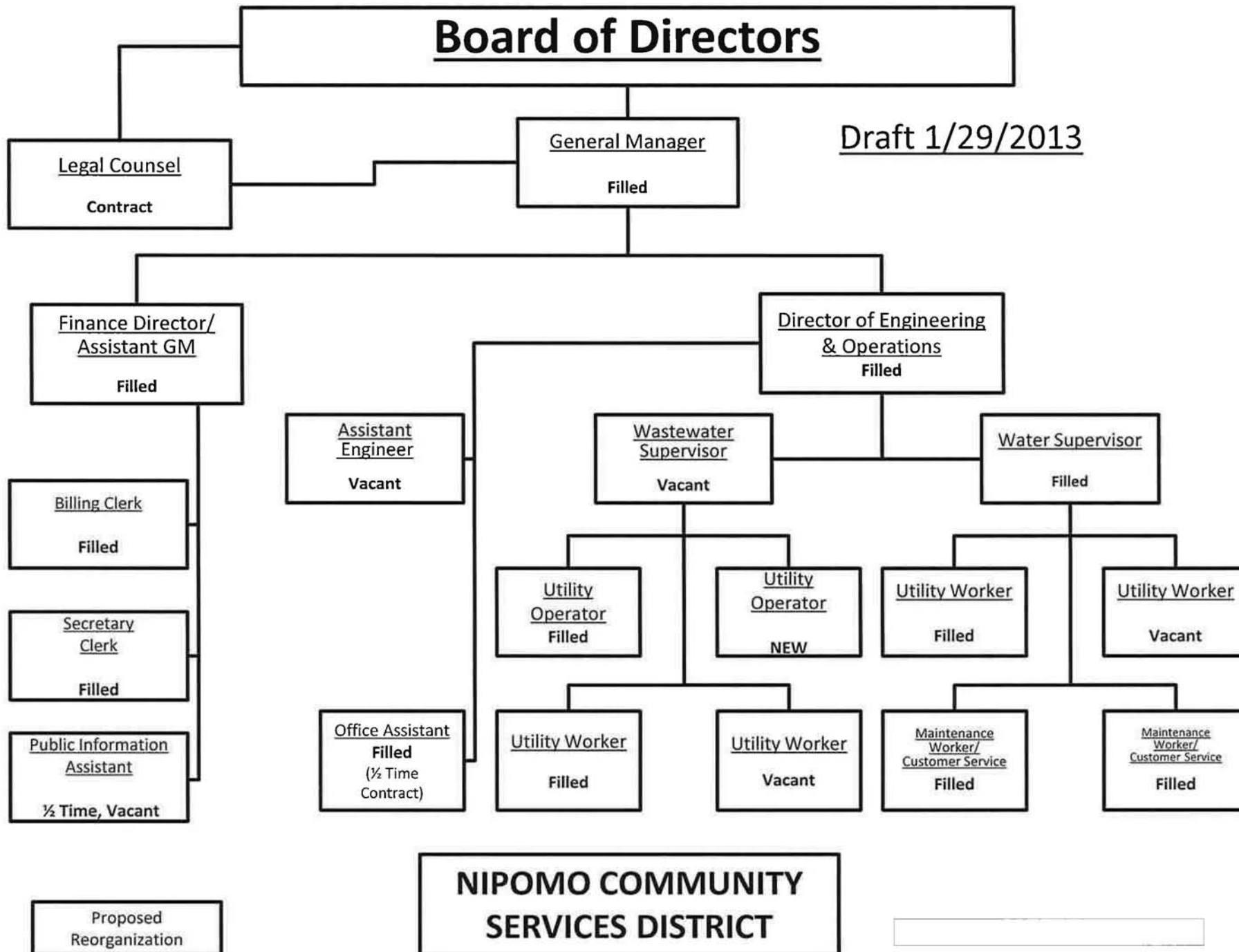
ITEM 2

ATTACHMENT F



# Board of Directors

Draft 1/29/2013



**NIPOMO COMMUNITY SERVICES DISTRICT**

Proposed Reorganization

FEBRUARY 7, 2013

ITEM 2

ATTACHMENT G

**7015 – DIRECTOR OF ENGINEERING & OPERATIONS**

**FLSA EXEMPT**

**DEFINITION**

Under administrative direction, plans, manages, oversees, reviews and directs the work of staff performing difficult and complex engineering, operations, repair and maintenance functions and activities related to all programs of the Engineering and Operations Department; Responsible for current and long-range planning activities; Oversees project planning, design, construction management, project inspection, contract management, operations, maintenance, and repair of water and wastewater facilities including treatment plants and wastewater collection and water distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District engineering and operations functions meet all applicable laws, regulations, and District policies; prepares regulatory and operational reports; coordinates activities with other Divisions, outside agencies, organizations, applicants and the public; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; serves as District Engineer; provides expert professional and complex staff support to the District Board, Committees and District Manager; and performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct and general supervision over engineering and operations staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This is a single position administrative management level class which directs all functions of the Engineering and Operations Department which includes day-to-day operations, maintenance, and repair, as well as, short and long-range capital improvement planning, design, construction and budgeting. Responsibilities include coordinating the activities of the department with those of other departments and managing and accomplishing the complex and varied functions of the department; dealing with and providing staff support to the Board of Directors, under the Direction of the General Manager; and working with customers and a variety of agencies and consultants. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF DUTIES (Illustrative Only)**

- A. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Engineering and Operations Department, including current and long-range planning;
- B. Prepares and administers the department's budgets, including materials and supplies, contract services, capital improvement projects, and vehicle and equipment expenses;
- C. Plans, organizes, administers, reviews, and evaluates the work of operations, technical, maintenance, and contract staff directly and through subordinate levels of supervision;

**DIRECTOR OF ENGINEERING & OPERATIONS  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7015  
EFFECTIVE: XX/XX/XXX**

- D. Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff;
- E. Develops and recommends changes to equipment, policies and procedures to maintain compliance with laws and regulations and effective system performance;
- F. Coordinates activities of staff and the department with those of other District departments and outside agencies;
- G. Manages preventive maintenance programs and procedures for the District's water and wastewater systems and facilities; Develops preventive maintenance programs and updates the District's preventive maintenance programs for newly completed projects and/or facilities developed by the District or developers;
- H. Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision;
- I. Ensures compliance with all District operational and maintenance safety policies and procedures; provides for staff training in safety and compliance;
- J. Manages the implementation of District projects including all tasks necessary to plan, design, comply with CEQA, secure permits, secure land, award bids, manage construction, accept completion, arrange for operation, and submit periodic reports on projects status in conjunction with authorized consultants, contractors, property owners, and agency personnel;
- K. Tracks the implementation of utility master plans; recommends development of master plan updates as appropriate including the addition of new projects and changes to previously approved projects; and submits periodic reports on master plan implementation;
- L. Administrates processing of developer sponsored applications for District services including all tasks necessary to receive applications, determine the completeness of applications; process the intent-to-serve letter approval or denial; secure Plan Check and Inspection Agreement execution; assign plan check resources; monitor the plan check and inspection process; assist in select inspections; approve final plans; issue the Notice to Proceed; secure required easements; coordinate project construction inspection; coordinate with the county and other utilities; secure applicant submittals; secure applicant fee payments; issue a final will serve letter; present a Resolution of Acceptance to the Board; and finalize the warranties;
- M. Coordinates developer sponsored annexation application including all tasks necessary to receive applications, determine the completeness of applications; process Board review of the annexation application; develop the draft annexation agreement; present the annexation agreement to the Board; implement the conditions of the annexation agreement; and coordinate with LAFCO;
- N. Oversees District Water Allocation Program including all tasks necessary to maintain current allocation balances by category for approved projects; advises the Board on the commitment represented by projects; tracks the dedication of approved projects; submits periodic reports; and maintains waiting lists as required;
- O. Maintains and updates District Standard Specifications;
- P. Maintains District SCADA system, GIS system, Utility Master Plans, and hydraulic models including all tasks necessary to update each respective system and to recommend upgrades;
- Q. Prepares and certifies Annual Assessment District Reports and Assessment Rolls, presents reports and rolls to Board, and assists as directed in the development of additional assessment districts;

**DIRECTOR OF ENGINEERING & OPERATIONS  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7015  
EFFECTIVE: XX/XX/XXX**

- R. Prepares a variety of periodic and special reports for submission to District Board of Directors, management and regulatory agencies; represents the District in contacts with other agencies, public and private groups and customers;
- S. Develops and monitors implementation of Capital Improvement Program; tracks project fiscal activity; and submits reports on Capital Improvement Project performance and cost.
- T. Assists in the development of rate studies;
- U. Presents information to the District Board, District Committees, Agency Boards and Committees and citizen groups;
- V. Interacts with District Staff and Legal Counsel to respond to requests for engineering and operations support under the supervision of the General Manager;
- W. Represents the District in a professional manner;
- X. Maintains and directs the maintenance of working and official departmental files;
- Y. Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required;
- Z. Responds to emergency situations as necessary.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF:**

- A. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management;
- B. Principles and practices of budget administration;
- C. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- D. Principles and practices of civil engineering and surveying, including public utility work planning, direction, review, inspection, and evaluation;
- E. Principles and practices of contract administration and evaluation;
- F. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned department;
- G. General principles of risk management related to the functions of the assigned areas;
- H. Safety principles and practices;
- I. Record keeping principles and procedures;
- J. The design, operation and maintenance of potable water production, treatment and distribution facilities and equipment;
- K. The design, operation and maintenance of wastewater collection and treatment facilities;
- L. The use of SCADA systems, Geographic Information Systems, and Auto-Cad Systems;
- M. Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals (Cal OSHA);
- N. Applicable laws, codes and regulations including CEQA and the Subdivision Map Act;
- O. Standard laboratory tests related to the treatment of water and wastewater;
- P. Mechanical, electrical, electronic and hydraulic principles;
- Q. Computer applications related to the work.

**ABILITY TO:**

- A. Plan, develop and administer sound Department goals, objectives, policies and methods for evaluating achievement and performance levels;
- B. Properly interpret and make decisions in accordance with laws, regulations and policies;

**DIRECTOR OF ENGINEERING & OPERATIONS  
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**NUMBER: 7015  
EFFECTIVE: XX/XX/XXX**

- C. Supervise, train and motivate Department personnel;
- D. Facilitate group participation and consensus building;
- E. Communicate clearly and concisely, both orally and in writing;
- F. Establish and maintain working relationships.
- G. Analyze complex planning, engineering and operations issues;
- H. Evaluate alternatives and implement sound solutions;
- I. Make adjustments to standard operating procedures as necessary to improve organizational effectiveness;

**SKILL IN:**

- A. Reading, drafting and interpreting engineering projects, plans, specifications, blueprints, charts, maps, bid documents, and construction contracts;
- B. Planning, drafting, reviewing and evaluating project and development plans and specifications;
- C. Complying with CEQA;
- D. Securing Permits for development of works;
- E. Inspecting works under construction;
- F. Coordinating the use of consultants and contractors;
- G. Developing and implementing work procedures to meet laws and regulations;
- H. Maintaining accurate records and preparing accurate reports and clear and concise correspondence;
- I. Working independently within established procedural guidelines;
- J. Making oral presentation to groups;
- K. Identifying customer problems and resolving them in an effective and congenial manner;
- L. Establishing and maintaining effective and professional working relationships with those contacted in the course of the work;
- M. Maintaining and using SCADA systems, GIS systems, and Auto-Cad;
- N. Typing reports and memorandum using word-processing programs.

**PHYSICAL CHARACTERISTICS:**

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

**WORKING CONDITIONS:**

- A. The normal working day starts at 8:00 am and ends at 4:30pm;
- B. Employee must be able to work out of doors in all weather conditions;
- C. Employee must be available for attendance at evening and weekend meetings;
- D. The Director of Engineering and Operations is a designated position in terms of NCSD's Conflict of Interest Code and must comply with all FPPC reporting and conflict codes.



LICENSE

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record;

Must possess and maintain a valid California Professional Engineer License;

Must be bondable by District's fidelity bond insurer.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from an accredited four year college or university with a degree in civil engineering and at least eight (8) years of work experience in water and wastewater utility design, construction, operation and maintenance, including four (4) years of supervisory experience.

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ITEM 2

ATTACHMENT H

**WASTEWATER SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: XX/XX/XX**

**7120 – WASTEWATER SUPERVISOR**

**FSLA: NON-EXEMPT**

**DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of assigned wastewater operations staff within the Engineering and Operations Department; plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater system maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District wastewater treatment facilities and wastewater collection systems; works cooperatively with the Water Supervisor on staff scheduling and on special projects; supervises water operations staff in the absence of the Water Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

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

**CLASS CHARACTERISTICS**

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the wastewater operations. Incumbents are expected to independently perform the full range of wastewater system 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 Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance 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 Engineering and Operations 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. Supervises water operations staff in the absence of Water Supervisor.
- E. Monitors operations and activities of the wastewater operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.

**WASTEWATER SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: XX/XX/XX**

- F. Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- G. 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.
- H. 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.
- I. Performs the most complex wastewater operations duties and provides technical assistance to crews.
- J. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- K. Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- L. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- M. Supervise operation, maintenance and repair of two wastewater treatment and reclamation facilities including but not limited to headworks, aeration, clarification, chemical feed systems, plant process water, electrical system, biosolids processing and disposal, effluent disposal, and SCADA.
- N. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
- O. Performs line locating, inspect sewer mains and laterals for new construction as necessary.
- P. Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- Q. Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- R. Performs and supervises confined space entry.
- S. Responds to emergency situations as necessary.
- T. Assists Water Supervisor on projects, as assigned, involving coordination of crews.
- U. Track performance goals.
- V. Prepares regulatory reports.
- W. 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 wastewater operations and maintenance program development and administration.

**WASTEWATER SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120  
EFFECTIVE: XX/XX/XX**

- C. Principles, practices, equipment, tools and materials of wastewater system construction, maintenance, and repair.
- D. Basic principles of contract administration for wastewater system 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 wastewater facilities and systems, including equipment and hazardous materials.
- G. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- H. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of wastewater system infrastructure and facilities.
- I. Operation, materials, and methods of wastewater system construction, collection, and treatment.
- J. Basic principles and procedures of record keeping.
- K. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment
- L. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- Q. 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 wastewater system 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. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- I. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- J. Lead in diagnosis, disassembly and repair of routine wastewater lift station equipment.

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- K. Perform preventive maintenance on wastewater system equipment per preventive maintenance schedule.
- L. Oversee and maintain a variety of maintenance and repair records.
- M. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- N. Accurately determine mechanical repair needs.
- O. Develop contract specifications for wastewater system maintenance contracts; administer such contracts.
- P. Develop cost estimates for supplies and equipment.
- Q. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- R. Maintain accurate records and files of work performed.
- S. Make sound, independent decisions within established policy and procedural guidelines.
- T. Organize own work, set priorities and meet critical time deadlines.
- U. Operate modern office equipment including computer equipment and software programs.
- V. Use English effectively to communicate in person, over the telephone and in writing.
- W. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- X. 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 wastewater collection and treatment facilities. Supplemental college coursework in wastewater sciences or related field is desirable.

**LICENSES:**

- A. Must have a valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board.
- C. Must obtain Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association with 24 months.
- D. Must obtain have Grade II Water Distribution Operator Certification issued by the State of California within 24 months.
- E. Grade II Water Treatment Plant Operator Certificate issued by the State of California 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



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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 water and wastewater emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.

FEBRUARY 7, 2013

ITEM 2

ATTACHMENT I

**WATER SUPERVISOR  
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7110  
EFFECTIVE: XX/XX/XX**

**7110 – WATER SUPERVISOR**

**FLSA: NON-EXEMPT**

**DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of assigned water operations staff within the Engineering and Operations Department; Plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned water maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District water treatment facilities and water distribution systems; works cooperatively with the Wastewater Supervisor on staff scheduling and on special projects; supervises wastewater operations staff in the absence of the Wastewater Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

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

**CLASS CHARACTERISTICS**

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water operations 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 Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance 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 Engineering and Operations 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. Supervises wastewater operations staff in the absence of Wastewater Supervisor.
- E. Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.

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- F. Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- G. 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.
- H. 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.
- I. Performs the most complex water operations duties and provides technical assistance to crews.
- J. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- K. Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- L. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- M. Oversees installation and replacement of residential, commercial and irrigation water meters.
- N. Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- O. Performs line locating, inspect water mains and water service lines for new construction as necessary.
- P. Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- Q. Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- R. Performs and supervises confined space entry.
- S. Responds to emergency situations as necessary.
- T. Assists Wastewater Supervisor on projects, as assigned, involving coordination of crews.
- U. Track performance goals.
- V. Prepares regulatory reports.
- W. 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 water operations and maintenance program development and administration.
- C. Principles, practices, equipment, tools and materials of water utility construction, maintenance, and repair.
- D. Basic principles of contract administration for water utility maintenance and repair projects.

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- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- F. Safety principles, practices, and procedures of water facilities and systems, including equipment and hazardous materials.
- G. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- H. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water utility infrastructure and facilities.
- I. Operation, materials, and methods of water system construction, treatment and distribution.
- J. Basic principles and procedures of record keeping.
- K. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- L. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- Q. 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 water 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. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- I. Perform routine water system installation, repair and maintenance activities.
- J. Lead in diagnosis, disassembly and repair of routine water system equipment.
- K. Perform preventive maintenance on water system equipment per preventive maintenance schedule.
- L. Oversee and maintain a variety of maintenance and repair records.
- M. Work independently and exercise higher level of responsibility in the absence of the Director of Operations and Engineering.
- N. Accurately determine mechanical repair needs.
- O. Develop contract specifications for water utility maintenance contracts; administer such contracts.

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- P. Develop cost estimates for supplies and equipment.
- Q. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- R. Maintain accurate records and files of work performed.
- S. Make sound, independent decisions within established policy and procedural guidelines.
- T. Organize own work, set priorities and meet critical time deadlines.
- U. Operate modern office equipment including computer equipment and software programs.
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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 four (4) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment. Supplemental college coursework in drinking water or related field is desirable.

**LICENSES:**

- A. Must have valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Water Distribution Operator Certification issued by the State of California.
- C. Must have Grade II Water Treatment Plant Operator Certificate issued by the State of California.
- D. Must obtain Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board within 24 months of hire.
- 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,



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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 water and wastewater emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.