



The Mission of the Las Gallinas Valley Sanitary District is to protect public health and the environment by providing effective wastewater collection, treatment, and recycling services.

**DISTRICT BOARD**  
Megan Clark  
Rabi Elias  
Craig K. Murray  
Judy Schriebman  
Crystal J. Yezman

**DISTRICT ADMINISTRATION**  
Mike Prinz,  
General Manager  
Michael Cortez,  
District Engineer  
Mel Liebmann,  
Plant Manager  
Greg Pease,  
Collection System/Safety Manager  
Dale McDonald,  
Administrative Services Manager

## **SPECIAL BOARD MEETING AGENDA**

**March 3, 2021**

**In accordance with Government Code Section 54956**

**Crystal J. Yezman, Board President, has called for a Special Meeting**

*On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the March 3, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting\*. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 6 am Wednesday, March 3, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

*\*Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

### **REMOTE CONFERENCING ONLY**

**Join Zoom Meeting online at:**

<https://us02web.zoom.us/j/89480068185>

**OR**

**By teleconference at: +16699009128 Meeting ID: 894 8006 8185**

**MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION ON THE DISTRICT WEBSITE [WWW.LGVSD.ORG](http://WWW.LGVSD.ORG)**

**NOTE: Final board action may be taken on any matter appearing on the Agenda**

Estimated Time

**OPEN SESSION:**

4:00 PM

**1. PUBLIC COMMENT**

This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

4:05 PM

**2. CLASSIFICATION STUDY FROM KOFF & ASSOCIATES**

Board to receive Classification Study Final Report from Koff & Associates and approve title change recommendations and new class descriptions.

4:25 PM

**CLOSED SESSION:**

**3. CONFERENCE WITH LABOR NEGOTIATOR – Agency designated representative : Gregory Ramirez, IEDA; Employee organization : IUOE Local 3;pursuant to Government Code Section 54957.6**

6:00 PM

**ADJOURNMENT**

**FUTURE BOARD MEETING DATES: MARCH 4, MARCH 18 AND APRIL 1, 2021**

AGENDA APPROVED:	Crystal J. Yezman, Board Director	Patrick Richardson, Legal Counsel
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**CERTIFICATION:** I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 2, 2021 4:00 pm I posted the Agenda for the Board Meeting of said Board to be held March 3, 2021 , at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: February 26, 2021



Teresa L. Lerch  
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the First and Third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

AGENDA ITEM 1

**3/3/2021**

**PUBLIC COMMENT**

**This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.**



# Agenda Summary Report

To: Mike Prinz, General Manager *MP*  
 From: Dale McDonald, Administrative Services Manager *DM*  
 (415) 526-1519 [dmcDonald@lgvSD.org](mailto:dmcDonald@lgvSD.org)  
 Meeting Date: March 3, 2021  
 Re: Classification Study from Koff & Associates  
 Item Type: Consent  Action  Information  Other   
 Standard Contract: Yes  No  (See attached) Not Applicable

## STAFF RECOMMENDATION

Board to receive Classification Study Final Report dated February 23, 2021 and approve title change recommendations and new class descriptions.

## BACKGROUND

In September 2020, Las Gallinas Valley Sanitary District (LGVSD) contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of LGVSD's classifications with the exception of the General Manager position. The classification study is complete and is documented in Volume I of the study. Volume II will be presented separately and will document the market compensation survey and findings.

Title changes were recommended for eleven classifications, three new classifications were developed, and four classifications remained unchanged. With the creation of the Environmental Services Manager classification, there is no longer a need to justify the continuance of the Environmental Services Director classification. The employee serving in this position will continue in her role until the newly created position is filled.

Classification Descriptions, included in the appendix of the report, were developed by Koff & Associates with feedback from employees and management. The draft classification descriptions were provided to Operating Engineers Local 3 (OE3) for comment and a few minor changes provided through OE3 were incorporated into the final classification descriptions. The classifications were based on the previously developed but not adopted classification study undertaken in 2018.

## PREVIOUS BOARD ACTION

N/A

## ENVIRONMENTAL REVIEW

N/A

## FISCAL IMPACT

None.



February 23, 2021

# Classification Study Final Report

Las Gallinas Valley Sanitary District

## KOFF & ASSOCIATES

**ALYSSA THOMPSON**

Senior Project Manager

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February 23, 2021

Dale McDonald  
Administrative Services Manager  
Las Gallinas Valley Sanitary District  
101 Lucas Valley Road, Suite 300  
San Rafael, CA 94903

Dear Mr. McDonald:

Koff & Associates is pleased to present the final classification and compensation report for the study of all positions, with the exception of the General Manager, at Las Gallinas Valley Sanitary District. Volume I documents the classification study process and provides recommendations for the classification plan and class specifications. Volume II, to be sent under separate cover, documents the market compensation survey, findings and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included interviews with employees and management and employee review and comments in the form of draft class descriptions.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Alyssa Thompson  
Senior Project Manager



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## EXECUTIVE SUMMARY

### Background

In September 2020, Las Gallinas Valley Sanitary District (LGVSD) contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of LGVSD's classifications. All classification and compensation findings, recommendations, and options for implementation are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of the Board of Directors, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows LGVSD to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities and technology;
- The desire to have a compensation plan that can meet the needs of LGVSD; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across LGVSD.

The goal of the classification and compensation study is to assist LGVSD in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of LGVSD with regards to recruitment and retention of qualified staff.

## CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions that recognize the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, abilities and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow LGVSD to maintain the classification system on a regular basis.



## CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with LGVSD management to clarify study scope, objectives, processes and deliverables.
- Interviews were conducted with employees and management.
- Following the analysis of the classification information gathered, draft class specifications were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and this final report was prepared.

## CLASSIFICATION CONCEPTS

### Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization) and the impact of the position on the organization and working conditions.



Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

## The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for LGVSD are covered in Volume II of this report.

## The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill and/or academic preparation and can readily learn the details of LGVSD, the department and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;



- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in LGVSD’s changing environment and service delivery expectations.

## Classification Specifications

In developing the new and revised classification specifications for all positions, the basic concepts outlined in the previous pages were utilized. The final class specifications are included in Appendix I of this report.

As mentioned earlier, the class specifications are based upon the employee and management interviews and from information provided by employees and managers during the review processes. The specifications provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class specification. A position description, often known as a “desk manual”, generally lists each duty an employee performs and may also have information about how to perform that duty. A class specification normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class specification, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

**Title:** This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within LGVSD. Often working titles are used to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by the General Manager to ensure consistency within LGVSD and across departmental lines.

**Definition:** This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The



phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

**Supervision Received and Exercised:** This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

**Class Characteristics:** This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

**Examples of Typical Job Functions:** This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Abilities. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

**Qualifications:** This element of the description has several sections:

- A listing of the job-related knowledge and abilities required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than LGVSD (i.e., the State), and can therefore be appropriately included as requirements.

**Physical Demands:** This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail and are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.



**Working Conditions:** These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and other job conditions.

## Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

**Salary Basis Test:** The incumbents in a classification are paid at least \$684 per week (\$35,568 per year), not subject to reduction due to variations in quantity/quality of work performed.

**Exemption Applicability:** The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- Professional: Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software or system functional specifications; b) design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and



related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

**Job Analysis:** A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class specifications, questionnaires and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

## CLASSIFICATION FINDINGS AND RECOMMENDATIONS

### Classification Structure and Allocation Factors

The proposed classification plan provides LGVSD with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, LGVSD will be able to change and grow the organization while maintaining the classification plan.



## **1. Type and Level of Knowledge and Skill Required**

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience and required certification or professional registration. The varying levels are as follows:

### **A. The entry-level into any occupational field**

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work or obtaining a four-year or advanced college or university degree. Little to no experience is required.

### **B. The experienced or journey-level (fully competent-level) in any occupational field**

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

### **C. The advanced level in any occupational field**

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

## **2. Supervisory/Management Responsibility**

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development and supervision and direction of staff.

### **A. No ongoing direction of staff**

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

### **B. Lead direction of staff or program coordination**

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.





**C. Full first-line supervisor**

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures and budget development and administration.

**D. Manager**

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the General Manager.

**E. Executive Management**

The employee has total administrative responsibility for LGVSD and reports to the Board of Directors.

**3. Supervision Received**

**A. Direct Supervision**

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

**B. General Supervision**

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned



projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

**C. General Direction**

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans and methods to produce deliverables on time and within budget.

**D. Administrative and Policy Direction**

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing LGVSD-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

**4. Problem Solving**

This factor involves analyzing, evaluating, reasoning and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations and standards available to the employee.

**A. Structured problem solving**

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

**B. Independent, guided problem solving**

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards and regulations and/or management are available to guide the employee towards problem resolution.

**C. Application of discriminating choices**

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting and applying appropriate concepts, guidelines, references, laws, regulations, policies and procedures to resolve diverse and complex problems and issues.



**D. Creative, evaluative, or critical thinking**

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting and implementing strategies and recommendations for resolution.

**5. Authority for Making Decisions and Taking Action**

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws and supervisory or managerial guidance and the consequence or impact of such decisions are considered within this factor.

**A. Direct, limited work responsibility**

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

**B. Decision-making within guidelines**

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project or program to which assigned.

**C. Independent action with focus on work achieved**

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or LGVSD-wide service delivery and/or budgetary impact.

**D. Decisions made within general policy or elected official guidance**

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of LGVSD are with this employee.

**6. Interaction with Others**

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.



**A. Exchange of factual information**

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

**B. Interpretation and explanation of policies and procedures**

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout LGVSD.

**C. Influencing individuals or groups**

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of LGVSD.

**D. Negotiation with organizations from a position of authority**

The employee often deals with the Board of Directors, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of LGVSD, provide policy direction, and/or negotiate solutions to difficult problems.

**7. Working Conditions/Physical Demands**

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

**A. Normal office or similar setting**

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required and compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 30 pounds and communicating with others in a generally non-stressful manner.

**B. Varied working conditions with some physical or emotional demands**

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people or regularly perform moderate physical activity.

**C. Difficult working conditions and/or physical demands**

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may



be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar and/or through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, LGVSD-wide activities and/or relations with other agencies)?
- Are guidelines, policies and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all LGVSD employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

## Title Change

One change in the classification plan was the title change for 11 classifications.

**Table 1. Title Change Recommendations**

Current Classification Title	Proposed Classification Title
Administrative Services Manager I/II	Administrative Services Manager
Administrative/Financial Specialist I/II	Administrative/Financial Specialist
Collection System and Safety Manager I/II	Collection System/Maintenance/Safety Manager
District Administrative Assistant	District Administrative Secretary



Current Classification Title	Proposed Classification Title
Laboratory Technician	Laboratory Analyst
Leadsman Collection Line Worker	Lead Collection System Operator
Line Maintenance Worker I/II/III	Collection System Operator
Operator I/II/III	Plant Operator
Operator, Lead	Lead Plant Operator
Plant Manager I/II	Plant Manager
Plant Operations and Maintenance Supervisor	Plant Operations Supervisor

Title changes are recommended to more clearly reflect the level and scope being performed, to consolidate work into broader categories that could be used LGVSD-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance.

### New Classifications

The study resulted in three new classifications to accommodate organizational and operations, maintenance and regulatory changes. The new classifications created are:

- Environmental Services Manager
- Electrical/Instrumentation Technician
- Maintenance Supervisor

### Unchanged Classifications

The following classifications remained unchanged:

- Administrative Assistant (updated Classification Description)
- Assistant/Associate Engineer
- District Engineer
- Skilled Maintenance Worker I/II

### Classification Elimination

With the creation of the Environmental Services Manager classification, there is no longer a need to justify the continuance of the Environmental Services Director classification. Furthermore, the Building and Ground Maintenance Worker classification is currently vacant and there is no plan to fill this classification due to structural and organizational changes. Therefore, the



Environmental Services Director and Building and Grounds Maintenance Worker classifications are recommended to be eliminated.

## CONCLUSION

The revised classification specifications serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established LGVSD policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position and promotion of an existing position will depend on the needs and resources of LGVSD and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with LGVSD on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,  
**Koff & Associates**

A handwritten signature in cursive script that reads "Alyssa Thompson".

Alyssa Thompson  
Senior Project Manager



## **Appendix I**

### Classification Descriptions



**ADMINISTRATIVE ASSISTANT**

**DEFINITION**

Under general supervision of the Administrative Services Manager, provides administrative office support to District departments and staff; prepares, reviews, processes and files forms, applications, correspondence and reports; receives and screens visitors and calls; provides information and assistance to staff and the general public; and performs other work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

**CLASS CHARACTERISTICS**

This classification is responsible for performing customer service and office support duties. Positions are expected to work independently and use sound judgment. The work requires application and interpretation of policies, procedures and regulations and involves frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative/Financial Specialist in that the latter primarily performs specialized and technical duties in support of the District's accounting, finance, audit and human resources programs.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Provides customer service by telephone, email and/or counter service; receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper person and/or provides information regarding District programs, activities and functions; interprets, applies and explains District policies and procedures according to established guidelines.
- Receives, reviews and processes payments, balances monies received and prepares receipts; completes and processes bank deposits.
- Receives, stamps, codes, processes and scans invoices; prepares checks for mailing; maintains records of invoices and check stubs.
- Creates and issues purchase orders after manager approval.
- Assists with District's records retention program by scanning and filling records in accordance with records retention schedule.

- Assists in preparing Board meeting materials including printing, copying and distributing packets to appropriate parties; cleans and sets up meeting room; orders food and supplies.
- Processes reports, forms, records, applications and documents related to assigned areas of responsibility including sewer later inspection program; issues permits; copies, collates and distributes documents; ensures proper filing of documents in District files.
- Verifies and reviews reports, forms, records and applications for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of documents.
- Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; creates templates and forms; checks for punctuation, spelling and grammar; suggests corrections.
- Gathers, assembles and distributes a variety of District-specific information, forms, records and data as requested; disseminates information to appropriate parties.
- Schedules internal and external meetings; coordinates refreshments for meeting attendees; prepares meeting agendas; takes and transcribes accurate meeting minutes.
- Receives, opens, time stamps, sorts and distributes incoming mail; prepares and distributes outgoing mail.
- Maintains, updates and retrieves information from District record systems and specialized databases.
- Performs various accounting office support work such as maintaining petty cash and assisting with credit card reconciliation in accordance with District policies and procedures.
- Coordinates facilities maintenance including communicating with custodial, building maintenance and/or landscape services for routine and special requests.
- Attends a variety of office administrative details such as researching and assisting in negotiating acquisition, leasing, and maintenance of office machines and equipment, ordering and maintaining supplies, arranging for repair of equipment, maintaining phone lists, opening and closing offices and delivering/distributing packages and deliveries.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices, procedures, technology, equipment and communication tools used for business functions and program and task coordination, including word processing, database and spreadsheet applications.
- Record keeping and filing systems and methods.
- Basic principles and practices of data research and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms and other documents specific to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

**Ability to:**

- Perform varied office and customer service support work, requiring the use of independent judgment and discretion, with accuracy and speed.
- Type concise reports, correspondence and other written materials independently or from brief instructions.
- Prepare and process various records, reports, forms and other documents.
- Make accurate mathematical, financial and statistical computations.
- Maintain a variety of filing, record-keeping and tracking systems.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the completion of the twelfth (12th) grade and two (2) years of years of increasingly responsible office and/or administrative support experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites and perform miscellaneous errands; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be

required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally 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 weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**ADMINISTRATIVE/FINANCIAL SPECIALIST**

**DEFINITION**

Under general supervision of the Administrative Services Manager, performs a variety of specialized and technical duties in support of the District's accounting, finance, audit and human resources programs; assists the Administrative Services Manager in planning, coordinating and implementing accounting, finance, administrative and human resources projects; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

**CLASS CHARACTERISTICS**

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the District Administrative Secretary in that the latter serves as the Secretary to the Board of Directors and does not handle financial nor Human Resources matters.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Performs a variety of specialized and technical accounts receivable and accounts payable duties, including verifying, posting, balancing, adjusting and maintaining accounting and financial records according to established policies and procedures.
- Creates new vendor accounts; obtains necessary information and paperwork from vendors; tracks and processes approved purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.

- Processes payments by referencing chart of accounts to code bills, matching bills to purchase orders, coordinating signature approval, preparing documentation for payment, generating payments by check, direct deposit or online, and preparing payments for mailing and files copies with backup.
- Receives vendor inquiries via telephone, fax or mail; resolves any issues, problems or requests using established procedures; prepares annual 1099 statements and uses tax refunds.
- Prepares invoices for permits, connection fees and other services as directed by the Administrative Services Manager.
- Assists with daily administration of bank accounts; prepares bank transfer paperwork for interfund and Local Agency Investment Fund (LAIF) transfers; initiates electronic funds transfer (EFT) and automated clearing house (ACH) payments as required; handles positive pay notifications from bank; maintains professional relationship with key bank contacts.
- Audits, verifies, codes and batches accounts payable transactions; reconciles credit card purchases; researches and resolves discrepancies and unauthorized purchases.
- Prepares warrant list for Board approval.
- Receives and reconciles revenues received; allocates payments to proper account; prepares documentation and coordinates management review and approval; records and submits journal entries; prepares and maintains deposit receipts.
- Prepares new hire packets and coordinates onboarding activities with management; sets up new employees with access to timecard system; meets with new employees upon hire to ensure a smooth transition into the work environment.
- Administers the District's multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision and worker's compensation; sets up benefits for new employees and assists with enrollment in retirement programs; administers retiree health benefit program; maintains, reconciles and updates benefit enrollment and changes.
- Prepares reports and payments for employee retirement benefits and other insurances.
- Assists in administering human resources and risk management programs, including recruitment and selection, classification and compensation and training and development.
- Assists in calculating sewer service user charges and assists in calculating same via the property tax rolls; prepares invoices for direct bill customers; responds to questions from customers; researches and reconciles variances in bills.
- Receives, reviews, verifies and processes time recording, payroll action and personnel transaction documents to prepare payroll for all District employees; audits documents for completeness, accuracy and compliance with rules and regulations.
- Processes payroll through electronic payroll processing system ensuring adherence to strict payroll deadlines; acts as administrative contact for management of payroll system; troubleshoots and adjusts payroll discrepancies identified; prepares and balances payroll reports and records; provides payroll reports to management as requested.
- Assists in maintaining the integrity of accounting and finance programs, including implementing and ensuring compliance with generally accepted accounting procedures.
- Assists in researching and preparing accounting, financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles and verifies information and assists in preparing various reports, schedules and statements such as the

Comprehensive Annual Financial Report (CAFR), State Controller's Report and related financial, accounting and human resources reports.

- Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
- Assists customers and staff by providing answers and information regarding specific account information, discrepancies and/or general accounting and human resources procedures; researches issues regarding specific transactions; and updates related files.
- Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
- Maintains, updates and retrieves information from District record systems.
- Assists with a variety of administrative and customer support duties such as answering phones and maintaining office supplies.
- Attends and participates in professional group meetings related to financial administration and human resource activities that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology and practices of financial and account document processing and record-keeping, including accounts payable, accounts receivable and payroll.
- Public agency finance and accounting functions, payroll processes and techniques.
- Basic practices and techniques of human resources administration including recruitment and selection, classification and compensation, training and development and workers' compensation.
- Basic benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan record-keeping.
- Methods and techniques of posting journal entries.
- Cash handling techniques.
- Principles and practices of auditing financial documents.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform detailed accounting and financial support work accurately and in a timely manner.
- Provide technical and administrative support to the District's human resources management system and programs.
- Review financial documents for completeness and accuracy.
- Review, post, balance, reconcile and maintain accurate financial records.
- Make accurate arithmetic, financial and statistical computations.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Follow and apply written and oral instructions.
- Prepare clear and accurate financial records.
- Exercise tact and diplomacy in dealing with sensitive and confidential personnel issues, employee information and employee situations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 degree from an accredited college with major coursework in accounting, finance, human resources management, public or business administration or a related field and two (2) years of increasingly responsible providing technical support to a fiscal program and/or increasingly responsible human resources program administrative experience.

**Licenses and Certifications:**

- Possession of a valid California Notary Public license is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although



standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally 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 weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." Performance of job functions may involve extended workdays to attend Board meetings when directed by the General Manager or to meet project deadlines.

**ADMINISTRATIVE SERVICES MANAGER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates, and manages administrative services functions including accounting, budget, human resources, risk management, procurement, records management, and administrative support; serves as the District's Chief Financial Officer; serves as a liaison and coordinates assigned activities with other District personnel and external agencies to ensure compliance with reporting requirements; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, and managing administrative services staff, operations, and activities. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and administrative analyses and studies. The incumbent is accountable for accomplishing administrative services goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Assumes managerial responsibility for all administrative services functions, including accounting, budget, human resources, risk management, procurement, records management, and administrative support.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.

- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and participates in all activities related to the District's finance and accounting programs, including accounts payable, accounts receivable, payroll, year-end closing, bank reconciliation, and financial reporting; makes investments and monitors performance of revenues pursuant to Board policy.
- Develops and administers the District's annual budget; works with management to provide technical expertise on budget related matters and to ensure that the budget is completed in a timely manner; facilitates budget workshops.
- Prepares applications for and administers grant, loan, and bond financing for District Capital Improvement Programs.
- Prepares and analyzes a variety of financial statements; analyzes budget to actual trends; prepares periodic and special reports, including monthly, quarterly and annual financial reports, grant reports, and the Comprehensive Annual Financial Report (CAFR).
- Maintains, reconciles, and approves a variety of accounting records and transactions in accordance with generally accepted accounting principles and Government Accounting Standards Board requirements; supervises and participates in month-end, fiscal year-end, and calendar year-end reconciliation and closing processes.
- Coordinates the annual audit of financial statements; prepares supporting documents.
- Prepares financial components and schedules supporting Proposition 218 rate analyses.
- Calculates sewer service user charges and assists in calculating same via the property tax rolls; prepares invoices for direct bill customers; responds to questions from customers; researches and reconciles variances in bills.
- Administers human resources and risk management programs, including benefits administration, recruitment and selection, classification and compensation, training and development, employee relations, and liability insurances.
- Oversees procurement functions and activities; develops and manages requests for proposals for professional and/or contracted services including information technology support; evaluates proposals and recommends award; prepares and negotiates contracts; administers contracts to ensure compliance with District specifications, policies, and procedures and service quality.
- Manages Board support activities including legislative functions and records management; performs duties of District Secretary in absence of the District Administrative Assistant; regularly attends Board meetings.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, financial, and regulatory reports related to assigned activities and services; presents to the Board of Directors; performs a variety of public relations and outreach work related to assigned activities.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services; monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and methods of governmental accounting, public finance administration and budgeting, auditing, and reconciliation.
- Principles, practices, and techniques of human resources and risk management program administration.
- Public agency budget development, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical, legal, financial, and public relations problems associated with the management of administrative services projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Administer complex and technical administrative services programs in an independent and cooperative manner.

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Apply relevant accounting standards to prepare monthly, quarterly, and annual budgets and financial reports.
- Evaluate and develop improvements in processes and procedures.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of District records and files.
- 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.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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 graduation from an accredited four-year college or university with major coursework in business management, accounting, public administration, or a closely related field, and five (5) years of increasingly responsible experience managing and/or supervising accounting and/or administrative services functions.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in

person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally 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 weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**ASSISTANT/ASSOCIATE ENGINEER**

**DEFINITION**

Under general supervision or direction of the District Engineer, performs a variety of civil engineering work related to the planning, design, construction, and maintenance of the District's wastewater treatment plant, collection system, recycled water, and related facilities; manages construction and capital improvement projects; conducts field inspections to ensure conformance with approved plans, specifications and District regulations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; performs a variety of studies and prepares and presents technical and staff reports; and performs other related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Assistant Engineer) or direction (Associate Engineer) from the District Engineer. Exercises no direct supervision of staff.

**CLASS CHARACTERISTICS**

**Assistant Engineer:** This is the entry-level classification in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Employees at this level are not expected to perform with the same independence, discretion, and judgment on matters allocated to the higher-level engineering class series. This class is distinguished from Associate Engineer in that the latter requires professional registration and independently manages larger, complex capital improvement and construction projects.

**Associate Engineer:** This is the journey-level classification in the professional engineering class series, responsible for performing the full range of duties in support of the District's engineering projects. Incumbents require registration as a Professional Engineer, and regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective implementation of District engineering projects and services. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver engineering services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Positions at the Associate Engineer level are normally filled by advancement from the Assistant Engineer level; progression to the Associate Engineer level is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification, and (iv) management approval for progression to the Associate Engineer level.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Prepares and reviews designs, specifications, plans, estimates, bid documents, and reports related to the construction, maintenance, and operation of wastewater treatment, collection system, recycled water, and other District facilities.
- Conducts engineering analyses and related studies, prepares engineering calculations, evaluates alternatives, makes recommendations, and prepares reports for management and the Board of Directors.
- Manages capital improvement, construction, and maintenance projects through all phases including planning, design, construction and implementation, and close-out; leads project teams in the execution of projects; develops work plans, scope of work, budget, schedules, and baseline requirements.
- Confers with and provides information to contractors, developers, engineers, and architects regarding conformance to standards, plans, specifications, and related requirements; explains requirements and procedures and evaluates alternatives.
- Provides support for District construction projects, including conducting inspections, monitoring progress, reviewing design changes, submittals, and requests for information, interpreting contract documents, and negotiating and approving change orders and claims; prepares, reviews, and approves progress payments; resolves billing issues.
- Participates in the development of requests for proposal for professional and/or construction services and the advertising and bid processes; participates in evaluating proposals and recommending project award; administers contracts after award to ensure compliance with District specifications, policies, and procedures and service quality.
- Prepares a variety of written correspondence, reports, grant applications, and other written materials.
- Develops and maintains various databases and computer files and uses specialized engineering software.
- Receives and responds to requests from other public agencies, developers, contractors, private engineers, title companies, and others.
- Investigates field problems affecting property owners, contractors, and maintenance and operations staff; resolves problems, coordinates field work, or refers to other District staff as appropriate.
- Performs related duties as assigned.



## **QUALIFICATIONS**

*Incumbents at the entry-level of the class series (Assistant) would not be expected to have the same level of knowledge and abilities as incumbents at the Associate-level and perform work in a learning capacity.*

### **Knowledge of:**

- Engineering principles, practices, and standards including design and construction inspection.
- Basic equipment, materials, and methods used in the construction and maintenance of wastewater treatment, collection system, and recycled water facilities.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Methods and techniques of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective technical and staff reports.
- Principles of advanced mathematics and its application to engineering work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, including computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Develop and review plans for a diverse range of engineering projects including, but not limited to, wastewater treatment, collection system, and recycled water projects.
- Conduct complex engineering studies and analyses, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports.
- Apply engineering principles, practices, concepts, and standards to engineering problems.
- Prepare, understand, and interpret construction plans, specifications, drawings, and other engineering documents.
- Perform engineering calculations.
- Analyze, interpret, summarize, and present technical engineering information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District engineering policies and procedures.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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:*

Assistant/Associate Engineer: Equivalent to graduation from an accredited four-year college or university with major coursework in civil, mechanical, environmental, sanitary, or a closely related engineering discipline.

Assistant Engineer: One year of experience in a water treatment or wastewater treatment setting is desirable.

Associate Engineer: Five years of increasingly responsible professional engineering experience, including at least one year of design and project management responsibilities.

### **Licenses and Certifications:**

#### Assistant/Associate Engineer

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

#### Assistant Engineer

- Possession of a valid Engineer-in-Training Certificate issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

#### Associate Engineer

- Possess and maintain a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and must possess mobility to inspect District project/development field sites, including traversing uneven terrain, climbing ladders, stairs, and/or other temporary or construction access points; to operate a motor vehicle 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 primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally 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 weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may occasionally be exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, confined spaces, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**COLLECTION SYSTEM/MAINTENANCE/SAFETY MANAGER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates and manages the work of field crews responsible for the construction, installation, inspection, cleaning, preventative and corrective maintenance and repair of the District's wastewater collection system; responsible for the maintenance of the treatment plant and related facilities and infrastructure; oversees the administration of the District safety program; ensures compliance with federal, state and local requirements; provides responsible and complex technical and operational assistance to the General Manager; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing and managing maintenance and collection system staff activities, projects and programs. The incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, compliance and program evaluation. The incumbent is accountable for accomplishing maintenance program goals and objectives and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Assumes managerial responsibility for the construction, installation, inspection, cleaning, preventative and corrective maintenance and repair of the District's wastewater collection systems, treatment plant, reclamation area, pump stations and related facilities, equipment and infrastructure.
- Manages and administers District Sewer Lateral Inspection program, including reviewing applications and videos, corresponding with customers and approving and generating certifications of compliance; may enforce actions for non-compliance.
- Participates in the development and implementation of goals, objectives, policies and priorities for the District; recommends, within District policy, appropriate service and staffing

levels; recommends and administers policies and procedures while ensuring financial, regulatory and legal requirements are met.

- Selects, trains, motivates and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and administers the department's budget; directs the forecast of additional funds needed for planned work, staffing, equipment and supplies; directs the monitoring of and approves expenditures; purchases supplies and equipment; maintains adequate inventory of supplies, tools and equipment to efficiently operate and maintain the District's facilities and equipment.
- Manages computerized maintenance management system including creating and editing asset data and generating work orders and reviewing upon completion; reviews data to plan, schedule and ensure regular inspection and proper maintenance of the collection system, treatment plant, reclamation area, vehicles and related assets.
- Investigates the cause of sewer overflows and acts to prevent future overflows; informs General Manager and Plant Manager of collection system problems.
- Responds to emergency call-outs 24 hours per day, 7 days per week when coverage requires; serves as Legally Responsible Official responsible for the immediate reporting of Sanitary Sewer Overflow's (SSO's) to the Environmental Protection Agency (EPA) and State Regional Water Quality Board (SRWCB) and oversees the entire event to include notification, reporting and area of hazard posting.
- Works with the District Engineer, other District departments and outside engineers and contractors to develop and review collection system projects.
- Collaborates with consultants to manage the District's safety program; updates policies on a regular basis; ensures completion of required safety training; works with qualified personnel and consultants to ensure Occupational Safety and Health Administration (OSHA) requirements are met; assists with facilitating safety trainings and meetings; purchases required safety equipment and supplies.
- Manages the tracking and general oversight of District's tool management system.
- Manages utility marking and locating functions for the District pursuant to Underground Service Alert requirements and standards.
- Coordinates maintenance activities with other districts and outside agencies regarding standards, ordinances, easements and leases as may be required.
- Develops and manages requests for proposals for professional and/or contracted services; evaluates proposals and recommends award; prepares and negotiates contracts; administers contracts and oversees consultants and contractors to ensure compliance with District standards, contract specifications and service quality.
- Prepares a variety of written correspondence, reports, procedures and other written materials; completes and submits reports to regulatory agencies.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations and technology that may affect operations; implements policy and procedural changes as required.
- Attends Board of Director and committee meetings as required; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on District maintenance matters; assists the General Manager in carrying out directives of the Board of Directors.
- Occasionally performs the duties of wastewater collection system and maintenance staff.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of traffic control and safe work practices.
- Principles and practices of the development, operations, maintenance and management of wastewater collection systems, pump stations, treatment plant and related facilities.
- Principles and practices of the safety training and program management.
- Principles and practices of project management, budgeting and contract administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned functional area.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Technical, legal, financial and public relations associated with the management of maintenance projects and programs.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures and work standards.

- Plan, organize, administer, coordinate, review and evaluate a comprehensive construction, maintenance and repair program.
- Plan, organize, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in processes and procedures.
- Read and interpret plans, specifications and diagrams used in the design and construction of a wastewater collection systems, pump stations, treatment plant and related facilities.
- Interpret, apply, explain and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations and in meetings with individuals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 graduation from an accredited four-year college or university with major coursework in engineering, environmental science, business or public administration or a closely related field and five (5) years of increasingly responsible experience managing and/or supervising sewer line construction or maintenance.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of a valid Grade I Collection System Maintenance certificate issued by the California Water Environment Association (CWEA).
- Ability to obtain a valid Grade III Collection System Maintenance certificate issued by CWEA within three (3) years of appointment to the classification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various wastewater treatment facilities and systems and pump and lift station sites; 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

Employees work in both a field and office environment; the office environment, comprises of moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. When working in the field, employees are occasionally exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vehicle traffic, vibration, confining workspaces, mechanical and/or electrical hazards and hazardous chemical substances and fumes such as raw sewage.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."



## COLLECTION SYSTEM OPERATOR

### DEFINITION

Under immediate and general supervision of the Collection System/Maintenance/Safety Manager and Lead Collection System Operator, inspects, performs preventative and corrective maintenance and repairs District gravity wastewater collection system, sewage pump stations and sewage force mains; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary and mobile equipment; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct (Collection System Operator-in-Training and Collection System Operator Grade I) and general (Collection System Operator Grade II and Grade III) supervision from the Lead Collection System Operator and Collection System/Maintenance/Safety Manager. Exercises no direct supervision of staff.

### CLASS CHARACTERISTICS

**Collection System Operator-in-Training (OIT):** This is the trainee-level classification in the collection system operator series. Initially under immediate supervision, incumbents learn to inspect, maintain and repair District collection system infrastructure, pump stations and related facilities and equipment. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Collection System Operator Grade I:** This is the first working classification in the collection system operator series. Positions at this level usually perform most of the collection systems infrastructure, pump station and related facilities and equipment inspection, maintenance and repair duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Collection System Operator Grade II:** This is the experienced-level classification in the collection system operator series. Incumbents are expected to inspect, maintain and repair collections system infrastructure, pump stations and related facilities and equipment according to

prescribed guidelines and with assistance from more senior staff. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents receive instruction or assistance as new or unusual situations arise, and have working knowledge of District practices, procedures and policies. Employees are responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines. Incumbents will be assigned to roving maintenance crews and are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Collection System Operator III in that the latter independently performs a wide variety of collection system maintenance and repair work requiring advanced knowledge and skills, training, experience and certification.

**Collection System Operator Grade III:** This is the full journey-level classification in the collection system operator series. Incumbents perform the full range of duties required to ensure that District collection systems infrastructure, facilities and equipment are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of main sewer lines, laterals, pump stations and mobile equipment. Positions at this level work independently, exercise judgment and initiative and receive occasional instruction or assistance as new or unusual situations arise. Assignments may vary with the skill and training of the incumbent; however, incumbents are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Lead Collection System Operator in that the latter is responsible for providing technical and functional direction to collection system operations staff and is capable of performing the most complex duties assigned to the division.

Positions at the I-, II- and III-levels are normally filled by advancement from the OIT, I- and II-levels, respectively; progression in the class series is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification and (iv) management approval for progression.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

*Positions at the Collection System OIT, Collection System Operator Grade I and Collection System Operator Grade II may perform some of these duties in a learning capacity*

- Constructs, inspects, maintains and repairs gravity wastewater collection system, sewage pump stations and sewage force mains.
- Operates specialized vehicles and a variety of light, medium and heavy equipment and hand and power tools to clean, flush, maintain and repair the District's wastewater collection infrastructure, facilities and equipment.

- Inspects underground wastewater collection pipes, lateral connections and associated appurtenances using closed-circuit television equipment.
- Inspects pumping station equipment and facilities; reads and records flow meters and gauges; investigates, troubleshoots and performs preventative, corrective and emergency maintenance and repair of pumps, motors, valves and other mechanical and electrical equipment; responds to power outages and installs generators and bypass pumps, as necessary; refers complex electrical, instrumentation and/or mechanical maintenance and repair issues to appropriate maintenance staff and/or the Collection System/Maintenance/Safety Manager.
- Cleans manholes, clean-outs and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service television inspection and specialty hydro-cleaning equipment as needed.
- Receives underground service alert (USA) requests, notifies requestor; locates, identifies and marks the location of underground wastewater lines and completes and submits electronic positive notification when completed.
- Responds to customer complaints or problems; uses inspection equipment such as CCTV to identify causes and facilitate repair; mitigates overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses confined space and other safety equipment and observes all safety procedures as specified by the District.
- Notifies manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements utilizing computerized maintenance management system.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs on-call duties and special shift work as assigned; responds to emergency calls for service.
- Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Incumbents at the OIT, Grade I, and Grade II of the class series would not be expected to have the same level of knowledge and abilities as incumbents at Grade III and perform work in a learning capacity.*

**Knowledge of:**

- Principles, practices, tools, equipment and supplies required to inspect, maintain and repair wastewater collection system infrastructure, facilities and equipment, including underground sewer lines and laterals and pump stations.
- Basic principles, practices and skill required to service and repair stationary and mobile equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Inspect, maintain and repair underground sewer lines and laterals and pump stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learn and perform troubleshooting and preventative maintenance of electrical issues.
- Safely use hand and power tools and operate light, medium and heavy equipment.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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:*

Collection System Operator: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Collection System Operator-in-Training: No prior experience is required.

Collection System Operator Grade I: One (1) year of general maintenance experience involving the use of a variety of tools and equipment, gas and air driven equipment, and the operation of light to heavy automotive vehicles or one (1) year of experience equivalent to the Collection System Operator-in-Training at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade II: One (1) year of experience equivalent to the Collection System Operator Grade I at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade III: Two (2) years of experience equivalent to the Collection System Operator Grade II at the Las Gallinas Valley Sanitary District.

### **Licenses and Certifications:**

#### Collection System Operator

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

#### Collection System Operator Grade I

- Possess and maintain valid Grade I Wastewater Collection System certificate issued by California Water Environment Association (CWEA).

#### Collection System Operator Grade II

- Possess and maintain valid Grade II Wastewater Collection System certificate issued by CWEA.

### Collection System Operator Grade III

- Possess and maintain valid Grade III Wastewater Collection System certificate issued by CWEA.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment and to operate a motor vehicle and visit various District sites; 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vehicle traffic, vibration, confined workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

#### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

**LEAD COLLECTION SYSTEM OPERATOR**

**DEFINITION**

Under direction of the Collection System Manager, provides direction and work instruction to assigned crew; organizes, plans and assists in scheduling all necessary resources to accomplish construction, maintenance and repair activities; performs the full range of tasks in the inspection, maintenance and repair of District gravity wastewater collection system, sewage pump stations, sewage force mains and stationary and mobile equipment; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Collection System/Maintenance/Safety Manager. Exercises technical and functional direction over assigned staff.

**CLASS CHARACTERISTICS**

This is the advanced journey-level classification in the collection system operator series responsible for directing assigned crew and/or performing the most complex duties required to ensure that the District's wastewater collection infrastructure, facilities and equipment are maintained in a safe working condition. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions rely on experience and judgment to ensure quality preventive and corrective maintenance services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the Collection System/Maintenance/Safety Manager in that the latter is responsible for the oversight of the construction, installation, inspection, cleaning and preventative and corrective maintenance of the District's treatment plant, wastewater collection system, pump stations and related facilities and equipment.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Collection System Manager; evaluates work of crew members for completeness and

- quality; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Organizes, plans and schedules all necessary tools, equipment and vehicles needed to accomplish construction, maintenance and repair activities; maintains inventory of parts, tools and equipment for collection system operations.
  - Trains employees in work methods and procedures, use of tools and equipment and relevant safety precautions.
  - Notifies manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements utilizing computerized maintenance management system.
  - Troubleshoots and repairs problems in the wastewater collection system, including stationary and mobile mechanical and electrical equipment.
  - Performs the full range of construction, inspection, maintenance and repair work, as well as the more complex mechanical maintenance and repair duties on collection system equipment.
  - Administers special programs and projects as assigned.
  - Receives underground service alert (USA) requests, notifies requestor; locates, identifies and marks the location of underground wastewater lines and completes and submits electronic positive notification when completed.
  - Responds to customer complaints or problems; uses inspection equipment such as CCTV to identify causes and facilitate repair; mitigates overflow spills and damage as required.
  - Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses confined space and other safety equipment and observes all safety procedures as specified by the District.
  - Assists Collection System/Maintenance/Safety manager with computerized maintenance management system including creating and editing asset information, generating work orders and reviewing work orders upon completion; reviews data to plan, schedule and ensure regular inspection and proper maintenance of the collection system, pump stations, treatment plant, vehicles, mobile equipment and related assets.
  - Maintains accurate logs and records of work performed and materials and equipment used.
  - Performs on-call duties and special shift work as assigned; responds to emergency calls for service.
  - Serves as the Collection System/Maintenance/Safety Manager in that individual's absence by overseeing collection system operations staff.
  - Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
  - Observes safe work methods and makes appropriate use of related safety equipment as required.
  - Performs related duties as assigned.



## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of providing technical and functional direction and training.
- Principles, practices, tools, equipment and supplies required to maintain and service a wastewater collection system, including underground sewer lines and laterals and pumping stations.
- Principles, practices and skill required to service and repair stationary and mobile equipment.
- Mechanical, electrical and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps and circuitry.
- Traffic control procedures.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and light to heavy duty equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, assign and review the work of assigned crew members.
- Perform skilled work related to the installation, inspection and maintenance of underground sewer lines and laterals and pump stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Safely use hand and power tools and operate light, medium and heavy equipment.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.

- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience constructing, maintaining and repairing underground wastewater systems and facilities.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain valid Grade III Wastewater Collection System certificate issued by California Water Environment Association (CWEA).

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment and to operate a motor vehicle and visit various District sites; 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

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

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

**DISTRICT ADMINISTRATIVE SECRETARY**

**DEFINITION**

Under general supervision of the Administrative Services Manager, provides office administrative support to District management and staff; serves as District Secretary providing support to the legislative body; and performs other work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

**CLASS CHARACTERISTICS**

Incumbents regularly work on tasks which are varied, complex, sensitive and confidential requiring considerable discretion and independent judgment. Confidentiality is a primary characteristic required of this position that extends to internal District operations, management and actions by the Board of Directors. Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures, and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the Administrative/Financial Specialist in that the latter primarily performs specialized and technical duties in support of the District's accounting, finance, audit and human resources programs.

Incumbents are expected to perform complex responsible and sensitive duties related to functioning as Secretary to the Board of Directors; the ability to take initiative and appropriate steps and make independent decisions, as necessary in implementing Board of Directors requests; the ability to prepare records and official actions and to take responsibility for their maintenance.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Serves as Secretary to the Board of Directors: attends Board meetings; prepares meeting agendas and gathers background information for agenda items; assembles and posts agenda

- packets; sets up meeting room; takes, prepares and distributes minutes; prepares legal and informational notices on behalf of the District in compliance with notification requirements.
- Coordinates with the General Manager and Administrative Services Manager to ensure that required subsequent actions are taken; updates and distributes documents resulting from Board action.
  - Schedules and coordinates meetings for the Board of Directors and General Manager; schedules seminars, conferences, and training sessions as directed by the Administrative Services Manager and Board policy; assists Board Members with preparation of travel and expense reports.
  - Coordinates completion and filing of Conflict of Interest Reports, Officeholder and Statement, Statement of Facts Roster of Public Agencies and other required forms; works with the County to arrange elections and the filing of required statements by public officials; and monitors compliance with ethics and other required training.
  - Processes District resolutions and ordinances; maintains Board policies and procedures.
  - Prepares and maintains District contract documents; provides support to the Administrative/Financial Specialist in maintaining and administering executed contracts; coordinates with the Engineering Department to assist with public contract advertising, bidding and award processes.
  - Performs various research and special projects in support of the Board of Directors and District management and staff.
  - Provides administrative support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.
  - Updates and performs routine maintenance of the District's website; coordinates with vendors on web management; ensures website content is uploaded and updated in a timely manner; ensures accurate and effective communication of site information.
  - Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
  - Assists with District's records retention program including scanning records and files, maintaining records, tracking and maintaining schedules and filing and archiving permanent records including but not limited to District Ordinances, Resolutions and other key documents.
  - Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies and records information; retrieves information from District record systems.
  - Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records and files.
  - Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
  - Prepares, copies, collates and distributes a variety of documents; ensures proper filing of copies in District files.
  - Represents the District to callers and visitors in a professional and customer friendly manner.
  - Attends and participates in professional group meetings as District Secretary; stays abreast of new trends and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices, procedures, technology, equipment and communication tools used for business functions and program and task coordination, including word processing, basic web content management, and spreadsheet applications.
- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications, regular and special meeting posting requirements, and open and closed session protocols.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility including open meeting law under the Brown Act and rights of the public under the law, and familiarity with Board approved parliamentary procedures.
- Record keeping and filing systems and methods.
- Principles and practices of data research and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms and other documents specific to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

### **Ability to:**

- Provide varied and responsible administrative and office support work requiring the use of judgment, tact and discretion.
- Enter data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Follow and apply written and oral instructions.
- Respond to and effectively prioritize multiple phone calls, visitors and other requests.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise minutes, reports, correspondence and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the completion of the twelfth (12th) grade and five (5) years of years of increasingly responsible administrative support and/or office management experience.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of a valid California Notary Public license is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites and perform miscellaneous errands; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally 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 weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**DISTRICT ENGINEER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates, and manages engineering functions including design, project management, construction management and inspections, and review of private improvement projects, to ensure conformance with District standards and federal, state, and local regulatory requirements; provides engineering and technical support to the General Manager in areas of capital improvement program and budget and engineering and constructions programs; administers contracts, manages projects, and conducts studies regarding capital projects and treatment plant processes and optimization; maintains records of facility components and property rights; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, and managing engineering staff, projects, and activities. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and engineering analyses and studies. The incumbent is accountable for accomplishing engineering goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Assumes managerial responsibility for all engineering functions; ensures compliance with engineering principles and practices, District standards, and federal, state, and local regulatory requirements.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.



- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and administers the department's budget; directs the forecast of additional funds needed for planned work, staffing, equipment, and supplies; directs the monitoring of and approves expenditures; calculates capacity fees; purchases supplies and equipment.
- Coordinates the administration of the District's Capital Improvement Program (CIP), Renewal and Replacement (R&R) projects, and select Operations and Maintenance (O&M) projects with the General Manager and senior management.
- Manages projects through all phases including planning, design, construction and implementation, and close-out; serves as project manager, resident engineer, and/or engineer-of-record; leads intra-agency project teams; develops work plans, scope of work, budget, schedules, and baseline requirements.
- Prepares engineering designs, drawings, specifications, contracts, plans, and other supporting documentation for proposed engineering projects; reviews and comments on drawings, plans, environmental impact reports, and other work submitted by external consultants, engineers, contractors, and developers for conformance with professional codes, standards, District specifications, and regulatory requirements; prepares technical and administrative correspondence and reports.
- Coordinates and ensures compliance with California Environmental Quality Act (CEQA) requirements, encroachment permits, and other environmental permitting requirements.
- Manages bid and contract administration processes; develops bid documents and scopes of work for professional and/or contracted services; evaluates proposals and recommends award; prepares and negotiates contracts, amendments, and change orders.
- Supervises or acts as construction manager including conducting and documenting inspections, making design changes in the field, reviewing and recommending approval of progress payments, and preparing or approving as-built record drawings.
- Analyzes treatment plant, collection system, pump stations, and processes; evaluates alternatives, prepares recommendations, and written reports.
- Coordinates engineering activities and projects with other District departments and legal counsel and those of outside agencies, including joint studies, easement negotiations, and lease agreements.
- Represents the District and makes presentations to governmental, regulatory, or private organizations, professional groups, and the public.
- Prepares a variety of written correspondence, reports, procedures, and other written materials; completes and submits reports to regulatory agencies.
- Maintains and directs the maintenance of working and official departmental files including as-built records and property holdings.
- Monitors changes in laws, regulations, and technology that may affect programs and projects; implements policy and procedural changes as required.

- Attends Board of Director and committee meetings as required; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on engineering and regulatory compliance matters; assists the General Manager in carrying out directives of the Board of Directors.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Engineering theories, principles, and practices and their application to the design, construction, operation, and maintenance of a wide variety of wastewater treatment facilities and collection systems.
- Principles and techniques of capital improvement and Renewal & Replacement maintenance project design, construction, inspection, funding, and long-term maintenance.
- Principles and practices of project management, budgeting, and contract administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical, legal, financial, and public relations associated with the management of engineering projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive engineering program.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in processes and procedures.

- Apply engineering principles, practices, concepts, and standards to a variety of design, construction, operations, and maintenance activities.
- Independently conduct comprehensive and complex engineering studies, investigations, and analyses and perform engineering calculations.
- Prepare, understand, and interpret construction plans, specifications, drawings, and other engineering documents.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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:*

Graduation from a four-year ABET-accredited college or university with major coursework in civil, mechanical, environmental, or sanitary engineering and five (5) years of increasingly responsible experience managing and/or supervising engineering programs, including three (3) years of design and project leadership experience.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various project or construction sites; 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. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office 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 weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in both a field and office environment; the office environment, comprises of moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in the field, employees are occasionally exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, mechanical and/or electrical hazards, and hazardous chemical substances and fumes.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

## ELECTRICAL/INSTRUMENTATION TECHNICIAN

### **DEFINITION**

Under general supervision of the Maintenance Supervisor, performs a variety of specialized and complex technical duties in support of the design, installation, testing, calibration, maintenance and repair of electrical, electronic, instrumentation and control systems as found in the collection system, wastewater treatment plant, pump stations and related facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Maintenance Supervisor. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

The classification is responsible for performing the full range of electrical and instrumentation maintenance duties required to ensure that facilities, equipment and systems operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently, exercise judgment and initiative and provide oversight of contractors on assigned projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Installs, calibrates, tests, maintains and repairs supervisory control and data acquisition (SCADA) system and programmable logic controllers (PLCs) including digital and/or analog instrumentation, flow meters, process instrumentation, level, pressure and position indicators, alarm circuits and systems, chemical feeder controllers, air quality monitoring, telemetering receivers and transmitters and related analytical instruments.
- Interprets schematics and electrical drawings and conceptualizes and sketches changes for electrical engineering approval.
- Establishes and maintains communications between remote site PLCs and SCADA; verifies accuracy of data collection at PLC and SCADA human machine interface (HMI) levels; troubleshoots and optimizes connectivity.
- Installs, fabricates, tests, performs diagnostics on, troubleshoots, repairs and maintains electrical, electronic and associated power generating equipment and systems found in

wastewater treatment and collection system facilities including electrical circuits, transformers, switches, light fixtures, motor starters, motors, generators, electrical components of electronic regulatory systems and equipment; calculates power load distributions to various motors and related equipment.

- Programs PLCs; troubleshoots and corrects PLC programming, communication and network issues; creates and tests new program logic to support operational changes and modifications; manages, develops, and configures databases; modifies or develops HMI or Operator Interface Terminals (OIT) screens.
- Inspects and performs preventative maintenance on instrumentation, PLCs and communication equipment; cleans, lubricates, calibrates and/or adjusts equipment as needed.
- Troubleshoots and diagnoses electromechanical instrumentation malfunctions and completes component level repairs.
- Conducts sophisticated radio site analyses, including antenna fault and performance measurements, transceiver performance measurements, spectrum purity and interference measurements.
- Sets up and conducts tests of equipment and components under operational conditions; assists in identifying and resolving electrical and instrumentation issues; suggests methods of minimizing such problems in an operational setting.
- Develops operational procedures and standards for electrical and instrumentation controls and systems, including automation and SCADA systems, data acquisition and archival systems, computer-based control and monitoring systems and high-speed data networks for automation and radio telemetry networks.
- Communicates with District staff, vendors and contractors in the design, installation, maintenance and repair of equipment; inspects and tests components installed by contractors.
- Interprets applicable regulations and standards for electrical, instrumentation, automation, network and radio system installations.
- Reads and interprets schematics, drawings, diagrams and related technical documentation necessary to install, maintain and repair equipment in accordance with requirements and vendor specifications.
- Makes rough estimates of labor, materials and supplies needed to complete assignments; orders materials and supplies as needed.
- Operates a variety of hand and power tools and testing equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records work performed and materials and equipment used.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, techniques, equipment and tools required for designing, installing, calibrating, testing, maintaining and repairing SCADA system, PLCs, electrical, electronic and associated equipment found in wastewater treatment plant, pump stations and related facilities.
- Hydraulic principles related to the operations of recording and metering instruments.
- National electrical codes applicable to the installation, maintenance, and repair of designated facilities and equipment.
- Information technology/systems infrastructure, operating systems and equipment required to install, calibrate, maintain and repair SCADA, PLCs and associated equipment.
- Operational characteristics of a wide range of instrumentation, electrical and electronic systems, devices and components.
- Operational characteristics, use of and maintenance requirements of diagnostic and testing equipment, instruments and related hand tools required for the work.
- Basic mathematic techniques.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures including the use of protective protection equipment as needed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Install, calibrate, test, maintain and repair SCADA system, PLCs, and related instrumentation and a diverse range of electrical, electronic and power generating equipment and systems.
- Troubleshoot and correct PLC programming, communication and network issues.
- Read, interpret and prepare schematics, drawings, specifications and related technical documents.
- Safely and effectively use and operate a vehicle and tools and equipment required for the work.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies, procedures and standards relevant to work performed.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.

- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the completion of the twelfth (12<sup>th</sup>) grade and completion of an electrical or instrumentation apprenticeship or completion of a two-year program at an accredited college or trade school and five years of journey-level experience troubleshooting and maintaining instrumentation, electrical and/or electronic systems.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of an Electrician Certification from the State of California is required upon appointment. Maintenance of certificate is a condition of employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards,



vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments and to be called back and work emergency overtime as needed.

**ENVIRONMENTAL SERVICES MANAGER**

**DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates and manages programs and services that support compliance with environmental permits, rules, regulations and quality standards related to National Pollutant Discharge Elimination System (NPDES) discharge permits, Bay Area Air Quality Management District (BAAQMD) air quality permits, hazardous materials and waste management, environmental compliance, pollution minimization programs, industrial discharger permitting and laboratory analyses; oversees the implementation and maintenance of the laboratory's certification through the California Environmental Laboratory Accreditation Program (ELAP); serves as a liaison and coordinates assigned activities with other District personnel, consultants and external agencies to ensure compliance with reporting requirements; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing and managing environmental services, laboratory and regulatory compliance staff, projects and programs. The incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures, reporting, compliance and program evaluation. Incumbents serve as a professional resource for organizational, managerial and administrative analyses and studies. The incumbent is accountable for accomplishing environmental services and regulatory compliance goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Assumes managerial responsibility for all environmental services, regulatory compliance and laboratory programs; serves as the District's Laboratory Director, as defined under regulations for Certified Environmental Laboratories.

- Acts as Legally Responsible Officer (LRO) for California Integrated Water Quality System (CIWQS) including coordinating submission of electronic self-monitoring reports (eSMRs) and discharger monitoring reports (DMRs) with the Collection System/Maintenance/Safety Manager and Plant Manager.
- Participates in the development and implementation of goals, objectives, policies and priorities for the District; monitors legislative action related to environmental quality and advises General Manager regarding impact to the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory and legal requirements are met.
- Selects, trains, motivates and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and administers the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; purchases supplies and equipment; maintains adequate inventory of supplies, tools and equipment.
- Develops and manages requests for proposals for professional and/or contracted services; evaluates proposals and recommends award; prepares and negotiates contracts; administers contracts and oversees consultants and contractors to ensure compliance with District standards, contract specifications and service quality.
- Develops, manages and implements comprehensive environmental services and regulatory compliance programs, including laboratory, NPDES and BAAQMD permit compliance, pollution, industrial discharger permitting, quality assurance, recycled water, biosolids, hazardous materials and waste management programs to ensure compliance with local, regional, state and federal regulations.
- Works closely with plant operations staff to identify and correct treatment process deficiencies, reporting irregularities, and optimization strategies; reviews operations data submitted by the Plant Manager, certifies results and submits reports to regulatory agencies.
- Works closely with the Collection System/Maintenance/Safety Manager on collection spill reporting and required reporting documentation.
- Assists with compliance-related public outreach efforts.
- Gathers, analyzes and interprets data to evaluate and revise current programs and/or develop new programs as needed.
- Represents the District in managing regulatory permits and issues related to wastewater discharges, recycled water, air quality and other applicable environmental issues before local, regional, state and federal policy making bodies, regulatory agencies, other clean water agencies and local businesses and community groups.
- Proactively participates in the development of applicable regulations, reviews proposed regulations, determines impact and composes District comment letters to advocate for science based, cost effective and environmentally beneficial regulations.

- Meets and confers with contractors, engineers, developers, architects, outside agencies and the general public in acquiring information and coordinating environmental services and regulatory compliance projects, programs and services; provides information regarding District requirements.
- Prepares a variety of written correspondence, technical reports, procedures and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes and proposed changes in laws, regulations and technology that may affect programs and projects; implements policy and procedural changes as required.
- Attends Board of Director and committee meetings as required; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on environmental services and regulatory compliance matters; assists the General Manager in carrying out directives of the Board of Directors.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of water quality monitoring, analysis and reporting.
- Environmental laboratory operations, monitoring and enforcement and overall environmental compliance issues faced by the District.
- Techniques and equipment used in environmental laboratory analysis.
- Sampling and reporting, environmental laboratory operations and industrial discharger monitoring and enforcement.
- General methods, practices, processes and equipment utilized in a wastewater treatment plant and wastewater collection system.
- Principles and practices of project management, budgeting and contract administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned functional area.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility such as water quality, wastewater discharges, recycled water reuse, air quality and hazardous materials/waste management.
- Practices of researching issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Technical, legal, financial and public relations associated with the management of environmental services and regulatory compliance projects and programs.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures and work standards.
- Plan, organize, administer, coordinate, review and evaluate a comprehensive environmental services and regulatory compliance programs.
- Plan, organize, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in processes and procedures.
- Interpret, apply, explain and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations and in meetings with individuals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise technical reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 graduation from an accredited four-year college or university with major coursework in environmental or civil engineering, environmental science/studies, natural sciences, water resources, biology, chemistry, public or business administration or a closely related field and five (5) years of increasingly responsible experience managing and/or supervising environmental services or regulatory compliance programs in one or more of the

following areas: environmental permit programs; environmental laboratory operations; or water quality monitoring and reporting.

**Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain a valid Grade III Laboratory Analyst certificate issued by California Water Environment Association (CWEA).
- Possession of a valid Grade IV Laboratory Analyst certificate issued by CWEA is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and to work in a laboratory and wastewater treatment plant setting; use specialized test equipment and instrumentation and standard office equipment, including a computer, to inspect District sites, including traversing uneven terrain, climbing ladders, stairs and other access points, to operate a motor vehicle and to visit various District facilities and meeting sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification occasionally 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 weighing 30 pounds with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL ELEMENTS**

Employees work in a laboratory setting and in the field and may be exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

## LABORATORY ANALYST

### DEFINITION

Under immediate or general supervision of the Environmental Services Manager, performs a variety of sampling and analyses of wastewater, recycled water, surface water, sludge and industrial waste streams; implements and executes the District's pollution prevention and pretreatment and public education programs; ensures that all federal, state, and local regulatory requirements are met; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct (Laboratory Analyst Trainee and Laboratory Analyst I) and general (Laboratory Analyst II and III) supervision from the Environmental Services Manager. Exercises no direct supervision of staff.

### CLASS CHARACTERISTICS

**Laboratory Analyst Trainee:** This is the trainee-level classification in the laboratory analyst series. Initially under immediate supervision, incumbents learn and perform routine work in laboratory analysis and environmental compliance. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Laboratory Analyst I:** This is the first working classification in the laboratory series. Positions at this level usually perform most of the laboratory analysis and environmental compliance duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Laboratory Analyst II:** This is the experienced-level classification in the laboratory analyst series. Incumbents are responsible for performing the full range of field and laboratory tests, analyses on wastewater, recycled water, surface water, sludge, and industrial waste streams and assisting in the implementation of environmental compliance and public education programs. As experience is gained, assignments become more varied and complex; and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Incumbents receive instruction or assistance as new or unusual situations arise, and have working knowledge of District practices, procedures, and policies. Employees are

responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines.

**Laboratory Analyst III:** This is the full journey-level classification in the laboratory analyst series. Incumbents perform the full range of laboratory and environmental compliance duties required to ensure maintenance of the District's Environmental Laboratory Accreditation Program (ELAP) accreditation, implementation of NELAC Institute (TNI) standards, and ensure compliance with federal, state and local regulatory permits and requirements. The position performs the most complex laboratory analysis and implements and executes the District's pollution prevention and pretreatment and public education programs. Positions at this level work independently, exercise judgment and initiative and receive occasional instruction or assistance as new or unusual situations arise. This class is distinguished from the Environmental Services Manager in that the latter is a management classification responsible for oversight of all environmental and regulatory compliance and laboratory programs.

Positions at the I-, II- and III-levels are normally filled by advancement from the Trainee, I- and II-levels, respectively; progression in the class series is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification and (iv) management approval for progression.

#### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

*Positions at the Laboratory Analyst Trainee, Laboratory Analyst Grade I and Laboratory Analyst Grade II may perform some of these duties in a learning capacity.*

- Performs a variety of laboratory chemical, physical and biological analyses to ensure compliance with process control and optimization parameters, Environmental Laboratory Accreditation Program (ELAP) accreditation, National Pollutant Discharge Elimination System (NPDES) permit and related federal, state and local regulatory requirements.
- Implements NELAC Institute (TNI) standards related to quality control and quality assurance programs including maintenance of quality assurance manuals and documenting standard operating procedures; participates in ensuring laboratory practices and procedures are in accordance with acceptable occupational and environmental safety standards.
- Collects wastewater, sludge, recycled water, receiving water and blending samples from a variety of sources including the collection system, wastewater treatment plant, recycled water plant, streams, ponds and composite samplers.
- Performs calculations; analyzes and interprets results; identifies inconsistencies to determine potential causes; recommends corrective action or confers with supervisor to find solutions.
- Prepares and standardizes chemical reagents, glassware and laboratory supplies.



- Sets up, calibrates, operates and performs routine preventative maintenance on a variety of complex laboratory equipment and instruments.
- Monitors and maintains inventory of laboratory supplies and chemicals; tracks and properly disposes of expired chemicals; notifies supervisor of needed supplies.
- Follows established quality assurance/quality control program to ensure the methods, techniques, and equipment used to analyze samples produce accurate, reliable results; participates in ELAP audits.
- Administers the District's pretreatment and pollution prevention program in compliance with federal, state and local regulations including identification of pollution sources, inspecting businesses, field sampling and maintaining required documentation.
- Meets and corresponds with industrial and commercial waste disposers to explain federal, state and local regulations and policies; resolves problems and establishes cooperative working relationships with business owners.
- Administers the public education program including scheduling, attending and representing the District at community events.
- Maintains a diverse range of documentation including, but not limited to, written records of lab results and activities, quality assurance records, chain of command records and equipment maintenance logs; prepares technical reports and updates reference materials.
- Compiles, maintains and enters data into Laboratory Information Management System (LIMS); ensures data and records are current and complete; assists in or prepares monitoring and related compliance reports
- Responsible for general lab hygiene by maintaining the laboratory equipment, supplies and facilities in a clean and orderly condition.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Incumbents at the Trainee, Grade I, and Grade II of the class series would not be expected to have the same level of knowledge and abilities as incumbents at Grade III and perform work in a learning capacity.*

### **Knowledge of:**

- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to wastewater treatment, NPDES permits, reclaimed water, industrial pretreatment and pollution prevention.
- General chemical, biological, bacteriological and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Sample collection techniques, statistical analysis and quality assurance/quality control.
- Operational characteristics and use of modern laboratory equipment and maintenance/calibration requirements of same.
- Laboratory safety principles and practices.
- Principles of wastewater treatment processes and pretreatment/pollution prevention and source control programs.

- Principles and procedures of record keeping and preparing reports.
- Occupational hazards and safety principles, practices and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Modern office practices, methods and computer equipment and applications.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Interpret, apply, explain and ensure compliance with applicable federal, state and local policies, procedures, laws, and regulations.
- Collect samples and perform a diverse range of standard physical, chemical, biological and bacteriological analysis.
- Evaluate the outcome of laboratory results in order to detect inconsistencies and errors and recommend solutions.
- Operate, calibrate and maintain analytical instruments and equipment.
- Implement and execute pretreatment and pollution prevention and public education programs.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and record keeping systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies and procedures.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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:*

Laboratory Analyst Trainee: Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in chemistry, biology, or a closely related field. No prior experience is required.

Laboratory Analyst Grade I: Equivalent to an Associate degree from an accredited college in chemistry, biology, or a closely related field and one (1) year of experience performing testing

analyses duties within a water or wastewater treatment plant laboratory or related experience in an environmental laboratory or the water quality field or one (1) year of experience equivalent to the Laboratory Analyst Trainee at the Las Gallinas Valley Sanitary District.

Laboratory Analyst Grade II: Equivalent to an Associate degree from an accredited college in chemistry, biology, or a closely related field and two (2) years of experience equivalent to the Laboratory Analyst Grade I at the Las Gallinas Valley Sanitary District.

Laboratory Analyst Grade III: Equivalent to an Associate degree from an accredited college in chemistry, biology, or a closely related field and two (2) years of experience equivalent to the Laboratory Analyst Grade II at the Las Gallinas Valley Sanitary District.

### **Licenses and Certifications:**

#### Laboratory Analyst

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

#### Laboratory Analyst Grade I

- Possess and maintain a valid Grade I Laboratory Analyst certificate issued by California Water Environment Association (CWEA).

#### Laboratory Analyst Grade II

- Possess and maintain a valid Grade II Laboratory Analyst certificate issued by CWEA.

#### Laboratory Analyst Grade III

- Possess and maintain a valid Grade III Laboratory Analyst certificate issued by CWEA.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting, use specialized test equipment and instrumentation and standard office equipment, including a computer, to inspect District sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various District facilities and meeting sites; vision to detect shades of color, read printed materials, and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification occasionally 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 weighing up to 30 pounds, with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

Employees work in a laboratory setting and in the field and may be exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

**MAINTENANCE SUPERVISOR**

**DEFINITION**

Under general direction of the Collection System/Maintenance/Safety Manager, plans, directs, and supervises the activities involved in the construction, maintenance and repair of mechanical, electrical and instrumentation systems and equipment as found in wastewater collection systems, treatment plants, reclamation and recycled water facilities and related facilities; coordinates construction, maintenance and repair activities with operations, laboratory, collections, administration and engineering activities; ensures all federal, state and local regulatory requirements are met; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Collection System/Maintenance/Safety Manager. Exercises direct supervision over maintenance staff.

**CLASS CHARACTERISTICS**

This is a full supervisory level classification exercising independent judgment on diverse construction, maintenance and repair matters. The incumbent oversees day-to-day maintenance and participates in all activities required to ensure the District wastewater treatment plant, pump stations and related facilities are maintained in a safe and effective working condition. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Collection System/Maintenance/Safety Manager in that the latter is responsible for the oversight of the construction, installation, inspection, cleaning and preventative and corrective maintenance of the District's treatment plant, wastewater collection system, pump stations and related facilities and equipment.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Plans, schedules, assigns and supervises the construction, maintenance and repair of the wastewater treatment plant, pump stations, reclamation and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment; evaluates employee performance, counsels employees and effectively recommends disciplinary actions; assists in selection and promotion.

- Assists in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures for routine and emergency maintenance and repair.
- Monitors activities of assigned maintenance staff; identifies opportunities for improving service delivery methods and standard operating procedures; makes recommendations for process changes; reviews with and/or notifies appropriate management staff; implements improvements.
- Trains staff in work and safety procedures and in the use of equipment; implements safety procedures and standards; ensures that tools, equipment and vehicles are safely operated, maintained and secured when not in use; schedules the service, repair and replacement of tools and equipment.
- Determines and recommends equipment, materials and staffing needs for assigned maintenance and repair projects and activities; procures equipment, materials and tools required to perform the work; participates in the annual budget preparation; develops and administers supply and service contracts; prepares detailed cost estimates with appropriate justifications, as required; monitors expenditures.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Participates in the design and construction of Capital Improvement Program and maintenance projects; oversees the work of contractors and consultants to ensure compliance with District standards and regulatory requirements.
- Assists in planning, prioritizing and scheduling long-range capital improvement and maintenance projects in coordination with management.
- Implements, maintains and reviews preventative and corrective maintenance programs; assists the Collection System/Maintenance/Safety Manager in overseeing and implementing computerized maintenance management system/program.
- Maintains regulatory and maintenance data and records.
- Serves as point of contact to contractors, consultants, regulatory and external agencies and the public related to the construction, maintenance and repair of the wastewater treatment plant, pump stations, reclamation and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Works in a collaborative effort with collection system and treatment plant operations staff and management, including responding to collection system ad operations emergencies or activities as required.
- Ensures District facilities are maintained in a clean, orderly and safe condition.
- Acts in the capacity of the Collection System/Maintenance/Safety Manager in the individual's absences as needed.
- Supervises, ensures compliance with and observes all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned manager.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Methods and techniques related to the construction, maintenance, repair, cleaning and preventive and corrective maintenance of wastewater treatment plant, pump stations, reclamation and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Methods, tools and testing equipment used in the installation, maintenance, calibration and repair of electrical, electronic, instrumentation and mechanical equipment and systems.
- Basic mechanical, electrical and hydraulic principles.
- Principles and practices of administering and maintaining asset management and preventative and corrective maintenance programs.
- Principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Plan, schedule, and supervise the construction, maintenance and repair of wastewater treatment plant, pump stations, reclamation and recycled water facilities and related mechanical, electrical and instrumentation systems and equipment.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Analyze operational and maintenance data for equipment and systems maintenance decisions.
- Interpret, apply, explain and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.

- Understand, interpret and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Perform the most complex construction, maintenance and repair duties and operate related tools and equipment safely and effectively.
- Prepare reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping and asset management systems.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the twelfth (12th) grade and completion of an electrical, instrumentation or related apprenticeship or completion of a two-year program at an accredited college or trade school and five (5) years of increasingly responsible experience in the maintenance of wastewater treatment plant, pump stations, reclamation and recycled water facilities and/or related mechanical, electrical and instrumentation systems and equipment.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

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

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

## PLANT MANAGER

### **DEFINITION**

Under general direction of the General Manager, plans, organizes, coordinates and manages operations and maintenance of the wastewater treatment and recycled water and reclamation facilities; serves as Chief Plant Operator; serves as a liaison and coordinates assigned activities with other District personnel and external agencies to ensure compliance with reporting requirements; works collaboratively with the Environmental Services Manager and Collection System/Maintenance/Safety Manager; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing and managing plant operations and maintenance staff, projects and programs. The incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures, reporting, compliance and program evaluation. Incumbents serve as a professional resource for organizational, managerial and operational analyses and studies. The incumbent is accountable for accomplishing operations goals and objectives and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Assumes managerial responsibility for all operations and maintenance for the wastewater treatment and recycled water and reclamation facilities; serves as the District's Chief Plant Operator.
- Participates in the development and implementation of goals, objectives, policies and priorities for the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory and legal requirements are met.

- Selects, trains, motivates and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and administers the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; purchases supplies and equipment; maintains adequate inventory of supplies, tools and equipment to efficiently operate and maintain the District's facilities and equipment.
- Develops and manages requests for proposals for professional and/or contracted services; evaluates proposals and recommends award; prepares and negotiates contracts; administers contracts and oversees consultants and contractors to ensure compliance with District standards, contract specifications and service quality.
- Participates in the development and administration of the District's Capital Improvement Program (CIP), including planning, prioritizing and scheduling long-term capital improvement and Renewal & Replacement maintenance projects in coordination with the General Manager and other management staff.
- Participates in the design, engineering, construction and field inspection processes for District CIP and maintenance projects; attends pre-construction and construction status meetings; develops and reviews plans and specifications and recommends changes as appropriate to meet operational needs.
- Coordinates activities with other District departments and legal counsel and those of outside agencies regarding standards, easements and leases as may be required.
- Meets and confers with contractors, engineers, developers, architects, outside agencies and the general public in acquiring information and coordinating operations and maintenance projects, programs and services; provides information regarding District requirements.
- Manages the development and implementation of various operations and maintenance programs, including alternative energy/sustainability, treatment plant related emergency preparedness and response and asset management programs.
- Works closely with the Collection System/Maintenance/Safety Manager on developing and implementing a comprehensive preventative maintenance program and coordinating corrective maintenance and repair activities and projects.
- Works closely with the Environmental Services Manager to ensure compliance with federal, state, and local regulatory requirements including National Pollutant Discharge Elimination System (NPDES) permit; ensures compliance with operating parameters; provides operations data to the Environmental Services Manager for regulatory reporting purposes.
- Represents the District and makes presentations to governmental, regulatory or private organizations, professional groups and the public; assists in coordinating public tours of District facilities.
- Prepares a variety of written correspondence, reports, procedures and other written materials.

- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect programs and projects; implements policy and procedural changes as required.
- Attends Board of Director and committee meetings as required; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on District operations matters; assists the General Manager in carrying out directives of the Board of Directors.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of wastewater treatment and recycled water and reclamation facilities program management.
- Basic principles of laboratory and environmental services programs.
- Principles and techniques of capital improvement and Renewal & Replacement maintenance project design, construction, inspection, funding and long-term maintenance.
- Principles and practices of project management, budgeting and contract administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned functional area.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Technical, legal, financial and public relations associated with the management of wastewater operations and maintenance projects and programs.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures and work standards.
- Plan, organize, administer, coordinate, review and evaluate a comprehensive wastewater and recycled water and reclamation operations programs.
- Plan, organize, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in processes and procedures.
- Analyze laboratory results and operations data to determine root cause of problems and recommend process optimization changes.
- Prepare, understand and interpret construction plans, designs, specifications and related documents.
- Interpret, apply, explain and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations and in meetings with individuals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 graduation from an accredited four-year college or university with major coursework in environmental engineering, environmental science, biology, chemistry, business or public administration or a closely related field and five (5) years of increasingly responsible experience managing and/or supervising wastewater treatment plant operations and maintenance.

**Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

- Possess and maintain a valid Grade IV or Grade V Wastewater Treatment Operator certificate issued by the State Water Resources Control Board (SWRCB).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in a wastewater treatment plant setting and in the field; strength, stamina and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders and to operate a motor vehicle to visit various District and meeting sites; 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 walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in a wastewater treatment plant and in the field and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical, and/or electrical hazards and hazardous physical substances and fumes.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

## PLANT OPERATIONS SUPERVISOR

### **DEFINITION**

Under general direction of the Plant Manager, plans, directs, supervises and participates in the operations and preventative maintenance of equipment, facilities and related appurtenances as found in wastewater treatment plant and reclamation and recycled water facilities; coordinates operations activities with laboratory, collections, maintenance, administration and engineering and construction activities; ensures all federal, state and local regulatory requirements are met; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Plant Manager. Exercises direct supervision over operations staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory level classification exercising independent judgment on diverse operations and preventative maintenance matters. The incumbent oversees day-to-day operations and participates in all activities required to ensure that District wastewater treatment facilities are operated and maintained in a safe and effective working condition. The incumbent serves in the capacity of working supervisor by performing the most complex plant operational duties within the work unit and ensuring that the District meets all regulatory agency requirements. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Plant Manager in that the latter is a management class with responsibility for the oversight of all plant and facilities operations through subordinate levels of supervision.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Plans, schedules, assigns and supervises the operation and preventative maintenance of the wastewater treatment plant and reclamation and recycled water facilities; evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Assists in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures for routine and emergency operations and maintenance.

- Monitors activities of assigned operations staff; identifies opportunities for improving service delivery methods and standard operating procedures; makes recommendations for process changes; reviews with and/or notifies appropriate management staff; implements improvements.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements safety procedures and standards; ensures that tools, equipment and vehicles are safely operated, maintained and secured when not in use; schedules the service, repair and replacement of tools and equipment.
- Determines and recommends equipment, materials and staffing needs for assigned operations projects and activities; procures equipment, materials and tools required to perform the work; participates in the annual budget preparation; develops and administers construction, supply and service contracts; prepares detailed cost estimates with appropriate justifications, as required; monitors expenditures.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Reviews, investigates, identifies, and reports trends using supervisory control and data acquisition (SCADA) human machine interface (HMI) and Historian software applications.
- Participates in the design and construction of Capital Improvement Program and maintenance projects; may oversee the work of contractors and consultants to ensure compliance with District standards and regulatory requirements.
- Assists in planning, prioritizing and scheduling long-range capital improvement and maintenance projects in coordination with management.
- Assists in overseeing and implementing computerized maintenance management system/program.
- Monitors and ensures compliance with federal, state and local regulatory requirements including National Pollutant Discharge Elimination System (NPDES) permit.
- Assists Plant Manager and Environmental Services Manager in preparing and submitting operations, maintenance, supervisory and NPDES incident and regulatory reports.
- Maintains regulatory and operations data and records.
- Serves as point of contact to contractors, consultants, regulatory and external agencies and the public related to the operations and preventative maintenance of the wastewater treatment plant and reclamation and recycled water facilities and related facilities.
- Works in a collaborative effort with collection system staff and management, including responding to collection system emergencies or activities as required.
- Ensures District facilities are maintained in a clean, orderly and safe condition.
- Acts in the capacity of the Plant Manager in the individual's absences as needed.
- Supervises, ensures compliance with and observes all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned manager.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Perform related duties as assigned.



## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Methods and techniques related to the operation, cleaning and preventive and corrective maintenance of wastewater treatment plant and reclamation and recycled water facilities.
- Basic methods, tools and testing equipment used in the installation, operation, calibration and troubleshooting of electrical, electronic and mechanical equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Principles and practices of administering and maintaining an asset management program.
- Principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Plan, schedule, and supervise the operations of wastewater treatment plant and reclamation and recycled water facilities and equipment.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Analyze laboratory, operational and maintenance data for process control and equipment maintenance decisions.
- Interpret, apply, explain and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.
- Understand, interpret and successfully communicate both orally and in writing, pertinent department policies and procedures.

- Perform the most complex operations duties and operate related equipment safely and effectively.
- Prepare reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping and asset management systems.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 degree from an accredited college in wastewater management, science, engineering or a related field and five (5) years of increasingly responsible experience in the operation and maintenance of wastewater treatment plant.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain a valid Grade IV Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials, charts and gauges and a computer screen; smell to identify odors; 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 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL ELEMENTS**

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

## PLANT OPERATOR

### DEFINITION

Under direct or general supervision of the Plant Operations Supervisor and/or Plant Manager, operates and controls wastewater treatment plant and reclamation and recycled water facilities; performs preventative and routine corrective maintenance on a variety of equipment, facilities and related appurtenances; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct (Plant Operator-in-Training and Plant Operator Grade I) and general (Plant Operator Grade II and Grade III) supervision from the Plant Operations Supervisor and/or Plant Manager. Exercises no direct supervision of staff.

### CLASS CHARACTERISTICS

**Plant Operator-in-Training (OIT):** This is the trainee-level classification in the wastewater treatment plant operator series. Initially under immediate supervision, incumbents learn to operate and maintain District wastewater treatment plant and reclamation and recycled water facilities and equipment. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Plant Operator Grade I:** This is the first working classification in the wastewater treatment plant operator series. Positions at this level usually perform most of the wastewater treatment plant and reclamation and recycled water facilities and equipment operations and maintenance duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

**Plant Operator Grade II:** This is the experienced-level classification in the wastewater treatment plant operator series. Incumbents are expected to operate wastewater treatment and reclamation and recycled water facilities and equipment according to prescribed guidelines and with assistance from more senior staff. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents receive instruction or assistance as new or unusual situations arise and have working knowledge of District practices, procedures and policies. Employees are responsible for the successful performance of their own work and

able to prioritize and determine methods of work performance within general guidelines. This class is distinguished from the Plant Operator III in that the latter independently performs a wide variety of operations and maintenance work as the requiring advanced knowledge and skills, training and experience and certification.

**Plant Operator Grade III:** This is the full journey-level classification in the wastewater treatment plant operator series. Incumbents independently perform the full range of wastewater treatment and reclamation and recycled water facilities and equipment operations and maintenance duties. Responsibilities include inspecting and attending to assigned areas in a timely manner to ensure the proper operation and maintenance of the District's wastewater treatment plant systems and equipment. Positions at this level work independently, exercise judgment and initiative and receive occasional instruction or assistance as new or unusual situations arise. This class is distinguished from the Lead Plant Operator in that the latter is responsible for providing technical and functional direction to operations staff and is capable of performing the most complex operations and maintenance duties assigned to the division.

Positions at the I-, II- and III-levels are normally filled by advancement from the OIT, I- and II-levels, respectively; progression in the class series is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification and (iv) management approval for progression.

#### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

*Positions at the Plant OIT, Plant Operator Grade I and Plant Operator Grade II may perform some of these duties in a learning capacity.*

- Controls the operation of treatment, pumping and reclamation facilities to achieve proper processing of wastewater and recycled water within mandated operation requirements.
- Reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Monitors plant Supervisory Control and Data Acquisition (SCADA) system to identify needed adjustments for proper operating conditions; reviews, investigates, identifies, and reports trends using SCADA human machine interface (HMI) and Historian software applications.
- Operates valves, pumps and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.

- Changes recording charts; ensures that chemical feeders provide a constant supply of sodium hypochlorite, sodium bisulfite, ferrous chloride, polymer and other treatment chemicals.
- Collects wastewater, sludge and other samples from various phases of the wastewater treatment process; performs basic chemical and physical tests on these samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met; delivers other samples to the District laboratory for testing.
- Inspects plant and pump station equipment and facilities on a regularly scheduled basis; investigates, troubleshoots, adjusts and performs preventive mechanical and electrical maintenance, and emergency repairs as needed, on a variety of treatment plant and power and cogeneration equipment, such as pumps, filtration systems, ultra violet disinfection, chemical valves, sludge lagoon, bar screens, chlorination equipment, dechlorination equipment, electric motors and controls and biogas conditioning systems; performs routine calibration of instruments and field measurement devices.
- Removes screenings and grit; cleans clarifiers and primary, secondary and other wastewater equipment and facilities.
- Maintains facilities, grounds and equipment in a clean and orderly condition.
- Operates a variety of hand and power tools and testing equipment.
- Notifies lead operator or supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; refers complex electrical and mechanical maintenance and repair issues to appropriate maintenance staff and/or the Plant Operations Supervisor; prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for assigned work; orders materials and supplies as needed.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of gauge, chart, graph and meter readings, chemical test results and work performed and materials and equipment used.
- Performs on-call duties and special shift work as assigned; responds to emergency calls for service; may investigate and resolve customer complaints regarding wastewater treatment related matters.
- Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Incumbents at the OIT, Grade I, and Grade II of the class series would not be expected to have the same level of knowledge and abilities as incumbents at Grade III and perform work in a learning capacity.*

**Knowledge of:**

- Methods and techniques related to the operation, repair, cleaning and preventive and corrective maintenance of wastewater treatment plant and reclamation and recycled water facilities.
- Basic methods, tools, and testing equipment used in the installation, preventative maintenance, calibration and basic repair of electrical, electronic and mechanical equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic chemical, physical and bacteriological tests of wastewater, sludge and related materials.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Operational characteristics of tools and equipment required for the work.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Operate, maintain and repair a variety of wastewater treatment plant and reclamation and recycled water facilities and equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Read a variety of gauges, charts and meters; record data accurately and make appropriate process adjustments.
- Conduct basic chemical, physical and bacteriological tests of wastewater, influent, effluent, sludge and related materials.
- Use test equipment in the preventative maintenance, calibration and basic repair of electrical, electronic and mechanical equipment.
- Safely use hand and power tools.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.

- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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:*

Plant Operator: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Plant Operator-in-Training: No prior experience is required.

Plant Operator Grade I: One (1) year of experience equivalent to the Plant Operator-in-Training at the Las Gallinas Valley Sanitary District.

Plant Operator Grade II: One (1) year of experience equivalent to the Plant Operator Grade I at the Las Gallinas Valley Sanitary District.

Plant Operator Grade III: Two (2) years of experience equivalent to the Plant Operator Grade II at the Las Gallinas Valley Sanitary District.

### **Licenses and Certifications:**

#### Plant Operator

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

#### Plant Operator-in-Training

- Possess and maintain a valid Wastewater Treatment Operator-in-Training certificate issued by the California State Water Resources Control Board (SWRCB).

#### Plant Operator Grade I

- Possess and maintain a valid Grade I Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB).



### Plant Operator Grade II

- Possess and maintain a valid Grade II Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB).

### Plant Operator Grade III

- Possess and maintain a valid Grade III Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials, charts and gauges, and a computer screen; smell to identify odors; 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 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

## LEAD PLANT OPERATOR

### **DEFINITION**

Under direction of the Plant Operations Supervisor, provides direction and work instruction to assigned operations and preventative maintenance staff; organizes, plans and assists in scheduling all necessary resources to operate and control wastewater treatment plant and reclamation and recycled water facilities; performs preventative wastewater treatment plant on a variety of equipment, facilities and related appurtenances; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Plant Operations Supervisor. Exercises technical and functional direction over assigned staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level classification in the Plant Operator series responsible for directing assigned staff and/or performing the most complex duties required to ensure that the District's wastewater treatment system facilities and equipment are properly operated and maintained. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions rely on experience and judgment to ensure quality preventive maintenance services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Plant Operations Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of plant operations staff.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

- Plans, schedules, prioritizes and assigns operations and preventative maintenance work in consultation with the Plant Operations Supervisor; evaluates work of staff for completeness and quality; communicates status of operations and maintenance to appropriate personnel, working cooperatively to schedule operations and maintenance in accordance with established and special operational priorities.

- Organizes, plans and schedules all necessary tools, equipment, supplies and vehicles needed to accomplish operations, maintenance and repair activities; maintains inventory of parts, tools and equipment.
- Trains employees in work methods and procedures, use of tools and equipment and relevant safety precautions.
- Notifies supervisor or manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements; closes work orders upon review and approval of work completed.
- Assists in planning, overseeing and implementing special operations, maintenance and repair projects; inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Organizes, assigns, reviews and performs the full range of plant operator duties required to operate and control wastewater treatment plant, pump stations, and reclamation and recycled water facilities; reviews, investigates, identifies, and reports trends using supervisory control and data acquisition (SCADA) human machine interface (HMI) and Historian software applications.
- Organizes, assigns, reviews and participates in a variety of preventative and emergency maintenance and repair activities of wastewater treatment plant, reclamation and recycled water facilities and power and cogeneration equipment.
- Ensures District facilities are maintained in a clean, orderly and safe condition.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains accurate logs and records of gauge, chart, graph, and meter readings, chemical test results and work performed and materials and equipment used.
- Performs on-call duties and special shift work as assigned; responds to emergency calls for service; may investigate and resolve customer complaints regarding wastewater treatment related matters.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of providing technical and functional direction and training.
- Methods and techniques related to the operation, repair, cleaning and preventive and corrective maintenance of wastewater treatment plant, pump stations and reclamation and recycled water facilities.
- Basic methods, tools, and testing equipment used in the installation, preventative maintenance, calibration and basic repair of electrical, electronic and mechanical equipment.
- Mechanical, electrical and hydraulic principles.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Operational and maintenance practices of electrical motors, pumps and circuitry.

- Operational characteristics of tools and equipment required for the work.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, assign and review the work of assigned staff.
- Operate, maintain and repair a variety of wastewater treatment plant, pump stations reclamation and recycled water facilities and equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Read a variety of gauges, charts and meters; record data accurately and make appropriate process adjustments.
- Conduct basic chemical and physical tests of wastewater, influent, effluent, sludge and related materials.
- Use test equipment in the installation, preventative maintenance, calibration and basic repair of electrical, electronic and mechanical equipment.
- Safely use hand and power tools.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience controlling, operating, maintaining, and repairing wastewater treatment plants, facilities, and equipment.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain a valid Grade III Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB).

### **PHYSICAL DEMANDS**

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials, charts and gauges and a computer screen; smell to identify odors; 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 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 weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

**SKILLED MAINTENANCE WORKER I/II****DEFINITION**

Under immediate to general supervision, learns and performs skilled trades duties in the fields of electrical, mechanical, plumbing, painting, carpentry, welding, landscaping, and concrete work maintenance to undertake the installation, alteration, repair, and construction of treatment and pumping plant equipment and facilities; assists in developing and overseeing projects for installation, maintenance, and repair activities; and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Division Manager or such staff as designated by Division Manager.

**CLASS CHARACTERISTICS**

Skilled Maintenance Worker I is the entry-level class in the skilled Maintenance Worker class series responsible for ensuring that equipment and systems operate effectively and are maintained in a safe and effective working condition. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Skilled Maintenance Worker II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Skilled Maintenance Worker II is the full journey-level class in the Skilled Maintenance Worker class series responsible for performing the full range of duties required to ensure that equipment and systems operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise judgment and initiative, may provide oversight of contractors on assigned projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions at the Skilled Maintenance II level are normally filled by advancement from skilled Maintenance I level; progression to the Skilled Maintenance II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Skilled Maintenance II level.

**EXAMPLES OF DUTIES (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.*

*Job Description: Skilled Maintenance Worker*

*Locations: [https://koffassociates.sharepoint.com/Clients/LS/Las Gallinas Valley SD/2020 Class and Total Comp/Client Docs/LGVSD Skilled Maintenance Worker 5-21-19.docx](https://koffassociates.sharepoint.com/Clients/LS/Las%20Gallinas%20Valley%20SD/2020%20Class%20and%20Total%20Comp/Client%20Docs/LGVSD%20Skilled%20Maintenance%20Worker%205-21-19.docx)*

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- Installs, modifies, and repairs wastewater mechanical treatment and pumping plant equipment and facilities.
- Assists in developing and overseeing projects for installation, maintenance, and repair activities; develops specifications, including electrical and mechanical design components, equipment, and parts, and reviews submittals; directs contract work as assigned and inspects the work of contractors in progress and upon completion.
- Installs and modifies electrical, electronic circuitry, and systems used to monitor and control plant processes and equipment.
- Troubleshoots, repairs, and maintains electrical and electronic systems that include a variety of equipment and circuitries such as generators, motors and controllers, variable speed drives, laboratory equipment, data communications equipment, two-way base radio stations, repeaters, mobile stations, portable and telemetry stations.
- Troubleshoots, repairs, and maintains mechanical devices and equipment such as valve actuators, clarifier drives, flocculators, grit chambers, hoists, air conditioning units and hydraulic systems; installs odor control units, pumps, pipelines and related fittings, ventilation ducts, shelving, stairways, and electrical conduit.
- Cleans, services, and paints equipment, machinery, structures, pipelines, and related appurtenances.
- Responsible for maintaining the District's reclamation facilities and equipment, including but not limited to; pastureland irrigation equipment, reclamation pump station, sludge lagoon supernatant pump station, solar photovoltaic panel arrays and inverters, levee road surfaces, slope vegetation, public trail signs and seating areas.
- Operates Heavy equipment including; forklift, overhead cranes, and hoists, tractor with attachments, backhoe, skip loader, 1 ton crane truck, and occasional leased equipment as needed.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Reads and interprets specifications, diagrams, manuals, and other documentation.
- Enters appropriate data into computer systems such as CMMS to ensure preventative maintenance information is utilized and to maintain accurate records of work performed and materials and supplies used.
- Performs confined space entry.
- As assigned, may direct the work of contractors and others on a project basis.
- Performs other duties as assigned.

## **QUALIFICATIONS**

*Positions at the Skilled Maintenance Worker I may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Methods, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical, electronic, and mechanical equipment used in wastewater treatment and pumping facilities, including radios, telemetry equipment, and communications equipment.
- Elements of the National Electrical Code relevant to work performed.
- Techniques for troubleshooting complex equipment problems and estimating time, equipment, and materials to effect repairs.
- Regulations governing maintenance and operation of radios and telemetry.
- A diverse range of digital communications systems related to the work.
- Principles and practices of welding.

*Job Description: Skilled Maintenance Worker*

*Locations: [https://koffassociates.sharepoint.com/Clients/LS/Las Gallinas Valley SD/2020 Class and Total Comp/Client Docs/LGVSD Skilled Maintenance Worker 5-21-19.docx](https://koffassociates.sharepoint.com/Clients/LS/Las%20Gallinas%20Valley%20SD/2020%20Class%20and%20Total%20Comp/Client%20Docs/LGVSD%20Skilled%20Maintenance%20Worker%205-21-19.docx)*

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- General principles and practices of wastewater treatment.
- Occupational hazards and safety precautions related to job assignments including confined space entry.
- Principles and practices of recordkeeping,
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Perform a diverse range of skilled tasks in the implementation of a comprehensive preventive maintenance and repair program for equipment and structures found in a wastewater treatment plant and related facilities in trades areas such as electrical, electronic, mechanical, plumbing, painting, carpentry, welding, and concrete work.
- Interpret electrical and mechanical diagrams, blueprints, and electronic schematic diagrams.
- Troubleshoot and repair complex equipment problems and determining time, materials, and supply requirements.
- Make accurate mathematical calculations.
- Exercise independent judgment in work performed.
- Maintain accurate records of work performed.
- Develop estimates of materials, supplies, and equipment required for jobs and requisition necessary parts and supplies.
- Inspect, coordinate, and oversee work done by outside contractors.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

**Education**

Skilled Maintenance Worker I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

**Experience**

Skilled Maintenance Worker I: Two (2) years of experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant OR possession of a Grade I Mechanical Technologist Certificate issued by the California Water Environment Association.

Skilled Maintenance Worker II: Four (4) years of progressively responsible experience in the maintenance and repair of electrical, electronic, mechanical equipment, instrumentation, and communication systems such as those found in a wastewater treatment plant

**License and Certifications:**

*Job Description: Skilled Maintenance Worker*

*Locations: [https://koffassociates.sharepoint.com/Clients/LS/Las Gallinas Valley SD/2020 Class and Total Comp/Client Docs/LGVSD Skilled Maintenance Worker 5-21-19.docx](https://koffassociates.sharepoint.com/Clients/LS/Las%20Gallinas%20Valley%20SD/2020%20Class%20and%20Total%20Comp/Client%20Docs/LGVSD%20Skilled%20Maintenance%20Worker%205-21-19.docx)*

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### Skilled Maintenance Worker I:

- Must obtain a California Water Environment Association Grade I Electrical Instrumentation Technologist Certificate or Grade I Mechanical Technologist Certificate is desirable.

### Skilled Maintenance Worker II:

- Possession of a California Water Environment Association Grade I Electrical Instrumentation Technician Certificate or a Grade I Mechanical Technologist Certificate is required. A California Water Environment Association Grade II Electrical Instrumentation Technician Certificate or a Grade II Mechanical Technologist Certificate is desirable.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard wastewater treatment plant; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, 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 weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

## **ENVIRONMENTAL CONDITIONS**

Employees work in a wastewater treatment plant and field environments 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 may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

*Job Description: Skilled Maintenance Worker*

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**3/3/2021**

**CLOSED SESSION**

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation