



## **DISTRICT ENGINEER**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to perform technical engineering work in the planning, design, and construction of District structures and facilities, to provide project coordination, and to serve as District inspector on construction projects. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The District Engineer is a management-level classification that is responsible for overseeing District engineering projects. The District Engineer is distinguished from the lower-level Assistant Engineer in that the District Engineer requires the ability to obtain a PE license while the Assistant Engineer does not.

#### **SUPERVISION RECEIVED AND EXERCISED**

The District Engineer reports to the Assistant District Manager and/or the District Manager.

The District Engineer exercises supervision over the Assistant Engineer.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Develops design plan specifications and cost estimates for the construction and development of District pipeline structures and other water servicing facilities.
- Performs manual drafting of District maps and pipeline drawings using general knowledge and abilities to develop CAD and GIS.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- Performs hydraulic modeling of the District's distribution system; calibrates the hydraulic model and analyzes the impact of proposed changes and updates.

- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Serves as District Inspector on construction projects by preparing material lists and basic horizontal and vertical surveys necessary for construction.
- Assists contractors and the public with questions regarding water pressure and water quality.
- Produces correspondence related to Engineering functions, prepares Engineering studies and reports on water issues, and delivers presentations regarding engineering issues to the Board of Directors.
- Prepares property boundary and right-of-way descriptions for District projects and reviews survey descriptions submitted to District.
- Collects basic survey control data on dams and assembles said data for submittal to Division of Safety of Dams (DSOD).
- Assists staff with the analysis and refinement of field data.
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain facilities such as water development and distribution systems, pumping plants, and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water development and water distribution.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents related to water rights and water development.
- Principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

**Ability to:**

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Plan, design, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, and water treatment.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; and receive feedback.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.

- Maintain regular and predictable attendance.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from an accredited college or university with a degree in Civil Engineering or a related field and four (4) years of experience in engineering, preferably within the water industry.
- OR Four (4) years of increasingly responsible technical engineering experience in design and construction of pipelines, related appurtenances, including pumping and distribution systems, and possession of an EIT certification.

### **Required License, Certificate, or Training:**

- Possession of a class C California driver's license, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of, or ability to obtain, a Professional Engineering License.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Inside an office environment at a desk for extended periods of time.
- Exposure to the sun: Possible 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Some work time in temperatures above 80 degrees.
- Low temperature: Some work time in temperatures below 32 degrees
- Wetness: Some of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **HISTORY:**

- Revision date: February 2023, September 2023
- Approval/Adoption date: December 18, 2024



## ASSISTANT ENGINEER

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Under general direction of the District Engineer, performs technical engineering work in the planning, design, and construction of District structures and facilities; provides project coordination; serves as District inspector on construction projects; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Assistant Engineer is an advanced classification that is responsible for supporting District engineering projects. The Assistant Engineer is distinguished from the higher-level District Engineer in that the District Engineer requires a PE license while the Assistant Engineer does not.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Engineer is supervised by the District Engineer.

The Assistant Engineer does not directly supervise any other positions.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Develops designs, and plans specifications and cost estimates for the construction and development of District pipeline structures and other facilities.
- Prepares engineering studies and reports on water service issues.
- Performs manual drafting of District maps and pipeline drawings; has knowledge of and ability to develop CAD and GIS.
- Assists staff with the analysis and refinement of field data.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- Performs hydraulic modeling of District distribution system; analyzes the impact of proposed changes; updates and calibrates the hydraulic model.
- Prepares material lists necessary for construction.
- Assists contractors and the general public with questions regarding water pressure and water quality.

- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Performs basic horizontal and vertical surveys for District projects.
- Prepares correspondence related to engineering functions.
- Collects basic survey control data on dams; assembles data on dams for submittal to Division of Safety of Dams (DSOD).
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations including the water delivery and distribution system.
- Concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain facilities such as water development and distribution systems, pumping plants, and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water development and water distribution.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents related to water rights and water development.
- Principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

**Ability to:**

- Plan, design, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, and water treatment.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations and receive feedback.
- Prepare written communications, reports, and presentations in a clear, concise, and organized manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work. Maintain regular and predictable attendance.

**DESIRED QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from an accredited college or university with a degree in Civil Engineering or a related field.
- OR Three (3) years of increasingly responsible technical engineering experience in design and construction of pipelines, related appurtenances, including pumping and distribution systems, and possession of an EIT certification.

**Required License, Certificate or Training:**

- Possession of a valid California class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of, or ability to obtain, an Engineer in Training (EIT) Certificate.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Inside an office environment at a desk for extended periods of time.
- Exposure to the sun: Possible 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Some work time in temperatures above 80degrees.
- Low temperature: Some work time in temperatures below 32 degrees
- Wetness: Some of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **HISTORY:**

- Revision date: February 2023, September 2023
- Approval/Adoption date: December 18, 2024



## **DISTRICT SECRETARY/EXECUTIVE ASSISTANT**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to plan, organize, manage, and provide administrative oversight in the preparation of agendas, minutes, actions, ordinances, and resolutions, including election processes, archiving of official documents and records. Coordinates assigned activities with other departments, officials, and outside agencies and fosters cooperative working relationships with State and Local intergovernmental and regulatory agencies. Provides varied technical, complex, specialized, and confidential administrative support to the District Manager and Board of Directors. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The District Secretary/Executive Assistant is the advanced/supervisory classification in the Administrative Assistant classification series, which is responsible for performing high level administrative work supporting the Assistant District Manager, District Manager, and Board of Directors. The Executive Assistant/District Secretary is distinguished from the Administrative Assistant by the level of independence, scope of duties, and complexity of work.

#### **SUPERVISION RECEIVED AND EXERCISED**

The District Secretary/Executive Assistant reports to Assistant District Manager and/or the District Manager.

The District Secretary/Executive Assistant exercises supervision over the Administrative Assistants.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Gathers and prepares a variety of information and materials for District personnel and provides staff assistance to the District Manager, Assistant District Manager, Board of Directors, and other District staff.

- Prepares official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies and procedures, and other written materials.
- Acts as custodian of records for the District and maintains custody of the District Seal, ensuring authentication of only approved documents.
- Establishes and maintains a variety of office and department files, including all official documents, and Electronic Record Management and Archival System; aids the public and District staff by helping to identify and research records, historical data, and information relevant to requests.
- Serves as Secretary to the Board of Directors; schedules committee meetings, maintains Board Room calendar, attends Board of Director meetings, and prepares public notifications, assembly and distribution of agendas, minutes, and other documents; manages the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors.
- Manages the District's disclosure requirements for designated employees, including composing and presenting resolution for amendments as necessary; ensures all elected officials, appointed officers, and designated employees file timely disclosure forms; distributes forms and notifications and corresponds with the Butte County Clerk-Recorder Elections Division as appropriate.
- Prepares communications and manages District records relating to general election and special election information and materials, including answering questions from staff, members of the Board, and the public; administers and files oaths of office.
- Administers and manages a variety of functions including ensuring compliance with the Public Records Act, and the Brown Act; reviews and monitors legal requests for records; attests all official documents of the District; receives and distributes all subpoenas and claims; and prepares filings as required.
- Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; files and distributes updates to policies and procedures manual.
- Coordinates and assists in the preparation and submittal of all legal notices and advertising for the District; notarizes documents, assists in preparation of official documents, and oversees filing of documents for recording such as Grant Deeds, Easements, Future Pipeline Agreements, Notice of Completion and Acceptance, and environmental documents in accordance with the California Environmental Quality Act.
- Assists in the coordination, advertising, and receipt of project bids and proposals, preparation and distribution of professional services agreements and written communications; aids in the preparation and processing of annexation applications and documents with LAFCO.
- May participate in providing employment support services in the preparation of employment notices, advertising, scheduling of interviews, preparation of candidate materials and communications.
- Oversees plan renewal and updates to the District's Property and Liability Insurance Programs, claims processing and communications, preparation of Release and Waiver of Liability and Indemnity Agreements; maintains District vehicle and equipment registration and Certificates of Title, Bill of Sale Records.
- Oversees the District's DMV Employer Pull Notice Program and filing of DMV forms for addition and deletion of District employees; files driver record reports and provides notification to appropriate management personnel, as necessary.

- Provides direction relating to distribution of incoming correspondence, scanning of documents, and email of information to appropriate parties.
- Performs responsibilities as an alternate signer of general fund and payroll checks as necessary.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations.
- Applicable District policies, regulations, and standard operating procedures.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents, including Public Records Act, the Brown Act, election processes, and FPPC procedures and regulations.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software as appropriate.

**Ability to:**

- File, type, enter data, maintain records, and use and complete forms.
- Research, analyze, and evaluate alternatives; make recommendations.
- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Prepare official minutes, resolutions, ordinances, and written communications, reports, and presentations in a clear, concise, organized, and professional manner for the intended audience.
- Follow oral and written directions.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Type at a minimum rate of 55 words per minute from clear, legible copy.
- Operate various office equipment including, but not limited to, computer, scanner, copier, fax, audio, and calculator.
- Demonstrate regular and predictable attendance.

**DESIRED QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

- High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.
- Completion of advanced educational training in office administration skills is highly desirable.

**Experience:**

Specialized secretarial training and five (5) years of increasingly responsible secretarial or administrative experience in performing a variety of highly responsible, complex, and confidential administrative support work, preferably with a government agency or utility.

**Required License, Certificate or Training:**

- Possession of a class C California driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of, or ability to obtain, a Notary Public certification within six (6) months of employment.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.

- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: August 2023
- Approval/Adoption date: December 18, 2024



## ADMINISTRATIVE ASSISTANT CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

### **JOB SUMMARY**

Under general supervision, provides administrative and program support to the District Secretary in the preparation of District agendas, actions, ordinances, and resolutions, and in the maintenance of official documents and records; provides varied technical, complex, specialized, and confidential office administrative support to other department managers as directed, including human resources; performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant is the entry-journey classification in the Administrative Assistant classification series, which is responsible for performing high level administrative work supporting the Assistant District Manager, District Manager, and Board of Directors. The Administrative Assistant is distinguished from the Executive Assistant/District Secretary by the level of independence, scope of duties, and complexity of work.

### **SUPERVISION RECEIVED AND EXERCISED**

The Administrative Assistant is supervised by the Executive Assistant/District Secretary.

The Administrative Assistant does not directly supervise any other positions.

### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Assists in maintaining the District's filing system and variety of office and Department files, including the maintenance of administrative files, resolutions, contracts, agreements, deeds, and other official documents.
- Prepares correspondence, memoranda, and other items as directed by an assigned District management position with minimal instruction.
- May answer the telephone and provide information from District policy and procedure manuals.

- Prepares and checks letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists in preparation of District meeting agendas; assists in the assembly and distribution of agenda packets; prepares approved resolutions, ordinances, and meeting minutes for archiving.
- Assists in coordination and distribution of special District election materials.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Maintains a records management and archival system.
- May take and transcribe minutes and notes.
- May handle sensitive and confidential documents.
- May provide support to accounting and finance staff.
- May provide work coordination for other office support staff.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations including the water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures.
- Principles of accounting
- Office management principles, operations, and procedures
- Development and maintenance of filing and record keeping systems.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.
- Organization and function of public agencies, including the role of an elected and appointed Board.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.

**Ability to:**

- File, type 55 words per minute, enter data, maintain records, take shorthand, and use and complete forms.
- Research, analyze, and evaluate alternatives to make recommendations.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, and organized manner for the intended audience.
- Follow oral and written directions.
- Competently use Microsoft Office Suite and other applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintain effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Demonstrate regular and predictable attendance.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Three (3) years of increasingly responsible experience in performing a variety of office and administrative support work, preferably with a government agency or utility.

### **Required License, Certificate or Training:**

- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: March 2021, August 2023, December 2023 (addition of HR duties)
- Approval/Adoption date: December 18, 2024



## OFFICE MANAGER

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Under general direction to plan, organize, manage, and provide administrative oversight in the District's customer service, accounting, and human resources programs; to supervise office activities relating to the maintenance and updating of customer accounting and billing records, including directing all activities relating to customer accounting, meter reading, collections, and customer relations; to coordinate human resource programs for the District; and to perform related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Office Manager is a discrete supervisory classification that is responsible for overseeing customer services, accounting, and human resources staff and duties. While not part of an established classification series, the Office Manager is distinguished from the District Secretary in that the District Secretary provides direct support to the Assistant District Manager, District Manager, and Board of Directors while this classification is responsible for overseeing administrative programmatic areas.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Office Manager reports to the Assistant District Manager.

The Office Manager exercises supervisory responsibility over lower-level billing, accounting, and customer service positions.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Supervises administrative and customer service staff and coordinates needs with Field Superintendent
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Resolves difficulties concerning the processing of orders and delinquent accounts.

- Supervises the central switchboard system and District receptionist function; ensures adequate coverage and appropriate referral of incoming calls.
- Maintains work standards for quality and quantity of work with an emphasis on good customer service and reduced complaints; develops and recommends improvements to workflow, internal procedures, or forms design and usage.
- Assists in the preparation of the annual budget for the work unit; estimates staffing, equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Participates in interviews and assists in hiring new staff.
- Plans, organizes, and implements payroll and administrative functions.
- Processes and oversees payroll functions to include union dues and reporting.
- Assists in design, installation, and update of accounting systems and procedures.
- Assists in developing and maintaining District human resources policies and procedures.
- Coordinates and administers employee health and welfare benefit programs.
- Coordinates and administers the workers compensation program for the District.
- Assists in maintaining the District classification plan, conducting job audits, preparing revisions, and updating class specifications.
- Coordinates orientation and exit interviews for new and departing employees.
- Provides operating Department support by serving as liaison concerning human resource policies and issues.
- Meets with management staff and committees regarding human resource topics.
- Coordinates employee training and development programs.
- Regularly updates the District Manager regarding human resource operations, problems, policies, and administrative information.
- Understands and applies the District's rules and regulations, policies, practices and procedures.
- Develops and implements policies and procedures relating to District office support functions.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Performs a variety of office support tasks.
- Provides information on routine questions and directs complex technical questions to appropriate staff.
- Develops and distributes information regarding human resource issues to District staff.
- Conducts salary reviews and salary studies as delegated.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding administration, human resources, establishment and maintenance of services, billing practices, financial record keeping, and delinquent accounts.
- Basic principles, practices, and methods of financial management include requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.

- Specifications, uses, and types of computers or computer-related equipment. (e.g., Microsoft software packages) used to conduct, compile, and/or generate documentation.
- Correct English grammar and punctuation to organize and communicate ideas in words that are appropriate to listeners and situations.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents regarding administrative operations, payroll processing, employment and labor relations, public sector collective bargaining, dispute resolution, and grievance procedures.
- Hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.
- Generally accepted accounting principles, standards, and practices (for example, double entry accounting, accrual accounting), including the full accounting cycle and the preparation of work sheets, financial statements, ledgers, and journals.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Geography of the District and the location of District facilities.

**Ability to:**

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Perform research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- File, type, enter data, maintain records, and use and complete forms.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintains effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, receive feedback, and respond appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Make arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

## **DESIRABLE QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

Completion of a Bachelor's Degree from an accredited college or university in accounting, human resources, business administration, or closely related field is highly desirable. OR equivalent of four (4) years' work experience in these fields.

#### **Experience:**

Five (5) years of administrative support experience in a supervisory role in a public agency, preferably in a municipal water District.

### **Required License, Certificate or Training:**

- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.

- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: August 2023
- Approval/Adoption date: December 18, 2024



## SENIOR CUSTOMER SERVICE REPRESENTATIVE

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

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#### **JOB SUMMARY**

Under supervision, to perform a variety of general office functions including receiving and processing service requests; to perform fiscal recordkeeping work in maintaining and updating billing accounts; to receive and resolve complaints and questions concerning the delivery of services and status of accounts and performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is the fully qualified journey-level classification in the Customer Service series. Incumbents at this level possess a comprehensive, authoritative understanding of all departmental functions and professional activities, and provide direct support to customers in the completion of their duties. Positions at this level are distinguished from the entry by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. 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 in the Customer Service class series are flexibly staffed and positions at the senior level are normally filled by advancement from the entry level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Receives and processes service requests, collects appropriate funds, and coordinates establishment of services with other District staff.
- Receives and responds to customer complaints about District services; resolves a variety of problems related to accurate meter readings, high water consumption, delinquent customer accounts, turn-ons, turn-offs, non-reads, improper billings, and other functions as they arise.
- Coordinates account status problems with District accounting staff.
- Coordinates resolution of problems regarding meter location, type of installation, costs

and meter size with Management, Operations and Engineering personnel.

- Determines and calculates costs for different types of installations.
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Resolves difficulties concerning the processing of orders and delinquent accounts.
- Discusses delivery problems with appropriate management and operations staff.
- Audits meter readings, processes and collects billing payments, and maintains a balanced cash drawer.
- Communicates with customers, face-to-face and via the telephone, to discuss and resolve problems and concerns.
- Maintains all correspondence, customer complaint, and periodical files.
- Maintains property ownership records and account transfers.
- Maintains office maps.
- Responsible for District mailing activities.
- Compiles and tabulates information for monthly and annual reports.
- Follows oral and written directions.
- Assists in routine and special assignments when needed.
- May act as back-up for other office positions.
- Performs special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding reading, testing, and calibrating meters, establishment and maintenance of services, billing practices, financial record keeping, and delinquent accounts.
- Basic principles, practices, and methods of financial management include requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.
- Geography of the District and the location of District facilities.
- Specifications, uses, and types of computers or computer-related equipment.

**Ability to:**

- Maintain and update payment and billing records, resolving problems regarding delinquent accounts.
- File, type, enter data, maintain records, and use and complete forms.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintain effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of

the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.

- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Make arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

## **DESIRABLE QUALIFICATIONS**

### **Education and Experience:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Three (3) years of increasingly responsible work experience in performing customer service and relations work, involving public contact and receipt and accounting for money, preferably including experience in working with a water or wastewater treatment agency.

### **Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.

- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: 1998, November 2022, August 2023
- Approval/Adoption date: December 18, 2024



## **CUSTOMER SERVICE REPRESENTATIVE**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under close supervision to perform a wide variety of general office functions including receiving and processing service requests, performing fiscal recordkeeping work in maintaining and updating billing accounts, and receiving and resolving complaints and questions concerning the delivery of services and statuses of accounts. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Customer Service Representative is the entry-level classification in the Customer Service series. Initially under close supervision, incumbents learn and perform routine administrative, secretarial, or customer service duties. As experience is gained, assignments become more varied, complex, and difficult. Frequency of work review lessens as the incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the senior 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.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Responds to customer complaints regarding District services; resolves a variety of problems related to accurate meter readings, high water consumption, delinquent customer accounts, non-reads, improper billings, and other functions as they arise.
- Communicates with customers, face-to-face and via the telephone, to discuss and resolve problems and concerns.
- Receives and processes service requests, collects appropriate funds, and coordinates establishment of services with other District staff via dispatched radio messages.
- Coordinates resolution to problems regarding meter location, type of installation and costs, and meter size with Management, Operations, and Engineering personnel.

- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Audits meter readings, processes and collects billing payments, and maintains a balanced cash drawer.
- Compiles and tabulates information for monthly and annual reports.
- Performs nightly building lock-up procedures.
- Maintains all correspondence, customer complaint, and periodical files.
- Maintains regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations at a basic level including the water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding reading, testing, and calibrating meters, establishment and maintenance of services, billing practices, financial record keeping, and delinquent accounts.
- Geography of the District and the location of District facilities.
- Specifications, uses, and types of computers or computer-related equipment.

**Ability to:**

- Maintain and update payment and billing records, resolving problems regarding delinquent accounts.
- File, type, enter data, maintain records, and use and complete forms.
- Show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintain effective relationships with others; effectively work with individuals who are difficult, hostile, or distressed; relate well to people from varied backgrounds and different situations; maintain sensitivity to cultural diversity, race, gender, disabilities, and other individual differences.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Make arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Two (2) years of increasingly responsible work experience in performing customer service and relations work, preferably including experience in working with a water or wastewater treatment agency

**Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: October 1993, December 2001, January 2007, August 2023

- Approval/Adoption date: December 18, 2024



## ACCOUNTING TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under supervision to perform a wide variety of reporting, statistical, and fiscal recordkeeping support related to the processing and maintenance of District financial data, reports, and accounting functions. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician is a journey to advanced-level position that completes accounts payable job costing, and payroll processing duties. This class is a discrete classification responsible for performing accounting tasks and assignments. Incumbents regularly work on routine tasks of financial record keeping related to maintaining and checking financial and statistical records, and perform other related duties as required.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Gathers, assembles, tabulates, checks, verifies, researches, and files financial and statistical data, as well as processes documents involved in financial transactions and financial recordkeeping using relevant software
- Responsible for working directly with vendors to guarantee payment, auditing, tracking, and assigning invoices, reconciling purchase orders to ensure correct billing, and managing any additional claims against the District.
- Assists in day-to-day functions and operations of the Customer Service unit; may provide backup to other District positions.
- Compiles and tabulates data for job costing; completes various tax forms and reports.
- Maintains subsidiary ledgers and statistical and financial logs and reports.
- Answers public inquiries about billing and payment problems
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding the fiscal operations of the District, District billing practices, fiscal recordkeeping, and water meter readings.
- Generally accepted accounting principles, standards, and practices (for example, double entry accounting, accrual accounting), including the full accounting cycle and the preparation of work sheets, financial statements, ledgers, and journals.
- Basic principles, practices, and methods of financial management including requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.
- Geography of the District and the location of District facilities.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Perform arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

**DESIRABLE QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

Associate's degree in Accounting or a related field from an accredited college or university. Education should include training in advanced mathematics and computer and database processing systems and software.

**Experience:**

Three (3) years of general accounting experience in performing financial and statistical recordkeeping support work.

**Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: September 2008, August 2023
- Approval/Adoption date: December 18, 2024



## UTILITY BILLING TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under general supervision to perform statistical and fiscal recordkeeping support related to the processing and maintenance of District utility billing data and reports; and performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Utility Billing Technician is a discrete senior level classification that is responsible for processing and maintaining District utility billing data and reports. While not part of an established classification series, the Utility Billing Technician is distinguished from the Accounting Technician in that the Utility Billing Technician is responsible for primarily utility billing duties while the Accounting Technician is responsible for the overall processing and maintenance of District financial reports.

#### **WORK SCHEDULE**

The regular work hours for employees in office positions shall be seven and one-half (7½) hours scheduled between 8:30 A.M. and 5:00 P.M. with one (1) hour off for lunch. Flexible schedules must be worked out to attain 75 hours of work during each two week pay period

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Prepares monthly and bi-monthly billing by cycle.
- Compiles, inputs, monitors, processes, and generates information and statements related to using computerized Utility Billing.
- Develops and manages databases for tracking various activities.
- Tracks water delivered to other agencies.
- Maintains District records of authorized meter connections per parcel.
- Reviews payments from external sources posted to customer accounts.
- Communicates with financial officer regarding incorrectly posted payments.
- Create billing adjustments for customer accounts.

- Process customer return payments, refunds, adjustments and check requests through various systems.
- Communicates with departments on matters of balancing records.
- Performs daily worklist in customer billing system and research and resolve account issues.
- Correct payment errors.
- Research payment inquiries.
- Responsible for providing support documents for internal audits.
- Performs all meter changes and maintains record of all changes.
- Create and set up new customer accounts.
- Create, set up accounts, and assign account numbers for new services.
- Tracks sealed in unsealed meters and sends out field staff for verification.
- Sets up new customer accounts.
- Responsible for the information accuracy of individual meter accounts.
- Coordinates the collection of past due accounts including the preparation of proper notification.
- Monitors accounts and prepares lien notices as necessary.
- Initiates and completes annual lien process. Prepares list of delinquent amounts to be added to taxes.
- Compiles and tabulates information for monthly and annual reports.
- Receives and processes service requests, collecting appropriate funds, and coordinates establishment of services with other District staff.
- Resolves a variety of problems concerning meter readings, high consumption, delinquent accounts, seal, unseal, non-reads, and improper billings including adjustments to the accounts.
- Coordinates account status problems with District accounting staff.
- Coordinates problems of meter location, type of installation, and meter size with operations and engineering personnel.
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Audits meter readings.
- Meets with customers to discuss and resolve problems and concerns.
- Trains staff as needed on meter programs and billing software.
- Assists in routine and special assignments when needed.
- Follows oral and written directions.
- Acts as back-up for other office positions.
- Performs special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures regarding reading, testing, and calibrating meters, establishment and maintenance of services, billing practices, financial record keeping, and delinquent accounts.
- Geography of the District and the location of District facilities.
- Basic principles, practices, and methods of financial management include requisitions, apportionments, allotments, investments, fiscal management, activity reporting, and fiscal year guidelines.

- Specifications, uses, and types of computers or computer-related equipment.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, receive feedback, and respond appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Maintain and update payment and billing records, resolving problems regarding delinquent accounts.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations.
- File, type, enter data, maintain records, and use and complete forms.
- Perform arithmetic calculations quickly and accurately.
- Demonstrate regular and predictable attendance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Two (2) years of increasingly responsible work experience in performing customer service and relations work, involving public contact and receipt and accounting for money, preferably including experience in working with a water or wastewater treatment agency.

**Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Primarily inside an office environment at a desk for extended periods of time.
- Minimal Exposure to outdoor environment, sun, heat, rain, cold.
- Minimal Exposure to loud or noisy environment.
- Minimal Exposure to slip, trip, and fall hazards.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds such as large binders, books, and small office equipment.
- Occasionally required to operate a motor vehicle in performance of job duties.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: August 2023
- Approval/Adoption date: December 18, 2024

# **DISTRIBUTION SUPERINTENDENT CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

## **JOB SUMMARY**

Under general supervision, works to plan, organize, direct and review the field and corporation yard operations of the District; to perform a variety of technical and administrative support functions; and to do related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The Distribution Superintendent is a management position that oversees day-to-day field utility operations and assists in long-term, strategic initiatives. This position is distinguished from the Assistant Distribution Superintendent, in that the Distribution Superintendent holds a higher-level state distribution certificate and is responsible for more strategic, long-term duties.

## **SUPERVISION RECEIVED AND EXERCISED**

The Distribution Superintendent reports to the Assistant District Manager and/or District Manager.

The Distribution Superintendent supervises the Assistant District Superintendent and transmission and distribution operations personnel.

## **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Plans, organizes, assigns, reviews and evaluates the work of all field and shop employees engaged in the operation, installation, maintenance and repair of water distribution systems and facilities.
- Estimates equipment, manpower, materials and costs of work projects, and ensures the timely and efficient completion of such projects.
- Develop, implement and update a variety of safety and injury prevention programs; make on-site inspections to ensure accuracy and quality of work, as well as conformance with safety standards.
- Routinely confers with the District Manager on policies, priorities of planned projects and work in progress, and special projects.
- Assumes responsibility for preliminary budget preparations.

- Approves purchases of materials and other operational items.
- Oversees operations of water storage and delivery facilities.
- Oversees maintenance of District facilities and property.
- Oversees Transmission and Distribution Fleet
- Monitors employee certification, training, and safety programs.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Provides general coordination of maintenance, construction, and operations activities with the engineering and other District departments.
- Assures compliance with all state and local agency regulations and mandates, including but not limited to California Highway Patrol, California Department of Water Resources, and Department of Motor Vehicles.
- Provide input and review for the development and administration of construction contracts.
- Perform special projects as delegated by the District Manager.
- As needed, meets with representatives of other agencies, customers, contractors, business and sales persons, and others in the course of representing the District.
- Performs related duties as assigned.

**Knowledge of:**

- Principles of management, supervision and training.
- Principles, methods, practices and equipment used in the installation, operations and maintenance of water distribution systems and facilities.
- Principles and practices used in the operations and maintenance of water storage systems and facilities.
- Principles and practices used in automotive and equipment maintenance and usage, as well as maintenance of buildings and grounds.
- Basic budgeting and procurement practices and procedures.
- Applicable state and local laws and regulations pertaining to District operations.

**Ability to:**

- Plan, organize, supervise and evaluate field and shop operations of water storage and distribution systems and facilities. Exists in original description
- Hire, train, and discipline subordinate staff.
- Develop and implement safety and other training programs.
- Analyze emergency situations and take effective action.
- Effectively represent the District in a variety of situations, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Demonstrate regular and predictable attendance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

A broad and extensive work experience is typically attained with at least five (5) years of increasingly responsible experience in the construction, operation, and maintenance of water distribution systems and facilities, including demonstrated experience in supervision and training. Administrative experience in budgeting, procurement, and the interpretation and application of laws and regulations is preferred.

**Required License, Certificate or Training:**

- Possession of a valid appropriate California driver's license, Class C or Class A, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile insurance rates.
- Possession of State of California Water Distribution Operator Certificate D-3.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Low temperature: Some work time in hard manual labor in temperatures below 32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Travels regularly by vehicle in inspecting District facilities and field operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Regularly uses a telephone for communication.

**HISTORY:**

- Revision date: January 2005, September 2023
- Approval/Adoption date: December 18, 2024



## **ASSISTANT DISTRIBUTION SUPERINTENDENT**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to assist with planning, organizing, developing, and supervising employees involved in the installation, maintenance, and repair of water distribution systems and facilities throughout the District. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Assistant Distribution Superintendent is a management-level position that assists the Distribution Superintendent in the day-to-day field utility operations. This position is distinguished from the lower-level Utility Supervisor in that this position has oversight over additional operational areas and holds a higher-level state distribution certificate. This position is further distinguished from the Distribution Superintendent, in that the Distribution Superintendent holds a higher-level state distribution certificate and is responsible for more strategic, long-term duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Distribution Superintendent is supervised by the Distribution Superintendent.

The Assistant Distribution Superintendent supervises lower-level transmission and distribution operations personnel.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 or 80 hours (depending on your position) depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Assists the Field Superintendent in estimating manpower needed for operations, equipment utilization, as well as necessary materials and cost projections for relevant District projects.
- Responsible for assigned administrative duties designated by the Field Superintendent as being more routine in nature, to allow for a more regular review of field work in progress to ensure efficiency and timeliness.

- Oversees employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives. Administers commercial driver training.
- May represent the Field Superintendent and/or the District in dealings with other agencies, contractors, and customers; acts as Field Superintendent in their absence.
- Conducts on-site safety inspections and has authority to take necessary action.
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including the water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repairs, and maintenance.
- Principles and practices of budget administration and analysis, including preparing, justifying, reporting on, and executing the budget; the relationships among program, budget, accounting, and reporting systems.

**Ability to:**

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Follow technical directions with minimal supervision.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and professional oral presentations; receive feedback.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and professional manner for the intended audience
- Demonstrate regular and predictable attendance.

**DESIRED QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Four (4) years of increasingly responsible experience in the construction, operation, or maintenance of water distribution systems and facilities, including at least one year in a supervisory capacity.

**Required License, Certificate or Training:**

- Driver License: Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possess or acquire within one (1) year, a State of California, Department of Water Resources Distribution Operator Certification Grade D-2.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Low temperature: Some work time in hard manual labor in temperatures below 32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: October 1993, December 2001, January 2007, August 2023
- Approval/Adoption date: December 18, 2024



## MAINTENANCE TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under supervision to perform all maintenance on District buildings including, but not limited to, carpentry, electrical, plumbing, concrete work, and general maintenance of District property; operate light and medium maintenance and construction equipment in the installation and repair of water main and service lines and meters; install, repairs, and tests electrical systems; perform a variety of semiskilled and unskilled work; and perform related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Maintenance Technician is a journey-level classification responsible for a wide range of installation, maintenance, and equipment operation to ensure the facilities and infrastructure of the District remain functional. The Maintenance Technician is distinguished from the Maintenance Mechanic in that the Maintenance Technician is primarily responsible for facility maintenance while the Maintenance Mechanic is primarily responsible for the plant equipment and machinery.

#### **WORK SCHEDULE**

The Maintenance Technician generally works Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Often may be required to change working hours and/or work overtime as needed for routine and emergency conditions.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Constructs, remodels, repairs, or removes wood frame, concrete, masonry, metal, and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting.
- Works independently or as a member of a crew to participate in the repair, replacement, operation, and maintenance of District facilities including buildings, office structures, treatment plant, corporation yard, and pump stations.
- Maintains and repairs bathroom facilities, including restocking of supplies such as toilet paper, paper towels, soap, etc.
- May function as Crew Lead to accomplish necessary construction and repairs, as needed.

- Assists maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other infrastructure maintenance as needed.
- Safely operates heavy equipment including backhoes, loaders, forklifts, dump trucks, boom trucks, and excavators.
- Maintains and landscapes the corporation yard and office grounds/ parking lots including irrigation-related activities.
- Inspects and maintains HVAC systems.
- Contacts, coordinates, and schedules required services from outside agencies or vendors.
- May assist other staff with the maintenance and repair of tank sites, such as fence repair, green waste, etc.
- Uses and maintains a wide variety of hand and power tools and test equipment related to the work; operates a truck daily.
- Maintains accurate records; makes oral and written reports of work performed and documents modifications made.
- Complies with all District policies, procedures, and rules and regulations, including all safety standards.
- Maintains regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Materials, methods, and the tools to construct objects, structures, and buildings as well as maintenance of buildings and grounds.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Electronics, pipe fitting, painting, plumbing, millwright, and mechanics including their design, installation, testing, uses, repair, and/or maintenance.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Perform research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- Follow oral and written directions.
- Follow technical directions with minimal supervision.
- Demonstrate regular and predictable attendance.

## **DESIRABLE QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High School diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Two (2) years of journey level experience in carpentry, concrete; or welding.

### **Required License, Certificate or Training:**

- Driver's License: Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. May be required by the district to obtain a California Class A driver license during employment. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Electrical, welding, or other construction certificates. Possess or acquire, within one (1) year of hire, (District will provide Forklift Operator Training.)

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.

- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently works in confined spaces.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **HISTORY:**

- Revision date: September 2022, September 2023
- Approval/Adoption date: December 18, 2024



## DISTRIBUTION SYSTEM OPERATOR

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, is a member of the General Unit assigned to the Transmission and Distribution Department of the Paradise Irrigation District. This position plans, oversees, coordinates and participates in the transmission and distribution system preventive maintenance program.

#### **DISTINGUISHING CHARACTERISTICS**

The Distribution System Operator is a discrete journey-advanced level classification responsible for water distribution activities. The Distribution System Operator classification is distinguished from the Water Treatment Plant Operator classification series in that the Distribution System Operators focus on water distribution activities while the Treatment Plant Operators focus on water treatment activities.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Inspects and maintains proper operation and condition of all distribution system storage tanks.
- Operates, inspects, repairs and maintains natural gas and electric booster pump stations in coordination with Treatment Plant operations staff.
- Monitors and maintains records for NPDES distribution system potable water discharges and related activities.
- Inspects and maintains transmission and distribution system flow meters and is responsible for all related recordkeeping.
- In coordination with treatment plant operations staff, operates and maintains district owned ground water well(s) and is responsible for related recordkeeping.
- Coordinates, oversees and participates in routine distribution system valve exercising program.
- Coordinates, oversees and participates in routine and other scheduled or unscheduled maintenance, repair and exercising of distribution system appurtenances such as but not limited to automatic air

vacuum release valves, manual air release valves, system flow control valves, pressure reducing valves and stations, tank altitude valves, and pressure relief valves.

- Responsible for handling customer service issues related to pressure and flow including appropriate recordkeeping.
- From time to time or as needed may assist the Water Quality Technician in the collection of water samples, cathodic protection activities and reports for production data.
- Coordinate and participate in the collection of data for system mapping and GIS.
- Coordinate and participate in ongoing distribution system flushing activities and perform related recordkeeping.
- Will coordinate and participate in ongoing distribution system leak detection and perform related recordkeeping.
- Incumbent may participate in the district standby duty rotation while serving as the Distribution System Operator.
- Cleans and maintains buildings and grounds at the reservoir sites, distribution system pump station(s), well sites and pressure reducing valve stations.
- Coordinate, oversee and inspect contractor work performed on district distribution facilities such as tanks, PRV's and pump stations.
- Performs related duties and assignments as directed.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water distribution system and water treatment facility.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determine objectives, set priorities, and delegate work; accept responsibility for mistakes; comply with established control systems and rules.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations.

- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work
- Maintain regular and predictable attendance.

### **Desired Qualifications**

#### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

Associate Degree or higher, relevant to water technology earned at an accredited institution.

#### **Experience:**

Minimum two (2) years' experience as a Utility Worker I with the Paradise Irrigation District or similar position with a similar organization.

#### **Required License, Certificate or Training:**

- Possession of an appropriate Class C California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Must possess California Water Distribution Operator certification Grade 1 or higher.
- Must obtain California Water Distribution Operator certification Grade 2 within 18 months of employment in this position.

### **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Confined Space: Occasional work in confined space.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Occasionally works in confined spaces.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Uses respiratory protection equipment, which being clean shaven at time of use.

#### **HISTORY:**

- Revision date: March 2019, September 2023
- Approval/Adoption date: December 18, 2024



## UTILITY SUPERVISOR

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt  
General

**BARGAINING**

**UNIT:**

#### **JOB SUMMARY**

Under general direction, to supervise and manage water main and service line installation and repair; to operate equipment in line installation and repair; to perform a variety of semiskilled or unskilled work; to participate in standby duties subject to all conditions as established in the District's Rules and Regulations, as assigned; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the supervisory classification in the Utility Worker series which is responsible for performing all daily activities in the installation and repair of main and service lines, meters, valves, and related equipment. The Utility Supervisor is distinguished from the Utility Crew Leader in that the Utility Supervisor can stand in place of the District Superintendent or Assistant District Superintendent as needed. This position is further distinguished from the Assistant Distribution Superintendent in that the Assistant Distribution Superintendent holds a higher-level state distribution certificate.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Assists the District Superintendent and Assistant Superintendent in overseeing main and service line installation and repair, and meter installation.
- Trains new employees in methods, equipment, and practices used in line installation and repair.
- Supervises construction projects and street repair.
- Operates and supervises the operation of vacuum trailers/units, backhoes, loaders, trucks, and hand equipment in the uncovering of water main and service lines for installation, maintenance, or repair.
- Performs and supervises a variety of unskilled and semiskilled tasks in line and meter installation.
- Backfills and repairs roads and pavement; operates a variety of boring machines, AC pipe milling machine, air compressor, scope pipe locator, valve locator, roller vibrator, tamper, and jackhammer.

- Acts as leadman on maintenance crew.
- Assists in equipment maintenance and repair, and in general yard and shop work.
- Assists in construction and maintenance work on District property.
- May act for the District Superintendent and Assistant Superintendent in their absence.
- Performs other duties as assigned.
- Oversees Field crews with daily operations and safety.
- Works with contractors on the scheduling, inspections and tasks of district infrastructure.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Geography of the District and the location of District facilities.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services. Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, , responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Follow oral and written directions.
- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Bend, lift, climb, stand, and walk for long periods of time; perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Four (4) years of experience working in the water utility industry in transmission and distribution including one year of lead capacity.

**Required License, Certificate or Training:**

- Possession of an appropriate California Class C license issued by the State Department of Motor Vehicles. The District may require employee to obtain a California class A license during employment at the District's cost. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of State of California Water Distribution Operator Certificate D-1. Should this be D-2?

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment, and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and material weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: December 2001, September 2023
- Approval/Adoption date: December 18, 2024



## UTILITY CREW LEADER

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING**

**UNIT:**

General

#### **JOB SUMMARY**

Under general direction, to independently perform the full range of maintenance, installation, and repair assignments for water main and service lines and meters; to operate and/or oversee the operation of heavy equipment; to provide supervision and training for assigned staff; to perform standby duties subject to all conditions as established in the District's Rules and Regulations, as assigned; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the supervisory classification in the Utility Worker series, which is responsible for performing all daily activities in the installation and repair of main and service lines, meters, valves, and related equipment. The Utility Crew Leader is distinguished from the Utility Worker II in that the Utility Crew Leader serves as a first line supervisory position, has a greater degree of independence, and performs more complex duties. The Utility Crew Leader is further distinguished from the Utility Supervisor in the Utility Supervisor has the ability to stand in place of the District Superintendent or Assistant District Superintendent as needed.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Participates in planning jobs, ensuring work meets required standards, and that appropriate documentation is maintained.
- Assess problems and/or damage to the water system, identifying causes, and determining the appropriate action to take.
- Oversees and participates in the installation and repair of main and service lines, meters, valves, and related equipment.
- Estimates materials and equipment needed for job and stocks truck.

- Operates and supervises the operation of vacuum trailers/units, backhoes, loaders, trucks, and hand equipment in the uncovering of water main and service lines for installation, maintenance or repair.
- Backfills and repairs roads and pavement; operates a variety of equipment including boring machine, air compressor, scope pipe locator, valve locator, roller vibrator, tamper, and jackhammer.
- Serves as crew leader on maintenance crew.
- Assists in equipment maintenance and repair, and in general yard and shop work.
- Assists in construction and maintenance work on District property.
- Inspects new pipeline projects for proper service line installation.
- Arranges and directs meter installations.
- Responsible for safe and proper conduct of the members of their crew in the performance of their duties.
- Shuts down main lines in emergencies.
- Distributes customer notices.
- Performs other duties as assigned.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Material, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution
- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, , responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.

- Bend, lift, climb, stand, and walk for long periods of time; ability to perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.
- Skillfully use a Backhoe and other equipment in the uncovering, installation and repair of water lines.
- Effectively direct, instruct, train, and evaluate subordinates in maintenance, repair and construction of District infrastructure.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Three (3) years of experience in the operation of light and medium motorized construction equipment.

### **Required License, Certificate or Training:**

- Possession of an appropriate California class C driver license issued by the State Department of Motor Vehicles. The District may require employee to obtain a California class A license during employment at the District's cost. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a State of California, Department of Health Services Water Distribution Operator Certification Grade D-1.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees

- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: January 2010, August 2023
- Approval/Adoption date: December 18, 2024



## UTILITY WORKER II

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, to perform semiskilled and unskilled work in the installation and repair of water main and service lines and meters; to perform a variety of routine maintenance and repair work; to transport and/or operate heavy equipment, as assigned; to work independently performing tasks within skill range and certification level; to lead other maintenance personnel at same or lower classification, as assigned; to perform standby duties subject to all conditions as established in the District's Rules and Regulations, as assigned; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the Utility Worker series, which is responsible for performing all daily activities in the installation and repair of main and services lines, meters, valves, and related equipment. The Utility Worker II is distinguished from the Utility Worker I in that the Utility Worker II has a greater level of independence, maintains a California Department of Health Services D-1 Distributions certification, and performs some lead worker duties. The Utility Worker II is further distinguished from the Utility Crew Leader in the Utility Crew lead serves as a first line supervisory position.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Participates in the installation and repair of main and service lines, meters, valves, and related equipment.
- Estimates materials and equipment needed for the job and stocks the truck.
- Drives service and dump trucks.
- Transports and operates vacuum trailers/units, road boring machine, roller vibrator, tamper, jackhammer, pipe threader, and cutter.
- Installs pipe and meters.

- Assists in digging, backfilling, and repairing roads and pavement.
- Provides traffic control for installation and repair sites, as needed.
- Repairs damaged pipe by replacement or with clamps or plugs.
- Installs valves and hydrants.
- Assists in construction and maintenance work of District property.
- Assists in general yard and shop work.
- Responds to emergency repair requests.
- Serves as Operator-for-the-Day as assigned.
- Performs related duties and assignments as directed.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, distribution systems, and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution
- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, responding appropriately.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Follow oral and written directions.
- Bend, lift, climb, stand, and walk for long periods of time; perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.
- Operate hand and, power tools and equipment necessary for the repair/maintenance and replacement of district infrastructure.

## MINIMUM QUALIFICATIONS

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Two (2) years of experience in general construction work with one (1) year in waterworks construction.

### **Required License, Certificate or Training:**

- Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. The District may require employee to obtain a California class A license during employment at the District's cost. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile insurance rates.
- California Department of Health Services D-1 distribution certificate

## WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time involving hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time involving hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional exposure to unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: January 2005, September 2023
- Approval/Adoption date: December 18, 2024



## UTILITY WORKER I

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under close supervision, to perform semiskilled and unskilled work in the installation and repair of water main and service lines and meters; to perform a variety of routine maintenance and repair work; to transport and/or operate heavy equipment, as assigned; to perform standby duties subject to all conditions as established in the District's Rules and Regulations, as assigned; and to do related work as required

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Utility Worker series, which is responsible for performing all daily activities in the installation and repair of main and service lines, meters, valves, and related equipment. The Utility Worker I is distinguished from the Utility Worker II in that the Utility Worker II has a greater level of independence, maintains a California Department of Health Services D-1 Distribution certificate, and performs some lead worker duties.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Participates in the installation and repair of main and service lines, meters, valves, and related equipment.
- Keeps truck stocked with parts and materials.
- Drives service and dump trucks.
- Transports and operates vacuum trailers/units, road boring machine, roller vibrator, tamper, jackhammer, pipe threader, and cutter.
- Installs pipe and meters.
- Assists in digging, backfilling, and repairing roads and pavement.
- Provides traffic control for installation and repair sites, as needed.
- Repairs damaged pipe by replacement or with clamps or plugs.
- Installs valves and hydrants.

- Assists in construction and maintenance work of District property.
- Assists in general yard and shop work.
- Learns and follows District policies and procedures.
- Responds to emergency repair requests.
- Performs related duties and assignments as directed.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, distribution systems, and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Work with clients, customers, and external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, , responding appropriately.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Bend, lift, climb, stand, and walk for long periods of time; ability to perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.
- Ability to operate hand and, power tools and equipment needed in the repair, maintenance and replacement of district infrastructure.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

One (1) year of experience in general construction work.

**Required License, Certificate or Training:**

- Possession of an appropriate California Class C drivers license issued by the State Department of Motor Vehicles. The District may require employee to obtain a California class A license during employment at the District's cost. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.

- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date: August 2011, September 2023
- Approval/Adoption date: December 18, 2024



## TEMPORARY LABORER CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

### **JOB SUMMARY**

Works under close supervision to perform general labor work in the maintenance, construction, and repair of District infrastructure and operate motor vehicles.

### **DISTINGUISHING CHARACTERISTICS**

### **WORK SCHEDULE**

The Temporary Laborer generally works Monday through Friday, 7:00 am to 3:30 pm, with some flexibility in hours. May occasionally be required to change working hours and/or work overtime.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Cleans, washes, and stocks District service vehicles.
- Assists with a variety of maintenance, repair, and construction work on District facilities.
- Performs trench excavation and backfill work.
- Uses shovels, picks, hand brooms, asphalt rakes and other hand tools a majority of each work day.
- Assist in performing concrete, asphalt, and pavement repairs.
- Operates pneumatic, hydraulic, and gasoline powered tools such as pavement breaker, clay spade, tamper, vibrator, and compactor.
- Performs brush clearing, weeding, and basic landscape maintenance.
- Loads and unloads materials and equipment.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Drive service trucks and dump truck requiring Class C license.
- Regularly stands in one place for extended periods performing traffic control duties.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

### **Knowledge of:**

- Broad overall District operations including water delivery and distribution system. Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, distribution systems, and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe

systems, and fixtures for water treatment, storage, and distribution.

- Methods and materials used in water line installation and repair.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations; listen to others, , responding appropriately.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work.
- Follow oral and written directions.
- Bend, lift, climb, stand, and walk for long periods of time; ability to perform moderately heavy laboring work, often in inclement weather.
- Demonstrate regular and predictable attendance.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Required License, Certificate or Training:**

- Possession of a valid appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile insurance rates.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32

degrees.

- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties. Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Hearing within normal range
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: January 2005, September 2023
- Approval/Adoption date: December 18, 2024



## MECHANIC

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under supervision to perform maintenance and repair activities for District vehicles and equipment both in the field and in a repair shop; and perform related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Mechanic is a journey-level classification responsible for the maintenance and repair of District vehicles and heavy equipment, as well as participating in maintenance activities for infrastructure. An incumbent also serves as the Welder/Fabricator for the District.

#### **Work schedule**

Generally, Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Occasionally required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

##### **Duties may include, but are not limited to, the following:**

- Maintains and repairs all District mechanical equipment, vehicles, and construction equipment.
- Ensures completion of testing and recordkeeping to satisfy requirements of the Bureau of Automotive Repair, Department of Motor Vehicles, and California Highway Patrol.
- Operates a computer-based equipment preventative maintenance program.
- Maintains an appropriate inventory of spare parts and other maintenance items.
- Reads and interprets mechanical equipment and vehicle specifications and details.
- Fosters a positive attitude among District employees about the proper and safe use, service, and maintenance of District equipment.
- May lead employees assigned to vehicle maintenance and train or assists in the training of other staff, as directed.
- Processes records and receipts relating to job costs and time expenditures of equipment and District personnel engaged in the repair and maintenance of District equipment.
- Performs welding functions in the maintenance, repair and fabrication of District equipment and facilities including utilizing oxyacetylene torches, electric arc welder and wire feed welding systems.
- Assists the Treatment Plant personnel with maintenance and repair of mechanical components of the Treatment Plant.

- Evaluates the operating condition of District equipment, developing recommendations regarding replacement, major repairs, and parts replacement.
- Prepares and monitors budgets for shop operations and the purchase of new vehicles and equipment.
- Prepares evaluative reports on the general condition of District equipment and future equipment needs.
- Prepares specifications for the purchase of new equipment and vehicles.
- Checks and inspects new equipment for conformance with specifications.
- Orders fuels, gas, oils, lubricants, and other supplies and materials.
- Oversees the inventory of vehicle and equipment parts.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Assists maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other facilities maintenance as needed.
- Operates equipment as needed including backhoe, loader, and forklift in support of other staff.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Materials, methods, and the tools to construct objects, structures, and buildings as well as maintenance of buildings and grounds.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Electronics, pipe fitting, painting, plumbing, millwright, and mechanics including their design, installation, testing, uses, repair, and/or maintenance.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- Follow oral and written directions.
- Follow technical directions with minimal supervision.
- Demonstrate regular and predictable attendance.

## **DESIRABLE QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Two (2) years of responsible work experience in the skilled maintenance and repair of vehicles and heavy equipment, which included gasoline, natural gas and diesel fueled systems.

### **Required License, Certificate or Training:**

- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. **The District may require employee to obtain a California class A license during employment at the District's cost.** Possession and proof of a good driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

(District will provide Forklift Operator Training.)

## **WORK ENVIRONMENT**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally, there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Exposure to sparks and metal shavings, dust from grinding on metal.

## **PHYSICAL DEMANDS**

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently works in confined spaces
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Uses respiratory protection equipment, which requires being clean shaven at time of use.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: August 2009, September 2023
- Approval/Adoption date: December 18, 2024



## WAREHOUSE TECHNICIAN

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, to purchase, inventory, and maintain material and equipment for the District; to maintain stockroom and yard; to assist in shop and field work; to occasionally supervise personnel during inventory and yard maintenance activities, as assigned; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Warehouse Technician is a discrete journey level classification that is responsible for purchasing and maintaining inventory in the District.

#### **WORK SCHEDULE**

Generally, Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Occasionally required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Inventories and maintains proper supplies of a wide variety of materials and equipment used in pipeline construction and repair such as pipe fittings, valves, and clamps.
- Maintains accurate computerized inventory records.
- Conducts fiscal year inventory.
- Confers with vendors to obtain information, attain lowest prices, and coordinate deliveries.
- Prepares purchase orders and maintains purchase records.
- Maintain internal control procedures to eliminate theft.
- Receive purchased inventory and stocks shelves.
- Assists in other shop and field work at the District.
- Assists management in improving information workflow.
- Manage work order and job costing systems.
- Operates trucks and forklift.
- Responsible for shop and yard upkeep, organization, and maintenance.
- Performs related duties and assignments as directed.

#### **Knowledge of:**

- Broad overall District operations including water delivery and distribution system.

- Applicable District policies, regulations, and standard operating procedures used in inventory control, procurement, and warehousing.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Specifications, uses, and types of computers or computer-related equipment.

**Ability to:**

- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Follow oral and written directions.
- Demonstrate regular and predictable attendance.

**DESIRABLE QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

Equivalent to graduation from high school, preferably supplemented by course work in water quality, hydraulics, or engineering.

**Experience:**

- One (1) year of experience in water related repair and maintenance work and one (1) year experience in purchasing and warehousing of water related materials and equipment.
- One (1) year of experience in computer operations including ability to use Microsoft Word, Excel, and Access.

**Required License, Certificate or Training:**

Possession of an appropriate California Class C driver license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle, heavy equipment and/or hand tools in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and material weighing up to 60 lbs.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: July 2004, August 2007, September 2023
- Approval/Adoption date: December 18, 2024



## METER SUPERVISOR

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under general supervision, oversees and participates in the installation, repair, maintenance, and replacement of District water meters, backflows, and related systems. This role involves supervising Meter Service Technicians, managing the meter shop, and performing both administrative and field duties, including emergency response and customer service. The position requires extensive technical knowledge, fieldwork, and the ability to troubleshoot and program automated meter systems. The Meter Supervisor may be assigned standby duties as established in the District's Rules and Regulations and is responsible for ensuring safety protocols are followed in all operations. Performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Meter Supervisor is the supervisory role within the Meter Service series, responsible for overseeing and performing complex tasks related to water meter and backflow operations. This role is distinguished from the lower-level Meter Service Technician by the degree of leadership, decision-making, technical expertise, and emergency response required. The Meter Supervisor handles advanced diagnostics, data management, and coordination of emergency repairs, and is responsible for training and evaluating staff performance.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Meter Supervisor supervises the Meter Service Technicians.

#### **WORK SCHEDULE**

The Meter Supervisor generally works Monday through Friday, 7:00 am to 3:30 pm, with some flexibility in hours. May occasionally be required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Oversee and train Meter Service Technicians in meter and backflow maintenance, emergency response, customer service, and safety protocols.
- Meet with customers to address issues related to water pressure, backflow, dirty water complaints, and other service concerns.
- Act as the first responder for mainline and service line leaks, making real-time decisions on repairs or crew deployment, and call in USA tickets for emergency locates.

- Install, program, troubleshoot, and repair Zenner MIUs, meters, collectors, repeaters, and ACERS using programming devices. Pull daily reports for leaks and non-reporting units, and take corrective actions.
- Manage all aspects of the Backflow Prevention Program, including building, repairing, installing, testing, troubleshooting, and serving non-compliance letters to customers. Input and track backflow test records using Syncta.
- Perform USA locates for underground utilities, set up cones and signs, and manage traffic control as needed for field operations.
- Oversee the installation, repair, and reading of hydrant meters.
- Conduct inspections to ensure compliance with backflow requirements and verify seals.
- Manage and input records related to backflow tests and track data using Syncta. Pull and analyze reports from the Zenner system to ensure operational efficiency.
- Maintain inventory records, order parts as needed, and ensure all equipment is functioning and maintained.
- Assist in the Water Conservation Education Program, providing information and notices for water use violations.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Geography of the District and the location of District facilities
- Applicable District policies, regulations, and standard operating procedures used in the operation, testing, and repair of water meters and testing devices.

**Ability to:**

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Work with clients, customers, contractors, external stakeholders, and the public to assess their needs, provide information or assistance, establish, and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Maintain regular and predictable attendance.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Two (2) years of experience in water meter installation and repair.

### **Required License, Certificate or Training:**

- Possession of a valid appropriate California driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid AWWA California/Nevada Section Certificate for Backflow Prevention Device General Tester, and as required by the State of California, Department of Health Services. Possession of a valid AWWA California-Nevada Section Cross Connection Control Specialist Certification.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body come in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **HISTORY:**

- Revision date: December 2001, August 2023, November 2024
- Approval/Adoption date: December 18, 2024



## **METER SERVICE TECHNICIAN**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, the Meter Service Technician is responsible for reading and recording water usage, installing, repairing, and maintaining water meters and backflow devices, and responding to field service issues, including emergencies. This role involves providing direct customer service, performing utility locates, programming and troubleshooting automated meter reading systems, and ensuring compliance with District standards. The position may include standby duties and requires the ability to respond quickly to emergencies and work efficiently with advanced meter technologies. Performs related duties as assigned

#### **DISTINGUISHING CHARACTERISTICS**

The Meter Service Technician is an entry-journey level role within the Meter Service series. This position focuses on fieldwork, involving customer service, emergency response, and technical expertise in water meter and backflow system management. It is distinguished from the Meter Supervisor position, which involves higher-level decision-making, technical complexity, and the supervision of staff.

#### **WORK SCHEDULE**

The Meter Service Technician generally works Monday through Friday, 7:00 am to 3:30 pm, with some flexibility in hours. May occasionally be required to change working hours and/or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Provide field customer service, addressing issues related to water meters, backflows, dirty water complaints, and low-pressure concerns. Engage directly with customers to resolve issues.
- Act as the first responder for mainline and service line leaks, assessing the situation and determining whether to perform repairs or call-in additional crews. Manage USA tickets for emergency locates.
- Build, install, repair, test, and troubleshoot backflow devices. Install, program, troubleshoot, and repair Zenner MIUs, meters, collectors, repeaters, and ACERS using programming devices.
- Perform USA locates for underground utilities to ensure safe excavation and coordinate with contractors.
- Install and repair hydrant meters and take meter readings as needed.
- Serve non-compliance letters to customers regarding backflow devices and ensure adherence to regulations.
- Set up cones, street signs, and other safety measures as required for field operations.

- Conduct inspections for backflow compliance for office staff and verify seals on equipment.
- Read and record water usage from mechanical water meters, clean meter boxes, and service trucks. Maintain records of new listings, malfunctioning meters, and completed repairs.
- Rebuild meters, test for accurate flow, assist with inventory, and perform related duties as assigned.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Geography of the District and the location of District facilities.
- Applicable District policies, regulations, and standard operating procedures used in the operation, testing, and repair of water meters and testing devices.

**Ability to:**

- Work with clients, customers, contractors, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Work as a team member to meet monthly and quarterly backflow testing quotas.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attend to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Maintain regular and predictable attendance.

## MINIMUM QUALIFICATIONS

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:** One (1) year of experience in work requiring mechanical aptitude and public contact.

**Required License, Certificate or Training:**

- Possession of an appropriate California driver's license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from

multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.

- Obtain a valid AWWA California/Nevada Section Certificate for Backflow Prevention Device Tester within 12- months of hire date.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 60 lbs. daily, and occasionally up to 100 lbs.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: April 2018, September 2023, December 2023 (removal of D-1 requirement addition in error), November 2024
- Approval/Adoption date: December 18, 2024



## WATER TREATMENT PLANT SUPERINTENDENT CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

### **JOB SUMMARY**

Under general direction, to plan, organize, direct, and coordinate the operations of District reservoirs, treatment plant, and treated water storage facilities; to ensure compliance with regulatory standards and requirements; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Water Treatment Plant Superintendent is a supervisory position that performs full, first-line supervisory responsibility including planning, assigning, and evaluating the work of subordinates and is responsible for providing oversight of the daily and long-term operations and maintenance of the water treatment plant.

### **SUPERVISION RECEIVED AND EXERCISED**

The Water Treatment Plant Superintendent reports to the Assistant District Manager and/or the District Manager.

The Water Treatment Plant Superintendent supervises Water Treatment Plant Operators and Water Treatment Plant Maintenance Mechanics.

### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime. Willingness to work nights, weekends, holidays, and overtime as needed for routine and emergency conditions.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Plans, organizes, assigns, supervises, trains, reviews, and evaluates the work of employees engaged in the operation, maintenance, and repair of raw water storage reservoirs, the water treatment plant, and related water quality facilities and related aspects of the District.
- Monitors and prepares reports for regulatory agencies and governing bodies.
- Oversees the proper functioning of water systems, ensuring regulatory requirements are met.

- Oversees and infrastructure updates and repairs to conform with new and existing requirements; coordinates with maintenance and operations personnel and management to guarantee compliance.
- Develops recommendations and assists the District Manager with long-range planning for system improvements and service requirements.
- Develops the water treatment budget and controls costs.
- Conducts spot inspections of the plant, reservoirs, and tanks to ensure proper utilization of staff and equipment.
- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Provides general coordination of water treatment and storage activities with other District functions.
- May conduct water sampling.
- Orders supplies and materials in accordance with District rules and requirements.
- Monitors employee certification training, and safety programs.
- Performs special projects as delegated by the Manager.
- Represents District water treatment and related functions with the public, contractors, and representatives of other government agencies.
- Responds to emergency calls.
- Performs related duties as assigned.

**Knowledge of:**

- Broad overall District operations at an advanced level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, distribution systems, and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality of, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water distribution system and water treatment facility.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.

**Ability to:**

- Plan, design, carry out, and coordinate District projects, particularly as they affect watershed and water treatment and water distribution.
- Perform research, analyze, and evaluate information to evaluate alternatives and make

recommendations.

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Maintain regular and predictable attendance.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

Equivalent to graduation from high school, preferably supplemented by course work in water quality, hydraulics, engineering, or drinking water technology.

#### **Experience:**

- Broad and extensive work experience in performing water treatment functions and plant operations, as well as operations, maintenance, and repair of related systems. Work experience must include substantial experience with centralized communications-control distribution systems and supervisory control and data acquisition (SCADA) systems.
- At least two (2) years of experience in a management or supervisory capacity.

#### **Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade V Water Treatment Operator Certificate issued by the California State Water Resources Control Board.

## WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: Possible 50% or more work time spent outside a building and exposed to the sun.
- Inside an office environment at a desk for extended periods of time.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Low temperature: Some work time in hard manual labor in temperatures below 32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## HISTORY:

- Revision date: August 1994, February 2004, September 2023
- Approval/Adoption date: December 18, 2024



## WATER TREATMENT PLANT OPERATOR

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, to inspect, maintain and operate treated and raw water storage and treatment facilities; to assure proper quantity and quality of water in the District; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry, journey, and advanced level classifications in the Water Treatment Plant Operator series, which is responsible for performing all daily activities in the operations of the water treatment plant. The classifications (I, II, III, & IV & V) are distinguished by their state issued, Water Treatment Operator Certificates Grade, with a higher degree of independence, increased scope of work, and increased task complexity completed by higher state grade classifications. The Water Treatment Plant Operator classification series is distinguished from the Water Treatment Plant Maintenance Mechanic classification in that the Operators focus on daily operations of the plant while the Maintenance Mechanics focus on daily maintenance of the plant.

#### **WORK SCHEDULE**

Must be able to work a flexible schedule to ensure coverage for the 24-hour, seven-day operation at the District's Water Treatment Plant. Willingness to work nights, weekends, holidays, and overtime as needed for routine and emergency conditions.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Maintains and operates a water treatment plant incorporating chemical feed equipment, filtration equipment, pumps, flow regulation equipment, reservoirs, sedimentation basins, Settling Ponds?, and/or storage tanks and control equipment.
- Operates automatic and manually controlled equipment throughout the water treatment and storage process.
- Regulates and controls chemical dosage to meet requirements.
- Evaluates a variety of information to determine conditions, adjust, and maintain proper plant operations.
- Checks raw water reservoirs for water elevation and water quality properties.

- Collects raw water samples for analysis, records results and adjusts as needed.
- Maintains proper releases from reservoirs.
- Reads, records, and maintains stream flow recorders, piezometer wells and weirs.
- Takes samples and makes standardized laboratory tests.
- Makes repairs to machinery, equipment, pipes, tanks, pumps, and motors.
- Maintains records of plant operations.
- Cleans and maintains buildings and grounds.
- Responds to emergency calls.
- Answers customer complaints and questions.
- Gives tours of the treatment plant.
- Assists and coordinates system operations with the Distribution System Operator.
- Performs related duties as assigned.
- Record Keeping
- Coordinates with other departments

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water treatment facility and water distribution system.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determine objectives, set priorities, and delegate work; accept responsibility for mistakes; comply with established control systems and rules.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations.
- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.

- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work
- Maintain regular and predictable attendance.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

#### **Experience:**

Three (3) years of increasingly responsible experience in water supply and treatment plant operations.

### **Required License, Certificate or Training:**

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade II-IV Water Treatment Operator Certificate issued by the State of California Department of Health. Classification level is dependent on grade of state issued certificate.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.

- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Confined Space: Occasional work in confided space.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently works in confined spaces.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Uses respiratory protection equipment, which requires being clean shaven.

#### **HISTORY:**

- Revision date: August 1994, February 2004, September 2023
- Approval/Adoption date: December 18, 2024



## **WATER TREATMENT PLANT MAINTENANCE MECHANIC**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Works under supervision to inspect and maintain all systems and facilities located at the District's water treatment plant; to work cooperatively with plant operators; and to performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Water Treatment Plant Maintenance Mechanic is a journey-level classification responsible for the inspection and maintenance of water treatment plant systems and facilities. The Water Treatment Plant Maintenance Mechanic is distinguished from the Maintenance Technician in that the Water Treatment Plant Maintenance Mechanic is primarily responsible for the water treatment plant equipment, machinery, Source Water and Treatment facilities maintenance while the Maintenance Technician is primarily responsible for facility maintenance not including source or treatment. The Water Treatment Plant Maintenance Mechanic is distinguished from the Mechanic in that the Water Treatment Plant Maintenance Mechanic for the maintenance and repair of the District's infrastructure, while the Mechanic is primarily responsible for the maintenance and repair of the District's vehicles and heavy equipment.

#### **WORK SCHEDULE**

The Maintenance Mechanic generally works Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Often may be required to change working hours and/or work overtime as needed for routine and emergency conditions.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Performs routine daily and monthly inspection of all plant equipment and District facilities.
- Conducts routine plant maintenance activities.
- Repairs machinery, chemical feed equipment, pipes, valves, tanks, pumps, motors, compressors, motor control panels, electrical high and low voltage systems, automatic controls, and timers.
- Participates in facility maintenance activities such as painting, cleaning, and maintaining buildings and grounds.

- Keeps accurate records on all equipment including tracking and documenting inventory and purchasing needs.
- Performs related duties, as assigned.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Materials, methods, and the tools to construct objects, structures, and buildings as well as maintenance of buildings and grounds.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Electronics, pipe fitting, painting, plumbing, millwright, and mechanics including their design, installation, testing, uses, repair, and/or maintenance.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- Follow oral and written directions.
- Follow technical directions with minimal supervision.
- Demonstrate regular and predictable attendance

**DESIRABLE QUALIFICATIONS**

**Education and Experience:**

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High School diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Three (3) years of work experience in the maintenance of water treatment plants or related operations, preferably supplemented by course work in pump repair, electrical systems, mechanical systems, and hydraulics.

**Required License, Certificate or Training:**

- Driver's License: Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of State certification in water or wastewater treatment.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently works in confined spaces
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Uses respiratory protection equipment, which requires being clean shaven.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HISTORY:**

- Revision date: August 2023
- Approval/Adoption date: **December 18, 2024**