

FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT

This Fourth Amendment is made to the Employment Agreement dated April 21, 2021, between the PARADISE IRRIGATION DISTRICT ("District") and MICKEY RICH ("Employee") on this 22nd day of May 2025.

RECITALS

WHEREAS, District and Employee entered into an Employment Agreement dated April 21, 2021;

WHEREAS, that Employment Agreement allows the parties to amend upon concurrence of the parties; and

WHEREAS, Employee wishes to continue serving as Assistant District Manager, and District wishes to retain Employee in that capacity.

NOW THEREFORE, District and Employee hereby agree to amend the above-referenced Employment Agreement as follows:

Effective upon approval by the Board of Directors, the following paragraph of the Employment Agreement shall be replaced with:

5. SALARY.

- (a) Effective May 22, 2025, subject to subdivision (e) below, Employee's annual salary will increase to One Hundred Sixty Thousand Dollars (\$160,000.00) payable in installments at the same time as other employees of the District are paid and subject to customary withholdings—an increase in Employee's auto allowance to \$500.00 per month.
- (b) Effective May 1, 2026, 2027, 2028, a salary increase of 4%.

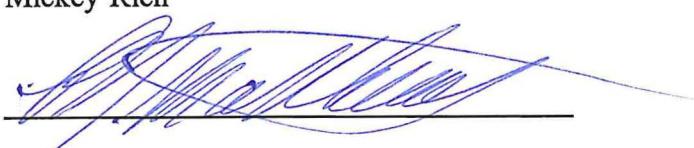
Nothing contained herein shall alter the at-will nature of Employee's employment or create an entitlement to payment if Employee is no longer employed.

All other provisions of the Employment Agreement dated April 21, 2021, shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Fourth Amendment to Employment Agreement to be signed and executed on its behalf by its President and duly attested. The Employee has also executed this Amendment.



Mickey Rich



Bob Matthews, President
Paradise Irrigation District

ATTEST:

Georgeanna Borrayo

Georgeanna Borrayo, District Secretary
Paradise Irrigation District

ASSISTANT DISTRICT MANAGER

CLASSIFICATION SPECIFICATION

FLSA STATUS: Exempt Contract Employee

JOB SUMMARY

Under administrative direction, plans, organizes, coordinates, and directs departments, objectives, and projects as assigned by the District Manager; acts in the absence of the District Manager; leads operations, customer service, public relations, information technology, and human resources functions; supports strategic planning and recovery initiatives related to Paradise's rebuilding; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant District Manager is a senior management position that functions as a key advisor to the District Manager, provides leadership to cross-departmental projects, and manages high-level administrative, operational, and human resources functions. This classification is distinguished by its executive-level responsibility, strategic influence, and authority to support department heads and lead District-wide initiatives. This position plays a supporting role in the District's post-disaster recovery, regulatory compliance, and public engagement efforts.

SUPERVISION RECEIVED AND EXERCISED

The Assistant District Manager reports directly to the District Manager and acts as District Manager in their absence.

The Assistant District Manager may supervise management, technical, and administrative staff across departments, including but not limited to Operations, Information Systems, Public Relations, Customer Service, and Human Resources. Provides coordination and support for department heads and key managers on high-priority projects.

WORK SCHEDULE

Works a flexible schedule depending on operational needs and with the consent of the District Manager. Availability during evenings and weekends may be required for Board meetings, emergencies, and critical District events.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Develops and implements goals, objectives, and performance measures aligned with the District's Strategic Plan.
- Oversees daily operations of key departments including customer service, information technology, and public outreach.
- Leads Human Resources activities, including policy development, employee relations, recruitment strategies, organizational development, and labor negotiations with guidance

from the District Manager.

- Supports public communications, branding, and media strategies; collaborates with external consultants on public outreach.
- Oversees information systems, technology infrastructure, GIS, and SCADA modernization efforts.
- Coordinates operational support and continuous improvement initiatives.
- Assists in the preparation and Board presentation of District-wide planning documents.
- Supports the District's efforts in interagency coordination, water policy advocacy, and initiatives related to infrastructure resilience.
- Supports District-wide budget development and financial planning strategies in coordination with executive leadership.
- Participates in emergency response, including continuity planning, mutual aid coordination, and community recovery programs.
- Represents the District at public meetings, regulatory hearings, and in intergovernmental forums.
- Other duties as assigned by the District Manager.

QUALIFICATIONS GUIDELINES

****Knowledge of:****

- Utility operations, customer service, and public engagement.
- Human resources practices including employee relations, labor laws, and organizational development.
- Strategic planning and organizational leadership.
- Public administration, regulatory frameworks, and interagency coordination.
- Fiscal policy, budgeting, investment strategy, and government accounting.
- Supervisory practices for executive and technical staff.
- Enterprise and information systems (e.g., GIS, SCADA, IT infrastructure).
- Crisis communication, media relations, and community outreach.

****Ability to:****

- Lead multidisciplinary teams and complex operational initiatives.
- Oversee daily service functions with a focus on performance, efficiency, and customer satisfaction.
- Provide leadership in Human Resources and employee engagement.
- Communicate persuasively with elected officials, regulators, and the public.
- Develop and present high-quality reports, board materials, and policy briefs.
- Balance competing priorities and make data-informed decisions.
- Plan and oversee District-wide strategic and emergency initiatives.
- Uphold integrity, transparency, and service to the community.

MINIMUM QUALIFICATIONS

****Education:****

Bachelor's degree in public administration, human resources, business administration, information technology, or related field. Master's degree or professional certification (e.g., SPHR, CPA, PMP) preferred.

****Experience:****

At least seven (7) years of increasingly responsible public sector or utility management experience, including supervision of professional staff. Experience with operations management, human resources, public relations, and IT oversight strongly preferred.

LICENSES OR CERTIFICATIONS

Possession of a valid California Class C driver's license with a satisfactory driving record.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting with occasional travel to project sites, partner agencies, and public meetings. May require extended hours and availability during emergencies.

RECOMMENDED SALARY RANGE

****Proposed Range:** \$165,000 – \$185,000 annually.**

****Rationale:****

- Provides executive-level support to the District Manager and leads daily operations
- Oversees HR, IT, customer service, and public communication efforts
- Assumes acting District Manager role when needed
- Positioned above senior managers but below CFO (\$145K) and District Manager (\$210K)
- Reflects comparable assistant/general manager roles with oversight of operations and HR functions in California special districts

THIRD AMENDMENT TO EMPLOYMENT AGREEMENT

This Third Amendment is made to the Employment Agreement dated April 21, 2021, between the PARADISE IRRIGATION DISTRICT ("District") and MICKEY RICH ("Employee") on this 21st day of February, 2024.

RECITALS

WHEREAS, District and Employee entered into an Employment Agreement dated April 21, 2021;

WHEREAS, that Employment Agreement allows the parties to amend upon concurrence of the parties; and

WHEREAS, Employee wishes to continue serving as Assistant District Manager, and District wishes to retain Employee in that capacity.

NOW THEREFORE, District and Employee hereby agree to amend the above-referenced Employment Agreement as follows:

Effective upon approval by the Board of Directors, the following paragraph of the Employment Agreement shall be replaced with:

5. SALARY.

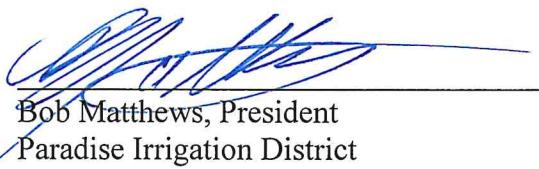
- (a) Effective May 1, 2024, District agrees to pay Employee One Hundred Twenty-Six Thousand, Five Hundred Dollars (\$126,500) in salary per year for her services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.
- (b) Effective May 1, 2025, subject to subdivision (e), below, Employee's annual salary will increase to One Hundred Twenty-Nine Thousand, Six Hundred Sixty-Two Dollars and Fifty Cents (\$129,662.50) payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.
- (c) Effective May 1, 2026, subject to subdivision (e), below, Employee's annual salary will increase to One Hundred Thirty-Two Thousand, Nine Hundred Four Dollars and Six Cents (\$132,904.06) payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.
- (d) District has commissioned a study of comparable salaries for similar positions to those held by District employees, including Employee's position. The study has not been completed.
- (e) If the recommended salary in the study is less than \$129,662.50 no salary increase shall be given in 2025 or 2026 without an amendment to this agreement.

Nothing contained herein shall alter the at-will nature of Employee's employment or create an entitlement to payment if Employee is no longer employed.

All other provisions of the Employment Agreement dated April 21, 2021, shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Third Amendment to Employment Agreement to be signed and executed in its behalf by its President and duly attested. The Employee has also executed this Amendment.

Mickey L. Rich
Mickey Rich



Bob Matthews, President
Paradise Irrigation District

ATTEST:

Georgeanna Borrayo
Georgeanna Borrayo, District Secretary
Paradise Irrigation District

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

THIS AMENDMENT is made to the Employment Agreement dated April 21, 2021, between the PARADISE IRRIGATION DISTRICT ("District") and MICKEY RICH ("Employee") on this 17th day of May, 2023.

RECITALS

WHEREAS, District and Employee entered into an Employment Agreement dated April 21, 2021; and

WHEREAS, Employee wishes to continue serving as Assistant District Manager, and District wishes to retain Employee in that capacity.

NOW THEREFORE, District and Employee hereby agree to amend the above-referenced Employment Agreement as follows:

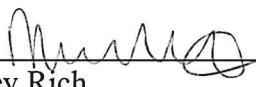
Effective upon approval by the Board of Directors, the following paragraph of the Employment Agreement shall be amended to read:

5. SALARY.

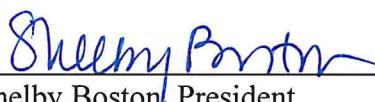
(a) Effective May 20, 2023, District agrees to pay Employee One Hundred Fifteen Thousand Dollars (\$115,000) in salary per year for her services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

All other provisions of the Employment Agreement dated April 21, 2021, shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Second Amendment to Employment Agreement to be signed and executed in its behalf by its President and duly attested. The Employee has also executed this Amendment.

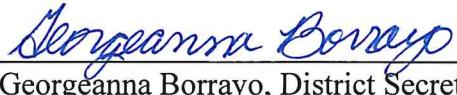


Mickey Rich



Shelby Boston, President
Paradise Irrigation District

ATTEST:



Georgeanna Borraro, District Secretary
Paradise Irrigation District

AMENDMENT TO EMPLOYMENT AGREEMENT

THIS AMENDMENT is made to the Employment Agreement dated April 21, 2021, between the PARADISE IRRIGATION DISTRICT ("District") and MICKEY RICH ("Employee") on this 21st day of September, 2022.

RECITALS

WHEREAS, District and Employee entered into an Employment Agreement dated April 21, 2021; and

WHEREAS, Employee wishes to continue serving as Assistant District Manager, and District wishes to retain Employee in that capacity.

NOW THEREFORE, District and Employee hereby agree to amend the above-referenced Employment Agreement as follows:

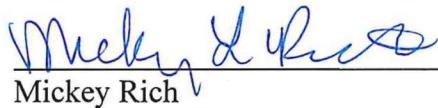
Effective upon approval by the Board of Directors, the following paragraph of the Employment Agreement shall be amended to read:

5. SALARY.

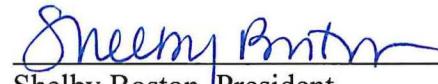
(a) Effective September 21, 2022, District agrees to pay Employee One Hundred Five Thousand Dollars (\$105,000) in salary per year for her services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

All other provisions of the Employment Agreement dated April 21, 2021, shall remain in full force and effect as therein written.

IN WITNESS WHEREOF, The District has caused this Amendment to Employment Agreement to be signed and executed in its behalf by its President and duly attested. The Employee has also executed this Amendment.



Mickey Rich



Shelby Boston, President
Paradise Irrigation District

ATTEST:



Georgeanna Borrayo, District Secretary
Paradise Irrigation District

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between the PARADISE IRRIGATION DISTRICT (“District”) and MICKEY RICH (“Employee”) this 21st day of April 2021.

R E C I T A L S

WHEREAS District desires to employ MICKEY RICH as Assistant District Manager of the Paradise Irrigation District.

WHEREAS MICKEY RICH desires to serve as Assistant District Manager of the Paradise Irrigation District.

WHEREAS the Board of Directors, as appointing power, and MICKEY RICH desire to agree in writing to the terms and conditions of MICKEY RICH employment as Assistant District Manager.

NOW, THEREFORE, the parties, by execution of this agreement, agree that all earlier agreements, amendments, understandings, communications, representations, or promises, whether written or oral, are hereby revoked and superseded by this Agreement.

A G R E E M E N T

1. **DUTIES.**

(a) The parties recognize and affirm that: (1) Employee is an “at will” employee whose employment may be terminated by the District without cause; and (2) there is no express or implied promise made to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and District.

(b) District agrees to employ Employee as Assistant District Manager of the Paradise Irrigation District effective April 21, 2021, to perform the functions and duties specified in Exhibit “A” attached hereto, and to perform other legally permissible and proper duties and functions as the District Manager or Board of Directors may from time-to-time assign.

(c) Employee shall perform her duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all applicable rules and regulations established by the District. Employee’s performance shall at all times be subject to review by District Manager.

(d) Employee agrees to remain in the exclusive full-time employ of the District during the term of this Agreement.

(e) Employee shall not engage in any activity which is, or may become, a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under this Agreement and annually thereafter, the Employee must complete disclosure forms required by law.

2. **TERM.** The term of this Agreement shall be from the date of execution hereof by the parties until terminated by either party in accordance with the provisions set forth in Paragraph 3, or until terminated by the event of the death or permanent disability of Employee.
3. **RESIGNATION AND TERMINATION.**
 - (a) Employee may resign at any time. Employee agrees to give District at least sixty (60) days' advance written notice of resignation.
 - (b) **TERMINATION WITHOUT CAUSE.** District may at any time terminate Employee without cause upon sixty (60) days' advance written notice. If the decision to terminate is without cause, Employee may elect one of the following two options:
 - (1) District agrees to pay Employee a cash payment equal to two (2) months' base salary. Said cash payment may be paid in one (1) lump sum upon the effective date of termination. Such payment will release District from any further obligations under this Agreement, except payment of any vacation leave accrued and unused sick leave compensation consistent with the Management employees as of the date of termination. The severance payment is in gross, does not constitute wages, and District shall report said payment on IRS Form 1099. Liability for income and other taxes applicable to the severance payment will be the sole responsibility of Employee; OR
 - (2) Employee may return to the position of Information Systems Manager, which she previously held with the District from February 14, 2015 until February 26, 2021. Employee will be reinstated to the position at the amount as reflected in the current salary schedule in effect for her previous position as identified under Schedule "A" in the Rules and Regulations Governing Employment Conditions, Salaries, and Benefits for Employees in the Management Unit.
 - (c) **TERMINATION FOR CAUSE.** Employment status and all of Employee's rights under this Agreement may be terminated by the Board upon written notice for cause which includes, but is not limited to, breach of contract or the failure to perform responsibilities as set forth in this Agreement, and as defined by law. The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds for termination has first been served upon Employee. Employee shall then be entitled to five (5) working days to respond in writing. The decision of the Board shall be final. If the decision to terminate is made for cause, Employee shall not be entitled to severance pay or rights to return to her previously held position as set forth above.

4. **SEVERANCE PAY.** If Employee is terminated because of conviction of any criminal offense involving moral turpitude, then District shall have no obligation to continue the employment of Employee or to pay the severance set forth above. If Employee is charged and ultimately convicted of a crime involving an abuse of her office or position, all severance payments shall be fully reimbursed to District. If Employee is terminated because she is charged with a crime involving abuse of office, District may deposit the severance payment with an independent escrow officer. If Employee is convicted of a crime involving abuse of office, the escrow officer shall refund the severance pay to

District. If Employee is acquitted of the charge, the escrow officer shall deliver the severance pay to Employee.

5. SALARY.

(a) Effective April 21, 2021, District agrees to pay Employee One Hundred Thousand Dollars (\$100,000) in salary per year for her services, payable in installments at the same time as other employees of the District are paid and subject to customary withholdings.

(b) After the Employee's annual evaluation is completed, the Board of Directors may recommend an additional increase to Employee's salary and/or a merit-based single payment. Any compensation adjustment must be approved by the Board of Directors at the open session of a regular board meeting and memorialized as an amendment to this Agreement.

6. AUTOMOBILE EXPENSE. Employee's duties require that she shall have the use of an automobile at all times during her employment. Employee shall provide her own automobile. District shall provide employee with Five Hundred Dollar (\$500.00) as a monthly automobile allowance. Employee shall maintain her vehicle in good condition and shall further maintain insurance coverage in the amounts determined by the District's insurance provider. *(mml)*

7. SUPPLEMENTAL BENEFITS. District shall provide the Employee the same benefits as provided to District's management employees and as such benefits may be amended from time to time. All actions taken by District relating to benefits for management employees shall be considered actions granting the same benefits to Employee. As used herein, "benefits" means holidays, sick leave, vacation leave, retirement benefits and payments, health insurance, vision insurance, dental insurance, disability insurance, and life insurance.

8. PERFORMANCE EVALUATION. The District Manager shall evaluate Employee's performance annually.

9. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The Board of Directors, by resolution, may fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

10. NOTICES. Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO DISTRICT: Board of Directors
 Paradise Irrigation District
 6332 Clark Road
 Paradise, California 95969

TO EMPLOYEE: Mickey Rich
 1267 Montgomery Street
 Oroville, CA 95965

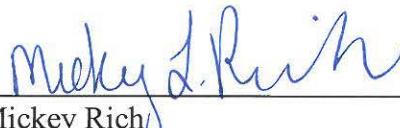
11. ENTIRE AGREEMENT. This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement signed by both parties.

12. ASSIGNMENT. This Agreement is not assignable by either District or Employee.

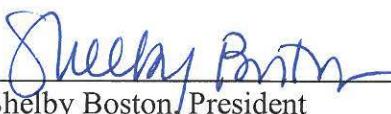
13. SEVERABILITY. In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of the Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

14. COUNTERPARTS. This Agreement may be executed in two (2) counterparts which shall be identified by number and each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, District has caused this Agreement to be signed and executed on its behalf by its President and duly attested by the Secretary. The Employee has also executed it.



Mickey Rich
Employee



Shelby Boston, President
Paradise Irrigation District Board of Directors

ATTEST:



Georgeanna Borrayo
District Secretary

EXHIBIT A
Assistant District Manager Job Description
04/21/2021

ASSISTANT DISTRICT MANAGER

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs departments, objectives, and projects as assigned by the District Manager; acts in the absence of the District Manager; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for the development and administration of assigned programs and departments, including supervising any assigned staff. The employee is expected to demonstrate a high level of professional administrative expertise in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the District Manager. The employee also functions as a member of the District's management team and participates in addressing issues of concern to the District which may not have a direct impact on the employee's area of specialization. This position is distinguished from the District Manager, which is responsible for all District functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications;
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings.
- Under direction of the District Manager, plans, schedules, supervises, reviews, and evaluates the work of assigned staff; directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action; Assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations;
- Assist in labor negotiations with employee groups;
- Under direction of the District Manager, maintains liaison with representatives of other agencies, community groups, boards and commissions, contractors, joint powers authorities and others; coordinates and administers interagency agreements; assists in the development of District-wide goals and objectives; analyzes current and historical trends; determines variances and recommends improved cost effectiveness.
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

- May serve as District representative before boards and commissions.
- Under direction of the District Manager oversees media and public relations
- Manages and provides support for the District's information systems, desktop systems, local area and wide area networks, and telecommunications and telephony systems. Oversees development of information systems related standards, specifications and administrative procedures and practices. Responsibilities include business systems applications, operating systems, GIS systems, SCADA systems, VOIP telephony systems, mobile devices, networking and data communications systems and a wide variety of technologies.
- Plans, organizes and directs customer relations activities.
- Supervise Information Systems (IS) staff and/or consultants responsible for system administration, analysis, programming and reporting as well as technical staff or consultants responsible for desktop computer hardware/software, network administration, and telecommunications operations and maintenance. Coordinate work with other District departments to provide timely, cost-effective, integrated systems and related support. Supervise employees with information technology duties.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- The principles and practices of public administration and government finance;
- Data collection and analysis techniques;
- Principles and practices of budgeting, accounting, finance, investment, auditing, and the development and maintenance of fiscal controls,
- Knowledge of retirement and medical plans offered to employees
- Risk management and insurance.
- The operations typical of district services;
- Principles and practices of supervision including selection, work evaluation, and training;
- Computer applications related to the work;
- Applicable laws and regulations; including Public personnel administration, and employer-employee relations.
- Techniques of maintaining effective Board/staff and public/staff relations.
- Municipal water treatment and distribution, including regulations.
- District operations and functions and associated information systems and technology issues.
- Principles and techniques of systems analysis and development
- Program planning; computer programming and processing
- Telecommunications systems and concepts

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Analyze, research, and prepare complex reports on a variety of subjects;
- Establish and maintain effective relationships with the community at large, the Board of Directors, District employees, other public officials, and others contacted in the course of the work; represent the District at various meetings;

- Plan, direct, and coordinate District programs including fiscal, investment, and records management programs;
- Select, train, supervise, and evaluate employees;
- Analyze legislation and develop effective recommendations;
- Operate programs within allocated amounts; plan and achieve a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures; participate in developing new District policies;
- Analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future District needs/services;
- Deal constructively with conflict and develop effective resolutions;
- Plan, organize, and direct the data processing functions within the District
- Provide leadership, supervise, coordinate and direct systems analysis, design, and programming activities.
- Analyze systems data and situations, identify problems, reason logically, and develop conclusions and effective solutions.
- Perform duties within a flexible schedule which may include nights and weekends
- Travel as needed

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Bachelor degree in business or public administration, finance, accounting, or a closely related field, and five years of progressively responsible management level experience in administrative systems, finance, budgetary, or closely related work, preferably in a water or wastewater agency.

Licenses, Certificates, and Special Requirements

- None required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.