



PARADISE IRRIGATION DISTRICT

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"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

Please consider how this agenda item relates to our mission.

TO: Board of Directors

FROM: Ed Fortner, District Manager
Jim Passanisi, Treatment Superintendent

DATE: August 15, 2018 (Regular Board Meeting)

RE: Reclassification of Distribution System Operator Position to Water Quality Technician

The Treatment Department has an authorized Distribution System Operator (DSO) position, and it is vacant. The job description is attached. The reclassification includes changing the Treatment DSO position to a Water Quality Technician (WQT) (proposed job description attached)

For many years, staff has been interested in realigning the duties for the position. The DSO job description is too broad, including more duties than one position can accomplish. The amount of work relative to regulatory sampling for drinking and wastewater permits is significant. The WQT responds to water quality investigations and concerns from our customers, and assists with other matters related to treatment, such as corrosion control and chlorination. Realigning the water quality duties will better focus the abilities, skills, and resources necessary for the position, and the Treatment Department's function and efficiency.

The proposed WQT job description was presented to the Board through the recent negotiation process, to the Water Treatment Ad hoc Committee, and has been submitted to the Union for review and response. The Union has verbally expressed acceptance of the proposed WQT job description.

The recommended form of motion is:

"I move to reclassify the Distribution System Operator position to a Water Quality Technician and approve the proposed job description."

WATER QUALITY TECHNICIAN DRAFT 6-12-18

➤ **Definition**

- The Water Quality Technician is a member of the General Unit assigned to the Water Treatment Department of the Paradise Irrigation District. This position functions under the general supervision of the Treatment Plant Superintendent and the Water Treatment Plant Operations Supervisor.

➤ **Examples of Duties** Include but are not limited to the following;

- Inspects raw water reservoirs for water elevation and water quality properties.
- Collects raw water samples for analysis and recordkeeping.
- Routinely collects finished water samples at the treatment plant and throughout the transmission and distribution system for analysis and recordkeeping.
- Coordinates and collects water quality samples required for the NPDES permit for analysis and recordkeeping.
- Prepares, organizes and maintains a database for water quality reports, plans, manuals and related records.
- Compiles water quality information for the annual Consumer Confidence Report (CCR).
- Maintains a district database with regard to production data. Updates related areas of the PID website and other appropriate displays and communicates storage data to the press. Reports to management suggested updates for PID website and other suggested data for the press.
- Assists treatment plant operators or other assigned personnel in the maintenance and repair of machinery, equipment, pipes, tanks, pumps and motors at the treatment plant.
- Coordinate and execute the planning, inspection, maintenance and recordkeeping of cathodic protection systems at the treatment plant and throughout the transmission and distribution system.
- Monitor and maintain the corrosion control program. Installs, removes and analyzes coupons from throughout the distribution system. Monitors residual and makes suggestions related to corrosion control feed requirements in effort to optimize performance.
- Is responsible for handling customer service issues related to water quality including appropriate recordkeeping.
- In coordination with the Distribution System Operator will participate in the collection of data for system mapping especially as related to the treatment plant or source of supply.
- In coordination with the Distribution System Operator will participate in ongoing distribution system flushing to collect data for water quality sampling and recordkeeping.

- Participate in the operation of the water treatment plant as directed by the Water Treatment Plant Superintendent and the Water Treatment Plant Operations Supervisor.
- May participate in the district standby duty rotation while serving as the Water Quality Technician.
- Cleans and maintains buildings and grounds at the treatment plant and water quality sampling sites.
- Assists the Distribution System Operator with system operations as may be needed.
- Provides tours of the treatment plant.
- Other related duties as assigned.
- **Typical Physical Activities** Include but are not limited to the following;
 - Operates district vehicles and equipment during assigned working hours and as may be needed for emergency response.
 - Works in environments that present exposure to dust, dirt, mud, water and significant changes in weather conditions.
 - Extensive use of electronic equipment such as computers, telephones and test equipment.
 - Extensive use of lab and field analysis equipment including turbidimeter, colorimeter, pH meter, spectrophotometer, linear polarization, and electric multimeter.
 - Sits and stands for extended periods of time.
 - Frequently communicates through written, oral or other methods in various settings with staff, customers, contractors, and vendors ~~and regulators~~.
- **Typical Physical Requirements** Include but are not limited to the following;
 - Must be able to carry, push, pull, reach and lift equipment, parts and materials of varying weights with or without assistance in accordance with safe work practices.
 - During the course of daily work activities must be able to walk, stoop, kneel, crouch, crawl and climb in accordance with safe work practices.
 - Hearing and vision must be within normal range with or without correction.

Employment Standards

- **Expected Range of Knowledge** Includes but is not limited to the following;
 - Basic public drinking water treatment plant operations.
 - Public water transmission and distribution systems.
 - Private water systems.
 - Basic hydraulics, mechanics, plumbing, electrical.
 - Intermediate algebraic mathematics.
 - Operation of recording devices and testing equipment used in data collection for water quality purposes.
 - District Consumer Confidence Report
 - District system mapping
 - Basic knowledge of cross connection control and backflow prevention
- **Required Abilities** Includes but is not limited to the following;

- Analyze problems related to water quality from source of supply throughout the distribution system including all storage facilities and take, prompt, appropriate and effective course of action in resolving the problem.
- Effectively use MS Office programs in creating reports, spreadsheets, memos, graphs, charts and presentations.
- Maintain cooperative working relationships with peers, supervisors, customers and vendors.
- Operate basic hand and power tools.
- **Desirable Qualifications**
 - Possess California Water Treatment Operator certification Grade 2 or higher.
 - Possess California Water Distribution Operator certification Grade 2 or higher.
 - Proof of continued education course work in water distribution, water treatment or related subject approved by the SWRCB for certification contact hours. Continued education in water treatment is preferred.
 - Associate Degree or higher, relevant to water technology earned at an accredited institution.
- **Requirements of Position**
 - Must possess California Water Treatment or Distribution Operator certification Grade 1 or higher.
 - Must obtain California Water Distribution or Water Treatment certification Grade 2 within 2 years of employment in this position.
 - At time of assignment to this position must have successfully completed at least one 3 unit (or 36 hour) course of specialized training covering the fundamentals of water supply principles (must be treatment plant operations) as approved by the SWRCB.
 - Must possess a valid California State Class C driver license.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. If the applicant does not meet the required aspects of this position the applicant will not be considered for this position.

DSO Job Description

Paradise Irrigation District

May 2017

DISTRIBUTION SYSTEM OPERATOR

Definition

Under general direction; to inspect, operate and maintain water distribution facilities to assure proper quantity, quality and pressure throughout the distribution system; may be assigned standby duties subject to all conditions as established in the District's Rules and Regulations"; and perform related work as required.

Examples of Duties

- Checks operation of one to three million gallon storage reservoirs.
- Checks, maintains and operates natural gas and electric booster pump stations.
- Checks, reads and records flow meters.
- Operates and maintains records on ground water wells.
- Performs operation, maintenance and repair of air valves, valves, pumps, and pressure reducing stations, including maintenance and repairs to equipment at the treatment plant
- Oversees all prescribed regulatory water quality sampling schedules and plans.
- Collects samples for water quality examination and reporting requirements.
- Assists in customer complaints and other field operations.
- Prepares daily, monthly and annual data regarding water quality and production data.
- Provides planning for hydrant flushing and valve exercising activities.
- Routinely monitors cathodic protection systems throughout the distribution system.
- Maintains a corrosion coupon monitoring program throughout the distribution system and treated water storage reservoirs.
- Assists and coordinates system operations and maintenance with utility workers, treatment operators and supervisors.
- Learns general treatment operations at the District's plant, and assists plant operators as needed.
- Other related duties as assigned.

Typical Physical Activities

- Operates District vehicles to travel between job sites.
- Must be able to carry, push, pull, reach and lift equipment, parts and material weighing up to 50 lbs. daily and 100lbs. occasionally. Stoops, kneels, crouches, crawls, climbs and grasps during maintenance and repair work.
- Communicates orally with District staff in-face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands for extended periods of time.
- Hearing and vision within normal ranges.
- Works in an environment with exposure to dust, dirt, mud, water and significant temperature changes between cold and heat.

DISTRIBUTION SYSTEM OPERATOR

Special Requirements

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 two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid California Water Distribution Operator's Certificate D-2, with one year of experience. Obtain the D-3 certification within 18 months of employment.

Obtain T-2 certification within 24 months of employment.

If the successful applicant does not make continual progress, or does not pass the D-3 and T-2 exams, or complete satisfactory work according to their supervisor's evaluation, they will be returned to their previous classification at their previous pay level.

Employment Standards

Knowledge Of:

- Residential and public water distribution systems.
- Basic hydraulics, mechanics and water quality control.
- Laws and regulations governing water quality and water system operations and maintenance.
- Operation of recording devices used in water distribution and water quality control.
- Record keeping and report writing practices.
- Computer operations for the control of water system equipment.

Ability To:

- Maintain water quality and quantity at optimum levels through the use of measuring and testing devices.
- Check, service and repair pumps, valves and associated equipment.
- Analyze problems and take effective course of action.
- Prepare, organize and maintain operating reports, plans, manuals and records.
- Maintain cooperative working relationships.
- Maintain effective customer relations.

Desirable Education and Experience

Experience: Two years of increasingly responsible experience in water distribution operations. One year or more as Certified California Water Distribution Operator D-2.

Water Treatment Certification is desirable. Possess knowledge and skills with Microsoft Office, particularly Excel.

Education: Equivalent to graduation from high school, preferably supplemented by course work in water science, treatment, hydraulics or engineering.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.