



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY, THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE.

INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE COMMITTEE MEETING VIA TELECONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION

MEMBERS OF THE PUBLIC MAY ALSO SUBMIT PUBLIC COMMENTS AND COMMENTS ON AGENDA ITEMS IN ADVANCE IN ONE OF THE FOLLOWING WAYS:

- BY EMAILING TO OUR BOARD SECRETARY AT LECKERT@FPUD.COM
- BY MAILING TO THE DISTRICT OFFICES AT 990 E. MISSION RD., FALLBROOK, CA 92028
- BY DEPOSITING THEM IN THE DISTRICT'S PAYMENT DROP BOX LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028

ALL COMMENTS SUBMITTED BY WHAT EVER MEANS MUST BE RECEIVED AT LEAST ONE HOUR IN ADVANCE OF THE MEETING. ALL COMMENTS WILL BE READ TO THE BOARD DURING THE APPROPRIATE PORTION OF THE MEETING. PLEASE KEEP ANY WRITTEN COMMENTS TO 3 MINUTES. THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

AUDIO CALL-IN +1 (408) 418-9388  
ACCESS CODE 126 720 1610  
AUDIO PASSWORD 88967978

<https://fallbrookpublicutilitydistrict.my.webex.com/fallbrookpublicutilitydistrict.my/j.php?MTID=m8ab7657bb99924dfa6de87db34a71ed0>

WEDNESDAY, NOVEMBER 18, 2020  
10:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT  
990 E. MISSION RD., FALLBROOK, CA 92028  
PHONE: (760) 728-1125

*If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.*

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

**II. ACTION / DISCUSSION -----(ITEMS A-B)**

- A. RECOMMENDED PLANT OPERATOR II POSITION SALARY ADJUSTMENT
- B. PROPOSED JOB TITLE CHANGE FOR SENIOR ENGINEER

**III. ADJOURNMENT OF MEETING**

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**DECLARATION OF POSTING**

I, Lauren Eckert, Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Lauren Eckert, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

November 12, 2020  
Dated / Fallbrook, CA

/s/ Lauren Eckert  
Executive Assistant/Board Secretary

**M E M O**

**TO:** Personnel Committee  
**FROM:** Lisa Chaffin, Human Resources Manager  
**DATE:** November 18, 2020  
**SUBJECT:** Recommended Plant Operator II Position Salary Adjustment

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Purpose

To obtain approval for the proposed salary adjustment for the Plant Operator II position.

Summary

A Plant Operator II vacancy occurred in August 2020 following the untimely death of one of the District's employees.

In preparation for the Plant Operator II recruitment, it was discovered that the position's previous professional certification requirement of wastewater operator, grade II, from the State of California Water Resources Control Board needed to be updated to a grade III certification to reflect the State's minimum requirement for a plant operator at a grade IV plant to be able to work alone, including on the standby rotation.

The recruitment was opened on September 20, 2020, with advertisements on BC Water Jobs, Indeed, and Governmentjobs.com. Over the course of a month, there were a total of 753 "hits" to the District's job posting, but only 20 total applications were submitted and only one applicant possessed the necessary wastewater operator grade III certification. A job offer was ultimately extended to the sole qualified applicant; however, he declined the offer, prompting a review of the position's salary (see attached). It was determined the salary range was well below similar positions, which has made it very difficult for us to fill this position that requires specialized certifications.

Realizing the possible continued recruitment challenges for such a competitive position, even with a small salary adjustment rather than require a grade III certification at hire, the District will accept a grade I or II certification as initially qualifying; however, the individual hired will be required to obtain their grade III certification within 12 months of their hire date.

It is important to fill this position so that there is sufficient staff to meet shift requirements for the treatment plant that requires full time monitoring.

Budgetary Impact

A 5% increase to the top salary range of Plant Operator II will result in an additional \$4,139 over 12 months. Due to the length of the existing vacancy, the salary increase will stay within the current amount board adopted budgeted amount for wastewater labor.

Recommended Action

Staff recommends approving the proposed salary adjustment.

# **Attachment A**

**DEFINITION**

Under direct to general supervision, performs a variety of skilled systems operation and repair work; and perform related work as required

**CLASS CHARACTERISTICS**

**Plant Operator-In-Training**

The Plant Operator-In-Training learns and performs entry-level plant operations under close supervisor of the Chief Plant Operator or his designee. Plant Operators-in-Training may be promoted to Plant Operator I upon successful completion of the District's training program and achievement of the State of California, Department of Health's Wastewater Treatment Plant Operator Grade I certification.

**Plant Operator I**

The Plant Operator I learns and performs working level plant operations under supervision of the Chief Plant Operator or his designee.

**Plant Operator II**

The Plant Operator II performs journey level plant operations and requires little supervision. This level is obtained through certification, training and experience.

**EXAMPLES OF DUTIES**

- Performs operational activities and maintenance of a complex primary/secondary and tertiary treatment system, processes demands and meets all National Pollution Discharge Elimination Standard (NPDES) ocean disposal requirements;
- Performs the operation of all auxiliary facilities such as chemical handling, solids handling, and the tertiary production system.
- Acknowledges and investigates alarms on the telemetry system and understands daily data-logging;
- Prepares and/or reviews procedures, programs, logs, charts and reports;
- Works safely to ensure plant compatibility during operations, maintenance or testing;
- Performs laboratory process controls and NPDES tests;
- Performs routine inspections of equipment, tanks, structures, air handling equipment and duct works, checking for damage, oil leaks, excessive noise or abnormal conditions and keeps supervisor informed of system status;
- Assists other employees in the removal, repair, replacement, testing and servicing of plant and pump station mechanical equipment, vehicles, meters, valves, piping, engines and related parts;
- Cleans and paints equipment, valves, tanks, piping structures as required;
- Performs general building and plant custodial duties including minor repairs, as directed;
- Available for assignment to standby duty;
- Performs pick-up and delivery tasks;
- Originates repair requests to ensure equipment preventative maintenance procedures and system improvement modification tasks;
- May operate dump trucks, tractors, boom trucks, and other such equipment as required; and
- Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operating concepts of wastewater systems;
- Wastewater and recycled water discharge permit conditions issued by regulatory agencies having jurisdiction, including but not limited to, the California Regional Water Quality Control Board, San Diego Region, and state and local health departments;
- Operating principles of pumping equipment and associated motors;
- Operations record keeping procedures;
- The operation, capabilities, limitations and operating procedures of the District potable and non-potable water distribution systems;
- Variety of valves;
- Mathematics applicable to the water/wastewater works trade;
- The operation of chlorinators and the safe handling of chlorine cylinders;
- Tools, equipment and methods used in the repair and maintenance of pumps, valves and pipeline equipment;
- English usage, oral and written;
- Safety precautions pertaining to the work, particularly relating to the operation of basic electrical pumps and motors;
- Basic principles of hydraulics;
- Basic custodial tools and methods; and
- Common groundskeeping tools and methods.

### **Ability to:**

- Perform skilled-level water/wastewater systems operation work in the operation of wastewater and recycled water conveyance and distribution system;
- Recognize unusual or dangerous operating conditions and take rapid appropriate action;
- Monitor and control treatment plant operations
- Maintain accurate records;
- Perform mathematical calculations related to the position;
- Troubleshoot wastewater and recycled water distribution system problems which require in depth understanding of the systems;
- Use tools and make repairs to pumps, valves and motors;
- Make accurate inspections of operating equipment, and assess the operational condition of the wastewater and recycled water equipment;
- Operate groundskeeping equipment;
- Perform custodial duties;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; and
- Establish and maintain effective relationships with those contacted in the course of work.

**LICENSES AND CERTIFICATION**

- Possession of a valid and appropriate California driver's license;
- Ability to obtain and maintain certification as HAZWOPER (Hazardous Materials Responder Training [24 hours]);
- **Plant Operator I:** Wastewater Operator, Grade I or II, from the State of California Water Resources Control Board;
- **Plant Operator II:** Possession of minimum certification as a Wastewater Operator, Grade III, from the State of California Water Resources Control Board at hire, or within 12 months of hire date;
- Additional certification(s) as Water Treatment Operator, Water Distribution Operator, Collection Systems Maintenance, Backflow Prevention Device Tester, Cross-Connection Control Program Specialist, and/or Mechanical Technologist is desirable.

**NOTE:** A Wastewater Operator Grade I or II will not be permitted to work at the plant without the supervision of a Grade III Operator, or perform standby duties, until they acquire a Grade III.

**EDUCATION, TRAINING AND EXPERIENCE**

**OPERATOR-IN-TRAINING (OIT)**

Experience: Working knowledge of equipment equivalent to that in wastewater treatment and plant processes.

Education & Training: High School Graduation or GED & must possess an Operator-In-Training certificate from the State of California Water Resources Control Board

**PLANT OPERATOR I (PO I)**

Experience: Minimum one year of wastewater utility experience.

Education & Training: High school graduation or GED.

**PLANT OPERATOR II (PO II)**

Experience: Two or more years of increasingly responsible experience in a wastewater treatment plant or two years as Wastewater Treatment Operator I.

Education & Training: High school graduation or GED, supplemented by specialized training and/or education in wastewater treatment.

**PHYSICAL DEMANDS**

Walking: Moves about on foot often through uneven terrain.

Carrying: Transports objects by holding them in hands or arms.

## PLANT OPERATOR OIT/I/II

- Handling: Seizes, holds or works with hands; specifically operating valves, adjusting control knobs, hand and power tools, computer, and calculator.
- Lifting: Raises and lowers pumps, motors, hoses, and miscellaneous awkward objects.
- Reaching: Extends hands and arms in any direction.
- Pulling: Manipulates hoses up to four inches in diameter and up to forty feet in length.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: Ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, meters, meter dials, reservoir levels, data sheets, video messages, scales and gauges and operates District vehicles.
- Sitting: Drives (often over rough terrain) and sits in District vehicles for up to four hours per day.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough to receive communication by radio and in person.

### **PHYSICAL STRENGTH**

- Lifting: Up to 50 pounds; infrequent exertion.
- Dragging/Pushing: Up to 100 pounds; infrequent exertion.

### **ENVIRONMENTAL CONDITIONS**

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including dirt, fumes, vibration, heat, cold, dampness, sewage, wastewater solids and hazardous chemicals.

### **PROTECTIVE DEVICES REQUIRED**

Hard hat, gloves, safety shoes, District uniform, Self-Contained Breathing Apparatus, respirator, hearing protection, safety glasses, chemical suits and seat belt.

### **SALARY RANGE**

#### **Plant Operator-In-Training**

- 16 = O-I-T  
17 = O-I-T + OTHER

#### **Plant Operator I**

- 22 = WWO I or II  
23 = WWO I or II + OTHER

#### **Plant Operator II**

- 26 = WWO III  
~~27-29~~ = WWO III + OTHER



## **Attachment B**

Plant Operator II Salary Survey								
AGENCY	POSITION TITLE	EDUCATION REQUIREMENT	CERTIFICATION REQUIREMENT	YEARS OF EXPERIENCE REQUIREMENT	Min		Max	
Encina Watewater Authority	Lead Operator	HS + 18 CEUs in WW treatment or science	Wastewater Operator III	4 years	\$ 86,469	\$	116,733	
Vallecitos	Sr. Wastewater Treatment Operator	High School	Wastewater Operator III	3 years as WWTPO II	\$ 75,384	\$	111,377	
Inland Empire Utilities District	Wastewater Treatment Operator III	HS + college coursework	Wastewater Operator III	2 years	\$ 80,688	\$	98,311	
Ramona	Wastewater Treatment Operator III	Formal/Informal Education to Read, Write	Wastewater Operator II*	3 years	\$ 73,944	\$	94,348	
Rancho CA Water District	Senior Wastewater Plant Operator	HS + training in wastewater treatment	Wastewater Operator III	4 years or 2 years as WPO II	\$ 75,741	\$	90,889	
City of Oceanside	Water Plant Operator III	HS + training in water treatment ops	Water Treatment Operator III	3 years	\$ 63,918	\$	85,654	← PROPOSED 5% INCREASE = \$86,049 (Range 29)
Mean (Arithmetic Average)					\$ 76,024	\$	99,552	← CURRENT \$81,910
Median (Middle of Data Set)					\$ 75,563	\$	96,330	
CURRENT FPUD	Plant Operator II	HS + training in wastewater treatment	Wastewater Operator III	2 years	\$ 63,980	\$	79,913	Range 26
			Wastewater Operator III + OTHER		\$ 65,582	\$	81,910	Range 27
Proposed FPUD			Wastewater Operator III + OTHER		\$ 68,910	\$	86,049	

\*Must pass grade III exam within 2 years

**M E M O**

**TO:** Personnel Committee  
**FROM:** Lisa Chaffin, Human Resources Manager  
**DATE:** November 18, 2020  
**SUBJECT:** Proposed Job Title Change for Senior Engineer

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Purpose

To obtain approval for the proposed job title change for the District's Senior Engineer job classification.

Summary

The current incumbent, Aaron Cook, was hired on August 15, 2018 as Senior Engineer and worked with the former Engineering Supervisor, Jeff Marchand, until his retirement on December 31, 2019. Since then, Aaron has been solely responsible for the successful management of the Engineering Department.

The proposed title change from Senior Engineer to Engineering Manager is more in line with industry standards for similar positions and more adequately describes the current scope of duties and responsibilities of the position.

No change in compensation is being proposed.

Recommended Action

Staff recommends that the Personnel Committee recommends to the Board that the proposed change to the Senior Engineer job title be approved in order to more accurately reflect the current duties and responsibilities of the position.