



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 WEB AND 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 BOARD MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.

<https://zoom.us/j/94020764143?pwd=K0hURUtrVGQ1NFZBcFFTUGZidnpqZz09>

MEETING ID 940 2076 4143
AUDIO CALL-IN 1-669-900-9128
AUDIO PASSCODE 392862

PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- 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 before the meeting by whatever means must be received at least 1 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.

MAKE COMMENTS DURING THE MEETING: The Board President will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the “Participants List,” hover over your name and click on “raise hand.” This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT’S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

THURSDAY, FEBRUARY 11, 2021
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. PROPOSED CHANGES TO PURCHASING/WAREHOUSE SUPERVISOR & SYSTEM SERVICE/SHOP SUPERVISOR JOB DESCRIPTIONS & RELATED CHANGE IN REPORTING OF THE EQUIPMENT MECHANIC POSITION

B. REQUEST FOR PROPOSAL FOR SALARY SURVEY CONSULTANT

III. ADJOURNMENT OF MEETING

* * * * *

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.

February 5, 2021
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: February 11, 2021
SUBJECT: Proposed Changes to Purchasing/Warehouse Supervisor & System Service/Shop Supervisor Job Descriptions & Related Change in Reporting of the Equipment Mechanic Position

Purpose

To obtain approval for the proposed changes to the Purchasing/Warehouse Supervisor and System Service/Shop Supervisor job descriptions and the related change in reporting of the Equipment Mechanic position.

Summary

The District's fleet services, including the Equipment Mechanic position, previously reported to the System Service/Shop Supervisor.

Since the System Service/Shop Supervisor position vacancy that occurred in February 2020, the Purchasing/Warehouse Supervisor assumed the oversight of the District's fleet services operations, including direct supervision of the Equipment Mechanic position.

In addition, with the proposed updates to the System Service/Shop Supervisor job description, which includes a significant reorganization of the position's duties and responsibilities, along with a title change to Meter Services/Construction Supervisor, it makes sense to have fleet services and the Equipment Mechanic report directly to the Purchasing/Warehouse Supervisor.

Budgetary Impact

There is no budgetary impact associated as no change in compensation is proposed.

Recommended Action

That the Personnel Committee approve the updated job descriptions and the related change in reporting.

Attachment A
(Proposed Changes to Purchasing/Warehouse Supervisor
Job Description)

FALLBROOK PUBLIC UTILITY DISTRICT

PURCHASING/WAREHOUSE/FLEET SUPERVISOR

DEFINITION

Under administrative direction, supervises, directs and participates in the centralized purchasing of a wide range of materials, supplies, services and equipment for the District; provides technical support, information and assistance to departments on purchasing issues and the development of applicable standards and specifications; and performs related duties as assigned.

CLASS CHARACTERISTICS

The Purchasing/Warehouse Supervisor directs and participates in all activities related to the centralized purchasing of highly varied materials, supplies, services and equipment for District departments. The incumbent is responsible for establishing and administering customer-responsive, cost effective and high quality purchasing standards and procedures that meet all applicable legal requirements.

Examples of Duties

- Specifies, evaluates, orders, receives, examines and processes requisitions for supplies and equipment from the maintenance and operations divisions of the District according to established policies;
- Orders materials and supplies according to established limits and orders nonstock items as requested;
- Monitors material and supply inventory for availability and discrepancies; conducts annual inventory audit;
- Participates in the preparation of the budget and monitors expenditures;
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values;
- Plans, organizes, supervises, directs and participates in the District's purchasing operations; develops or directs the development of formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; works with departments to ensure purchase requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints; directs and participates in the solicitation, evaluation and award of bids; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions;
- Under direction, plans, organizes and directs the functions related to the acquisition and maintenance of the District's vehicle and heavy equipment fleets; and administers the fleet information and management systems;
- Determines appropriate contractual instruments for various types of procurement; reviews purchase orders and related documents for completeness, accuracy and compliance with District and division procedures and requirements; reviews and approves vendor and freight invoices for payment; resolves disputed invoices with departments and vendors;
- Makes or directs studies to determine the best sources of supply for standard and specialized purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; makes determinations on the renewal of expiring purchase orders, blanket purchase agreements and open purchase orders;

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PURCHASING/ WAREHOUSE SUPERVISOR

- Develops and monitors division and supplier performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality and customer responsiveness; establishes and enforces internal controls and procedures to ensure purchasing activities are conducted in compliance with all District and other legal requirements;
- Consults with appropriate vendors and receives and analyzes quotations for relative prices and consistency with specifications;
- Interviews vendors in regard to purchasing and storing operations, types of materials required, specifications, complaints and problems arising in connection with purchases;
- Maintains records showing current information on purchases completed, in process and sources of supply;
- Works with IT and other staff to design, evaluate and develop detailed user requirements and enhancements to purchasing and accounts payable elements of the specialized computer financial system; defines user training and implementation needs¹; Develops and recommends purchasing procedures for use in the event of a major disaster; participates and assists in ensuring that all necessary contingency agreements are in place for items and services likely to be required during a major emergency;
- Assists outside auditors during their audit and review of purchasing-related operations and records;
- Completes credit applications;
- Coordinates and consolidates the needs of various personnel for standardized supplies, materials and equipment;
- Receives, stores, issues and–maintains inventories of parts and equipment for the District's equipment repair, water treatment and maintenance operations;
- Issues equipment and parts to other staff;
- maintains master inventory information;
- Receives part shipments and verifies accuracy; maintains information on parts on hand and amounts issued;
- Posts parts information to work orders;
- Operates powered equipment to move and store large items;
- Schedules and supervises the work of the warehouse employee;
- Recommends selection, promotion and discipline of supervised employee;
- Arranges warehouse and storage yard layout and space requirements;
- Tests water meters;
- Operates basic office support equipment such as calculator, computer terminal and typewriter;
- Keeps storage facilities and yards in a clean and orderly condition;
- Assists in the annual inventory and audit;
- Works closely with operations and engineering supervisors to maintain adequate inventory of pipe and materials; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Basic mechanical maintenance and repair;
- Basic purchasing principles and practices;
- Principles and practices of storing, receiving and issuing equipment parts and supplies;

PURCHASING/ WAREHOUSE SUPERVISOR

- Parts and supplies required to operate a water distribution system, a wastewater treatment plant/collection system, and an equipment shop;
- Sources and availability of parts;
- Parts books and catalogs and related materials for ordering and acquisition of special items;
- General quantity, quality and types of materials and equipment used by a water/wastewater district;
- General principles of supervision and training;
- Record keeping methods and procedures; and
- Safe work habits.

Ability to:

- Evaluate work methods and operations to institute changes to increase efficiency and effectiveness of District operations and systems;
- Determine parts needed by water/wastewater maintenance personnel and the best sources of supply;
- Maintain a perpetual inventory of parts, supplies, tools, and equipment;
- Maintain records and reports;
- Deal tactfully and courteously with parts supply vendors, District staff and the general public;
- Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases;
- Establish adequate inventory controls and stock replacement procedures;
- Operate standard office equipment and computer terminal to input and retrieve data and to produce required reports;
- Operate at a supervisory level, and train the supervised employees in the course of their duties in the warehouse, and in inventory control;
- Read and write at the level required for successful job performance;
- 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.

TRAINING AND EXPERIENCE

- Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing supervision, warehousing duties and basic purchasing work;
- or
- Experience at or equivalent to the level of Warehouse/Purchasing Specialist in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

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

PURCHASING/ WAREHOUSE SUPERVISOR

- Handling: Seizes, holds or works with hands.
- Lifting: Raises (above head) or lowers (below knees) assorted warehouse stock items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at waist or knees.
- Climbing: Ascends and descends ladders to heights of 25 feet.
- Vision: Discerns items received and to disburse. Reads written and video messages.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works in office and open warehouse with wide variations of temperature.

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

PHYSICAL STRENGTH

Lifting: Up to 75 pounds on occasion; infrequent exertion.

PROTECTIVE DEVICES REQUIRED

Hard hat, gloves, safety shoes, District uniform, safety glasses, hearing protection and seat belt.

SALARY RANGE

37 = No Certification (Target Range)

38 = D2, CSM I or T1

Attachment B
(Proposed Meter Services/Construction Supervisor
Job Description)

METER SERVICES/CONSTRUCTION SUPERVISOR

DEFINITION

Under the direction of the Field Services Manager, supervises and participates in work related to water services, water distribution, recycle distribution and oversees the cross-connection, backflow testing and recycle water compliance programs. Participates in the selection, training, and evaluating work of staff in the Meters and Construction Departments to ensure work quality and adherence to established policies and procedures.

CLASS CHARACTERISTICS

This class is responsible for the first-level supervision of field crews and the day-to-day implementation of the District water distribution system and oversees the recycled water use sites and implementation of District recycled water ordinances.

This class is distinguished from Utility Technician positions in that they supervise, inspect and assign work to more than one crew, do not fully participate in the work of the crews and exercise first-level supervision over staff.

This class performs work which requires the incumbent to exercise proper professional judgment accurately and consistently in the application of designated methods and procedures. The incumbent is expected to refer matters which do not fit an established pattern of precedent and practice to the Field Services Manager for instruction.

EXAMPLES OF DUTIES

- Establishes schedules and methods for the installation, repair, replacement, troubleshooting, and testing of AMI and AMR systems, water distribution system, water services, recycled water distribution system, facilities maintenance and special projects; manages the daily distribution of work within the department including responding to customer complaints, and leak service requests;
- Participates in the development and implementation of the Meter and Construction Department's goals, objectives, processes, and makes recommendations for changes and improvements to standard operating procedures; monitors work activities to ensure that goals and objectives are met, and processes and procedures are followed; recommends training and trains personnel;
- Oversees recycled water distribution system, drawdown tests and the backflow program;
- Responds to escalated and complex customer inquiries, complaints, and concerns regarding water usage and meters, including investigating unusual readings;
- Works with the Field Services Manager and purchasing department to forecast and order needed equipment;
- Develops and monitors the department budget;
- Participates in monitoring appropriations and expenditures for equipment, materials, and staffing;
- Supervises, directs, and guides on-site projects to ensure compliance with District operational policies and procedures and other regulatory agency safety standards and requirements;
- Reviews and evaluates work methods, procedures, and services; monitors and assesses measures of effectiveness and efficiency; provides regular performance feedback and prepares annual performance evaluations of assigned staff;
- Recommends selection, promotion and discipline of assigned staff;
- Counsels employees and processes informal and formal grievances in accordance with District policies and procedures;
- Establishes standards of performance;

METER SERVICES/ CONSTRUCTION SUPERVISOR

- Prepares work schedules and work assignments;
- Checks and corrects work in progress and upon completion;
- Prepares oral and written directives, reports and correspondence, represents Meter Services and the Construction department at various meetings;
- Maintains records of payroll-related information, ensuring the proper reporting of time worked and absences;
- Implements safety in-service training of assigned staff and ensures compliance with safety procedures;
- Receives daily and short-range work assignments, evaluates equipment, materials and labor requirements;
- Determines appropriate methods to complete the assignment and coordinates work for crews;
- Prepares cost estimates for projects;
- Reviews water system maps for accuracy;
- Supervises and participates in the installation and repairs of water mains, laterals, backflow devices, meters, recycle water distribution system, pressure reducing stations and pumping stations;
- Responds to and resolves difficult and complex citizen inquiries and complaints;
- Prepares requisitions, incident reports and accident reports;
- Ensures that jobs are completed within cost and time constraints;
- Directs emergency repairs and operations;
- Keeps logs and records;
- Operates District vehicles; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- English usage;
- Proper methods, materials, tools and equipment used in water pumping, storing and distribution, recycled water distribution use regulations and cross connection and backflow requirements;
- Maintenance and repair of pumps, motors, reservoirs, automatic valves and pipeline systems, tools and materials;
- Mathematics applicable to water distribution operation, maintenance and construction;
- Applicable laws, codes and regulations;
- Record keeping;
- Microsoft Office;
- General customer service practices;
- Principles of employee supervision including training development and performance evaluation
- Appropriate safety precautions and procedures.

Ability to:

- Select, assign, train, evaluate and supervise the work of others;
- Evaluate operational and administrative problems and formulate effective strategies and solutions
- Operate at a skilled level, and train others in the operation of construction equipment and specialized water distribution tools;
- Diagnose, troubleshoot, and solve mechanical problems;

METER SERVICES/ CONSTRUCTION SUPERVISOR

- Read, write and perform mathematical calculations at a level required for job success;
- Prepare cost estimates;
- Maintain logs and records;
- Meet, interact and mutually problem solve and negotiate effectively with staff the public, contractors and management;
- Prepare and perform oral and written reports;
- Operate a vehicle observing legal and defensive driving practices;
- 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;
- Possession of certification as a Water Distribution Operator Grade III (D3) or higher;
- Possession of certification as a Water Treatment Operator, Grade I (T1) or higher, is desirable.

EDUCATION, TRAINING AND EXPERIENCE

Education: High school graduation or GED. An associate's degree is strongly desired.

Training & Experience:

Five years of journey-level experience performing water distribution and/or wastewater collection system maintenance, construction repair and demonstrated supervision of others;

and

Completion of coursework/training in water and/or wastewater technology, basic engineering, construction and confined space-related safety, supervision and backflow device testing and repair or related subjects;

or

Experience with the Fallbrook Public Utility District at or equivalent to the level of Utility Technician, Lead Systems Operator, Lead Plant Operator, Mechanical Technician or a closely related class wherein the incumbent has frequently performed duties which are closely related to the duties of Meter Services/Construction Supervisor, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals equipment operator; operates equipment, hand and power tools; prepares reports.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers various items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.

METER SERVICES/ CONSTRUCTION SUPERVISOR

Climbing: In and out of equipment, vehicles and trenches; may ascend or descend ladders up to 50 feet in height.

Vision: Reads work tickets, operates District equipment and vehicles.

Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.

Sitting: Sits in chair, equipment and vehicles.

Standing: Supervises job sites for up to 8 hours per day.

PHYSICAL STRENGTH

Lifting: 100 pounds on occasion.

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 noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

SALARY RANGE

39 = D3

40 = D3 + T1

41 = D3 + T1 + Other

Attachment C

(Existing System Service/Shop Supervisor Job Description)

SYSTEM SERVICE/SHOPMETER SERVICES/CONSTRUCTION SUPERVISOR

DEFINITION

Under the direction of the Assistant General Field Services Manager, to plan, organize, supervise and supervise a staff of employees assigned to the equipment shop and to the repair and installation of District participates in work related to water services, water distribution and treatment system equipment; to perform a variety of technical, recycle distribution and oversees the cross-connection, backflow testing and recycle water compliance programs. Participates in the selection, training, and evaluating work of staff in the Meters and administrative support functions; Construction Departments to ensure work quality and to perform related work as required. Oversees recycled water use sites adherence to established policies and implementation of District recycled water ordinances/procedures.

CLASS CHARACTERISTICS

Positions in This class is responsible for the first-level supervision of installation crews and equipment shop personnel/field crews and the day-to-day implementation of the District water distribution system and oversees the recycled water use sites and implementation of District recycled water ordinances.

Positions in This class is distinguished from Utility Technician positions in that they supervise, inspect and assign work to more than one crew, do not fully participate in the work of the crews and exercise first-level supervision over staff.

Positions in This class performs work which has variation and which allows or requires the incumbent to exercise proper professional of technical and supervisor judgment accurately and consistently in the application of designed methods and procedures. The incumbents are expected to refer matters which do not fit an established pattern of precedent and practice to the Assistant General Field Services Manager for instruction.

Incumbents are responsible to prepare performance evaluations, to process grievances at their level, to recommend employment and to effectively recommend disciplinary action.

Commented [LC1]: Listed below under duties

EXAMPLES OF DUTIES

- Establishes schedules and supervises methods for the work—installation, repair, replacement, troubleshooting, and testing of AMI and AMR systems, water distribution, construction, installation crews, field specialists, and equipment shop system, water services, recycled water distribution system, facilities maintenance and special projects; manages the daily distribution of work within the department including responding to customer complaints, and leak service requests;
- Participates in the development and implementation of the Meter and Construction Department's goals, objectives, processes, and makes recommendations for changes and improvements to standard operating procedures; monitors work activities to ensure that goals and objectives are met, and processes and procedures are followed; recommends training and trains personnel, selecting, making assignments, setting priorities for and training personnel;
- Oversees compliance of recycled water use sites, conducts distribution system, drawdown tests and coordinates the backflow program;

METER SERVICES/ CONSTRUCTION SUPERVISOR

- Responds to escalated and complex customer inquiries, complaints, and concerns regarding water usage and meters, including investigating unusual readings;
- Works with the Field Services Manager and purchasing department to forecast and order needed equipment;
- Develops and monitors the department budget;
- Participates in monitoring appropriations and expenditures for equipment, materials, and staffing;
- Supervises, directs, and guides on-site projects to ensure compliance with District operational policies and procedures and other regulatory agency inspections; safety standards and requirements;
- ~~Maintains backflow program and records;~~
- Reviews and evaluates work methods, procedures, and services; monitors and assesses measures of effectiveness and efficiency; provides regular performance feedback and prepares annual performance evaluations of assigned staff;
- Recommends selection, promotion and discipline of assigned staff;
- Counsels employees and processes informal and formal grievances in accordance with District policies and procedures;
- Establishes standards of performance;
- Prepares work schedules and work assignments;
- Checks and corrects work in progress and upon completion ~~develops work schedules;~~
- Makes ~~Prepares~~ oral and written directives ~~interprets, enforces, reports~~ and ~~applies policies~~ ~~correspondence, represents Meter Services and regulatory requirements controlling the work of the water distribution or wastewater collection systems- the Construction department at various meetings;~~
- Maintains records of payroll-related information, ensuring the proper reporting of time worked and absences;
- Implements safety in-service training of assigned staff and ensures compliance with safety procedures;
- Receives daily and short-range work assignments, evaluates equipment, materials and labor requirements;
- Determines appropriate methods to complete the assignment and ~~lays out~~ coordinates work for crews;
- Prepares cost estimates for projects;
- ~~System;~~
- ~~Cooperates with contractors concerning new construction;~~
- Reviews water ~~and wastewater~~ system maps for accuracy;
- Supervises and participates in the installation ~~of~~ and repairs of water mains, laterals, backflow devices ~~and~~ meters, recycle water distribution system, pressure reducing stations and pumping stations;
- ~~Listens~~ Responds to and responds to ~~resolves~~ difficult and complex citizen inquiries and complaints;
- ~~Investigates possible purchase of new tools and equipment;~~
- ~~Prepares reports and correspondence;~~
- ~~Checks completed work orders and time cards for accuracy and completeness;~~
- ~~Makes field job site inspections to monitor and assist crews;~~
- ~~Visits sites of future work to take measurements;~~

METER SERVICES/ CONSTRUCTION SUPERVISOR

- ~~Inspects job sites to check on work progress, assure satisfactory completion and plan new assignments;~~
- Prepares requisitions, incident reports and accident reports;
- Prepares reports of completed job orders and the status of jobs in progress;
- Ensures that jobs are completed within cost and time constraints;
- ~~Maintains records and prepares required reports;~~
- Directs emergency repairs and operations;
- ~~Prepares cost estimates and estimates of job materials and equipment;~~
- ~~Notifies fire department of water line shut off and turn on;~~
- ~~Locates and marks water and sewer lines in response to underground alert requests;~~
- ~~Keeps logs and records;~~
- ~~Oversees cleanliness, stocking and efficiency of equipment shop;~~
- ~~Receives on the job training to perform qualified, specific tasks on de-energized high-voltage circuits, and energized or de-energized low-voltage circuits;~~
- Operates District vehicles; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- English usage;
- Proper methods, materials, tools and equipment used in water pumping, storing and distribution, recycled water distribution use regulations and cross connection and backflow requirements ~~and an equipment shop;~~
- Maintenance and repair of pumps, motors, reservoirs, automatic valves and pipeline systems; tools and materials;
- Mathematics applicable to water distribution operation, maintenance and construction;
- Applicable laws, codes and regulations;
- Record keeping;
- Microsoft Office;
- General customer service practices;
- Principles of employee supervision and including training; development and performance evaluation
- Appropriate safety precautions and procedures, ~~particularly as related to traffic control, exposure to wastewater and confined space entry.~~

Ability to:

- ~~Lay-out~~Select, assign, train, evaluate and supervise the work of others;
- Evaluate operational and administrative problems and formulate effective strategies and solutions
- Operate at a skilled level, and train others in the operation of construction equipment and specialized water distribution; tools;
- ~~Prepare oral and written reports;~~
- ~~Lay-out effective water distribution system maintenance and equipment shop schedules;~~
- Diagnose, troubleshoot, and solve mechanical problems;

METER SERVICES/ CONSTRUCTION SUPERVISOR

- Read, write and perform mathematical calculations at a level required for job success;
- Prepare cost estimates;
- Maintain logs and records;
- Meet, interact and mutually problem solve and negotiate effectively with staff the public ~~and~~, contractors and management;
- Prepare and perform oral and written reports;
- Operate a vehicle observing legal and defensive driving practices;
- ~~Understand and carry out oral and written instruction~~;
- 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; ;
- ~~Possession of AWWA certification as a Cross Connection Control Specialist~~;
- Possession of certification as a Water Distribution Operator Grade III (D3) or higher;
- Possession of certification as a Water Treatment Operator, Grade I (T1) or higher, is desirable.

EDUCATION, TRAINING AND EXPERIENCE

Education: High school graduation or GED.

Training & Experience:

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is five years of journey-level experience performing water distribution and/or wastewater collection system maintenance, construction repair and where demonstrated supervision of others is evident;~~

and

Completion of coursework/training in water and/or wastewater technology, basic engineering, construction and confined space-related safety, supervision and backflow device testing and repair or related subjects;

or

Experience with the Fallbrook Public Utility District at or equivalent to the level of Utility Technician, Lead Systems Operator, Lead Plant Operator, Mechanical Technician or a closely related class wherein the incumbent has frequently performed duties which are closely related to the duties of System Service/Shop Meter Services/Construction-Supervisor, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

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METER SERVICES/ CONSTRUCTION SUPERVISOR

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals equipment operator; operates equipment, hand and power tools; prepares reports.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers various items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: In and out of equipment, vehicles and trenches; may ascend or descend ladders up to 50 feet in height.
- Vision: Reads work tickets, operates District equipment and vehicles.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in chair, equipment and vehicles.
- Standing: Supervises job sites for up to 8 hours per day.

PHYSICAL STRENGTH

- Lifting: 100 pounds on occasion.

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 noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

PROTECTIVE DEVICES REQUIRED

~~Hard hat, gloves, safety shoes, District uniform, self-contained breathing apparatus, respirator, hearing protection, safety glasses, chemical suits, welding hood, leather welding jacket, cutting goggles and seat belt.~~

SALARY RANGE

- 39 = ~~D2~~ D3
40 = D23 + CCCST1
41 = D3 + CCCST1 + Other

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: February 11, 2021
SUBJECT: Request for Proposal for Salary Survey Consultant

Purpose

To obtain approval to issue a request for proposal (RFP) for a third-party consultant to complete a salary survey in preparation for contract negotiations for the Memoranda of Understanding (MOU) set to expire June 30, 2022.

Summary

The last District-wide salary survey was conducted in 2014.

In 2019, as included in the current MOUs, the District agreed that a salary survey will be conducted by a third-party consultant in fiscal year 2021/2022, with the results to be shared with bargaining unit representatives as soon as practicable, ahead of the start of negotiations for a successor MOU. The District also agreed to work in good faith with association representatives in establishing comparator agencies and benchmark positions to be used in the salary survey.

It is anticipated that a survey of the District's 36 job classifications will take approximately 8-10 weeks. Assuming the RFP is issued in March 2021, it is reasonable to expect that the process will be completed by the end of 2021, allowing sufficient time for additional and related preparations for negotiations beginning in Spring of 2022.

Budgetary Impact

There is no budgetary impact associated with the issuance of the RFP; however, the final cost for the salary survey is anticipated to be approximately \$25,000+/-, which falls within the current human resources department budget given the current year-to-date status.

Recommended Action

That the Personnel Committee approve the issuance of the RFP.