



**FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE**

AGENDA

**TUESDAY, JUNE 28, 2022
10:00 A.M.**

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

THIS MEETING WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(1)(A), WHICH WAIVES CERTAIN BROWN ACT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY WHEN STATE OR LOCAL OFFICIALS HAVE IMPOSED OR RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING, AND ALLOWS SOME OR ALL OF THE MEMBERS OF THE PERSONNEL COMMITTEE TO ATTEND THIS MEETING TELEPHONICALLY OR VIA VIDEO CONFERENCE. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON ARE ENCOURAGED TO PARTICIPATE IN THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. MEMBERS OF THE PUBLIC MAY ALSO PARTICIPATE IN THIS MEETING BY ATTENDING IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028.

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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.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Committee Chair 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.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

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

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------(ITEM A)

- A. PROPOSED JOB TITLE CHANGE FOR SENIOR ACCOUNTANT, JOB DESCRIPTION AND CERTIFICATION REQUIREMENT UPDATE FOR INSTRUMENTATION, ELECTRICAL & CONTROLS TECHNICIAN I/II, & CERTIFICATION REQUIREMENT UPDATES FOR UTILITY WORKER I/II/II AND CREW LEADER

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.

June 21, 2022
Dated / Fallbrook, CA

/s Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: June 28, 2022
SUBJECT: Proposed Job Title Change for Senior Accountant, Job Description and Certification Requirement Update for Instrumentation, Electrical & Controls Technician I/II, & Certification Requirement Updates for Utility Worker I/II/III and Crew Leader

Purpose

To obtain approval for the proposed job title change for the District's Senior Accountant job classification and the updated job description and certification requirements for the District's Instrumentation, Electrical & Controls Technician I/II, and the additional certification requirement updates for the District's Utility Worker series and Crew Leader job classifications.

Summary

The proposed title change from Senior Accountant to Supervising Accountant was requested by the current incumbent to more accurately reflect the position's supervisory responsibilities, which includes supervision of two Accounting Technicians.

The proposed Instrumentation, Electrical & Controls Technician I/II job description changes include an update to reflect that the position reports to the SCADA, Electrical & Maintenance Supervisor and a change in the certification requirements to be more in line with industry standards for similar positions and to more adequately describe the scope of duties and responsibilities of the position.

At the May 16, 2022 meeting, the Personnel Committee reviewed and approved the updated job description and certification requirement updates for the Utility Worker Series and Utility Technician, which also changed titles to Crew Leader. Upon further, the decision was made to add a water treatment certification option (i.e., T1-T2) to provide employees with an additional opportunity to meet the stated certification requirements.

Budgetary Impact

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

Recommended Action

Staff recommends approving the proposed changes to accurately reflect the current duties, responsibilities and certification requirements of each position.

Attachment A
(Proposed Changes to Senior Accountant Job Description)

SENIOR ACCOUNTANT SUPERVISING ACCOUNTANT

Definition

Under direction of the Assistant General Manager/CFO, supervises accounting staff and performs a wide range of complex professional accounting duties, performs the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned.

Class Characteristics

Positions in this class are assigned duties that involve a variety of advanced, specialized, and technical accounting functions in a confidential designation. Incumbent acts with independence of action in the assigned areas of responsibility. Incumbent supervises the Accounting Technician position, which requires the application of judgment in the selection and assignment of appropriate work methods and procedures, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing evaluations, recommending employment, recognizing employees and effectively recommending disciplinary action. Incumbent has considerable latitude in the selection of work methods and is expected to determine the appropriate procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is not generally reviewed upon completion for final results. Incumbent is expected to refer matters that do not fit a general pattern to the Assistant General Manager/CFO for instruction.

Examples of Duties

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values;
- Has functional responsibility for account record keeping work of advanced difficulty in areas such as maintenance of and posting to and reconciling the general ledger;
- Manages the Chart of Accounts, payroll, accounts payable/receivable and utility billing;
- Manages payroll records and submits federal and state reports;
- Monitors and audits payroll, accounts payable and utility billing;
- Ensures compliance with State and Federal laws;
- Records bank deposits and withdrawals and keeps daily cash flow records;
- Approves accounts payable processors;
- Supervises the Accounting Technician position;
- Prepares and analyzes monthly financial reports in accordance with advanced knowledge of generally accepted accounting standards;
- Develops and inputs journal entries;
- Responsible for direct deposit compliance with Automated Clearing House (ACH);
- Calculates quarterly workers' compensation premiums which are based on actual payroll and annual W-2's;
- Maintains and updates fixed asset records;
- Prepares worksheets and assists with annual audit;
- Monitors and accounts for all projects administered by District on a "pass-through" basis;
- Participates in the development, administration and monitoring of the District's budget;

- Implements mid-year and year-end budget adjustments;
- Reconciles on a monthly basis cash, investments, payroll, and accounts receivable and payable;
- Supports the development of the monthly treasurer's and budget status reports;
- Develops work schedules for accounting, customer service cyclical billing, date driven reports and reconciliations;
- Coordinates with customer service personnel on billing issues and customer account issues including: liens, payment arrangements, consumption variances, year-end write offs, and refunds;
- Prepares and participates in annual workers' compensation premium and contract audit;
- Manages accounting for all special projects including FEMA claims;
- Prepares recycled water monthly and annual reporting to MWD and SDCWA;
- Controls petty cash;
- Maintains records of departmental payroll-related information, ensuring proper reporting of leave usage; schedules vacation in accordance with personnel policies;
- Investigates vendors and new technology to improve work efficiency regarding department operations and procedures;
- Monitors compliance with sections of the District's Administrative Code referring to accounting and billing policies;
- Researches accounting discrepancies and answers questions related to the discrepancies;
- Reconciles monthly bank statements;
- Maintains and updates accounting manuals as needed; and
- Performs related work as required.

Qualifications:

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting;
- Principles and practices of cost and fixed asset accounting;
- GAAP, GASB and GFOA accounting standards and requirements;
- Internal control and audit principles and practices; principles and practices of municipal budgeting;
- Laws and ordinances relating to the financial administration of public agencies;
- Modern office equipment and procedures;
- Methods and techniques of financial report research and preparation;
- District Administrative Code as it relates to accounting;
- Principles of supervision and training;
- Advanced mathematics and statistics; Principles of budget preparation and control;
- Advanced methods and procedures used in financial record keeping;
- State and Federal payroll reporting regulations;
- CalPERS forms and reporting procedures; and
- Advanced computer programs related to billing and financial record keeping.

Ability to:

- Operate a computer and spreadsheet software;

- Analyze and make sound recommendations on complex financial data and operations; plan and evaluate financial programs and make sound recommendations for improvement;
- exercise sound independent judgment within general policy guidelines;
- Perform complex and advanced professional accounting work in the maintenance of District financial records;
- Supervise the activities of the Accounting Technician position;
- Prepare accurate financial reports;
- Make advanced, accurate, mathematical/statistical computations and identify and reconcile errors;
- 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.

Certified Management Accountant (CMA) preferred.

Certified Public Accountant (CPA) preferred.

Training and Experience

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background:

Bachelor's degree in accounting, finance or closely related field with five years of progressively responsible professional accounting experience. Supervisory experience is highly desirable.

Physical Demands

Sitting: Remains in seated position for up to 8 hours per day.

Lifting: Picks up boxes of computer paper up to 50 lbs.

Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.

Hearing: Hears well enough to receive communication in person or by telephone.

Hands/Arms: Operates computer for up to 8 hours per day.

Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.

SALARY RANGE: 35

36 - Certified Public Accountant (CPA)

Attachment B
(Proposed Changes to Instrumentation, Electrical and Controls Technician I/II
Job Description)

INSTRUMENTATION, ELECTRICAL AND CONTROLS TECHNICIAN I/II

DEFINITION

Instrumentation, Electrical and Controls Technician I

Under immediate supervision from the ~~Senior Instrumentation and Controls Specialist~~ SCADA, Electrical, & Maintenance Supervisor, performs semi-skilled electrical work in the installation, modification, maintenance, repair, overhaul and adjustment of various District electrical equipment.

Instrumentation, Electrical and Controls Technician II

Under general direction from the ~~Senior Instrumentation and Controls Specialist~~ SCADA, Electrical, & Maintenance Supervisor, performs specialized and skilled work in the design, construction, installation, calibration and maintenance of electrical and instrumentation equipment at District water and wastewater facilities, ~~and to perform related work as required.~~

CLASS CHARACTERISTICS

Instrumentation, Electrical and Controls Technician I

This is the entry-level position and is distinguished from the journey-level position by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Instrumentation, Electrical and Controls Technician II

This is the journey-level position that performs work which has considerable variation and requires the application of judgment in the selection of appropriate work methods, materials and procedures. The incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

The incumbent serves as the District's qualified electrical worker and performs a variety of skilled scheduled and unscheduled maintenance tasks which requires checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electrical/electronic equipment. The incumbent is able to operate various hand tools to install, remove and repair electrical equipment. Incumbent also performs a full range of electronic and electrical service duties in the installation, maintenance, and inspection of telemetry controls, instrumentation, communication radio systems, PLC equipment and other Process Control Systems. Incumbent will use CMMS software to initiate and respond to work orders and service requests and monitor and track work progress.

EXAMPLES OF DUTIES

Instrumentation, Electrical and Controls Technician I

- Installs, maintains, and repairs electrical mechanisms, panels, switches, motors, controls, power output, solenoids, voltage controls, high and low cutout alarms, relays and other electrical apparatus;

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- Installs, maintains and repairs control circuits, pressure switches, floats, underground cables, circuit breakers, medium and low voltage switches, capacitors, conductors, insulators, heating, ventilating and air conditioning equipment and various lighting fixtures;
- Reads and interprets electrical plans, specifications, blueprints and sketches;
- Troubleshoot electrical, mechanical, instrumentation and analytical-equipment;
- Installs and maintains solar equipment, including PV panels, inverters, charge controllers and batteries;
- Runs, bends and threads electrical conduit;
- Pulls, splices and terminates wiring;
- Operates power tools commonly used in electrical work;
- Follows established safety procedures;
- Perform scheduled maintenance on electrical equipment as required by District maintenance program; and
- Performs other duties as assigned

Instrumentation, Electrical and Controls Technician II (in addition to duties performed by Instrumentation, Electrical and Controls Technician I level)

- Serves as technical resource District-wide;
- Performs the most skilled maintenance/mechanical/electrical/electronic tasks, such as checking, testing, troubleshooting, servicing, repairing, rebuilding, calibrating, installing, and aligning mechanical/electrical/electronic facilities districtwide with such devices as frequency generators, voltmeters, oscilloscopes, multimeters, logic analyzers, meggers, ammeters, micro- computers, thermo-imaging devices, digital analyzers and other specialized test and repair equipment;
- Performs complex installation, maintenance and repair duties to the District's telemetry system, instrumentation, radio, telephone and electrical/electronic equipment;
- Reviews and modifies control logic to troubleshoot and maintain equipment
- Reviews drawings and material requests to determine compliance with the District's specifications based on local and national electrical and applicable codes;
- Recommends improvements to preventive maintenance schedule;
- Reads and interprets blueprints, schematics and wiring diagrams, and upon any revision, draws modifications made to the system;
- Recommends stores, tools and equipment purchases;
- Writes and completes service requests and work orders;
- Performs routine pump station duties including testing pressure and temperature switches, oil changes, lubrications and checking coupling alignments, motor AMP loads and pump output capacities;
- Drafts maintenance reports and procedures;
- Performs routine checks, oil changes, pump repacks, lubrications, cleaning and other preventive maintenance tasks on facility and pump station equipment and structures;
- Assists with installation of new equipment;
- Operates District vehicles and maintenance equipment; and
- Performs other duties as assigned.

QUALIFICATIONS

Instrumentation, Electrical and Controls Technician I

Knowledge of:

- Electrical and mechanical installations in water utility and reclamation facilities;
- Methods, materials, tools and equipment used in electrical installation and repairs;
- Electrical and mechanical theory at a working level;
- Basic record keeping methods;
- Appropriate safety precautions and procedures, particularly as related to electrical, electronic and pump control equipment;
- Applicable codes and regulations;
- Shop mathematics applicable to the electrical and mechanical trade;
- English usage, spelling, grammar and punctuation; ~~and~~
- ~~Appropriate safety precautions, procedures, practices and regulations;~~ including Lockout/Tagout (LOTO); and
- Selection and use of appropriate arc flash and electrical shock PPE.

Ability to:

- Operate power and hand tools used in electrical installation and repair;
- Perform semiskilled electrical wiring, installation, repair and maintenance work;
- Perform mechanical installation work associated with the electrical trade;
- Work from diagrams, blueprints, plans and specifications;
- Work with low voltage circuits in accordance with safety standards;
- Climb and work safely at heights above the ground on ladders;
- Diagnose electrical problems;
- Read and understand written instructions in installation and maintenance manuals;
- Perform shop math applicable to the electrical and mechanical trades;
- Operate a vehicle observing legal and defensive driving practices;
- Follow established codes, policies, and guidelines;
- Perform work in accordance with safety regulations, guidelines and practices;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with all levels of employees and customers.

Instrumentation, Electrical and Controls Technician II (in addition to knowledge and abilities required of Instrumentation, Electrical and Controls Technician I level)

Knowledge of:

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- English usage and writing skills;
- Materials, tools, and equipment of wastewater plant, wastewater collection, water distribution, and electrical/electronic maintenance, installation and repair ;
- Local and national electrical codes applicable to the maintenance, installation, and repair involving of low voltage electrical equipment;
- Programmable Logic Controllers (PLCs);
- Radio telemetry architecture and configuration;
- Motor control circuitry and power components, including soft starters and variable frequency drives;
- Safety precautions of Industry and Construction Safety Orders;
- District regulations, procedures, rules and practices relative to potable water treatment plant, wastewater plant, collection system and water distribution maintenance and operation;
- Mathematics at a journey level;
- Record keeping and report preparation;
- Applicable codes and regulations, including the National Electric Code and NFPA 70E;
- Operation and maintenance of pumps, motors, valves, compressors, and maintenance equipment; and
- Working level Proficient use of hand and power tools, mechanical and electrical test equipment.

Ability to:

- Perform skilled mechanical and electrical/electronic installation, troubleshooting, repair and maintenance;
- Estimate materials for assigned projects;
- Read comprehend and interpret technical manuals, blueprints, and schematics;
- Prepare routine periodic reports of work performed and materials used;
- Perform manual labor and work in tight and confined spaces;
- Operate vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Install, configure and calibrate process control instrumentation including: pressure transmitters, level transmitters, flow meters and various water quality analyzers;
- Troubleshoot complex motor control circuitry and relay logic;
- Troubleshoot Allen Bradley Ladder Logic; and
- Troubleshoot 4-20 mA circuitry.

LICENSES AND CERTIFICATIONS

Instrumentation, Electrical and Controls Technician I

- A valid California driver's license;
- Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association at hire or within six months of hire; and
- State of California Electrical Apprenticeship Certificate of Completion is desirable.

Instrumentation, Electrical and Controls Technician II

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- A valid California driver's license;
- ~~Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association at hire;~~
- Possession of Grade II Electrical/Instrumentation Technologist from California Water Environment Association; ~~at hire or within one year of hire;~~
- ~~Possession of Grade I Mechanical Technologist from California Water Environment Association within six (6) months of hire; and~~
- State of California General Journeyman Electrician certification is highly desirable.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Instrumentation, Electrical and Controls Technician I

- High school diploma or G.E.D; and
- Two (2) years of experience performing installation, repair and maintenance of electrical equipment.

Instrumentation, Electrical and Controls Technician II

- High school diploma or G.E.D.;
- Formal education/training in college, vocational school, or industry-recognized apprenticeship program is desirable; and
- Four (4) years of increasingly responsible experience in the operation of a wastewater and/or water treatment plant maintenance program, or as an industrial electrician and/or electronic technician.

PHYSICAL DEMANDS

Walking:	Moves about on foot often in confined spaces and over grating.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Operates electrical and computerized instrumentation; operates hand and power tools.
Handling:	Seizes, hauls or works with hands.
Lifting:	Raises and lowers pumps, motors, and related items.
Reaching:	Extends hands and arms in any direction.
Stooping:	Bends body downward and forward by bending at the knees or waist often while digging with a shovel.
Climbing:	Up and down from roofs; ascends and descends ladders up to 50 feet in height;
Vision:	Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- Talking: Communicates by radio and in person in a noisy environment.
Hearing: Hears well enough for safety in and around plant equipment.
Sitting: Sits at workbench and in District vehicles.
Standing: Up to two hours per day while monitoring instrumentation.

PHYSICAL STRENGTH

- Lifting: 75 pounds daily; frequent exertion.

ENVIRONMENTAL CONDITIONS

- Noise: Works in conditions with almost constant noise.
Temperature/Weather: Works outside with variations of temperature and weather;
works in confined spaces with heat and humidity.

CURRENT SALARY RANGE

Instrumentation, Electrical and Controls Technician I

28 = MT I or EIT I

Instrumentation, Electrical and Controls Technician II

29 = MT I and EIT II

30 = MT II and EIT II

31 = MT II and EIT III

32 = MT II, EIT III + OTHER

***NEW SALARY RANGE**

Instrumentation, Electrical and Controls Technician I

20 = No Certification

21 = CWEA EIT Grade I at hire or within 6 months of hire

Instrumentation, Electrical and Controls Technician II

25 = CWEA EIT Grade 2

26 = CWEA EIT Grade 3

27 = CWEA EIT Grade 3 + D2

28 = CWEA EIT Grade 3 + D2 + T2

Attachment C
(Proposed Utility Worker I Job Description)

UTILITY WORKER I

The *Utility Worker I* learns and performs a variety of entry-level construction-related and technical tasks including the installation, inspection, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, wharf heads, air vacs, blow offs, and pressure regulating stations pumps, and motors used to collect, pump, distribute, treat, and store water. Incumbents read, record, and report usage; installs, repairs, maintains and tests water meters and related components; and responds to customer service inquiries regarding usage and meters. Installs, inspects, maintains and repairs waste water and recycle water pipelines, right of ways, lift stations, wet wells, dry wells, pressurized sewer and recycle water pipelines, pumps, floats and manholes. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field.

Example of Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Follows established departmental procedures in the inspection of equipment for fuel, lubricants and the operation of safety devices;
- Inspects truck to ensure that proper tools are present;
- In accordance with instructions and standard procedures, requisitions tools, parts and material;
- Loads trucks;
- Drives to the job site;
- Removes blacktop, digs bell hole and trench;
- Installs and glues service lines;
- Cuts risers;
- Installs angle cocks;
- Assembles and installs water meters and meter boxes;
- Backfills trench and bell hole;
- Replaces blacktop with cold mix;
- Picks up, applies and rolls hot mix;
- Repairs leaks in service lines;
- Tests and repairs water meters;
- Performs routine preventive maintenance servicing of vehicles;
- Sets up traffic control and performs traffic flagging duties;
- Installs pressure regulating and backflow prevention devices;
- Performs routine inspection of equipment, tanks, structures, air handling equipment and duct works, checking for damage, oil leaks, excessive noise or abnormal operations;
- Assists mechanics, other employees and vendors in the removal, repair, replacement, testing and servicing of plant and pump station mechanical equipment, vehicles, meters, valves, piping, engines and related parts;
- Loads, unloads and drives dump truck;
- Operates valve turning machine;

UTILITY WORKER I

- As a learner and worker, uses shovel, tamper, jack hammer, dump truck, sprayer, pipe cutter, and compressor;
- Applies concrete mud to pipe, angles, couplings, saddles, nozzles and flanges;
- Mixes, pours and finishes concrete;
- Places forms for fire hydrants;
- Notifies customers of water service shut downs;
- Turns water meters on and off;
- Cleans drainage ditches and culverts;
- Maintains right-of-ways;
- Flushes fire hydrants;
- Welds steel couplings to steel pipe;
- Exercises valves;
- Installs shoring in trenches;
- Maintains valves, manholes, cleanout/overflow device structures;
- Responds to sewer stoppage and overflow reports when assigned;
- Assists with sewer mainline flushing and CCTV operations;
- Operates a radio read computer and handheld CMT;
- Troubleshoots and repairs radio read meters;
- Maintains handheld readers, hand tools, and power tools that are used to perform job duties.
- Notes damage to meters;
- Checks customer complaints and, as appropriate, resolves user complaints, such as no water, water leaks and high consumption;
- Examines meters for signs of tampering;
- Tags water meters as necessary;
- Reads new routes and route changes;
- May assist in the training of new personnel;
- Operates District vehicles;
- Clears away obstructions such as shrubbery, insects, water, etc. from meters and sewer clean outs;
- Checks meter numbers and new meter installation; answers questions from customers;
- Locks and unlocks meters;
- Notifies supervisor of inoperative meter locks;
- Fends off dogs and other animals as needed;
- Mows lawns with power and hand mowers;
- Rakes and removes leaves and debris;
- Trims trees, hedges and shrubs;
- Edges using hand and power equipment;
- Waters cultivated areas by hand;
- Assists in the installation of irrigation systems;
- Plants trees, shrubs;
- Empties trash and recycling bins;
- Performs routine janitorial duties;

UTILITY WORKER I

- Sprays herbicides and pesticides;
- Changes light bulbs and ballasts;
- Removes dead trees and plants;
- Washes trucks;
- Performs full range of duties of a custodian, as assigned, in addition to grounds keeping work;
- Operates District equipment;
- Is available for assignment to water and/or wastewater stand-by duty;
- Receives on the job training to perform qualified, specific tasks on de-energized high-voltage circuits, and energized or de-energized low-voltage circuits;
- Maintains lift stations-inspects pumps, alarms, telemetry, and pressure switches (floats and bubblers); checks flow lines, meters and data; repairs pumps; and maintains generators;
- Cleans sewer lines using a combination vehicle; flushes and vacuums wet wells to check the performance of pumps and electrical cables and look for areas of corrosion; inspects and maintains manholes;
- Performs manhole inspections and records conditions in the asset management system;
- Sets up portable pumps to bypass lift stations and manholes during emergencies;
- Monitors and responds to lift station and sanitary overflow prevention alarms;
- Enters confined spaces;
- Supports other departments including wastewater, water operations, meters, fleet, backflow and construction as needed; and
- Performs related work as required.

Knowledge, Skills and Abilities Required:

- Basic mathematics and measurements;
- Proficiency in Word, Excel, Outlook, and the Internet.
- Proper use of hand and portable power tools;
- Basic ability and knowledge of safety practices when working with tools;
- Principals of water metering;
- Basic janitorial methods and tools;
- Common grounds keeping methods and tools;
- Methods of clearing debris from meter vaults right of ways;
- Basic public relations skills to communicate with customers;
- Standard utility construction techniques and principles;
- Basic understanding of electrical systems, mechanics, and assembly;
- Ability to perform all the essential functions of the position with or without reasonable accommodation.
- Ability to read, interpret, and analyze data;
- Ability to safely and skillfully operate hand tools and use personal protective equipment;
- Ability to communicate clearly, effectively, and respectfully in English both verbally (in person, over the phone, and by radio) and in writing;
- Ability to keep records and prepare reports using a PC and/or tablet;

UTILITY WORKER I

- Ability to exercise independent judgment and initiative within established guidelines;
- Ability to establish and maintain collaborative working relationships;
- Perform heavy manual labor;
- Be available for overtime, standby and after-hour emergency calls;
- Take accurate water meter readings and train others to perform this
- Operate radio read computer and hand held CMT;
- Walk for long distances, stoop and bend and see numbers in meters;
- Work independently;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Ability to keep records and prepare reports using a PC and/or tablet; and
- Perform related work as required.

Education, Training and Experience:

- A high school diploma or GED;
- Minimum of one year of related work experience; and
- Certificate or coursework in water/wastewater is strongly desired.

Required Water Licenses and Certificates:

- Class C driver's license
- Forklift Certification within 6 months of hire
- Traffic Control Certification within 6 months of hire
- Water Distribution Certification - SWRCB Grade DI, at hire or within 1 year of hire.
Note: those who do not possess D1 certification at hire will be placed on a 1-year initial probation, instead of the standard 6-month initial probationary period.

Required Wastewater Licenses and Certifications:

- Class A commercial driver's license at hire or within 1 year of hire
Note: those who do not possess a class A license at hire will be placed on a 1-year initial probation, instead of the standard 6-month initial probationary period.
- Forklift Certification within 6 months of hire
- Traffic Control Certification within 6 months of hire
- CWEA CSM Grade I certification at hire or within 1 year of hire
Note: those who do not possess CSM I certification at hire will be placed on a 1-year initial probation, instead of the standard 6-month initial probationary period.
- Confined space certification at hire or within 6 months of hire.

Physical Demands:

- Walking: Moves about on foot often through uneven terrain.

UTILITY WORKER I

- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Signals equipment operator; operates equipment, hand and power tools.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.
- Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in equipment and vehicles, often driving through rough terrain.
- Standing: Flags traffic for up to 9 hours per day.

Physical Strength:

- Lifting: 100 pounds daily; frequent exertion.

Environmental Conditions:

- Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.
- 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 fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

Inner-District Transfers

Note: those who do not possess the required minimum certification and wish to transfer from collections to water or water to collections will be placed on a 1-year agreement to achieve the required certification for the department they transferred into.

UTILITY WORKER I

SALARY RANGE

Range 10: D1 (Water); CSM1 (Wastewater)

Range 11 (Water): D1 + Class A/B or Crane Cert., or Welding Cert., or Backflow Cert., or CSM1, or T1

Range 11 (Wastewater): CSM1 + Class A/B or NASSCO Sewer Manhole Inspection Cert., or Crane Cert., or Welding Cert., or Backflow Cert., or D1, or T1

Attachment D
(Proposed Utility Worker II Job Description)

UTILITY WORKER II

In addition to all duties of Utility Worker I:

Under the direction of a supervisor and crew leader, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines.

Example of Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs moderately difficult operation of light, medium and heavy construction equipment such as backhoes, skip loader, swing cab crane, skid steer, collections combination vehicle;
- Drives Class A/B CDL required vehicles and hauls large equipment and/or materials;
- As a member of a crew or in conformance with crew leader/supervisor, lays out tools, parts and materials in accordance with the demands of the job;
- Understands and follows District Sop's and engineering standards;
- Installs hydraulic and/or box shoring to specification;
- Detects on-the-job problems and seeks direction;
- Performs semi-skilled and skilled manual tasks with minimal supervision;
- Disassembles, inspects, determines damage, reoccurrence of similar failures and recommends improvements to preventative maintenance schedules, items of work, etc.;
- Develops maps for planned water shutoffs;
- Gives routine on-the-job training to co-workers;
- Advises co-workers on safety procedures;
- Notifies the crew leader/supervisor of safety hazards;
- Takes water samples and determines chlorine residuals;
- May be assigned to carry out scheduled work independently or with a helper;
- Sets up traffic control to meet county standards;
- Performs welding repairs on pipelines and maintains welding equipment, welds repairs or appurtenances to pressurized water mains;
- Performs Hot Taps on live water mains;
- Installs sewer laterals and makes connections at sewer gravity and force mains;
- Sets up and monitors confined space entries;
- Maintains lift stations-inspects pumps, alarms, telemetry, and pressure switches (floats and bubblers); checks flow lines, meters and data; repairs pumps; and maintains generators;
- Cleans sewer lines using a combination vehicle; flushes and vacuums wet wells to check the performance of pumps and electrical cables and look for areas of corrosion; inspects and maintains manholes;
- Performs manhole inspections and records conditions in the asset management system;
- Performs closed-circuit television (CCTV) pipeline checks and inspections;
- Sets up portable pumps to bypass lift stations and manholes during emergencies;

UTILITY WORKER II

- Monitors and responds to Lift Station and Sanitary overflow prevention alarms;
- Conducts smoke or dye testing in order to detect pipeline leaks;
- Maintains easements and performs weed abatement;
- Creates electronic work orders and inspection reports;
- Performs wastewater sampling to ensure that it meets standards;
- Prepares job sites and performs traffic control;
- Monitors grease disposals at all collection system lines and restaurants in the District;
- Cleans, maintains, and repairs wastewater equipment and cleans wastewater trucks;
- Supports other departments including water operations, system services, fleet, construction, and collections as needed;
- May perform basic maintenance tasks at District facilities and grounds; and
- Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

- Standard water distribution or wastewater collection system construction, maintenance, service installation and repair practices, procedures and terminology;
- Knowledge of and ability to successfully shut off water mains and dewater for repair work;
- Standard methods and safety practices in trench excavation, shoring;
- Standard traffic control requirements;
- Moderately skilled operation of light and medium construction equipment;
- Ability to maintain, repair, and replace all types of water distribution and wastewater system equipment;
- Ability to read, interpret, and work from sketches, map books, blueprints, and specifications;
- Ability to perform accurate mathematical calculations;
- Ability to establish and maintain collaborative working relationships internally and externally;
- Ability to navigate and use GIS and Asset Management software; and
- Knowledge of the principles and methods of plumbing and hydraulics.

Education, Training and Experience:

- A high school diploma or GED;
- Minimum of two years of related work experience; and
- Experience in pipeline welding is preferred but not required.

UTILITY WORKER II

Required Water Licenses and Certificates:

- Forklift certification;
- Traffic control certification;
- Water Distribution Operator Grade II (D2) certification or higher; and
- Class A/B commercial driver's license; or Crane Operator License; or 6G Welding certification; or Backflow Certification; or NASSCO sewer manhole inspection certification or Collection System Maintenance Grade I certification (CSM 1).

Required Wastewater Licenses and Certifications:

- Forklift Certification within 6 months of hire;
- Traffic Control Certification within 6 months of hire;
- CWEA Collection System Maintenance Grade II certification (CSM 2) or higher;
- Class A/B commercial driver's license; and
- NASSCO sewer manhole inspection certification; or Crane Operator License; or 6G Welding Certification; or Backflow Certification or Water Distribution Operator Grade I (D1) certification.

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.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.
- Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in equipment and vehicles, often driving through rough terrain.
- Standing: Flags traffic for up to 9 hours per day.

Physical Strength:

- Lifting: 100 pounds daily; frequent exertion.

Environmental Conditions:

UTILITY WORKER II

- Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.
- 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 fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

Inner-District Transfers

Note: those who do not possess the required minimum certification and wish to transfer from collections to water or water to collections will be placed on a 1-year agreement to achieve the required certification for the department they transferred into.

SALARY RANGES

Range 14: D2 (Water); CSM 2 (Wastewater)

Range 15 (Water): D2 + Class A/B , or Crane Cert., or Welding Cert., or Backflow Cert., or CSM1, or T1.

Range 15 (Wastewater) CSM 2 + Class A/B + NASSCO Sewer Manhole Inspection Cert., or Crane Cert., or Welding Cert., or Backflow Cert, or D1, or T1.

Attachment E
(Proposed Utility Worker III Job Description)

UTILITY WORKER III

In addition to all duties of Utility Worker II:

Under the direction of a Supervisor and Crew Leader, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines. May supervise crew members in the absence of the crew leader.

Example of Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs skilled operation of light, medium and heavy construction equipment such as backhoes, skip loader, swing cab crane, skid steer, collections combination vehicle;
- Drives Class A/B CDL required vehicles and hauls large equipment and/or materials;
- As a member of a crew or in conformance with crew leader/supervisor, lays out tools, parts and materials in accordance with the demands of the job;
- Understands and follows District Sop's and engineering standards;
- Installs hydraulic and/or box shoring to specification;
- Detects on-the-job problems and determines remedies or seeks direction;
- Develops maps for planned water shutoffs;
- Understands how to shut off water mains and dewater for repair work;
- Investigates causes of valve failure and remedies during shutdowns;
- Performs skilled manual tasks with minimal supervision;
- Disassembles, inspects, determines damage, reoccurrence of similar failures and develops improvements to preventative maintenance schedules, items of work, etc.;
- Gives routine on-the-job training to co-workers;
- Enforces safety procedures;
- Notifies the crew leader/supervisor of safety hazards;
- Takes water samples and determines chlorine residuals;
- May be assigned to carry out scheduled work independently or with a helper;
- Sets up traffic control to meet county standards;
- Performs welding repairs on pipelines and maintains welding equipment, welds repairs or appurtenances to pressurized water mains,
- Performs Hot Taps on live water mains,
- Installs sewer laterals and makes connections at sewer gravity and force mains;
- Sets up and monitors confined space entries;
- Maintains lift stations-inspects pumps, alarms, telemetry, and pressure switches (floats and bubblers); checks flow lines, meters and data; repairs pumps; and maintains generators;
- Cleans sewer lines using a combination vehicle; flushes and vacuums wet wells to check the performance of pumps and electrical cables and look for areas of corrosion; inspects and maintains manholes;
- Performs manhole inspections and records conditions in the asset management system;

UTILITY WORKER III

- Installs and maintains wastewater systems, control valves, valves, hydraulics, pumps, and force mains/gravity systems;
- Basic understanding of Fats, Oil, and Grease (FOG) Program requirements;
- Performs closed-circuit television (CCTV) pipeline checks and inspections;
- Sets up portable pumps to bypass lift stations and manholes during emergencies;
- Monitors and responds to lift station and sanitary overflow prevention alarms;
- Conducts smoke or dye testing in order to detect pipeline leaks;
- Maintains easements and performs weed abatement;
- Creates electronic work orders and inspection reports;
- Performs wastewater sampling to ensure that it meets standards;
- Prepares job sites and performs traffic control;
- Monitors grease disposals at all collection system lines and restaurants in the District;
- Cleans, maintains, and repairs wastewater equipment and cleans wastewater trucks;
- Supports other departments including Water Operations, System Services, Fleet, Construction, and Collections as needed;
- May perform skilled maintenance tasks at District facilities and grounds; and
- Other duties as assigned.

Knowledge, Skills and Abilities Required:

- Advanced water distribution and wastewater collection system construction, maintenance, service installation and repair practices, procedures and terminology;
- Trenching and shoring and confined space procedures including the use of air and gas monitors;
- Advanced traffic control requirements;
- Ability to safely and skillfully operate hand tools and use personal protective equipment;
- Skilled operation of light and medium construction equipment;
- Ability to maintain, repair, and replace all types of water distribution and wastewater system equipment with minimal direction;
- Ability to read, interpret, and work from sketches, map books, blueprints, and specifications;
- Ability to perform accurate mathematical calculations;
- Ability to establish and maintain collaborative working relationships internally and externally;
- Ability to navigate and use GIS and asset management software;
- Ability to keep records and prepare reports using a PC and/or tablet;
- Ability to exercise independent judgment and initiative within established guidelines;
- Proficiency in Word, Excel, Outlook, and the Internet;
- Knowledge of Cal-OSHA and OSHA standards, Safety Data Sheets, the principles of safe storage and usage of chemicals, EPA Regulations, and work safety standards;
- Knowledge of wastewater discharge requirements and Sewer System Management Plan (SSMP) Order #2006-0003;
- Ability to independently operate the wastewater SCADA system, troubleshoot problems and failures, recognize dangerous conditions, and respond appropriately;
- Ability to read, interpret, and analyze data including sewer flow trends;

UTILITY WORKER III

- Knowledge of Cla-Val type control valve repair and maintenance practices;
- Knowledge of backflow devices and cross connection principles;
- Knowledge of preventative maintenance practices and procedures related to water and wastewater systems;
- Knowledge of work safety standards related to traffic control, confined space entry, trenching, and shoring, and welding; and
- Knowledge of water systems, water hydraulics, pressure zone analysis and shutdown and highline processes.

Education, Training and Experience:

- A high school diploma or GED
- Minimum of three years of related work experience in water or wastewater

Required Water Licenses and Certificates:

- Forklift Certification
- Traffic Control Certification
- Possession of certification as a SWRCB Water Distribution Operator Grade III (D3) or higher or SWRCB Water Distribution Operator Grade II (D2) and CWEA CSM Grade II
- Class A/B commercial driver's license or Crane Operator License or 6G Welding Certification or Backflow Certification or CWEA CSM Grade II

Required Wastewater Licenses and Certifications:

- Forklift Certification within 6 months of hire
- Traffic Control Certification within 6 months of hire
- CWEA CSM Grade III certification(CSM3) or higher or CWEA CSM Grade II and SWRCB Water Distribution Operator Grade II (D2)
- Class A/B commercial driver's license
- NASSCO manhole, lateral and pipeline, inspection certification
- Certificate as a "competent person" in confined space entry and rescue
- Crane Operator License or 6G Welding Certification or Water Distribution Operator Grade II (DII) or Backflow Certification

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.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.
- Reaching: Extends hands and arms in any direction.

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- Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.
- Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in equipment and vehicles, often driving through rough terrain.
- Standing: Flags traffic for up to 9 hours per day.

Physical Strength:

- Lifting: 100 pounds daily; frequent exertion.

Environmental Conditions:

- Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.
- 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 sewage, wastewater solids, fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak.

Inner District Transfers

Note: those who do not possess the required minimum certification and wish to transfer from collections to water or water to collections will be placed on a 1-year agreement to achieve the required certification for the department they transferred into.

SALARY RANGES

Range 18 (Water): D3 or D2 + CSM2

Range 18 (Wastewater); CSM3 or CSM2 + D2

Range 19 (Water): D3 or (D2 + CSM2) + Class A/B, or Crane Cert., or Welding Cert., or Backflow Cert., or CSM2, or T2

Range 19 (Wastewater): CSM3 or (CSM2 +D2) + Class A/B + NASSCO Sewer Manhole Inspection Cert. + Crane Cert., or Welding Cert., or Backflow Cert., or D2, or T2

Attachment F
(Proposed Crew Leader Job Description)

CREW LEADER

In addition to all duties of Utility Worker III:

Under the guidance and minimal direction of a supervisor and/or the field services manager, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines. May direct the department in the absence of the Supervisor.

Example of Duties:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Trains and supervises crew on projects;
- Plans jobs; prepares job sites; cleans up job sites, shop, and office;
- Inspects and evaluates job sites for safety concerns, proper material use and ensures District specifications are being followed;
- Keeps notes on subordinates throughout the year for evaluation purposes;
- Assists supervisor/field services manager with completing employee performance evaluations;
- Performs skilled operation of light, medium and heavy construction equipment such as backhoes, skip loader, swing cab crane, skid steer, collections combination vehicle;
- Operates and/or drives class A/B licensed vehicles and hauls large equipment and/or materials;
- As a member of a crew or in conformance with crew leader/supervisor, lays out tools, parts and materials in accordance with the demands of the job;
- Understands and follows District standard operating procedures and engineering standards;
- Installs hydraulic and/or box shoring to specification;
- Detects on-the-job problems and determines remedies or seeks direction;
- Develops maps for planned water shutoffs;
- Understands how to shut off water mains and dewater for repair work;
- Investigates causes of valve failure and remedies during shutdowns;
- Performs skilled manual tasks with minimal supervision;
- Disassembles, inspects, determines damage, reoccurrence of similar failures and develops improvements to preventative maintenance schedules, items of work, etc.;
- Gives routine on-the-job training to co-workers;
- Enforces safety procedures;
- Notifies the safety & risk officer and assigned supervisor/field services manager of safety hazards;
- Takes water samples and determines chlorine residuals;
- May be assigned to carry out scheduled work independently or with a helper;
- Sets up traffic control to meet county standards;

CREW LEADER

- Performs welding repairs on pipelines and maintains welding equipment, welds repairs or appurtenances to pressurized water mains;
 - Performs Hot Taps on live water mains;
 - Installs sewer laterals and makes connections at sewer gravity and force mains;
 - Sets up and monitors confined space entries;
 - Maintains lift stations-inspects pumps, alarms, telemetry, and pressure switches (floats and bubblers); checks flow lines, meters and data; repairs pumps; and maintains generators;
 - Cleans sewer lines using a combination vehicle; flushes and vacuums wet wells to check the performance of pumps and electrical cables and look for areas of corrosion; inspects and maintains manholes;
 - Performs manhole inspections and records conditions in the Asset Management System.
 - Installs and maintains wastewater systems, control valves, valves, hydraulics, pumps, and force mains/gravity systems;
-
- Basic understanding of Fats, Oil, and Grease (FOG) Program requirements;
 - Performs closed-circuit television (CCTV) pipeline checks and inspections;
 - Sets up portable pumps to bypass lift stations and manholes during emergencies;
 - Monitors and responds to lift station and sanitary overflow prevention alarms;
 - Conducts smoke or dye testing in order to detect pipeline leaks;
 - Maintains easements and performs weed abatement;
 - Creates and delegates electronic work orders and inspection reports;
 - Performs wastewater sampling to ensure that it meets standards;
 - Prepares job sites and performs traffic control;
 - Submits County Permits for excavation and traffic control;
 - Notifies Underground Service Alert of intended excavations;
 - Monitors grease disposals at all collection system lines and restaurants in the District;
 - Cleans, maintains, and repairs wastewater equipment and cleans wastewater trucks;
 - Supports other departments including Water Operations, System Services, Fleet, Construction, and Collections as needed;
 - May perform skilled maintenance tasks at District facilities and grounds; and
 - Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

- Advanced water distribution and wastewater collection system construction, maintenance, service installation and repair practices, procedures and terminology;
- Trenching and shoring and confined space procedures including the use of air and gas monitors;
- Advanced traffic control requirements;
- Ability to safely and skillfully operate hand tools and use personal protective equipment;
- Skilled operation and ability to train others on light and medium construction equipment;
- Ability to maintain, repair, and replace all types of water distribution and wastewater system equipment with minimal direction;
- Ability to read, interpret, and work from sketches, map books, blueprints, and specifications;

CREW LEADER

- Ability to perform accurate mathematical calculations;
- Ability to establish and maintain collaborative working relationships internally and externally;
- Ability to navigate and use GIS and asset management software;
- Ability to keep records and prepare reports using a PC and/or tablet;
- Ability to exercise independent judgment and initiative within established guidelines;
- Proficiency in Word, Excel, Outlook, and the Internet;
- Knowledge of Cal-OSHA and OSHA standards, Safety Data Sheets, the principles of safe storage and usage of chemicals, EPA Regulations, and work safety standards.
- Knowledge of wastewater discharge requirements and Sewer System Management Plan (SSMP) Order #2006-0003;
- Ability to independently operate the wastewater SCADA system, troubleshoot problems and failures, recognize dangerous conditions, and respond appropriately;
- Ability to read, interpret, and analyze data including sewer flow trends;
- Knowledge of Cla-Val type control valve repair and maintenance practices;
- Knowledge of backflow devices and cross connection principles;
- Knowledge of preventative maintenance practices and procedures related to water and wastewater systems;
- Knowledge of work safety standards related to traffic control, confined space entry, trenching, and shoring, and welding; and
- Knowledge of water systems, water hydraulics, pressure zone analysis and shutdown and highline processes

Education, Training and Experience:

- A high school diploma or GED;
- Valid California driver's license;
- Minimum of 4 years of related work experience in water and/or wastewater;
- Experience in pipeline welding and fabrication techniques is strongly preferred but not required;
- Experience with sewer lift stations or pumps and motors is strongly preferred but not required;

Required Water Licenses and Certificates:

- Forklift Certification
- Traffic Control Certification
- Possession of certification as a SWRCB Water Distribution Operator Grade III (D3) or higher
- CDL Class A/B commercial driver's license or Crane Operator License or 6G Welding Certification or Backflow Certification with Cross Connection Control Certification or CWEA CSM Grade II

Required Wastewater Licenses and Certifications:

- Forklift Certification within 6 months of hire

CREW LEADER

- Traffic Control Certification within 6 months of hire
- CWEA CSM Grade III certification(CSM3) or higher
- Class A/B commercial driver's license
- NASSCO manhole, lateral and pipeline, inspection certification
- Certificate as a "competent person" in confined space entry and rescue.
- Crane Operator License or 6G Welding Certification or SWRCB Water Distribution Operator Grade II (DII) or Backflow Certification with Cross Connection Control Certification

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.
- Handling: Seizes, holds or works with hands.
- Lifting: Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.
- Reaching: Extends hands and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.
- Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough for safety in and around construction sites and to receive communication by radio and in person.
- Sitting: Sits in equipment and vehicles, often driving through rough terrain.
- Standing: Flags traffic for up to 9 hours per day.

Physical Strength:

- Lifting: 100 pounds daily; frequent exertion.

Environmental Conditions:

- Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.
- 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 fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and

CREW LEADER

spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

Inner-District Transfers

Note: those who do not possess the required minimum certification and wish to transfer from collections to water or water to collections will be placed on a 1-year agreement to achieve the required certification for the department they transferred into.

SALARY RANGES

Range 23: D3 (Water); CSM3 + Class A/B (Wastewater)

Range 24 (Water): D3 + Class A or Crane Certification or Welding Certification or Backflow Certification

Range 24 (Wastewater): CSM3 + Class A + NASSCO Sewer Manhole Inspection Cert.

Range 25 (Water): D3 + CSM2 or T2 + Class A or Crane Certification or Welding Certification or Backflow Certification

Range 25 (Wastewater): CSM3 + Class A + NASSCO Sewer Manhole Inspection Cert. + Crane Certification, or Welding Certification, or Backflow Certification, or D2, or T2