



FALLBROOK PUBLIC UTILITY DISTRICT  
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

WEDNESDAY, JUNE 20, 2018  
1:30 P.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 Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.*

*Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.*

**I. PRELIMINARY FUNCTIONS**

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

**II. ACTION / DISCUSSION**

- A. RECOMMENDED SALARY ADJUSTMENTS ASSOCIATED WITH PREVIOUSLY APPROVED REORGANIZATION TO ACCOMMODATE CURRENT AND ANTICIPATED VACANCIES IN VARIOUS DEPARTMENTS

**III. ADJOURNMENT OF MEETING**

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**DECLARATION OF POSTING**


I, Mary Lou West, Secretary of the Board of Directors 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, Mary Lou West, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

6-15-18  
Dated / Fallbrook, CA

Mary Lou West  
Secretary, Board of Directors

## MEMO

**TO:** Personnel Committee  
**FROM:** Lisa Chaffin, Human Resources Manager   
**DATE:** June 20, 2018  
**SUBJECT:** Recommended Salary Adjustments

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### Purpose

To obtain approval for the proposed salary adjustments associated with the previously approved reorganization.

### Summary

The reorganization was proposed primarily to address the staffing and operational challenges resulting from the recent retirement of the Chief Plant Operator and the anticipated retirement of the current Engineering Supervisor. The reorganization includes deleting the vacant Assistant General Manager position, upon ratification of the new General Manager contract, the creation of one new position, Senior Engineer, who will eventually supervise the GIS Specialist (1), Engineering Technician (3) and Operations Specialist (1), and the following reclassifications:

- System Operations Manager to Operations Manager – This change reflects the incumbent's managerial responsibility for water, wastewater and recycled water operations. In addition, the Chief Plant Operator position, which previously reported to the Assistant General Manager, will report to the Operations Manager.
- Lead System Operator to System Operations Supervisor – This change reflects the incumbent's responsibility for the first-level supervision of operations crews and the day-to-day implementation of the District potable water UV treatment and disinfection system, and distribution systems. The Systems Operators (3) will report to the System Operations Supervisor, instead of directly to Operations Manager.

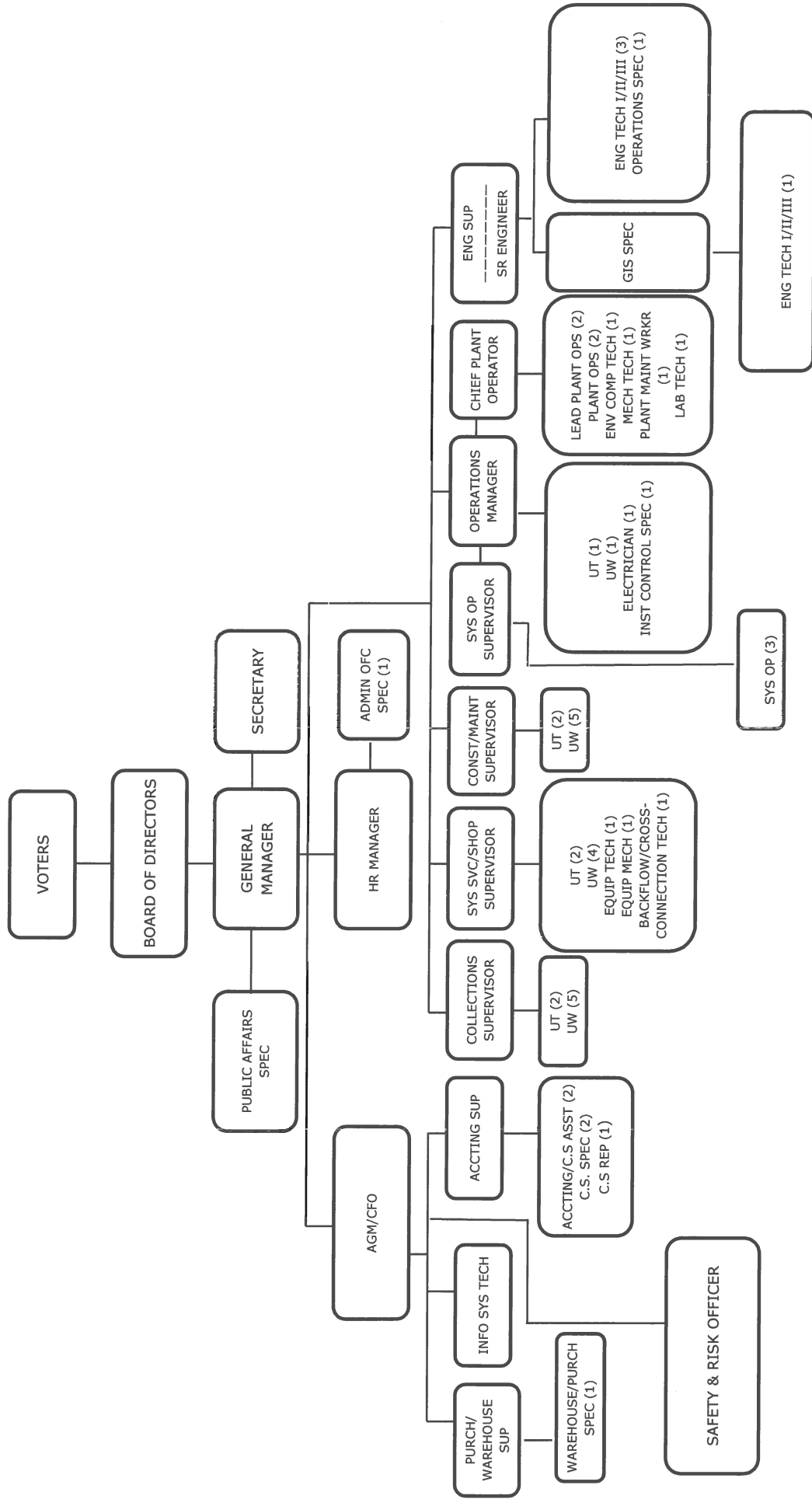
The salary for the new Senior Engineer position and the proposed salary adjustments for the System Operations Supervisor and Operations Manager will be offset by the salary savings realized by deleting the Assistant General Manager position, for an approximate salary savings of \$63,593 for the first twelve months.

### Recommended Action

Staff recommends approving the proposed salary adjustments.



**FALLBROOK PUBLIC UTILITY DISTRICT**  
**May 2018**



**67 Total Positions**

## SYSTEM OPERATIONS MANAGER

### Definition

Under the general direction of the ~~Assistant~~ General Manager, performs management level duties to plan, organize and ~~supervise a staff of direct sections responsible for potable treatment and distribution system operations employees. To inspect, monitor, and operate complex water production and wastewater treatment equipment necessary to maintain a safe.~~ Responsibilities include overseeing departmental and capital improvement projects, developing and adequate water supply throughout the potable water system, monitoring budgets, and planning and technical support. Participates actively in the Management team. Performs related work as required.

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### Class Characteristics:

~~Positions in this class are responsible for the first level~~

This position has managerial responsibility for the planning and administration of the sections responsible for potable water system operations, including treatment and distribution, and wastewater treatment. The incumbent exercises supervision of operations crew over supervisory and technical positions including the Chief Plant Operator, the Water Systems Supervisor, valve maintenance employees, instrumentation and controls employee, and electrical maintenance electrician employee and the day-to-day implementation of the District potable water UV treatment and disinfection system, distribution systems, and. This includes overseeing the operation of the SCADA system including design, programming, maintenance and development. Positions in this class are distinguished from that of Systems Operator in that the incumbents supervise, inspect and assign work to operation personnel: UV Treatment, the Water Reclamation Plant, and the potable distribution system.

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~~Positions in this class perform work which has variation and which allows or requires a limited range of choice in the application of defined methods or procedures.~~

### Example of Duties

- ~~Schedules~~ Supervise, train and supervises water distribution operators, valve maintenance employees, instrumentation and controls employee, and maintenance electrician employee(1);

## System Operations Manager

- ~~Supervises, trains and evaluates~~evaluate the performance of ~~operators, valve maintenance employees, instrumentation and controls employee, and maintenance electrician employee(1); operations staff.~~
- Recommends selection, promotion and discipline of personnel(2);
- ~~Counsels employees and processes informal and formal grievances;~~
- ~~Establishes standards of performance(1);~~
- ~~Prepares~~Develops and directs the implementation of goals, objectives, and procedures for the department.
- ~~Plans and prepares~~ work schedules ~~and work assignments(1);~~
- ~~Checks and corrects work in progress and upon completion;~~
- Develops and administers the annual budget for the department.
- Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, ~~such as the Safe Drinking Water Act(3);~~
- Completes regulatory reports ~~per by District, County, State and Federal requirements(2);~~
- Represents the District in a professional manner through involvement with industry organizations and committees(3);
- Inspects, monitors, makes adjustments, troubleshoots and controls the more complex water production and treatment ~~equipment, including valves, meters, gauges and controllers(1); issues.~~
- ~~Collects water level and production information by monitoring the flow at various points in the system(2);~~
- Drives a District ~~truck~~vehicle in the course of daily duties(2);
- ~~Assists others in~~Provides assistance and guidance to staff regarding the operation of ~~production and the potable treatment equipment; and distribution system, and wastewater treatment.~~
- Starts and stops pumps according to readings taken from meters and gauges(3);
- ~~Adjusts chemical injection as needed to maintain water quality under varying flow quantities(3);~~
- ~~Checks tanks and distribution points for chlorine residuals and water turbidity(3);~~
- ~~Collects water samples;~~
- Communicates with agents of the San Diego County Water Authority ~~in order to~~ make adjustments to consumption rates(3); and other member agencies.
- ~~Operates Cla valves(3);~~
- ~~Operates slide gates at reservoirs(3);~~
- ~~Operates chlorination and chloramination(3);~~

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## System Operations Manager

- Operates hand and portable power tools when making emergency repairs(2);
- Reads and logs meters at each site(2);
- Lubricates motors and pumps;

- Records water flow, water levels, wattage usage, pressures and other information(3);

- Monitors and operates the potable water distribution, chemical injection and UV treatment system using SCADA(1);
- Makes adjustments to set points and alarm points via SCADA(1);
- Performs limited maintenance on SCADA servers(2);
- Makes adjustments to SCADA screens(2);

- Schedules and ensures the completion of the calibration and maintenance of water quality and wastewater analytical equipment at the UV disinfection facility(1);

- Receives on the job training to perform qualified, specific tasks on energized or de-energized low voltage circuits; and
- Performs related work as required.

(1) The performance of this function is the reason the job exists.

(2) There are limited employees among whom the performance of this function can be distributed.

(3) This function is highly specialized. Employees are hired for the skill/ability to perform this.

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## Minimum Qualifications

### Knowledge of:

- Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, such as the Safe Drinking Water Act; and wastewater treatment.
  - Equipment, materials and terminology used in the operation of pumps, motors, generators, valves and pressure devices;
- Principles and practices relating to water flow and pressures through gravity and pumping equipment;
  - Theory and principles of electrically driven pumps;
- Methods of water production and distribution, and wastewater treatment;

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## System Operations Manager

- ~~Methods of chlorination, chloramination, water disinfection and testing;~~
- ~~Water production and pressure maintenance;~~

- Principles, practices, and techniques relating to the operation, maintenance and development of SCADA based control systems;
- Computer software programs (email, MS Word and Excel).
- Appropriate safety precautions and procedures.

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### Ability to:

- Schedule and assign work relating to water treatment and distribution operations, valve maintenance, instrumentation and controls and electrical maintenance;
- Maintain accurate ~~and complex logs and records;~~ and reports.

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- ~~Exercise judgment in determining necessary water production levels;~~
- ~~Predict effect of weather on water levels and distribution rates;~~

- Troubleshoot complex potable water treatment and distribution systems ~~which requires an in-depth understanding of the systems;~~

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- ~~Inspect motors, pumps, water levels and pressures;~~
- ~~Make adjustments to equipment in response to water demand and supply;~~
- ~~Make adjustments to complex water treatment and disinfection equipment;~~

- Plan, budget and coordinate a variety of SCADA related activities while working closely with staff and outside vendors;
- Represent the District in a professional manner through involvement with industry organizations and committees;
- Operate a personal computer ~~computer remote terminal;~~ and common business software.
- Read and write at a level sufficient for job success;
- Prepare written reports and ~~cost estimates;~~ verbal reports.

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- ~~Write legibly;~~
- ~~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.

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Supplemental Information

**Licenses and Certification:**

- Possession of a ~~valid and appropriate~~ California driver's license;
- Possession of certification as a Water Distribution Operator Grade IV (D4), or higher;
- Possession of ~~valid~~ certification as a ~~certified~~ Water Treatment Operator, Grade II (T3) or higher;

- ~~Possession of current certification as HAZWOPER (Hazardous Materials Responder Training [24 hours]).~~

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**Training and Experience:**

• ~~Any~~  
A 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 experience in ~~potable~~:

- ~~High school diploma or the equivalent.~~
- ~~Higher education with coursework in water treatment and, water distribution, wastewater treatment, and management. A bachelor's degree in business management, business administration, or public works/administration is desired.~~
- ~~Possession of a valid California driver's license.~~
- ~~Possession of State Certification in water treatment, water distribution, and responsibility for regulatory compliance; wastewater treatment.~~

~~A minimum of ten years of progressively responsible experience in water and~~

- ~~Completion of coursework in water technology, or wastewater operations, including five years of lead or supervision and safety;~~  
~~or~~
- ~~Experience at or equivalent to the level of Systems Operator in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above.~~

~~. Management experience is desired.~~

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Other Requirements

**Physical Demands:**

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

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**Physical Strength:**

- Lifting: Up to 100 pounds; infrequent exertion.
- Dragging: Up to 200 pounds of dead weight.

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**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.*

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**Protective Devices Required**

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System Operations Manager

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

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## **OPERATIONS MANAGER**

### **Definition**

Under the general direction of the General Manager, performs management level duties to plan, organize and direct sections responsible for potable treatment and distribution, and wastewater treatment; oversees departmental and capital improvement projects; develops and monitors budgets; plans and provides technical support; participates actively in the management team; and performs related duties as assigned.

### **Class Characteristics:**

This position has managerial responsibility for the planning and administration of the sections responsible for potable water system operations, including treatment and distribution, and wastewater treatment. The incumbent exercises supervision over supervisory and technical positions including the Chief Plant Operator, Water Systems Supervisor, and staff in valve maintenance, instrumentation and controls, and electrical maintenance. This includes overseeing the operation of the UV Treatment, the Water Reclamation Plant, and the potable distribution system.

### **Duties and Responsibilities:**

*Duties and responsibilities include, but are not limited to, the following:*

- Supervises, trains and evaluates the performance of operations staff;
- Recommends selection, promotion and discipline of personnel;
- Develops and directs the implementation of goals, objectives, and procedures for the department;
- Plans and prepares work schedules;
- Develops and administers the annual budget for the department;
- Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems;
- Completes regulatory reports;
- Represents the District in a professional manner through involvement with industry organizations and committees;
- Inspects, monitors, makes adjustments, troubleshoots and controls the more complex water production and treatment issues;
- Drives a District vehicle in the course of daily duties;
- Provides assistance and guidance to staff regarding the operation of the potable treatment and distribution system, and wastewater treatment;
- Starts and stops pumps according to readings taken from meters and gauges;
- Communicates with agents of the San Diego County Water Authority and other member agencies;
- Records water flow, water levels, pressures and other information;
- Ensures the completion of the calibration and maintenance of water and wastewater analytical equipment; and
- Performs related work as required.

## **Qualifications**

### **Knowledge of:**

- Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, and wastewater treatment;
- Equipment, materials and terminology used in the operation of pumps, motors, generators, valves and pressure devices;
- Principles and practices relating to water production and distribution, and wastewater treatment;
- Principles, practices, and techniques relating to the operation, maintenance and development of SCADA based control systems;
- Principles and practices of supervision and management of staff;
- Computer software programs (email, MS Word and Excel); and
- Appropriate safety precautions and procedures.

### **Ability to:**

- Schedule and assign work relating to water treatment and distribution operations, valve maintenance, instrumentation and controls and electrical maintenance;
- Maintain accurate records and reports;
- Troubleshoot complex potable water treatment and distribution systems;
- Plan, budget and coordinate a variety of SCADA related activities while working closely with staff and outside vendors;
- Represent the District in a professional manner through involvement with industry organizations and committees;
- Operate a personal computer and common business software;
- Prepare written reports and verbal reports;
- Establish and maintain effective relationships with those contacted in the course of work; and
- Communicate clearly and concisely, orally and in writing.

### **Licenses and Certification:**

- Possession of a California driver's license.
- Possession of certification as a Water Distribution Operator Grade IV (D4), or higher.
- Possession of certification as a Water Treatment Operator, Grade II (T3) or higher.

### **Education, Training and Experience:**

*The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.*

A bachelor's degree in business management, business administration, or public works/administration, with coursework in water treatment, water distribution, wastewater treatment, and management, and five (5) years of progressively responsible experience in water and/or wastewater operations, including lead, supervisory or management experience is desired.

## **OTHER REQUIREMENTS**

### **Physical Demands:**

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Handling: Seizes, holds or works with hands; specifically operating valves, adjusting control knobs, and computer.
- Lifting: Raises and lowers pumps, motors, and miscellaneous awkward objects.
- Reaching: Extends hand and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: Ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, meter dials, reservoir levels, data sheets, video messages, scales and gauges and operates District vehicles.
- Sitting: Drives, often through rough terrain and sits in District vehicles for up to four hours per day.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough to receive communication by radio and in person.

### **Physical Strength:**

- Lifting: Up to 100 pounds; infrequent exertion.
- Dragging: Up to 200 pounds of dead weight.

### **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 and seat belt.

## Lead System Operator Operations Supervisor

### CLASS CONCEPT:

Under the general direction of the System-Operations Manager, performsto organize and supervise a staff of treatment and distribution system operations employees. To inspect, monitor and operate complex water production and treatment equipment necessary to maintain a safe and adequate water supply throughout the potable water system. To perform a variety of skilled system operation and repair work in a lead capacity; and performsttechnical and administrative support functions. Performs related work as required.

### Class Characteristics:

The Lead System Operator performs advanced level system operations, requires little supervision and directs the activities of other system operators.

Incumbents are regularly assigned to train lower level personnel in the performance of specified work. Positions at this levelPositions in this class are responsible for the first-level supervision of operations crews, and the day-to-day implementation of the District potable water UV treatment and disinfection system, distribution systems. Positions in this class are distinguished from that of Systems Operator in that the incumbents supervise, inspect and assign work to operation personnel.

Positions in this class perform work which has eonsiderable-variation and which allows or requires a limited range of choice in the application of judgment in the defined methods or procedures.

### EXAMPLES OF ESSENTIAL DUTIES:

- Supervises, trains and evaluates the performance of operators;
- Recommends selection of appropriate, promotion and discipline of personnel;
- Counsels employees and processes informal and formal grievances;
- Establishes standards of performance;
- Prepares work methods, schedules and work assignments; and
- Prepares cost estimates and estimates of job materials and procedures.equipment

Incumbents receive general instructions when tasks are assigned and are expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

Incumbent at the Lead System Operator level assign, check, guide, correct, train and participate fully in the work of subordinates. Incumbents do not hire, evaluate or discipline subordinates. Incumbents are expected to advise the supervisor of staff performance problems observed.

This position is obtained through certification, training and experience. There is only one authorized Lead System Operator position.

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### Example of Duties

- Serves as assistant to System Operations Manager(1);

- Assigns specific tasks to system operators(1);
- Trains, instructs, and as assigned, corrects the work of system operators, ensuring that accepted work and safety methods are practiced(1);
- Performs operational activities and maintenance for the potable treatment and distribution systems at a level equal to or greater than the job requirements of a System Operator H(1);
- Provides hands-on training on systems, equipment, and safety items(2);
- Prepares and/or reviews procedures, programs, logs, charts and reports(2);
- Keeps supervisor informed of system status(2);
  - Operates the utility Checks and corrects work in progress and upon completion (1)
    - Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems by monitoring and adjusting flows through pipes from reservoirs, intakes and turnouts(2);, such as the Safe Drinking Water Act (3)
    - Reads Responsible for completes reports for regulatory compliance.
    - Represents the District in a professional manner through involvement with industry organizations and records reservoir levels, committees (3)
    - Inspects, monitors, makes adjustments, troubleshoots and controls the more complex water connection usage, consumer usage, pressure gauges, water flow production and treatment equipment (1)
    - Drives a District truck in the course of daily duties (2)
    - Assists others in the operation of production and treatment equipment (3)
    - Starts and stops pumps according to readings taken from meters, and gauges (3)
    - Adjusts chemical disinfectant volumes and flow(1); injection as needed to maintain water quality under varying flow quantities (3)
- Ensures that customers receive adequate water in volume pressure and quality(3);
- Operates automatic pressure-reducing relief valves, surge and arrestor valves(2);
- Checks reservoir levels and makes adjustments to valves to maintain proper water levels(1);
- Switches valves to redirect flow(2);
- Starts, synchronizes, monitors and regulates the operation and status of valves, pumping facilities, chlorination and other facilities and appurtenances(2);
- Installs, cleans, adjusts, performs maintenance on and operates Cla-valves, troubleshoots control valves when problems occur within the water distribution system;
- Checks reservoir levels and makes adjustments to Cla-valves to maintain proper water levels(1);
- Switches zones of control valves to redirect flow(2);
- Validates unusual readings by contacting other field personnel for verification(2);
- Notifies supervisory or maintenance personnel of apparent unusual conditions(2);
  - Bypasses portions of the system during emergencies or planned Checks tanks and distribution points for chlorine residuals and water turbidity (3)
  - Communicates with agents of the San Diego County Water Authority in order to make adjustments to consumption rates (3)
  - Monitors, operates, and maintains Cla-valves.

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- Monitors, operates and troubleshoots the potable water distribution and treatment systems including chemical injection, pump station, tanks, reservoirs, flow and pressure control facilities, and the UV disinfection plant.
- Monitors and operates the system remotely via SCADA.
- Performs limited maintenance on SCADA servers (2)
- Assists with making limited adjustments to the Makes adjustments to SCADA screens (2)
- Monitors, performs routine calibrations, and performs maintenance of water quality analytical equipment at the UV disinfection facility and the distribution system. (1)
- Monitors, maintains, and troubleshoots the Calgon UV reactors and related equipment
- Monitors the maintenance shutdowns, calibration and troubleshooting of the UVT analyzers (1)
- Monitors UV reactor dosage output to maintain system operation comply with SWRCB DDW regulations (1);
- ~~Follows established chemical disinfection handling safety procedures(3);~~
- ~~Receives Schedules and transports chemical disinfectant(2);~~
- ~~Checks for proper operation ensures completion of disinfection equipment(3);~~
- ~~Calculates disinfectant usage and demands, makes feed rate adjustments(3) and performs regularly scheduled cleaning and servicing of disinfection treatment facilities and equipment;~~
- ~~Communicates with the appropriate agency relevant to water supply and demand changes(3);~~
- ~~Completes reports required by District;~~
- ~~Collects water samples;~~
- ~~Monitors the level of the Red Mountain Reservoir(2) and adds copper sulfate to control algae;~~
- ~~Reads and changes pressure charts(3);~~
- ~~Monitors and operates the potable distribution system using SCADA(1);~~
  - ~~Performs routine calibration and maintenance of water quality analytical equipment at the UV disinfection facility (1);~~
- ~~Performs basic maintenance, troubleshooting and alarm acknowledgement at Calgon UV reactor display panel(1);~~
- ~~Inspects and replaces UV lamps(2);~~
- ~~Maintains, calibrates and troubleshoots routing UVT analyzer(1);~~
- ~~Monitors UV reactor dosage output to comply with CDPH regulations(1);~~
- ~~Is available for assignment to stand by duty(2);~~
- ~~Receives on the job training to perform qualified, specific tasks on energized or de-energized low voltage circuits; and~~
  - Reviews water and wastewater system maps for accuracy (1)
  - Listens to and responds to citizen complaints (1)
  - Coordinates and directs emergency repair of pump stations, tanks, flow and pressure control facilities, chemical injection equipment, and the UV disinfection plant.

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- Performs related work as required.

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#### Minimum Qualifications

#### TYPICAL QUALIFICATIONS:

##### Knowledge of:

- Operating concepts Federal, State, County and complex, multi-faceted water transmission and distribution systems;
- Water discharge permit conditions issued by District regulatory agencies having jurisdiction, including but not limited to, the California Regional Water Quality Control Board, San Diego Region, and state and local health departments;
- Operating principles of large pumping equipment, associated motors and high voltage power systems;
- Operations record-keeping procedures;
- The operation, capabilities, limitations, interrelationships and operating procedures of the District issues and permits inherent with potable water treatment and distribution systems, such as the Safe Drinking Water Act.
- Cl-valves, limiter and variety of valves;
- Advanced mathematics applicable to Equipment, materials and terminology used in the operation of pumps, motors, generators, valves and pressure devices.
- Control of water flow and pressures through gravity and pumping equipment.
- Theory and principles of electrically driven pumps.
- Methods of water distribution and treatment and distribution;
- Mathematics applicable to water distribution operation, maintenance and construction;
- The operation of chemical injection equipment and the safe handling of chemical disinfectant;
- Tools, equipment and methods used in the repair and maintenance of pumps, valves and pipeline equipment;
- English usage: oral and written;
- Common Methods of chlorination, chloramination, water disinfection and testing.
- Principles, practices, and techniques relating to the operation, maintenance and development of SCADA based control systems, for operational purposes.
- Computer software programs (email procedures and practices;
- MS Word and Excel;
- Safety precautions pertaining to the work, particularly relating to the operation of large pumps and motors and high electrical voltages;
- Basic principles of hydrology and hydraulics.
- Appropriate safety precautions and procedures.

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##### Ability to:

- Perform skilled level water systems operation Schedule and assign work in the operation of potable relating to water treatment and distribution system;
- Recognize unusual or dangerous operating conditions and take rapid appropriate action;

- ~~Monitor and control pump station and treatment plant operations without readily available supervision;~~
- Maintain accurate and complex logs and records;
- ~~Perform mathematical calculations related to the position;~~
- Exercise judgment in determining necessary water production flow rates, pressures, and levels.
- Predict effect of weather on water levels and distribution rates.
- Troubleshoot potable water treatment and distribution ~~system problems systems~~ which ~~require requires an~~ in-depth understanding of the systems;
- ~~Use tools and make repairs to~~ Inspect motors, pumps, valves water levels and motors; pressures.
- ~~Make accurate inspections of operating adjustments to equipment; in response to water demand and supply.~~
- Make adjustments to complex water treatment and disinfection equipment.
- Plan, budget and coordinate a variety of related activities while working closely with staff and outside vendors.
- Represent the District in a professional manner through involvement with industry organizations and committees.
- Operate a personal computer/computer remote terminal.
- Read and write at a level sufficient for job success.
- Prepare written reports and cost estimates.
- Write legibly.
- 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.

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#### Supplemental Information

#### SUPPLEMENTAL INFORMATION:

#### Licenses and Certification:

- Possession of a valid and appropriate California driver's license;
- Possession of certification as a Water Distribution Operator, Grade ~~III (D3); IV (D4), or higher.~~
- Possession of valid certification as a certified Water Treatment Operator, Grade III (T3); or higher.
- Possession of current certification as HAZWOPER (Hazardous Materials Responder Training [24 hours]);
- ~~Certification of completion of an approved program in the operation and repair of Clay Automatic Valves is desirable.~~

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#### 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 in the operation of a potable water treatment and distribution system, including control valve operation, control valve and systems operation trouble shooting, and zone and valve adjustments to a system; or~~
- A typical qualifying entrance background is experience in potable water treatment and distribution and responsibility for regulatory compliance.
- Completion of coursework in water technology, supervision and safety.
- Experience at or equivalent to the level of ~~System~~Systems Operator in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above.

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OTHER REQUIREMENTS:

Physical Demands:

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

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Physical Strength:

- Lifting: Up to 100 pounds; infrequent exertion.
- Dragging/~~Pushing~~: Up to 200 pounds; ~~infrequent exertion of dead weight.~~

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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, ~~sewage, wastewater solids~~ and hazardous chemicals.

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**Protective Devices Required:**

- Hard hat, gloves, safety shoes, District uniform, Self-Contained Breathing Apparatus (~~certified fit test by registered industrial hygienist (beards, sideburns or mustaches which come between the face piece to face seal are not permitted) and pass SCBA/respirator physical by licensed physician~~), respirator, hearing protection, safety glasses, chemical suits and seat belt.

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## SYSTEM OPERATIONS SUPERVISOR

### Definition

Under the general direction of the Operations Manager, organizes and supervises treatment and distribution system operations staff; inspects, monitors and operates complex water production and treatment equipment necessary to maintain a safe and adequate water supply throughout the potable water system; performs a variety of technical and administrative support functions; and performs related duties as assigned.

### Class Characteristics

This single incumbent class is responsible for the first-level supervision of operations crews and the day-to-day implementation of the District potable water UV treatment and disinfection system, and distribution systems.

### Duties and Responsibilities:

*Duties and responsibilities include, but are not limited to, the following:*

- Supervises, trains and evaluates the performance of operators;
- Recommends selection, promotion and discipline of personnel;
- Counsels employees and processes informal and formal grievances;
- Establishes standards of performance;
- Prepares work schedules and work assignments;
- Mathematics applicable to water distribution operation, maintenance and construction;
- Prepares cost estimates and estimates of job materials and equipment;
- Checks and corrects work in progress and upon completion;
- Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, such as the Safe Drinking Water Act;
- Responsible for completes reports for regulatory compliance;
- Represents the District in a professional manner through involvement with industry organizations and committees;
- Inspects, monitors, makes adjustments, troubleshoots and controls the more complex water production and treatment equipment;
- Drives a District truck in the course of daily duties;
- Assists others in the operation of production and treatment equipment;
- Starts and stops pumps according to readings taken from meters and gauges;
- Adjusts chemical injection as needed to maintain water quality under varying flow quantities;
- Checks tanks and distribution points for chlorine residuals and water turbidity;
- Communicates with agents of the San Diego County Water Authority in order to make adjustments to consumption rates;
- Monitors, operates, and maintains Cla-valves;
- Monitors, operates and troubleshoots the potable water distribution and treatment systems including chemical injection, pump station, tanks, reservoirs, flow and pressure control facilities, and the UV disinfection plant;
- Monitors and operates the system remotely via SCADA;
- Performs limited maintenance on SCADA servers;
- Assists with making limited adjustments to the SCADA screens;
- Monitors, performs routine calibrations, and performs maintenance of water quality analytical equipment at the UV disinfection facility and the distribution system;

## System Operation Supervisor

- Monitors, maintains, and troubleshoots the Calgon UV reactors and related equipment;
- Monitors the maintenance, calibration and troubleshooting of the UVT analyzers;
- Monitors UV reactor dosage output to comply with SWRCB DDW regulations;
- Schedules and ensures completion of the calibration and maintenance of water quality analytical equipment at the UV disinfection facility;
- Reviews water and wastewater system maps for accuracy;
- Listens to and responds to citizen complaints;
- Coordinates and directs emergency repair of pump stations, tanks, flow and pressure control facilities, chemical injection equipment, and the UV disinfection plant; and
- Performs related work as required.

### **Qualifications**

#### **Knowledge of:**

- Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, such as the Safe Drinking Water Act;
- Equipment, materials and terminology used in the operation of pumps, motors, generators, valves and pressure devices;
- Control of water flow and pressures through gravity and pumping equipment;
- Theory and principles of electrically driven pumps;
- Methods of water distribution and treatment;
- Methods of chlorination, chloramination, water disinfection and testing;
- Mathematics applicable to water distribution operation, maintenance and construction;
- Principles, practices, and techniques relating to the operation, maintenance and development of SCADA based control systems, for operational purposes;
- Principles and practices of supervision staff;
- Computer software programs (email, MS Word and Excel); and
- Appropriate safety precautions and procedures.

#### **Ability to:**

- Schedule and assign work relating to water treatment and distribution operations;
- Maintain accurate and complex logs and records;
- Exercise judgment in determining necessary water production flow rates, pressures and levels;
- Predict effect of weather on water levels and distribution rates;
- Troubleshoot potable water treatment and distribution systems which requires an in-depth understanding of the systems;
- Inspect motors, pumps, water levels and pressures;
- Make adjustments to equipment in response to water demand and supply;
- Make adjustments to complex water treatment and disinfection equipment;
- Plan, budget and coordinate a variety of related activities while working closely with staff and outside vendors;
- Represent the District in a professional manner through involvement with industry organizations and committees;
- Operate a personal computer/computer remote terminal;
- Prepare written reports and cost estimates;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;

## System Operation Supervisor

- Establish and maintain effective relationships with those contacted in the course of work; and
- Communicate clearly and concisely, orally and in writing.

### **Licenses and Certification:**

- Possession of a valid and appropriate California driver's license.
- Possession of certification as a Water Distribution Operator Grade IV (D4), or higher.
- Possession of valid certification as a certified Water Treatment Operator, Grade III (T3) or higher.
- Possession of current certification as HAZWOPER (Hazardous Materials Responder Training [24 hours]).

### **Education, Training and Experience:**

*The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.*

A high school diploma or equivalent; an associate's degree or certificate in water technology is strongly desired and three (3) years of experience in potable water treatment and distribution and responsibility for regulatory compliance or equivalent to the level of systems operator in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above. Supervisory experience is desired.

### **OTHER REQUIREMENTS:**

#### **Physical Demands:**

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

#### **Physical Strength:**

- Lifting: Up to 100 pounds; infrequent exertion.
- Dragging: Up to 200 pounds of dead weight.

#### **Environmental Conditions**

- Noise: Works in conditions with constant or intermittent noise.



## System Operation Supervisor

- 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 and seat belt.

## **SENIOR ENGINEER**

### **Definition**

Under general direction of the General Manager, organizes and supervises assigned staff and performs various advanced professional engineering functions. Conducts technical analysis, research, planning, design, and construction management for a variety of capital improvement, major maintenance and/or other District projects. Oversees and participates in planning, design, construction management, and overall project management of routine and complex water, wastewater, and recycled water projects; and performs related duties as assigned.

### **Class Characteristics**

This single incumbent supervisory class is responsible for overall management of the engineering department.

### **Duties and Responsibilities**

*Duties and responsibilities include, but are not limited to, the following:*

- Assists in the development of District programs including CIP and engineering department priorities;
- Develops, implements, and monitors project plans to achieve CIP goals and objectives;
- Monitors performance against the project plan and CIP schedule/budget;
- Serves as a project manager on District projects, directing the work of assigned project staff and consultants in the planning, design, and construction of District facilities;
- Manages and participates in the development and administration of the department's annual budget;
- Leads development of District Master Plans;
- Oversees water use reporting and compliance with the State Water Resources Control Board;
- Supports customer service and customer request for new services
- Monitors and approves expenditures;
- Prepares cost estimates;
- Establishes the scope, schedule and task level budgets and prepares variance analysis reports for design and construction projects;
- Plans, schedules, and monitors progress on projects to assure completion on schedule and within budget; recommends changes to meet goals;
- Prepares professional service RFPs and evaluates and selects consultants;
- Represents the District in negotiations with developers, contractors, and consultants on fees and charges associated with design and construction of new facilities;
- Administers consultant selection process and reviews, evaluates, and reports on work prepared by consultants;
- Administers consultant contracts;
- Actively participates in District facility planning and the Capital Improvements Program, including determination of projects, budgets and scheduling;
- Designs and conducts investigations, studies and tests and uses computer modeling to evaluate District facilities and operations;
- Prepares reports and analyses, develops recommendations and projects requirements related to District and area expansion in response to projected service demands;
- Interprets policies and procedures established by regulatory agencies and researches new materials and methods for inclusion in District construction standards;
- Interprets data from tests made on materials in field and laboratory for conformance to construction documents;
- Provides technical guidance to District staff;

## Senior Engineer

- Serves as liaison between District staff and professional engineers;
- Represents the District in administrative hearings, public meetings, related investigations and inter-agency coordinated efforts;
- Prepares and finalizes reimbursement and financing agreement with developers;
- Reviews drawings and specifications for compliance with District standards;
- Interprets specifications and District policies and initiates or reviews change orders;
- Ensures compliance with project regulatory requirements;
- Responds to requests for information and seals final design plans and documents;
- Manages project standards, work processes, systems and procedures to achieve goals and objectives;
- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff;
- Prepares correspondence on technical engineering and community issues;
- Coordinates project engineering design, planning and construction activities;
- Proposes revisions to design and construction standards;
- Makes interpretations of applicable laws, regulations, policies and design standards;
- Participates in the preparation of CIP and operating budget recommendations;
- Authorizes the purchase of materials and monitors work activities and expenditures to control costs, quality, and safety;
- Analyzes and responds to requests for information from member agencies, other public entities and the public;
- Drafts and finalizes proposals and contract documents for bidding of contractor services; and
- Administers and evaluates proposals and bids and prepares Board staff reports recommending action.

### Qualifications

#### Knowledge of:

- Relevant Federal, State, and local laws, codes, and regulations including regulatory codes related to development and construction of water facilities;
- Advanced principles, practices, methods, and materials of civil engineering as applied to the planning, design, and construction of water, wastewater utility, and other related public works systems;
- Principles of water and wastewater treatment
- Principles and practices of project management techniques;
- Theories, principles, techniques, and practices of supervision;
- Modern developments, current literature, and sources of engineering and/or planning information;
- Hydraulic and hydrology principles;
- Principles and methods of business correspondence, report writing, recordkeeping and filing;
- Correct English usage, including spelling, grammar, and punctuation;
- Modern office equipment, software programs, and computerized recordkeeping and filing methods;
- General business mathematics and calculations; and
- Budget preparation, accounting practices and procedures.

#### Ability to:

- Understand, interpret, explain and apply Federal, State, local and District codes, rules, regulations, policies and procedures; exercise independent judgment and initiative within established guidelines;
- Collect relevant data and information, analyze, interpret, and make sound recommendations on related issues;
- Prepare or coordinate preparation of accurate engineering drawings, specifications, and cost estimates;
- Make complex engineering computations;
- Check, review and develop plans and specifications for a wide variety of water facilities;
- Identify project resources and assignments;

## Senior Engineer

- Perform concise technical writing and documentation;
- Exercise independent judgment in identifying and resolving issues;
- Train, coach, review, and evaluate the work of others;
- Perform work in accordance with established safety regulations, guidelines, and practices;
- Operate a variety of assigned equipment, modern computers and technical software;
- Perform mathematical calculations as needed;
- Prepare and maintain clear, comprehensive, and accurate reports, correspondence, and records.
- Read and interpret complex technical information and manuals including environmental documents;
- Allocate resources in a cost-effective manner to control department budget;
- Prepare cost estimates and analyze financial records;
- Exercise appropriate judgment in answering questions and releasing information;
- Use a personal computer for project management, spreadsheet, hydraulic modeling, and word processing applications; and
- Communicate clearly and concisely, orally and in writing.

### **Licenses and Certifications**

A valid certificate of registration as a Professional Engineer issued by the State of California.

A valid California driver's license.

### **Education, Training and Experience**

*The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.*

Graduation from a four-year college or university with a degree in civil engineering or a closely related field and five (5) years of professional engineering experience, preferably performing design and project management for water, wastewater, and reclaimed water facility projects and operations.