

802 Suggestion Program

Effective Date: 9/17/2004

Revision Date:

As employees of GCSD, you have the opportunity to contribute to the District's success by submitting suggestions for practical work-improvement or cost-savings ideas. All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit GCSD by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making GCSD a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help. Please submit your suggestions to your Department Manager.

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Chapter 1 INTRODUCTION

GENERAL

This document presents the formal Organizational Structure of the Groveland Community Services District and the associated Employee Classification and Compensation Schedule, as adopted by the Board of Directors for un-represented employees on April 14, 2004, represented employees of the Operations & Maintenance Department on September 22, 2004, and the represented employees of the Fire Department on April 13, 2005. The Board of Directors revised this document on May 8, 2006, September 10, 2007 and October 19, 2016. This organization and classification structure was developed to define a clear chain of command, as well as to provide a working environment that fosters excellence, accountability, and team spirit among District staff. This structure is a departure from past District practices in terms of style and format. It was developed to meet the unique needs of the small, multi-disciplinary work force of the Groveland Community Services District.

ORGANIZATIONAL STRUCTURE

The District is overseen by a publicly elected Board of Directors, which sets policy and monitors the activities of the District. The District's chief executive officer is the General Manager. The General Manager serves at the pleasure of the Board of Directors. The General Manager is responsible for managing the day-to-day financial, administrative, operational, and engineering activities of the District.

The General Manager oversees the activities of three (3) departments:

- Administration/Finance Department
- Operations & Maintenance Department
- Fire Department

The relative structure of these three departments and their associated groups is shown graphically on Figure 1. Each department is headed by a manager with the responsibility of overseeing the activities of his/her department and is accountable to the General Manager for the effective, safe, and efficient operations of the department. Departments may be subdivided, as needed, into groups, which serve special functions within the District. Depending on size and scope of activities, groups may be led by supervisors who are accountable to their department heads for the activities within their group.

CLASSIFICATION SYSTEM

Exempt employees consist of the General Manager and department heads. Non-exempt employees are classified according to a Salary Range program, with progression through career paths based on achieving agreed-upon goals set by department managers and the

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General Manager. Goals are designed, where possible, to be objective rather than subjective, such as acquiring formal certification of a skill (e.g., treatment plant operator certification). The specific goal requirements for career paths are discussed in detail within the department sections of this document.

CAREER PATHS

Each Group within the various District Departments is considered a career path for employees. As employees move along a career path, they may voluntarily move laterally, if qualified and openings are available, to a parallel career path. Each career path consists of five (5) Ranges. Range A is the entry level. Range E is the advanced Senior position. Depending on prior experience and his/her ability to learn and demonstrate knowledge, the employee may take more or less time than average to advance from one Range to the next. Associated with each Range is a salary range that begins with an introductory (probationary or trainee) level and ends with range E advanced senior position. Employees at all levels are encouraged to broaden their skills so that they can safely and effectively assist employees in other Groups and Departments as the need arises.

COMPENSATION SYSTEM

Compensation for non-exempt and exempt employees will be based on their respective salary range step schedule. Because the District is small, employees must be able to perform work across a wide spectrum of activities. For this reason, the District encourages employees to voluntarily acquire -related experience that can be used to safely and efficiently assist the employees in other groups or departments.

Appendix A will be evaluated at least every three (3) years by the General Manager to assure that wages are on par with comparable positions in the Mountain Counties Region of California.

PERFORMANCE EVALUATIONS AND EXPECTATIONS

Each employee is expected to meet the Essential Functions for the job Range in which he/she occupies and for which he/she has gained the necessary experience and/or certification expected in the Range that he or she occupies. Each employee will receive a performance evaluation at least once per year. The performance evaluation will be made by the employee's supervisor per the procedure outlined on the Performance Evaluation Form. Special circumstances may call for a performance evaluation more than once per year (for example, for a promotion from one Range to the next). Performance evaluations will be performed in April and May of each year and will be based on the achievement of goals agreed to during the previous performance evaluation. Performance will be based on both the application of technical skill by the employee and the behavior of the employee over the preceding performance evaluation period. Technical skills and Essential Functions are specifically defined for each Range position in each department. In achieving behavioral compliance, all District employees are expected to work well

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under pressure and meet multiple and sometimes competing deadlines. In addition, all employees shall at all times demonstrate cooperative and civil behavior with the public, colleagues and supervisors.

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Chapter 2 EXECUTIVE OFFICE

GENERAL

The Executive Office is led by the General Manager, with assistance from the Office Manager/District Secretary. Five activities are done within the Department:

- Oversee all departments of the District
- Public & Intergovernmental Relations
- Customer Service
- Support of the Board of Director activities
- QA/QC & Safety Committee

Two people are permanently assigned to the Administration Department: the General Manager and the Office Manager/District Secretary. The QA/QC & Safety Committee is led and staffed by employees from other Departments, but reports directly to the General Manager. The responsibilities of the permanent Administration Department include:

- The General Manager, who oversees all Groups and Departments within the District, is responsible for all administrative functions of the District, including personnel, human resources, and public relations. He/she is also the liaison between District staff and the Board of Directors and the public.
- Office Manager/District Secretary reports to the General Manger for all administrative function and is responsible for assisting the Board of Directors, General Manager and department heads.

TYPICAL PHYSICAL REQUIREMENTS

Staff in this department can expect to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected vision to normal range; effective verbal and written communication; use of office equipment including computer, telephone, calculator, copier, fax, mailing machine and business band radio.

TYPICAL WORKING CONDITIONS

Work is generally performed in an office environment, although errands outside the District office are common. Continuous contact with District staff and public is typical.

DUTIES OF THE QA/QC & SAFETY COMMITTEE

Safety and quality of work is the responsibility of all employees of the District. The District has formed the QA/QC & Safety Committee to help assure a safe work environment and high quality work product. The QA/QC & Safety Committee is under the direct oversight of the General Manager and is responsible for monitoring quality and

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safety in all District functional areas. Some of the areas of responsibility for committee include:

- Meeting OSHA requirements and regulations
- Reporting to OSHA and other safety related agencies on District health and safety issues
- Conducting periodic tailgate safety meetings
- Conducting vulnerability assessments
- Assessing the quality of jobs performed by the various departments in the District

The Operations and Maintenance Manager chairs the committee, or if circumstances necessitate, another District employee selected by the General Manager may serve as Chair. The Chair selects three (3) District employees to serve on the committee (reassessed annually), with one member coming from each of the Admin/Finance Department and the Operations & Maintenance Department. Members of the committee have the authority to stop any unsafe activities until a report can be made to management and at such time as safe operations/activities can be demonstrated. Should a quality or safety issue arise, the committee is charged with evaluating the circumstances associated with the incident and making a recommendation to the General Manager on changes that can be made to avoid such incidents in the future. No additional compensation is paid for service on the QA/QC & Safety Committee.

EXECUTIVE OFFICE STAFF

OFFICE MANAGER/DISTRICT SECRETARY (EXEMPT)

Introduction

This position is assigned District Board Secretary duties, unless otherwise decided by the Board. Because of the size of the District's work force, the position requires both wide breadth and depth of duties. The person with these responsibilities may hold another position within the District. This position requires a high level of discretion, initiative, independent judgment, and confidentiality, as well as regular contact with officials from other governmental and private organizations, legal counsel, and employees. This position also assists the Board of Directors and General Manager in communicating the District's activities, policies and goals to the public. The Office Manager/District Secretary reports to the General Manager.

Examples of Duties

Examples of duties for Office Manager/ District Secretary include, but are not limited to:

- Maintain an organized and efficient office environment
- Proficient knowledge of Ralph M. Brown Act and California Public Records Act
- Prepare and post Board and Committee Agendas
- Record and transcribe Board Meeting Minutes

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- Compiles complex data for special reports, presentations, and projects
- Support the Board of Directors, General Manager, and department heads in carrying out their administrative duties
- Must obtain California Notary Public Commission and perform District notarizations
- Maintain/update District Website
- Office support work, such as filing, document security, correspondence, and mailing
- Support for administrative needs of each department
- Administers Customer Service Program
- Proficiency in MS Office Suite, including Excel, Word, Access, PowerPoint, and Outlook
- Compiles complex data for special reports and projects
- Assists General Manager with tracking and managing changes in employee benefits program
- Updates Personnel Manuals
- Maintains Confidential Personnel files
- Updates District Administrative Policy and Procedures Manual
- Administers all Human Resources polices, including personnel recruiting and new hire processing, departing employee processing, and Workers Compensation activities
- Responsible for the Annual Performance Evaluation Process for all employees
- Supervise Administration Staff on a day to day basis
- Participate in the District's On Call program, while On Call the Office Manager/District Secretary will be paid the daily stipend but will not be eligible for overtime pay.

Office Manager/District Secretary Entry Requirements

- AA degree, Bachelor's Degree Preferred and/or a minimum of 5 years of progressively more responsible secretarial /management experience , preferably in public agencies or not-for-profit organizations
- Demonstrated proficiency in Human Resources
- Demonstrated proficiency with all office equipment and systems
- Demonstrated skills with standard offices software systems
- Demonstrated Customer Service skills
- General knowledge of office computer network systems
- Demonstrated organizational skills

Knowledge, Skills, and Duties Acquired as an Office Manager/District Secretary

- Administrative Assistance to the Board of Directors, General Manager, and department heads

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- Assists Board of Directors with state required Ethics Training Compliance
- Proficiency in MS Office Suite, including Excel, Word, Access, PowerPoint, and Outlook
- Learn and perform District Secretarial duties, including maintaining official Board records, minutes, agendas, legal postings, ordinances and resolutions
- Coordinate Board Meeting and Board Committee Meeting Agenda development, including Agenda Submittals and associated backup material
- Perform the duties of the District's Elections Clerk and coordinate election activities with the County
- Oversee and administer official state Conflict of Interest reporting process
- Organize and Manage the Administrative Files of the District
- Assistance with annual Budget preparation
- Cross-train to assist with Utility Billing and Payroll Services, and other duties, as assigned
- Developing and implementing formal policies and procedures for Department operations
- Developing and implementing training programs for employees within the Department and encouraging the advancement of employees by assisting them in meeting their skill, knowledge, and certification goals
- Preparing monthly Department reports and presenting these to the General Manager and Board of Directors on a regular basis
- Planning, initiating, managing, and tracking the financial and scheduling performance of capital projects undertaken for the Department

Advancement through range:

Upon satisfactory completion of the six (6) month probation period, employee will advance to Step B.

Upon satisfactory completion of twelve (12) months within Step B, and successfully completing subordinate performance evaluations, employee will advance to Step C.

Upon satisfactory completion of eighteen (18) months within Step C, successfully completing subordinate performance evaluations, pursuit of at least two grants, and successful completion of comprehensive Human Resource education course, employee will advance to Step D.

Upon satisfactory completion of twenty four (24) months within Step D, successfully completing subordinate performance evaluations, pursuit of at least three grants, and completing California State University Administration Utility Management course employee will advance to Step E.

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Longevity:

Since Administrative staff does not have ranges to progress through as do other District positions, administrative staff will receive a 2% increase in base salary every two years once they reach Step E of their position.

Administration Leave:

The Office Manager/District Secretary will be granted Five (5) days (Forty (40) hours) of Administrative Leave each fiscal year (July 1) in addition to vacation benefits.

Administrative Leave may accrue up to a maximum cap of Ten (10) days. If an employee's Administrative Leave bank reaches Ten (10) days in any given fiscal year, additional days from the yearly Five (5) day allotment will not be credited until such time the employee's bank decreases below the Ten (10) day maximum within said fiscal year. Upon termination of employment, employees will be paid for unused Administrative Leave up to the Ten (10) day maximum cap.

GENERAL MANAGER (at will, exempt employee)

GENERAL MANAGER

General Description:

Under administrative direction of the Board of Directors, the General Manager is responsible for the financial, administrative, and operational affairs of the District. He/she represents the Board's policies and programs with employees, community organizations, the general public, other agencies, and associations. The General Manager is responsible for managing all expenditures, programs, and projects of the District and manages this process through the development and implementation of the District's Budget. The General Manager is responsible for all Human Resources and Personnel issues in the District.

Essential Functions- *Essential responsibilities and duties for the General Manager include, but are not limited to the following:*

- Serve as the Chief Executive Officer of the District, with responsibility for the day-to-day and long term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing the management provided by the subordinate managers.
- Provides advice and consultation on the development of District programs, projects and policies.
- Keeps the Board of Directors advised of District activities and laws, issues or problems that may affect District Operations.

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- Coordinates the preparation of the Agenda for Board Meetings and Board Committee Meetings.
- Motivates employees to safe and efficient operations of the District
- Oversees the preparation and implementation of the District's Annual Budget.
- Responsible for all personnel matters, including employment procedures, grievance, employer-employee relations, performance evaluations and goal setting, and training.
- Responsible for all financial matters of the District, including payment authorization, grant applications, and contracts and agreements
- Responsible for the planning and implementation of long and short-term Capital Improvement Programs.
- Responsible for Strategic Planning activities, and the long-term goals and objectives of the District.
- Serves as the District's representative with other government and community agencies, boards, and commissions.
- Represents the Board's policies and programs with employees, community representatives, and other governmental agencies.
- Responds to and resolves difficult and sensitive customer inquiries and complaints.

General Manager Entry Requirements

Knowledge of:

- Principles and practices of executive management and leadership, including planning and organizing responsibilities, motivation and delegation of authority.
- Applicable federal, state, and local laws, codes and regulation relative to water treatment and distribution, wastewater collection, treatment and disposal, and fire departments.
- Fundamentals of safety and risk management.
- Principles and practices of construction and service contract negotiations and administration.

Demonstrated ability to:

- Formulate, manage, and implement annual budgets.
- Develop and implement Strategic Plans.
- Motivate and manage a safe and efficient staff.
- Manage small- and large-scale capital projects.
- Work with and assist Boards of Directors of diverse backgrounds and motivations.
- Creatively solve complex administrative, financial and technical (operational and engineering) problems.
- Understand diverse technical and engineering principles.
- Work with regulatory agencies.
- Pass physical and drug screening tests.

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- Demonstrate knowledge of the Operations and Maintenance of a Water and Wastewater system.
- Effectively communicate orally and in writing, including written reports and oral presentations.
- Plan, establish and implement programs, services, capital improvements, goals, objectives, policies, and procedures.
- Understand and interpret Grant Applications, and have successful award experience.

Desirable Attributes:

- Prior work experience with a Community Services District.
- Prior experience working with a Public Fire Agency.
- Registered professional Engineer with experience in water and waste water system design.
- Experience and familiarity of Government accounting standards.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; maintain the capacity to sit at the computer for a period of time; walk, stand, kneel, climb, stoop, bend, squat; and use hands and fingers to write and to handle, grip and operate office equipment and drive a District vehicle.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Noise/Vibration: The majority of the job activities have minimal exposure to noise generated from the operation of office equipment.

Education/Certification:

BS or MS degree from an accredited college or university, in Engineering (preferred), or Public Administration. (Applicants with evidence of extensive experience in lieu of Four year degree may be considered.)

Candidates shall demonstrate continued professional development through continuing education and/or certification programs.

Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

**Chapter 3 ADMINISTRATION/FINANCE
DEPARTMENT**

GENERAL

The General Manager is in charge of the Admin/Finance Department.

TYPICAL PHYSICAL REQUIREMENTS

Staff in this department can expect to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected vision to normal range; effective verbal and written communication; use of office equipment including computer, telephone, calculator, copier, fax, mailing machine and business band radio.

TYPICAL WORKING CONDITIONS

Work is generally performed in an office environment, with daily bank deposits and mail pickup and delivery. Continuous contact with District staff and public is typical.

ADMIN/FINANCE DEPARTMENT

The General Manager is responsible for the day-to-day activities carried out in the Admin/Finance Department. Under direct and indirect supervision, depending on level, the employees responsible for Finance and Payroll Services activities are expected to learn and perform all customer service, financial analysis, payroll, reporting and accounting, and budgeting functions of the District. Because the District is small, the various customer service, accounting, and administration duties are often blended and shared among the Department staff. In this capacity, the employee is expected to become equally skilled and competent in dealing with customers and the general public as they are with financial tasks.

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EXAMPLES OF DUTIES

Examples of duties for the Admin/Finance Department employees include, but are not limited to:

- Answer the telephone and greet visitors
- Provide information about District services and policies
- Assist customers with new service and construction applications
- Maintain an organized and efficient office environment
- Process vendor invoices and payments
- Process utility bills and payments
- Process accounts receivable
- Processing payroll
- Preparing and submitting proper payroll reports
- Process payroll taxes
- Prepare annual W-2 forms
- Prepare Workmen's Compensation and PERS reports
- Prepare labor and wage distribution reports
- Incorporating employee benefits into payroll system
- Make the requisite payments to benefit providers
- Compile data for special reports and projects
- Prepare purchase orders and order supplies
- Cash handling
- Computer system backup/archiving and system restoration
- Records archiving
- Office support work such as filing, correspondence, mailing and banking
- Debt Service Management
- District Operations & Budget Reports
- Project Accounting & Reporting
- Inventory Administration & Asset Management
- Capital Reserves Management
- Employee Expense Reporting
- State & Federal filings
- Audit Support
- Ordinance Administration for Rates, Fees, Charges, and Deposits
- Tax Revenue Accounting & Administration
- Grant & Gift Administration
- Treasury & Investment Management

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FINANCE CLERK

General Description:

Under supervision of the Office Manager/District Secretary, the Finance Clerk is responsible for all the District's financial functions. This includes, but is not limited to: District Payroll, Payables, CalPERS reporting, reconciliation of accounting modules, month end journal entries, grant claim management, District General Ledger maintenance, quarterly tax reports, and yearly audit support.

EXAMPLES OF DUTIES: - *Essential duties and responsibilities include, but are not limited to*

- Reconciliation of all Accounting Modules: A/P, A/R, U/B.
- 10 Bank Reconciliations
- Month End Journal Entries
- Fixed Asset Maintenance
- Payroll Timesheet audit/input & computer checks/ACH deposits
- Employee Setup & Reporting
- Quarterly Tax Reports, Create & Report W'2's & 1099's
- Diesel Fuel Quarterly Returns
- CalPERS Reporting & Maintenance.
- Input new Tax Tables annually
- Accounts Payable invoices coded & input, Computer checks generated paying invoices, W-9's
- District Grant Management/Claim reimbursement
- Bond Management/Payments
- Cash Receipts/ Deposits/ Customer Service
- Cross Train in UB Billing/Property Files/ Deeds/Renter's applications/ UB adjustments
- Provide yearly Audit support encompassing all areas of accounting-reconcile audit support
- Budget Maintenance & Adjustment-Yearly Budget input
- General Ledger Maintenance
- Order Office supplies
- Annual Workers Comp Reconciliation
- Annual State Compensation Reporting
- Cash Flow Maintenance

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Revised: March 23, 2016
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Entry Level Requirements:

- Minimum AA Degree/Bachelor's degree preferred or 5 years of progressive experience in accounting and finance duties including payables, payroll, general ledgers and budget management.
- Pass Drug and Physical Test
- Demonstrated proficiency with all office equipment and systems
- Demonstrated skills with standard offices software systems
- Demonstrated Customer Service skills
- General knowledge of office computer network systems
- Demonstrated organizational skills
- Demonstrated written and verbal communication skills
- Ability to represent the District in a positive and courteous manner
- Ability to understand and carry out oral and written directions
- Ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work

Advancement through range:

Upon satisfactory completion of the six (6) month probation period, employee will advance to Step B.

Upon satisfactory completion of twelve (12) months within Step B, and successfully processing payroll, payables, month end journal entries, in addition to successfully reconciling Accounts Payable, Accounts Receivable, and Utility Billing modules, and processing Cash Receipts, employee will advance to Step C.

Upon satisfactory completion of eighteen (18) months within Step C, and continued success processing payroll, payables, month end journal entries, module reconciliation in addition to grant management/claim reimbursement, successfully completing five (5) webinars and/or attendance at conference related to California Public Agency Accounting and/or Financial responsibilities / law, completion of Excel training courses I and II, and completion of agreed upon goals during evaluation period, employee will advance to Step D.

Upon satisfactory completion of twenty four (24) months within Step D, completing seven (7) webinars and/or attendance at conferences related to California Public Agency Accounting and/or Financial responsibilities/law, completion of Excel training course III, successfully completing cross training in two (2) Administration functions outside of primary job description, along with agreed upon evaluation goals, employee will advance to Step E.

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Revised: October 19, 2016

Longevity:

Since Administrative staff does not have ranges to progress through as do other District positions, administrative staff will receive a 2% increase in base salary every two years once they reach Step E of their position.

ADMINISTRATIVE SERVICES TECHNICIAN

General Description:

Under supervision of the Office Manager/District Secretary, responsible for all aspects of customer billing, including but not limited to processing monthly billing, uploading and downloading handheld meter reading devices and auditing all monthly meter reads. This position is also responsible for customer service inquiries in all forms, answering District telephone calls, taking payments, processing cash receipts, creating and maintaining records, reports, and files.

EXAMPLES OF DUTIES: - *Essential duties and responsibilities include, but are not limited to:*

- Answering District calls
- Taking customer payments
- Processing all District cash receipts
- Processing Utility Billing
- Pick up District mail and distribute to appropriate staff
- Monitor delinquent accounts
- Process tenant applications for service and property deed transfers
- Generate and close service requests
- Compile complex data for special reports
- Generate lock offs
- Process account adjustments
- Assist Office Manager/District Secretary with Board functions and duties
- Prepare District correspondences
- Participate in on call program
- Create escrow demands
- Process District applications for water and/or sewer service
- Assist with District accounting responsibilities
- Responsible for District Purchasing
- District filing
- Manage District Park Events
- Participate in the District's On Call program

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Entry Level Requirements:

- Minimum of AA degree or 5 years of progressively more responsible secretarial/administrative experience, preferably in public agencies or non-profit organizations
- Pass drug and physical test
- Knowledge and Proficiency in Microsoft Office Suite
- Knowledge Basic Accounting Principles
- Ability to operate a variety of office equipment, including computers, copy machines, FAX machines, typewriters and postage machines
- Demonstrated organizational skills
- Demonstrated written and verbal communication skills
- Ability to represent the District in a positive and courteous manner
- Ability to understand and carry out oral and written directions
- Ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work

Advancement through range:

Upon satisfactory completion of the six (6) month probation period, employee will advance to Step B.

Upon satisfactory completion of twelve (12) months within Step B, and successfully obtaining Board Secretary, Brown Act, and California Public Records Act training certificates, in addition to performing Utility Billing and Cash Receipts functions proficiently, employee will advance to Step C.

Upon satisfactory completion of eighteen (18) months within Step C, successfully achieving Board Meeting Agenda and material preparation, Board meeting minute transcription, continued Brown Act and California Public Records Act education, five (5) webinars and/or attendance at conferences related to California Public Agency business, successful completion of Excel training courses I and II, and completion of agreed upon goals during evaluation period, employee will advance to Step D.

Upon satisfactory completion of twenty four (24) months within Step D, completing seven (7) webinars and/or attendance at conferences related to California Public Agency business, successful completion of Excel training course III, successfully completing cross training in two (2) Administration functions outside of primary job description, along with agreed upon evaluation goals, employee will advance to Step E.

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Longevity

Since Administrative staff does not have ranges to progress through as do other District positions, administrative staff will receive a 2% increase in base salary every two years once they reach Step E of their position.

OFFICE CLERK

General Description:

Under supervision of the Office Manager/District Secretary, the Office Clerk helps to maintain smooth office operations. This position performs various administrative and clerical tasks to support the office. Responsibilities include undertaking a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping.

EXAMPLES OF DUTIES: - *Essential duties and responsibilities include, but are not limited to:*

- Answering District calls
- Taking customer payments
- Assist District customers
- Processing all District cash receipts
- Prepare bank deposits
- Pick up District mail and distribute to appropriate staff
- Generate and close service requests
- Assist Office Manager/District Secretary with Administrative functions
- Assist with District accounting responsibilities
- Maintain District files and records so they remain updated and easily accessible
- Utilize office equipment such as photocopier, printers etc., and computers for word processing, spreadsheet creation etc.
- Monitor stocks of office supplies (paper clips, stationery, toner etc.) and report when there are shortages
- Manage District Park Events
- Participate in the District's On Call program

QUALIFICATION REQUIREMENTS:

Entry Level Requirements:

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- High School Diploma
- Pass drug and physical test
- Proven experience as office clerk or other clerical position
- Familiarity with office procedures
- Knowledge and Proficiency in Microsoft Office Suite
- Knowledge of Basic Accounting Principles
- Ability to operate a variety of office equipment, including computers, copy machines, FAX machines, typewriters and postage machines
- Be able to type 40WPM
- Demonstrated organizational skills and multitasking abilities
- Demonstrated written and verbal communication skills
- Ability to represent the District in a positive and courteous manner
- Ability to understand and carry out oral and written directions
- Ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work

Advancement through range:

Upon satisfactory completion of the six (6) month probation period, employee will advance to Step B.

Upon satisfactory completion of twelve (12) months within Step B, proficiently processing Cash Receipts, and demonstrated customer service ability, employee will advance to Step C.

Upon satisfactory completion of eighteen (18) months within Step C, successful completion of Excel training courses I and II, completion of five (5) webinars and/or attendance at conferences related to California Public Agency business, and completion of agreed upon goals during evaluation period, employee will advance to Step D.

Upon satisfactory completion of twenty four (24) months within Step D, successful completion of Excel training course III, successful completion of Word and PowerPoint training course, completing seven (7) webinars and/or attendance at conferences related to California Public Agency business, and successfully completing cross training in one (1) Administration function outside of primary job description, along with agreed upon evaluation goals, employee will advance to Step E.

Longevity:

Since Administrative staff does not have ranges to progress through as do other District positions, administrative staff will receive a 2% increase in base salary every two years once they reach Step E of their position.

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Chapter 4 OPERATIONS & MAINTENANCE DEPARTMENT

DEPARTMENT STRUCTURE

The Operations and Maintenance (O&M) Manager reports to the General Manager and heads the Operations and Maintenance Department.

The Department consists of three Groups, each of which is considered a District Career Path:

- Maintenance and Mechanical Systems Group
- Water Distribution and Wastewater Collections Systems Group
- Water/Wastewater Treatment Operations Group

Work crews are assigned to the groups based on their primary expertise. However, because of the small size of the O&M work force, crews cross-train to assist activities in other groups.

Maintenance and Mechanical Group

The Maintenance Mechanical group reports to the O&M Manager and is responsible for:

- Repairing and maintaining all District grounds, buildings, and facilities
- Repairing and maintaining all mechanical equipment
- Repairing and maintaining all District vehicles, including Fire Department trucks
- Maintaining and securing the inventory of parts for the Groups within the Operations & Maintenance Department
- Operates and Maintains Parks and Recreation Facilities
- Assist other Groups, as needed

Water Distribution and Wastewater Collections Systems Group

The Water Distribution and Wastewater Collections Systems Group Supervisor is the Collections and Distribution Lead and reports to the O&M Manager and supervises, under direction, the activities of the Group. The C&D Lead works closely with the Chief Plant Operator. The Group is responsible for the following:

- Maintaining, repairing, and operating the water distribution/storage system
- Maintaining, repairing, and operating the wastewater collection system
- Water meter installation, repair, replacement and reading
- Backflow installation, testing, repair, and inspection
- Assist with maintaining water and wastewater treatment plants
- SCADA Systems Operation and Maintenance, with assistance from the Water/Wastewater Treatment Operations Group

Water/Wastewater Treatment Operations Group

The Water/Wastewater Treatment Operations Group Chief Plant Operator reports to the O&M Manager and supervises, under direction, the activities of the Group. The Chief Plant Operator works closely with the C&D Lead. The Group is responsible for:

- Operating and maintaining the wastewater treatment plant
- Operating and maintaining the water treatment plants
- Assisting with the operation of the wastewater collection and water distribution system
- Water Quality Control in the Distribution System
- Water Quality Control of the Reclaimed Water System
- Environmental Compliance in the Collection and Reclaimed Water Systems

The Regulatory Compliance Specialist, who works in the Water/Wastewater Treatment Operations Group, manages Laboratory Services and Regulatory Compliance. The Regulatory Compliance Specialist is the Chief Plant Operator.

OPERATIONS & MAINTENANCE MANAGER (Exempt)

Under executive direction, the Operations & Maintenance (O&M) Manager plans, organizes, coordinates, reviews, and evaluates the operational activities of the District's Water & Wastewater Treatment Group, Collection & Distribution Systems Group, and Maintenance & Mechanical Systems Group, and any activity that requires the coordination efforts of more than one Group, or between the O&M Department and other Departments within the District.

The O&M Manager has the following minimum qualifications and is expected to mature in his/her abilities to execute the responsibilities of his/her position:

- At least seven (7) years of progressively more responsible experience in managing water and/or wastewater treatment, collection, and distribution facilities and systems
- At least two (2) years in supervisory positions
- A minimum of a Grade II Water Treatment Operator, Grade III Distribution System Operator, and Grade I Wastewater Treatment Operator certificates within 18 months of appointment. A Grade II Wastewater Operator Certificate is required within 30 months of obtaining a Grade I Waste Water Treatment certificate. A CWEA Grade III Collections System Operator Certification is also required at time of appointment
- A Class B Commercial Driver's License with Tanker Endorsement required
- AWWA Cross Connection Control Specialist required
- Advanced understanding of construction methods
- Demonstrated leadership and supervisory skills as a motivator and mentor
- Excellent communication skills
- Demonstrated imagination and creativity in solving operation and maintenance challenges associated with water and wastewater systems

- Project management skills
- Budgeting and scheduling skills
- Understanding of the regulatory requirements associated with operating water and wastewater systems
- Demonstrated ability to plan, organize, schedule, train, and supervise subordinate employees
- Establishing and maintaining effective working relationships with employees within the Department, other District employees, the General Manager and Board of Directors, District consultants, developers, regulatory officials, and the public
- Demonstrated skill and first-hand experience in planning, organizing and supervising construction and modification of maintenance and Capital Projects
- Participate in the District's On Call program, while On Call the O&M Manager will be paid the daily stipend but will not be eligible for overtime pay.

The O&M Manager is responsible for the following:

- Resolving resource loading issues between and among Groups in the Department and prioritizing these resources to meet the needs of the District's operations and maintenance activities
- Under executive direction, providing liaison between the District and other private and governmental agencies
- In close coordination with his/her, Lead Collections and Distribution Operator and Chief Plant Operator, overseeing the operations of the water and wastewater treatment and conveyance facilities, grounds and buildings, and the laboratory and SCADA systems
- Reviewing and commenting on engineering plans and any water or wastewater facilities plans
- Working with the public, developers, utilities and others to resolve complaints, explain requirements, and coordinate operations, as needed
- Overseeing the evaluation and setting of annual goals for employees, as well as counseling employees, preparing documentation, recommending and carrying out discipline, and developing improvement plans for employee deficiencies within the O&M Department
- Ensuring compliance with District and governmental safety policies, procedures, and regulations
- Developing and implementing formal policies and procedures for Department operations
- Developing and implementing training programs for employees within the Department and encouraging the advancement of employees by assisting them in meeting their skill, knowledge, and certification goals
- Planning, initiating, managing, and tracking the financial and scheduling performance of capital projects undertaken for the Department
- Assisting the General Manager and District Engineer with annual budget preparation

- Preparing monthly Department and Regulatory reports and presenting these to the General Manager and Board of Directors on a regular basis
- Participate in on going PLC programming courses offered through Pacific Gas and Electric
- Participate in ongoing Excel, Public Speaking and Human Resource training seminars

Advancement in range

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from O & M Manager Salary Step A to O & M Manager Salary Step B

Upon satisfactory completion of 12 months of on the job experience after entering O & M Manager range B, achieving a satisfactory performance evaluation and having obtained all required Certifications for Range B the O & M Manager will advance to Range C.

O & M Manager Range C shall be eligible to advance to O & M Manager Salary Step D after completion of 18 months of on the job experience after entering O & M Manager range C, while maintaining all required certifications having satisfactory job performance evaluations and having completed California State University Utility Management Course.

O & M Manager Range D shall be eligible to advance to Salary Step E after 24 months of on the job experience after entering O & M Manager range D, while maintaining all required certifications have satisfactory job performance evaluations and completing California State University Manage for Success Course along with Methods for Evaluating and Improving Performance within Collection Systems.

Longevity:

Since the O&M Manager position does not have ranges to progress through as do other District positions, the O&M Manager will receive a 2% increase in base salary every two years once they reach Step E of their position.

Administration Leave:

The Operations and Maintenance Manager will be granted Five (5) days (Forty (40) hours) of Administrative Leave each fiscal year (July 1) in addition to vacation benefits. Administrative Leave may accrue up to a maximum cap of Ten (10) days. If an employee's Administrative Leave bank reaches Ten (10) days in any given fiscal year, additional days from the yearly Five (5) day allotment will not be credited until such time

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the employee's bank decreases below the Ten (10) day maximum within said fiscal year. Upon termination of employment, employees will be paid for unused Administrative Leave up to the Ten (10) day maximum cap.

Work Hours:

- 7:00 a.m. to 3:30 p.m. five consecutive workdays assigned on a three month rotation.
- Must be willing to work overtime and/or alternate schedule when required
- Must be willing to participate in the on-call standby rotation on a regular basis.
- Subject to change as required to meet the needs of the District.

Chapter 5 MAINTENANCE & MECHANICAL SYSTEMS GROUP

DEFINITION

Under direct and indirect supervision, depending on level, the employee is expected to learn, perform and advance in the operation, repair and maintenance of the District's facilities and grounds, water and wastewater treatment, water distribution, and wastewater collection/pumping systems. To do this, he/she must learn and perform a variety of maintenance and repair assignments on the District's vehicles, facilities and grounds, and various water and wastewater systems. The employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

EXAMPLES OF DUTIES

While on the Maintenance Mechanic Career Path, entry-level employees are expected to progress through the various Ranges by acquiring knowledge and skills, as demonstrated by passing various certification and proficiency tests, to the point that they can maintain all aspects of the facilities and mechanical systems without supervision and can lead and mentor the staff at the lower levels. Employees in the lower Ranges are expected to assist their supervisors and, in time, be able to perform repair and maintenance assignments with minimal supervision and guidance.

Examples of duties for Maintenance Mechanic include, but are not limited to:

- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies

- Schedule and test operating and auxiliary equipment
- Record readings from meters, gauges, and recording charts
- Under proper direction, make necessary system adjustments to maintain proper operating conditions
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired
- Maintain and repair rolling stock
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance
- Check safety precautions and maintain safe working conditions
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems
- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.

TYPICAL PHYSICAL REQUIREMENTS

Maintenance Mechanics at all levels are required to stand and walk for extended periods of time; carry, push, pull, and lift equipment and parts weighing up to 70 pounds; regularly stoop, kneel, crouch, crawl, and climb; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal and written communication skills; use a variety of tools and repair equipment; operate a computer and office equipment.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and plant environment. The following working conditions can be expected: medium to hard physical labor; some exposure to variations in temperature; some exposure to dust, oils, and mechanical and electrical equipment; possible exposure to chemicals suspected of causing cancer; exposure to raw and treated wastewater that may contain pathogens; continuous contact with other District staff and some contact with the public.

MAINTENANCE MECHANIC I (MMI)

General Description:

Under the direction of the Operations and Maintenance Manager and/or General Manager, under direct and indirect supervision, depending on experience level; the employee is expected to learn, perform and advance within the operation; while performing repair and maintenance of the District's facilities and grounds repair and maintenance of District rolling stock water and wastewater treatment, water distribution,

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and the wastewater collection/pumping systems. To do this, he/she must learn and perform a variety of maintenance and repair assignments on the District's vehicles, facilities and grounds, and various water and wastewater systems. The employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies.
- Schedule and test operating and auxiliary equipment.
- Record readings from meters, gauges, and recording charts.
- Under proper direction, make necessary system adjustments to maintain proper operating conditions.
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired.
- Maintain and repair rolling stock.
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance.
- Check safety precautions and maintain safe working conditions.
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems.
- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds.
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

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- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies.
- Schedule and test operating and auxiliary equipment.
- Record readings from meters, gauges, and recording charts.
- Under proper direction, make necessary system adjustments to maintain proper operating conditions.
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired.
- Maintain and repair rolling stock.
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance.
- Check safety precautions and maintain safe working conditions.
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems.
- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds.
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.
- Read and interpret plant piping and distribution diagrams, system maps.
- Understand and carry out oral and written directions.
- Safely work with Heavy Construction Equipment.
- Safely perform repair and replacement of system infrastructure.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations.
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; lift and move up to 75 pounds, walk, stand, kneel, crawl, climb, pull, stoop, bend, squat, twist, turn and work in tight and confined spaces; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED).
- Must obtain a Collection System Operator I Certificate issued by the California Water Environment Association (CWEA) within 24 months of assignment.
- Must obtain a Maintenance Mechanic I Certificate issued by CWEA within 12 months of assignment.
- Must obtain a Grade I Distribution Certificate issued by the California Department of Public Health within 24 months of assignment.
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must Obtain CPR and First Aid Training Certification annually.
- Must Obtain Trenching and shoring competent person training annually.
- Must obtain Confined Space Entry training annually.

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- Must obtain and maintain Traffic Control certification training within 12 months of assignment.
- Obtain on the Job experience to qualify for ASE examinations

Experience:

One year experience in the operation of water and waste water distribution, treatment plants and related facilities, and/or One year experience in Vehicle repair and maintenance, and buildings and grounds maintenance.

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from MMI Salary Step A to MMI Salary Step B.

Upon satisfactory completion of 12 months of on the job experience after entering MMI range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range I successful MMI will be eligible to advance to MMI Salary Step C.

MMI shall be eligible to advance to MMI Salary Step D after completion of 18 months of on the job experience after entering MMI range C, while maintaining all required certifications and satisfactory job performance evaluations.

MMI shall be eligible to advance to MMI Salary Step E after 24 months of on the job experience after entering MMI range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

- 7:00 a.m. to 3:30 p.m. five consecutive workdays assigned on a three month rotation.
- Must be willing to work overtime and/or alternate schedule when required
- Must be willing to participate in the on-call standby rotation on a regular basis.
- Subject to change as required to meet the needs of the District.

MAINTENANCE MECHANIC II (MMII)

General Description:

Under the direction of the Operations and Maintenance Manager and/or General Manager, under direct and indirect supervision, depending on experience level; the employee is expected to learn, perform and advance within the operation; while

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performing repair and maintenance of the District's facilities and grounds repair and maintenance of District rolling stock water and wastewater treatment, water distribution, and the wastewater collection/pumping systems. To do this, he/she must learn and perform a variety of maintenance and repair assignments on the District's vehicles, facilities and grounds, and various water and wastewater systems. The employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.
- Schedule and test operating and auxiliary equipment.
- Record readings from meters, gauges, and recording charts.
- Under proper direction, make necessary system adjustments to maintain proper operating conditions.
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired.
- Maintain and repair rolling stock.
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance.
- Check safety precautions and maintain safe working conditions.
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems.
- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds.
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies
- Schedule and test operating and auxiliary equipment.
- Record readings from meters, gauges, and recording charts.
- Under proper direction, make necessary system adjustments to maintain proper operating conditions.
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired.
- Maintain and repair rolling stock.
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance.
- Check safety precautions and maintain safe working conditions.
- Keep accurate records and logs for submission of maintenance reports, and input data into the Department computer systems.
- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds.
- Read and interpret plant piping, distribution diagrams, and system maps.
- Understand and carry out oral and written directions.
- Safely work with Heavy Construction Equipment.
- Perform maintenance and repair on complex electrical and mechanical systems.
- Demonstrate advanced carpentry and plumbing skills.
- Operate Backhoe and Bobcat equipment.
- Perform advanced vehicle maintenance and repair (electrical, external engine component repair and replacement), including Fire Mechanics certification.
- Fire Mechanics certification.
- Safely perform repair and replacement of system infrastructure.

- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations.
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; lift and move up to 75 pounds, walk, stand, kneel, crawl, climb, , pull, stoop, bend, squat, twist, turn ,work in tight confined spaces; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers.

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED).
- Obtain a Collection System Operator I Certificate issued by the California Water Environment Association (CWEA) within 12 months of assignment.

- Must obtain a Maintenance Mechanic II Certificate issued by CWEA within 12 months of assignment.
- Must possess a Grade I Distribution Certificate issued by the California Department of Public Health.
- Must obtain Fire Mechanic I & II certification within thirty six months of assignment.
- Must possess ASE Truck Technician and ASE Automotive Technician certifications .
- Must obtain a California Class B license with Tanker endorsement within 12 months of assignment.
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must Obtain CPR and First Aid Training Certification annually.
- Must Obtain Trenching and shoring competent person training annually.
- Must obtain Confined Space Entry training annually.
- Must obtain and maintain Traffic Control certification training within 12 months of assignment.
- Obtain on the Job experience to qualify for ASE examinations.

Experience:

Three years' experience in the operation of water and waste water distribution, treatment plants and related facilities and/or three years' experience in vehicle repair and maintenance, and buildings and grounds maintenance.

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from MMII Salary Step A to MMII Salary Step B.

Upon satisfactory completion of 12 months of on the job experience after entering MMII range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range I successful MMII will be eligible to advance to MMII Salary Step C.

MMII shall be eligible to advance to MMII Salary Step D after completion of 18 months of on the job experience after entering MMII range C, while maintaining all required certifications and satisfactory job performance evaluations.

MMII shall be eligible to advance to MMII Salary Step E after 24 months of on the job experience after entering MMII range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

- Must be willing to work overtime and/or alternate schedule when required.
- Must be willing to participate in the on-call standby rotation on a regular basis.

MAINTENANCE MECHANIC III (MMIII)

General Description:

Under direction of the Operations and Maintenance Manager and/or General Manager, under direct and indirect supervision, depending on level, the employee is expected to learn, perform and advance in the operation, repair and maintenance of the District's facilities and grounds, repair and maintenance of District rolling stock, water and wastewater treatment, water distribution, and wastewater collection/pumping systems. To do this, he/she must learn and perform a variety of maintenance and repair assignments on the District's vehicles, facilities and grounds, and various water and wastewater systems. The employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies
- Schedule and test operating and auxiliary equipment
- Record readings from meters, gauges, and recording charts
- Under proper direction, make necessary system adjustments to maintain proper operating conditions
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired
- Maintain and repair rolling stock
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance
- Check safety precautions and maintain safe working conditions
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems

Adopted: June 22, 2005

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Revised: May 8, 2006

Revised: September 10, 2007

Revised: February 14, 2011

Revised: October 19, 2016

- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies
- Schedule and test operating and auxiliary equipment
- Record readings from meters, gauges, and recording charts
- Under proper direction, make necessary system adjustments to maintain proper operating conditions
- Make visual inspections of systems to insure that mechanical problems have been located, evaluated, and repaired
- Maintain and repair rolling stock
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance
- Check safety precautions and maintain safe working conditions
- Keep accurate records and logs for submission of maintenance reports and input data into the Department computer systems

- Assist, as needed, personnel in other Groups and Departments with major and minor repairs
- Perform a variety of maintenance on all facilities and grounds
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.
- Read and interpret plant piping and distribution diagrams, system maps.
- Understand and carry out oral and written directions.
- Safely work with Heavy Construction Equipment
- Demonstrate ability to perform maintenance and repair on complex electrical and mechanical systems
- Demonstrate ability with advanced carpentry and plumbing skills
- Backhoe and bobcat experience
- Advanced vehicle maintenance and repair (electrical, external engine component repair and replacement), including Fire Mechanics certification
- Fire Mechanics certification
- Safely perform repair and replacement of system infrastructure.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators, Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must obtain a Collection System Operator I Certificate issued by the California Water Environment Association (CWEA) within 12 months of assignment
Must obtain a Maintenance Mechanic III Certificate issued by CWEA within 12 months of assignment
- Must possess a Grade I Distribution Certificate issued by the California Department of Public Health
- Must possess Fire Mechanic I & II certification
- Must possess ASE Truck Technician and ASE Automotive Technician certifications
- Must possess a California Class B license with Tanker endorsement
- Must obtain a California Class A License with Air Brake and Tanker endorsement within thirty six months of appointment
- Must obtain a Grade II Distribution Certificate issued by the California Department of Public Health within twenty four months of assignment
- Must obtain a Backflow Testers certification from the American Water Works association within twenty four months of assignment
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

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Revised: February 14, 2011

Revised: October 19, 2016

Five years' experience in the operation of water and waste water distribution, treatment plants and related facilities and/or Five years' experience in Vehicle repair and maintenance, and buildings and grounds maintenance.

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from MMIII Salary Step A to MMIII Salary Step B.

Upon satisfactory completion of 12 months of on the job experience after entering MMIII range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range B successful MMIII will be eligible to advance to MMIII Salary Step C.

MMIII shall be eligible to advance to MMIII Salary Step D after completion of 18 months of on the job experience after entering MMIII range C, while maintaining all required certifications and satisfactory job performance evaluations.

MMIII shall be eligible to advance to MMIII Salary Step E after 24 months of on the job experience after entering MMIII range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation.

Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

Chapter 6 WATER DISTRIBUTION & WASTEWATER COLLECTIONS SYSTEMS GROUP

DEFINITION

Under direct and indirect supervision, depending on level, the employee is expected to learn, perform and advance in the operation, repair and maintenance of the District's Water Distribution and Wastewater Collection/Pumping Systems. The employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

EXAMPLES OF DUTIES

While on the Water Distribution and Wastewater Collections Systems Career Path, entry-level employees are expected to progress through the Ranges by acquiring knowledge and skills, as demonstrated by passing various certification and proficiency tests, to the point that they can operate all aspects of the collection and distribution system without supervision and can lead and mentor the staff at the lower Range levels. Employees in the lower Ranges are expected to assist their supervisors and, in time, be able to perform operations, repairs, and maintenance assignments with minimal supervision and guidance.

Examples of duties for Water Distribution and Wastewater Collections Systems Operators include, but are not limited to:

- Monitoring the operations of District water storage/distribution and wastewater collection/pumping systems for proper, efficient, and safe function
- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies
- Schedule and test operating and auxiliary equipment
- Record readings from meters, gauges, and recording charts
- Make necessary system adjustments to maintain proper operating conditions
- Make visual inspections of system operations to insure that operational problems have been located, evaluated, and adjusted
- Under the direction of a certified treatment operator and with appropriate treatment certification, operate valves and controls to feed chlorine and other chemicals into treatment systems, according to flows and volumes
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance
- Collect samples for laboratory tests and evaluation
- Check safety precautions and maintain safe working conditions

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- Keep accurate records and logs for submission of operations reports and input data into the plant computer systems
- Assist, as needed, personnel in other Groups and Departments with major repairs
- Water meter installation and reading
- Perform a variety of maintenance on District property
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.
- Purchasing and Asset/Inventory Control duties

TYPICAL PHYSICAL REQUIREMENTS

Water Distribution and Wastewater Collections Systems Group employees at all levels are required to stand and walk for extended periods of time; carry, push, pull, and lift equipment and parts weighing up to 70 pounds; regularly stoop, kneel, crouch, crawl, and climb; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal and written communication skills; use a variety of tools and repair equipment; operate a computer and office equipment.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and plant environment. The following working conditions can be expected: some exposure to variations in temperature; some exposure to dust, oils, and mechanical and electrical equipment; possible exposure to chemicals suspected of causing cancer; exposure to raw and treated wastewater that may contain pathogens; continuous contact with other District staff and some contact with the public.

RANGE SCHEDULE:

COLLECTIONS AND DISTRIBUTION SYSTEM OPERATOR I (C&DSO I)

General Description:

Under direction of the Operations and Maintenance Manager and/or Chief Plant Operator, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

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- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, distribution and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other system equipment according to results.
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain system operating conditions.
- Performs a variety of maintenance and repair work on plant facilities , infrastructure and equipment.
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Inputs data into computer to develop database for generating system operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Water and Waste Water treatment methods, principles, and practices.

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- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic control systems.
- Read system measurements and recording equipment, interpret results to make adjustments to operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- Use proper safety precautions in working with chemicals.
- Perform standard water and waste water quality tests.
- Maintain and update Lift Station/Pump station records and logs.
- Read and interpret plant piping and distribution diagrams, system maps.
- Understand and carry out oral and written directions.
- Safely work with Heavy Construction Equipment
- Safely perform repair and replacement of system infrastructure.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°+F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must obtain a Collection System Operator I Certificate issued by the California Water Environment Association (CWEA) within 12 months of assignment
- Must possess a Grade I Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually

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- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

One year experience in the operation of water and waste water distribution, treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from C&DSO I Salary Step A to C&DSO I Salary Step B.

Upon satisfactory completion of 12 months of on the job experience after entering C&DSO I range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range I, successful C&DSO I will be eligible to advance to C&DSO I Salary Step C.

C&DSO I shall be eligible to advance to C&DSO I Salary Step D after completion of 18 months of on the job experience after entering C&DSO I range C, while maintaining all required certifications and satisfactory job performance evaluations.

C&DSO I shall be eligible to advance to C&DSO I Salary Step E after 24 months of on the job experience after entering C&DSO I range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

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COLLECTIONS AND DISTRIBUTION SYSTEM OPERATOR II (C&DSO II)

General Description:

Under direction of the Operations and Maintenance Manager and/or Collections and Distribution Lead, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, distribution and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other system equipment according to results.
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain system operating conditions.
- Performs a variety of maintenance and repair work on plant facilities , infrastructure and equipment.
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Inputs data into computer to develop database for generating system operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Training of C&DSO I

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- Operate a variety of Heavy Equipment used for the repair and maintenance of system infrastructure
- Practices and ensures adherence to District and OSHA safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Water and Waste Water treatment methods, principles, distribution and practices.
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic control systems.
- Read system measurements and recording equipment, interpret results to make adjustments to operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- Use proper safety precautions in working with chemicals.
- Perform standard water and waste water quality tests.
- Maintain and update Lift Station/Pump station records and logs.

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 Revised: May 2, 2013

- Read and interpret plant piping and distribution diagrams, system maps.
- Understand and carry out oral and written directions.
- Safely work with Heavy Construction Equipment
- Safely perform repair and replacement of system infrastructure.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°+F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

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Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must obtain a Collection System Operator II Certificate issued by the California Water Environment Association (CWEA) within 12 months of assignment and a Grade I Water Treatment Certification issued by the California Department of Public Health within 18 months of assignment. Additionally must obtain a California Class B Commercial Drivers License within 24 months of assignment.
- Must possess a Grade II Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

One year experience in the operation of water and waste water distribution, treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from C&DSO II Salary Step A to C&DSO II Salary Step B.

Upon satisfactory completion of 12 months of on the job experience after entering C&DSO II range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range I successful C&DSO II will be eligible to advance to C&DSO II Salary Step C.

C&DSO II shall be eligible to advance to C&DSO II Salary Step D after completion of 18 months of on the job experience after entering C&DSO II range C, while maintaining

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all required certifications and satisfactory job performance evaluations and demonstrating necessary skills for the remote operation of the Districts SCADA system.

C&DSO II shall be eligible to advance to C&DSO II Salary Step E after 24 months of on the job experience after entering C&DSO II range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

COLLECTIONS AND DISTRIBUTION OPERATOR III (C&D III)

General Description:

Under direction of the Operations and Maintenance Manager and/or General Manager, operates, repairs and maintains the District's water and waste water distribution and collections facilities, including water treatment and distribution systems, waste water treatment facilities, lift stations and underground infrastructure; reads and interprets charts and meter readings for analyzing the efficiency of plant and station operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, pumping and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Develop Annual Operating budgets

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Revised: May 2, 2013

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- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports-ie Strategic Plan, Urban Water Management Plan, Sanitary Sewer Maintenance Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc. direct district treatment staff to maintain water and waste water quality standards to meet regulatory compliance standards.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper distribution and collection system operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Training of C&D I/II/III candidates
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required system reports. Performs maintenance on facilities and grounds.
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant and system operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

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skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment systems plants and facilities.
- Journey Level knowledge Water and Waste Water system methods, principles, and practices.
- Journey Level Knowledge of repair and replacement of underground infrastructure
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant and system measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant and system operations.
- Operate District Treatment facilities in Manual Mode.
- Supervise and Train subordinate staff members, perform annual performance evaluations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- The ability to work independently with little direct supervision.
- Use proper safety precautions in working with plant chemicals.
- Perform standard and complex water and waste water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping, electrical, collections and distribution diagrams.

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries. Maintain relationship with State and Federal regulatory officials.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.
- Safely Operate District heavy equipment ie- Case 480 Backhoe, Bobcat 331 and T320

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment. Manual labor.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space, excavation sites; heights, such as ladders,

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators.

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 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

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Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must possess a valid Grade II Water Treatment Plant Operator's Certificate issued by the California Department of Public Health.
- Must possess a Grade III Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment
- Must obtain CWEA Collection system Operator III within 24 months of assignment
- Must participate in annual supervisors training
- Must obtain and maintain California Commercial Drivers "A" License

Experience:

Forty Eight Months experience in the operation of water and waste water treatment plants and systems

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from Salary Step A to Collections and Distribution Operator III Salary Step B.

Upon satisfactory completion of 18 months of on the job experience, achieving a satisfactory performance evaluation, demonstrated ability to maintain/trouble shoot online and laboratory instrumentation, and having obtained all required Certifications for Range III successful Collections And Distribution Operator III will be eligible to advance to Collections And Distribution Operator III Salary Step C.

Collections And Distribution Operator III shall be eligible to advance to Collections and Distribution Operator III Salary Step D after completion of 36 months of on the job

Adopted: June 22, 2005

Revised: May 8, 2006

Revised: September 10, 2007

Revised: May 2, 2013

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experience, while maintaining all required certifications and satisfactory job performance evaluations.

Collections And Distribution Operator III shall be eligible to advance to Collections and Distribution Operator III Salary Step E after 48 months of on the job experience, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

COLLECTIONS AND DISTRIBUTION SYSTEM OPERATOR LEAD (C&DSO LEAD)

General Description:

Appointed at the discretion of the General Manager, under direction of the Operations and Maintenance Manager and/or General Manager, C&DSO Lead, operates, repairs and maintains the District's water and waste water distribution and collections facilities, including water treatment and distribution systems, waste water treatment facilities, lift stations and underground infrastructure; reads and interprets charts and meter readings for analyzing the efficiency of plant and station operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, pumping and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Assist in developing Annual Operating budgets

Adopted: June 22, 2005
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Revised: September 10, 2007
Revised: May 2, 2013

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- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports-ie Strategic Plan, Urban Water Management Plan, Sanitary Sewer Maintenance Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc. assist district treatment staff to maintain water and waste water quality standards to meet regulatory compliance standards.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper distribution and collection system operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Training of C&D I/II/III candidates
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required system reports. Performs maintenance on facilities and grounds.
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant and system operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

Adopted: June 22, 2005
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 Revised: September 10, 2007
 Revised: May 2, 2013

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skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment systems plants and facilities.
- Journey Level knowledge of Water and Waste Water system methods, principles, and practices.
- Journey Level Knowledge of repair and replacement of underground infrastructure
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant and system measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant and system operations.
- Operate District Treatment facilities in Manual Mode.
- Supervise and Train subordinate staff members, perform annual performance evaluations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- The ability to work independently with little direct supervision.
- Use proper safety precautions in working with chemicals.
- Perform standard and complex water and waste water quality tests.

Adopted: June 22, 2005
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Revised: September 10, 2007
Revised: May 2, 2013

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- Maintain and update plant records and logs.
- Read and interpret plant piping, electrical, collections and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries. Maintain relationship with State and Federal regulatory officials.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.
- Operate a variety of Heavy Equipment used for the repair and maintenance of system infrastructure

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment. Manual labor.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space, excavation sites; heights, such as ladders,

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

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 Revised: May 2, 2013

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Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
 - Must possess a valid Grade II Water Treatment Plant Operator's Certificate issued by the California Department of Public Health within 12 months of appointment.
 - Must possess a Grade III Distribution Certificate issued by the California Department of Public Health.
 - Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
 - Must Obtain CPR and First Aid Training Certification annually
 - Must Obtain Trenching and shoring competent person training annually
 - Must obtain Confined Space Entry training annually
 - Must obtain and maintain Traffic Control certification training within 12 months of assignment
 - Must obtain CWEA Collection system Operator III within 24 months of assignment
 - Must Obtain and maintain Backflow Prevention Device Testers Certification within 12 months of assignment
 - Must participate in annual supervisors training
- Must obtain and maintain California Commercial Drivers "A" License

Experience:

Forty Eight Months experience in the operation of water and waste water treatment plants and systems

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from Salary Step A to C&DSO LEAD Salary range B.

Upon satisfactory completion of 18 months of on the job experience after entering C&DSO LEAD range B, achieving a satisfactory performance evaluation, demonstrated ability to maintain/trouble shoot online and laboratory instrumentation, and having

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obtained all required Certifications for Range III successful C&DSO LEAD will be eligible to advance to C&DSO LEAD Salary range C.

C&DSO LEAD shall be eligible to advance to C&DSO LEAD Salary Step D after completion of 36 months of on the job experience after entering C&DSO LEAD range C, while maintaining all required certifications and satisfactory job performance evaluations.

C&DSO LEAD shall be eligible to advance to C&DSO LEAD Salary Step E after 48 months of on the job experience after entering C&DSO LEAD range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

Chapter 7 WATER & WASTEWATER TREATMENT GROUP

DEFINITION

Under direct and indirect supervision, depending on level, the employee is expected to learn, perform and advance in the operations and maintenance of the District's water and wastewater treatment plants and facilities. To do this, he/she must learn and perform sample collection and laboratory testing; monitor equipment and check operations for proper function; assist with maintenance of data and submission of operations reports to other government agencies; and do related work, as required. Employees in this Group are also expected to assist members of the other Groups and Departments by using the expertise that they have acquired while progressing through the Ranges.

EXAMPLES OF DUTIES

While on the Water/Wastewater Treatment Operator Career Path, entry-level employees are expected to progress through the various Ranges by acquiring knowledge and skills, as demonstrated by passing various certification and proficiency tests, to the point that they can operate all aspects of the treatment processes without supervision and can lead and mentor the staff at the lower Range levels. Employees in the lower Range levels are expected to assist their supervisors and, in time, be able to perform the assignments associated with water and wastewater treatment with minimal supervision and guidance.

Examples of duties for Water & Wastewater Treatment Operators include, but are not limited to:

- Monitors the operations of District water and wastewater treatment plants and facilities for proper, efficient, and safe function
- Adhere to all operational requirements stipulated by regional, state and federal regulatory agencies
- Schedule and test operating and auxiliary equipment
- Record readings from meters, gauges, and recording charts
- Make necessary system adjustments to maintain proper operating conditions
- Make visual inspections of plant operations to insure that operational problems have been located, evaluated, and adjusted
- Operate valves and controls to feed chlorine and other chemicals into treatment systems, according to flows and volumes
- Inspect pump stations, pumps, motors, valves, filters, meters, and related equipment, and perform repairs and regularly scheduled preventative maintenance

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- Collect samples for laboratory tests and perform the appropriate analyses for the operator's grade level
- Check safety precautions and maintain safe working conditions
- Keep accurate records and logs for submission of operations reports and input data into the plant computer systems
- Assist, as needed, personnel in other Groups and Departments with major repairs
- Perform a variety of maintenance on treatment plant, plant equipment, and plant grounds
- After demonstrating appropriate knowledge, skill, and ability, may be assigned weekend and on-call duties.

TYPICAL PHYSICAL REQUIREMENTS

Operators at all levels are required to stand and walk for extended periods of time; carry, push, pull, and lift equipment and parts weighing up to 50 pounds; regularly stoop, kneel, crouch, crawl, and climb; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal and written communication skills; use a variety of tools and repair equipment; operate a computer and office equipment.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and plant environment. The following working conditions can be expected: some exposure to variations in temperature; some exposure to dust, oils, and mechanical and electrical equipment; possible exposure to chemicals suspected of causing cancer; exposure to raw and treated wastewater that may contain pathogens; continuous contact with other District staff and some contact with the public.

WATER AND WASTE WATER TREATMENT OPERATOR I (WWWTO I)

General Description:

Under direction of the Operations and Maintenance Manager and/or Chief Plant Operator, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

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- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Water and Waste Water treatment methods, principles, and practices.

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 Revised: September 10, 2007
 Revised: May 2, 2013

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- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water and waste water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 Revised: September 10, 2007
 Revised: May 2, 2013

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While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must possess a valid Grade I Water Treatment Plant Operator's Certificate issued by the California Department of Public Health. Must obtain a Waste Water Treatment Operator I Certificate issued by the California State Water Resource Control Board within 18 months of assignment
- Must possess a Grade I Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
 - Must Obtain CPR and First Aid Training Certification annually
 - Must Obtain Trenching and shoring competent person training annually

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

One year experience in the operation of water and waste water treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from WWTO I Salary Step A to WWTO I Salary Step B

Upon satisfactory completion of 12 months of on the job experience after entering WWTO I range B, achieving a satisfactory performance evaluation, and having obtained all required Certifications for Range I successful WWTO I will be eligible to advance to WWTO I Salary Step C.

WWTO I shall be eligible to advance to WWTO I Salary Step D after completion of 18 months of on the job experience after entering WWTO I range C, while maintaining all required certifications and satisfactory job performance evaluations.

WWTO I shall be eligible to advance to WWTO I Salary Step E after 24 months of on the job experience after entering WWTO I range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

WATER AND WASTE WATER TREATMENT OPERATOR II (WWTO II)

General Description:

Adopted: June 22, 2005

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Revised: September 10, 2007

Revised: May 2, 2013

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Under direction of the Operations and Maintenance Manager and/or Chief Plant Operator, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required. May serve as the designated Shift Operator.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, distribution and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Training of WWWT O I candidates
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Water and Waste Water treatment methods, principles, and practices.
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- The ability to work independently with little direct supervision
- Use proper safety precautions in working with plant chemicals.
- Perform standard water and waste water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Perform algebraic and geometrical calculations
- Perform metric conversions.
- Perform Chemical dosing calculations used in Water and Waste Water treatment process

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators, Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)

Adopted: June 22, 2005

Revised: May 8, 2006

Revised: September 10, 2007

Revised: May 2, 2013

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- Must possess a valid Grade II Water Treatment Plant Operator's Certificate issued by the California Department of Public Health. Must have Waste Water Treatment Operator I Certificate issued by the California State Water Resource Control Board and must obtain a Waste Water Treatment Operator II Certificate issued by the California State Water Resource Control Board within 24 months of assignment
- Must possess a Grade II Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must maintain Traffic Control certification training

Experience:

Eighteen Months experience in the operation of water and waste water treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from WWWTO II Salary Step A to WWWTO II Salary Step B.

Upon satisfactory completion of 18 months of on the job experience after entering WWWTO II range B , achieving a satisfactory performance evaluation, demonstrated ability to maintain/trouble shoot online and laboratory instrumentation, and having obtained all required Certifications for Range II successful WWWTO II will be eligible to advance to WWWTO II Salary Step C.

WWTO II shall be eligible to advance to WWTO II Salary Step D after completion of 24 months of on the job experience after entering WWWTO II range C, while maintaining all required certifications and satisfactory job performance evaluations and demonstrating necessary skills for the remote operation of the Districts SCADA system.

WWWTO II shall be eligible to advance to WWTO II Salary Step E after 36 months of on the job experience after entering WWWTO II range D, while maintaining all required certifications and satisfactory job performance evaluations.

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 Revised: September 10, 2007
 Revised: May 2, 2013

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation. Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

Water and Waste Water Treatment Operator III (WWWTO III)

General Description:

Under direction of the Operations and Maintenance Manager and/or Chief Plant Operator, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required. May serve as the designated Shift Operator.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports-ie Strategic Plan, Urban Water Management Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Training of WWWTTO I/II candidates
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Journey Level knowledge Water and Waste Water treatment methods, principles, and practices.
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures
- Plant measurement and recording equipment.

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

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- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
 - Operate automatic plant control systems.
 - Read plant measurements and recording equipment, interpret results to make adjustments to plant operations.
 - Operate District Treatment facilities in Manual Mode
 - Troubleshoot, diagnose, and correct a variety of operating problems.
 - The ability to work independently with little direct supervision
 - Use proper safety precautions in working with plant chemicals.
 - Assist in developing Annual Operating budgets
 - Produce work related reports and making presentations to District staff and Board of Directors
 - Participate in local and regional organizations meetings, trainings and prepare written reports
 - Participate on District Ad-Hoc/Standing Committees
 - Assist with the preparation and updating of annual reports- ie Strategic Plan, Urban Water Management Plan, Sanitary Sewer Maintenance Plan
 - Assist in preparing Grant funding applications
-
- Perform standard water and waste water quality tests.
 - Maintain and update plant records and logs.
 - Read and interpret plant piping and distribution diagrams.
 - Understand and carry out oral and written directions.
 - Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries as assigned
 - Read and write at the level required for successful job performance.
 - Perform algebraic and geometrical calculations
 - Perform metric conversions.

Physical Demands:

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°+F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must possess a valid Grade III Water Treatment Plant Operator's Certificate issued by the California Department of Public Health. Must obtain a Waste Water Treatment Operator III Certificate issued by the California State Water Resource Control Board within 24 months of assignment

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Must possess a Grade III Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must participate in annual supervisors training
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually
- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment

Experience:

Thirty Six Months experience in the operation of water and waste water treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from WWTO III Salary Step A to WWTO III Salary Step B.

Upon satisfactory completion of 18 months of on the job experience after entering WWTO III range B, achieving a satisfactory performance evaluation, demonstrated ability to maintain/trouble shoot online and laboratory instrumentation, and having obtained all required Certifications for Range III successful WWTO III will be eligible to advance to WWTO III Salary Step C.

WWTO III shall be eligible to advance to WWTO III Salary Step D after completion of 36 months of on the job experience after entering WWTO III range C, while maintaining all required certifications and satisfactory job performance evaluations and the demonstrated ability to operate all treatment process's in both manual and automation modes of operation.

WWTO III shall be eligible to advance to WWTO III Salary Step E after 48 months of on the job experience after entering WWTO III range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation.
Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

WATER AND WASTE WATER TREATMENT OPERATOR III, CHIEF PLANT OPERATOR (WWWTO III CPO)

General Description:

Appointed at the discretion of the General Manager under direction of the Operations and Maintenance Manager/General Manager the Chief Plant Operator, operates, repairs and maintains the District's water and waste water treatment facilities, including water treatment and distribution systems, waste water treatment facilities; reads and interprets charts and meter readings for analyzing the efficiency of plant operations; maintains chemical inventory; and performs other related work as required. Compiles and submits monthly, quarterly and annual reports for regulatory agencies. Maintains systems Regulatory Compliance.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to the following:*

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and waste water.
- Regulates and controls the amount of chemicals used to maintain specified water and waste water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Produce work related reports and making presentations to District staff and Board of Directors
- Participate in local and regional organizations meetings, trainings and prepare written reports
- Participate on District Ad-Hoc/Standing Committees
- Assist with the preparation and updating of annual reports-ie Strategic Plan, Urban Water Management Plan
- Assist in preparing Grant funding applications
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Supervision of and Training of WWTO I/II/III staff members
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.
- Maintains logs, records, and data systems for required plant reports. Performs general maintenance on facilities and grounds.
- Assist in maintaining District SCADA system and record keeping
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pumping stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, materials, procedures, and equipment used in the operation and maintenance of water and waste water treatment plants and facilities.
- Micro Filtration
- Extended Aeration Activated Sludge treatment process
- Journey Level knowledge Water and Waste Water treatment methods, principles, and practices.
- Federal, state, and county regulations pertaining to water and waste water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Standard Water and Waste Water Laboratory testing procedures

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpret results to make adjustments to plant operations.
- Operate District Treatment facilities in Manual Mode
- Troubleshoot, diagnose, and correct a variety of operating problems.
- The ability to work independently with little direct supervision
- Use proper safety precautions in working with plant chemicals.
- Perform standard water and waste water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work. Respond to Customer complaints/inquiries as assigned
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations
- Perform metric conversions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: June 22, 2005
 Revised: May 8, 2006
 Revised: September 10, 2007
 Revised: May 2, 2013

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While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 75 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°+F; confined work space; heights, such as ladders.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.

Noise/Vibration: Exposure to generators , Air Compressors, Air Blowers, Heavy Construction Equipment, Jack Hammers

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED)
- Must possess a valid Grade III Water Treatment Plant Operator's Certificate issued by the California Department of Public Health. Must possess a valid Waste Water Treatment Operator III Certificate issued by the California State Water Resource Control Board.
- Must possess a Grade III Distribution Certificate issued by the California Department of Public Health.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles
- Must Obtain CPR and First Aid Training Certification annually
- Must Obtain Trenching and shoring competent person training annually

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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- Must obtain Confined Space Entry training annually
- Must obtain and maintain Traffic Control certification training within 12 months of assignment
- Must obtain CWEA Laboratory Analyst II within 24 months of appointment

Experience:

Thirty Six Months experience in the operation of water and waste water treatment plants and related facilities

Advancement in Range:

Upon satisfactory completion of the 6 month probationary period successful candidates will be moved from WWTO III CPO Salary Step A to WWTO III CPO Salary Step B.

Upon satisfactory completion of 18 months of on the job experience after entering WWTO III CPO range B, achieving a satisfactory performance evaluation, demonstrated ability to maintain/trouble shoot online and laboratory instrumentation, and having obtained all required Certifications for Range III CPO successful WWTO III CPO will be eligible to advance to WWTO III CPO Salary Step C.

WWTO III CPO shall be eligible to advance to WWTO III CPO Salary Step D after completion of 36 months of on the job experience after entering WWTO III CPO range C, while maintaining all required certifications and satisfactory job performance evaluations and the demonstrated ability to operate all treatment process's in both manual and automation modes of operation.

WWTO III CPO shall be eligible to advance to WWTO III CPO Salary Step E after 48 months of on the job experience after entering WWTO III CPO range D, while maintaining all required certifications and satisfactory job performance evaluations.

Work Hours:

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on a three month rotation.
Subject to change as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required

Must be willing to participate in the on-call standby rotation on a regular basis.

Appendix A – Salary Schedule

7/20/16

Maintenance Mechanic I range – 15.53 , 16.42, 17.31, 18.20, 19.10

Maintenance Mechanic II range – 21.31 , 22.54, 23.77, 25.0, 26.21

Maintenance Mechanic III range – 27.73 , 29.32, 30.91, 32.50,34.08

Treatment Operator I range – 17.06 , 18.04, 19.02, 20.00, 20.96

Treatment Operator II range – 22.28 , 23.56, 24.84, 26.12, 27.38

Treatment Operator III range – 27.67 , 29.25, 30.83, 32.41, 34.00

Chief Plant Operator range – 30.43 , 32.17, 33.90, 35.63,37.40

C&D I range – 16.32, 17.26, 18.20, 19.14, 20.06

C&D II range – 21.32 , 22.54, 23.76, 24.98, 26.21

C&D III range – 26.59 , 27.73, 28.87, 30.01, 31.13

C&D III lead range – 27.91 , 29.11, 30.31, 31.51, 32.69

Admin Services Tech range – 19.21 , 20.67, 22.13, 23.59, 25.06

Fiscal Services III range – 24.58, 26.46, 28.34, 30.22, 32.10

Office Clerk range – 17.80 , 18.75 , 19.70 , 20.65 , 21.62

Office Manager/Dist. Sec. – exempt 27.91 , 28.61 , 29.32 , 32.26, 35.20

Adopted: June 22, 2005

Revised: May 8, 2006

Revised: September 10, 2007

Revised: May 2, 2013

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O&M Manager range – exempt 33.65, 34.49 , 35.35, 37.62, 39.90

GCSD Position Caps- The District retains the management right to determine whether positions will be filled.

Maintenance Mechanic Group- No more than two (2) staff member

Treatment Group- No more than a total of Six (6) staff members including Chief Plant Operator

- a) Treatment Operator III- no more than three (3) staff members including Chief Plant Operator
- b) Treatment Operator I & II – no more than a combined staff of three (3)

Collections and Distribution Group- No more than 7 (7) staff members including C&D III Lead

- a) C&D III – no more than three (3) staff members including C&D III Lead
- b) C&D I & II – no more than a combined staff of four (4)

Administration Group – No more than six (6) staff members

- a) General Manager – One staff member
- b) O&M manager – One staff member
- c) Office Manager/District Secretary – One staff member
- d) Fiscal Services tech I,II, III- two staff members
- e) Admin Services Tech – One staff member

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

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July 20 2016

Adopted: June 22, 2005
Revised: May 8, 2006
Revised: September 10, 2007
Revised: May 2, 2013

July 20 2016

A

AGENDA SUBMITTAL

To: GCSB Board of Directors

From: GCSB Staff

Date: October 17, 2016

**Subject: Consider for Approval Holding Public Hearing on December 19, 2016
Regarding Approval of District's 2015 Urban Water Management Plan
(UWMP)**

Summary

The Public Hearing Notice did not meet the deadline to be submitted to the Union Democrat to meet the 60 day requirement. Staff is asking the Board to reschedule so staff can submit the notification to the newspaper.

Recommended Action

Set date for Public Hearing for December 19th, 2016.

AGENDA SUBMITTAL

To: GCSD Board of Directors

From: GCSD Staff

Date: October 19, 2016

**Subject: Consider for Approval Will Serve and Maintenance Agreement
between the Groveland Community Services District and Mar-Val
Food Stores, Inc.**

Summary

Before the Board today for consideration is for the approval of a Will Serve letter for the Mar-Val grocery store expansion. The proposed Will Serve letter specifies that the District will only have responsibility for the proposed improvements within the Cal Trans right of way (6" Isolation Valve) with the remainder of the Improvements being the responsibility of the property owner.

Recommended Action

Approve Will Serve and Maintenance Agreement.

WILL SERVE AND MAINTENANCE AGREEMENT
GROVELAND COMMUNITY SERVICES DISTRICT
AND MAR-VAL FOOD STORES, INC.

This Will Serve and Maintenance Agreement (“**Agreement**”) is entered into this ____ day of _____, 201__ by and between the **GROVELAND COMMUNITY SERVICES DISTRICT** (“**District**”) and **MAR-VAL FOOD STORES, INC.** (“**Mar-Val**”). The District and Mar-Val are referred to individually as a “Party” and collectively as the “Parties.”

Recitals

- A. The District provides water service within the District’s boundaries; and
- B. Mar-Val operates a grocery store located at 19000 Main Street in Groveland, California which is within the District’s boundaries; and
- C. Mar-Val is seeking to expand the footprint of its location in Groveland and is required by the County to install a 6 inch mainline as part of the expansion; and
- D. District is requiring Mar-Val to install a 6 inch Reduced Pressure Principle device (Fire Flow Supply Line), a 6 inch Fire Hydrant, a 1 inch Reduced Pressure Principle device, and a 1 inch Pressure Reducing Valve for the new potable water service; and
- E. District shall not be responsible for the maintenance or repair of any mainlines, hydrants, valves or other devices installed for the delivery of water service that are installed outside the Caltrans right-of-way on the southern end of the store; and
- F. The Parties wish to memorialize their respective rights and responsibilities in this Agreement.

The Parties hereby agree as follows:

Agreement

1. **Provision of Water Service.** The District currently serves the Mar-Val grocery store located at 19000 Main Street, Groveland, California (“**Store**”) with potable water. Mar-Val is in the process of expanding the Store by 4,000 square feet of retail space (“**Expansion**”). The District will serve the Expansion with potable water, provided that all necessary improvements are installed in compliance with the District’s standards, any Tuolumne County requirements, conditions of approvals, and any other requirements that have to be satisfied prior to the acceptance of any infrastructure.

2. **District Required Improvements.** Mar-Val will construct, operate and maintain the following necessary improvements, as depicted on the Utility Plan prepared by Land & Structure Surveying, Engineering and Design, dated August 23, 2016, and attached hereto as Exhibit "A", in compliance with the District's standards and regulations, as may be amended, in order to connect the Expansion to the District's water system: (i) a 6 inch Reduced Pressure Principle device (Fire Flow Supply Line); (ii) a 6 inch Fire Hydrant; (iii) a 1 inch Reduced Pressure Principle device; and (iv) a 1 inch Pressure Reducing Valve. The aforementioned devices and all associated pipes, monuments, valves, pumps and meters shall be collectively referred to herein as the "Improvements".

3. **Ownership and Maintenance of Improvements.** Title to and ownership of all Improvements constructed within the Caltrans Right-of-Way, identified on the attached Exhibit "A", ("ROW") shall vest absolutely in the District, upon completion and acceptance of the Improvements by the District. District shall maintain, repair or replace the Improvements solely within the ROW. Title to and ownership of all Improvements constructed outside the ROW shall vest absolutely in Mar-Val and Mar-Val shall be solely responsible for the maintenance, repair or replacement of those Improvements. All maintenance, repair or replacement shall be to the specifications and standards of the District.

4. **Cost of Construction and Permits.** The cost of construction of all Improvements shall be the sole responsibility of Mar-Val. In addition, Mar-Val shall be solely responsible for obtaining all necessary permits and licenses for the construction of the Improvements.

5. **Repairs and Replacement.** To the extent Mar-Val or its contractors, subcontractors, agents or employees install, construct, replace or repair the Improvements on any real property owned or operated by the District, Mar-Val shall replace or repair any and all property damaged or destroyed by reason of any work done hereunder to the same condition it was in prior to the work performed.

6. **Hold Harmless.**

A. Mar-Val agrees to hold the District, its elected and appointed officers, agents and employees, harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for property damage which may arise from Mar-Val's or Mar-Val's contractors, subcontractor's, agents or employees operations under this Agreement. Mar-Val agrees to and shall indemnify and defend the District and its elected and appointed officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid operations and Mar-Val shall pay all reasonable attorney's fees and costs that the District may incur.

B. The District does not and shall not waive any rights against Mar-Val which it may have by reason of this Section 6 because of the acceptance of the Improvements by the District.

C. The hold harmless provision contained in this Section 6 shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the operations referred to in this Section 6, regardless of whether or not the District has prepared, supplied or approved of any plans or specifications for the Improvements.

7. **Insurance.**

A. **Types of Insurance.** During any period in which work, including construction or maintenance work, is being done by or for Mar-Val pertaining or related to the Improvements, Mar-Val shall maintain, or cause its contractors to maintain, such insurance to protect the District from claims that arise out of, or result from, Mar-Val's work or operations under this Agreement.

i. Workers Compensation Insurance as required by statute.

ii. Commercial General Liability Insurance naming the District as an additional insured protecting against claims for personal injury, death and property damage in a minimum amount of Two Million Dollars (\$2,000,000.00) per occurrence and in annual aggregate.

B. **Insurance Requirements.** All insurance required by this Section shall be primary over any insurance carried by District and shall not be effected by nor shall the insurer claim any right of set-off, counterclaim, apportionment, proration, or contribution by reason of any act or negligence of the District. In addition, the Commercial General Liability Insurance shall include in its terms (i) severability of interest or a separate endorsement that precludes the insurer's denial of a claim based on the negligent acts of the District or any member of District; (ii) a waiver by the insurer of any right of subrogation to the rights of any person or entity against the District. The General Liability Policy may contain a deductible or a self-insured retention but such amount shall be reasonable given the amounts and type of coverage. All insurance shall be issued by an insurer which is licensed to do business in the State of California and shall have an acceptable rating from either A.M. Best Company or Standard and Poor's, Inc.

C. **Certificates.** Certificates of insurance acceptable to the District shall be filed with the District prior to the commencement of any work pertaining or related to the Improvements and shall thereafter be regularly renewed during any period that the work continues. The certificates shall contain a provision that coverage under the policies will not be cancelled without at least 30 days' prior written notice being given to the District.

8. **No Agency Relationship.** Neither Mar-Val nor any of its agents or contractors are or shall be considered to be agents of the District in connection with the performance of this Agreement.

9. **Assignment.** Mar-Val may assign this Agreement and its rights and obligations hereunder with the prior written consent of the General Manager of the District, which approval shall not be unreasonably withheld, provided that such assignee expressly assumes the obligations of Mar-Val hereunder. Upon such assignment by Mar-Val, Mar-Val shall be fully relieved from any further liability hereunder.

10. Notices. Any notice, payment, demand, offer or communication required or permitted to be given by any provision of this Agreement (“Notice”) shall be deemed to have been given for all purposes if sent by registered or certified mail (return receipt requested), postage and charges prepaid, or by a reputable overnight delivery service requiring a signature upon receipt, charges prepaid, addressed as follows:

To District: Groveland Community Services District
 Attention: Operations and Maintenance Manager

To Mar-Val:

Any such notice shall be deemed to be given on the date on which it is received or receipt thereof is refused.

Upon a minimum of ten (10) days’ Notice, each party shall have the right to change its address to any other address within the United States of America. Refusal to accept delivery of a notice or the inability to deliver a notice because of any address change which was not properly communicated shall not defeat or delay the giving of a notice.

11. Exhibits. Each of the exhibits attached to this Agreement is hereby incorporated into this Agreement by this reference.

12. Waiver. The waiver by any party of a breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of this Agreement.

13. Headings. The headings of sections in this Agreement are for convenience only; they form no part of this Agreement and shall not affect its interpretation.

14. Attorneys’ Fees and Costs. In any action to enforce the provisions of this Agreement the prevailing party shall be entitled to recover reasonable attorney’s fees and cost of suit.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representative.

**GROVELAND COMMUNITY SERVICES
DISTRICT**

MAR-VAL FOOD STORES, INC.

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

AGENDA SUBMITTAL

To: GCSD Board of Directors

From: GCSD Staff

Date: October 19, 2016

Subject: Consider for Approval Customer Satisfaction Survey to be Published on the District Website.

Summary

After reviewing other local agencies customer satisfaction surveys, the Survey committee is recommending the survey to be approved for the Board.

Recommended Action

Approve Customer Satisfaction Survey to be Published on District Website.

The Groveland Community Services District is always trying to serve our community through continuous improvement. We ask that our customers complete our survey so we can identify areas for improvement.

1. Are you familiar with all the services provided with GCSD?

- Yes
- No
- I'd like to know more

2. Please Rate the competence and professionalism of field staff (Water/Wastewater/Fire/Park

- 1- Very Poor
- 2-Poor
- 3- Decent
- 4 Good
- 5- Excellent
- not sure

Explanation for answer 2 (if any)

3. Please rate the competence and professionalism of Office Staff (Billing/Finance/General Manager)

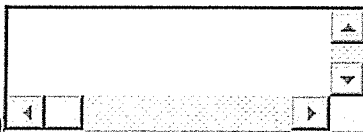
- 1-Very Poor
- 2-Poor
- 3-Average
- 4-Good
- 5- Excellent

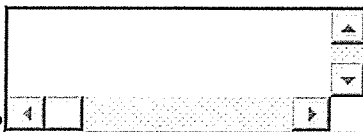
6. Are you happy with GCSD's services?

Yes

No

Not sure

Explanation of answer 6 (if any) 

7. Are there ways we could improve? 

8. Additional Comments? 