FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

MONDAY, NOVEMBER 16, 2026
10:00 A.M.

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

THIS MEETING WILL BE HELD AT THE ABOVE DATE, TIME, AND LOCATION AND MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. FOR THE CONVENIENCE OF MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON, FALLBROOK PUBLIC UTILITY DISTRICT PROVIDES A MEANS TO OBSERVE AND PROVIDE PUBLIC COMMENTS AT THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. PLEASE NOTE THAT IN THE EVENT OF TECHNICAL ISSUES THAT DISRUPT THE ABILITY OF MEMBERS OF THE PUBLIC TO VIEW THE MEETING OR PROVIDE PUBLIC COMMENTS THROUGH THE WEB CONFERENCE OPTION, THE MEETING WILL CONTINUE.

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

SUBMIT COMMENTS BEFORE THE MEETING:
- By emailing to our Board Secretary at leckert@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Board discussion if there are any comments from the public on each item.
- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

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

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

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION/DISCUSSION----------(ITEM A)

A. UPDATED JOB DESCRIPTIONS

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

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

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

November 12, 2026
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: John Marchetta, Human Resources Manager
DATE: November 16, 2026
SUBJECT: Updated Job Descriptions

Purpose

To obtain approval for several updated job descriptions, position title changes, and revisions to the District Organizational Chart.

Summary

The District's current MOU term ends on June 30, 2027. In preparation for the upcoming negotiations between the District, the FPUDEA and FMEA for the next term, a total compensation study is being performed by Gallagher Consulting to review the District's salary ranges and benefits to see how we compare to neighboring agencies.

To assist Gallagher in finding the most accurate data for comparable positions at other agencies, updates have been made to several job descriptions, including:

- Crew Leader
- Utility Worker I, II, III
- Safety and Risk Officer
- Laboratory Technician I, II

These changes more accurately reflect current duties and responsibilities, as well as any updated certification and educational requirements.

Additionally, the District would like to rename the following positions:

- Equipment Mechanic to Fleet and Equipment Mechanic
- Operations Specialist to Computerized Maintenance Management System (CMMS) Specialist
- Warehouse/Purchasing Specialist to Purchasing & Inventory Control Specialist

These renamed positions will also receive updated job descriptions; however, no recommended salary changes will be made at this time.

Finally, the IT Manager role will now report directly to the General Manager, so an update to the District Org Chart has been made to reflect this change.

Budgetary Impact

There is no budgetary impact at this time. Any proposed changes to the salary schedule will be reported and reviewed at a later date.

Recommended Action

That the Personnel Committee approves the suggested updated job descriptions, renamed positions, and update to the District Org Chart.

Proposed Crew Leader Job Description

CREW LEADER

DEFINITION

In addition to all duties of Utility Worker III:

Under the guidance and minimal direction of a supervisor and/or the field services manager, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines. May direct the department in the absence of the Supervisor. All employees in this position are required to serve secondary standby covering Collections and Water. This position responds to emergencies beyond the capabilities of the first responder Utility Worker and is available to assist and lead with all aspects of afterhours emergency needs.

EXAMPLE OF DUTIES

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

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

- Performs Hot Taps on live water mains;
- Installs sewer laterals and makes connections at sewer gravity and force mains;
- Sets up and monitors confined space entries;

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Advanced water distribution and wastewater collection system construction, maintenance, service installation and repair practices, procedures and terminology;
- Trenching and shoring and confined space procedures including the use of air and gas monitors;
- Advanced traffic control requirements;
- Ability to safely and skillfully operate hand tools and use personal protective equipment;
- Skilled operation and ability to train others on light and medium construction equipment;
- Ability to maintain, repair, and replace all types of water distribution and wastewater system equipment with minimal direction;
- Ability to read, interpret, and work from sketches, map books, blueprints, and specifications;
- Ability to perform accurate mathematical calculations;
- Ability to establish and maintain collaborative working relationships internally and externally;
- Ability to navigate and use GIS and asset management software;
- Ability to keep records and prepare reports using a PC and/or tablet;
- Ability to exercise independent judgment and initiative within established guidelines;
- Proficiency in Word, Excel, Outlook, and the Internet;
- Knowledge of Cal-OSHA and OSHA standards, Safety Data Sheets, the principles of safe storage and usage of chemicals, EPA Regulations, and work safety standards.

- Knowledge of wastewater discharge requirements and Sewer System Management Plan (SSMP) Order #2006-0003;
- Ability to independently operate the wastewater SCADA system, troubleshoot problems and failures, recognize dangerous conditions, and respond appropriately;
- Ability to read, interpret, and analyze data including sewer flow trends;
- Knowledge of Cla-Val type control valve repair and maintenance practices;
- Knowledge of backflow devices and cross connection principles;
- Knowledge of preventative maintenance practices and procedures related to water and wastewater systems;
- Knowledge of work safety standards related to traffic control, confined space entry, trenching, and shoring, and welding; and
- Knowledge of water systems, water hydraulics, pressure zone analysis and shutdown and highline processes

EDUCATION, TRAINING AND EXPERIENCE

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

REQUIRED LICENSES AND CERTIFICATES

Water/ Wastewater:

- Forklift Certification
- Traffic Control Certification
- Confined space certification;
- Confined Space Rescue certification;
- Possession of certification as a SWRCB Water Distribution Operator Grade III (D3) or higher
- CWEA CSM Grade III certification (CSM3) or higher
- CDL Class A~~/B~~ commercial driver's license ~~or~~
- Crane Operator License or 6G Welding Certification or Backflow Certification with Cross Connection Control Certification ~~or CWEA CSM Grade II~~

~~**Wastewater:**~~

- ~~Forklift Certification within 6 months of hire~~
- ~~Traffic Control Certification within 6 months of hire~~
- ~~CWEA CSM Grade III certification(CSM3) or higher~~

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

PHYSICAL DEMANDS

Walking: Moves about on foot often through uneven terrain.

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

Hands/Arms: Signals equipment operator; operates equipment, hand and power tools.

Handling: Seizes, holds or works with hands.

Lifting: Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.

Reaching: Extends hands and arms in any direction.

Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.

Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.

Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.

Talking: Communicates by radio and in person.

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

Sitting: Sits in equipment and vehicles, often driving through rough terrain.

Standing: Flags traffic for up to 9 hours per day.

PHYSICAL STRENGTH

Lifting: Employee must be able to regularly carry, push, pull, reach and lift equipment and parts up to 50 lbs. and occasional heavier weights up to 100 lbs. with the use of equipment or proper assistance from others.

ENVIRONMENTAL CONDITIONS

Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

INNER-DISTRICT TRANSFERS

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

SALARY RANGES

Range 23: ~~D3 (Water/ Wastewater);~~D3and CMS2 or D2 and CSM3 + Class A/~~B (Wastewater)~~ and NASSCO Sewer Manhole Inspection Cert + Crane Cert., or Welding Cert., or Backflow Cert
Range 24: ~~(Water/ Wastewater):~~ D3 + CSM3+ Class A and NASSCO Sewer Manhole Inspection Cert ~~or~~ and Crane Certification or Welding Certification or Backflow Certification -
~~Range 24 (Wastewater): CSM3 + Class A + NASSCO Sewer Manhole Inspection Cert.~~
Range 25: ~~(Water/Wastewater):~~ D3 + CSM~~2~~ 3~~or~~ ~~T2~~ + Class A ~~or~~ and Crane Certification or Welding Certification or Backflow Certification with Cross Connection Control Certification
~~Range 25 (Wastewater): CSM3 + Class A + NASSCO Sewer Manhole Inspection Cert. + Crane Certification, or Welding Certification, or Backflow Certification, or D2, or T2~~

Proposed Utility Worker I Job Description

UTILITY WORKER I

DEFINITION

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

-Employees will be assigned to the after-hours standby schedule once they have reached a satisfactory level of experience in water system services, construction, collections, and emergency response protocols. A minimum of two standby shifts annually is required, one in collections and one in water.

EXAMPLE OF DUTIES

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Basic mathematics and measurements;
- Proficiency in Word, Excel, Outlook, and the Internet.
- Proper use of hand and portable power tools;
- Basic ability and knowledge of safety practices when working with tools;
- Principals of water metering;
- Basic janitorial methods and tools;
- Common grounds keeping methods and tools;
- Methods of clearing debris from meter vaults right of ways;
- Basic public relations skills to communicate with customers;
- Standard utility construction techniques and principles;
- Basic understanding of electrical systems, mechanics, and assembly;
- Ability to perform all the essential functions of the position with or without reasonable accommodation.
- Ability to read, interpret, and analyze data;
- Ability to safely and skillfully operate hand tools and use personal protective equipment;
- Ability to communicate clearly, effectively, and respectfully in English both verbally (in person, over the phone, and by radio) and in writing;
- Ability to keep records and prepare reports using a PC and/or tablet;
- Ability to exercise independent judgment and initiative within established guidelines;
- Ability to establish and maintain collaborative working relationships;
- Perform heavy manual labor;
- Be available for overtime, standby and after-hour emergency calls;
- Take accurate water meter readings and train others to perform this
- Operate radio read computer and hand held CMT;
- Walk for long distances, stoop and bend and see numbers in meters;
- Work independently;

- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Ability to keep records and prepare reports using a PC and/or tablet; and
- Perform related work as required.

EDUCATION, TRAINING AND EXPERIENCE

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

REQUIRED LICENSES AND CERTIFICATIONSES

UTILITY WORKER I

~~**Water:**~~

Water/Wastewater:

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

~~**Wastewater:**~~

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

PHYSICAL DEMANDS

Walking:	Moves about on foot often through uneven terrain.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Signals equipment operator; operates equipment, hand and power tools.
Handling:	Seizes, holds or works with hands.
Lifting:	Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.

Reaching: Extends hands and arms in any direction.

Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.

Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.

Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.

Talking: Communicates by radio and in person.

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

Sitting: Sits in equipment and vehicles, often driving through rough terrain.

Standing: Flags traffic for up to 9 hours per day.

PHYSICAL STRENGTH

Lifting: Employee must be able to regularly carry, push, pull, reach and lift equipment and parts up to 50 lbs. and occasional heavier weights up to 100 lbs. with the use of equipment or proper assistance from others.

ENVIRONMENTAL CONDITIONS

Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

INNER-DISTRICT TRANSFERS

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

SALARY RANGE

Range 10 Certification not required ~~: D1 (Water); CSM1 (Wastewater)~~

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

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

Proposed Utility Worker II Job Description

UTILITY WORKER II

DEFINITION

In addition to all duties of Utility Worker I:

Under the direction of a supervisor and crew leader, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines. All employees in this position are required to serve a minimum of one standby shift in Collections and one standby shift in Water annually.

EXAMPLE OF DUTIES

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

EDUCATION, TRAINING AND EXPERIENCE

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

REQUIRED LICENSES AND CERTIFICATES

Water/ Wastewater:

- Forklift certification;
- Traffic control certification;
- Confined space certification;
- Confined Space Rescue certification;
- Water Distribution Operator Grade I (D1)~~II (D2)~~ certification and CWEA Collection System Maintenance Grade I ~~II~~ certification (CSM 1) ~~(CSM 2)~~ or higher; ~~and~~
- ~~Class A/B commercial driver's license; or~~ and ~~Crane Operator License; or 6G Welding certification; or Backflow Certification; or NASSCO sewer manhole inspection certification or Collection System Maintenance Grade I certification (CSM 1).~~

~~**Wastewater:**~~

- ~~Forklift Certification within 6 months of hire;~~
- ~~Traffic Control Certification within 6 months of hire;~~
- ~~CWEA Collection System Maintenance Grade~~ ~~I~~ II ~~certification~~ ~~(CSM 1)~~ ~~(CSM 2) or higher;~~
- Class A~~/B~~ commercial driver's license; and
- NASSCO sewer manhole inspection certification; ~~or~~ and Crane Operator License; or 6G Welding Certification; or Backflow Certification ~~or Water Distribution Operator Grade I (D1) certification.~~

PHYSICAL DEMANDS

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

PHYSICAL STRENGTH

Lifting:	Employee must be able to regularly carry, push, pull, reach and lift equipment and parts up to 50 lbs. and occasional heavier weights up to 100 lbs. with the use of equipment or proper assistance from others.

ENVIRONMENTAL CONDITIONS

Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak. Sewage, wastewater solids.

INNER-DISTRICT TRANSFERS

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

SALARY RANGES

Range 14:D1 and CSM 1 + Class A + NASSCO Sewer Manhole Inspection Cert. or Crane Cert., or Welding Cert., or Backflow Cert., ~~D2 (Water); CSM 2 (Wastewater)~~
Range 15 ~~(Water)~~: D2 + CSM 2 + Class A + NASSCO Sewer Manhole Inspection Cert, or ~~D2 + Class A/B , or~~ Crane Cert., or Welding Cert., or Backflow Cert., ~~or CSM1, or T1.~~
~~Range 15 (Wastewater) CSM 2 + Class A/B + NASSCO Sewer Manhole Inspection Cert., or Crane Cert., or Welding Cert., or Backflow Cert, or D1, or T1.~~

Proposed Utility Worker III Job Description

UTILITY WORKER III

In addition to all duties of Utility Worker II:

Under the direction of a Supervisor and Crew Leader, performs a variety of construction related tasks including the installation, maintenance, repair and operation of water mains, service lines, fire hydrants, valves, pumps, and motors used to collect, pump, distribute, treat, and store water, wastewater systems including lift stations, wet wells, dry wells, sewer lines, gravity and pressure sewer pipelines, manholes and reclaimed water lines. May supervise crew members in the absence of the crew leader. All employees in this position are required to serve a minimum of one standby shift in Collections and one standby shift in Water annually. This position can choose to fill the role of secondary standby ~~role~~ as a crew leader if approved by the Supervisor and Field Services Manager

EXAMPLE OF DUTIES

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

EDUCATION, TRAINING AND EXPERIENCE

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

REQUIRED LICENSES AND CERTIFICATES

Water/Wastewater:

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

~~**Wastewater:**~~

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

PHYSICAL DEMANDS

Walking:	Moves about on foot often through uneven terrain.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Signals equipment operator; operates equipment, hand and power tools.
Handling:	Seizes, holds or works with hands.
Lifting:	Raises or lowers pumps, bags of concrete, fittings, meters/meter boxes and lids, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.
Reaching:	Extends hands and arms in any direction.
Stooping:	Bends body downward and forward by bending at the knees or waist often while digging with a shovel or reading/maintaining meters.

Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.

Vision: Reads work tickets, labels, MSDS on assorted chemicals, operates radio read computer and hand held CMT; and operates District equipment and vehicles.

Talking: Communicates by radio and in person.

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

Sitting: Sits in equipment and vehicles, often driving through rough terrain.

Standing: Flags traffic for up to 9 hours per day.

PHYSICAL STRENGTH

Lifting: Employee must be able to regularly carry, push, pull, reach and lift equipment and parts up to 50 lbs. and occasional heavier weights up to 100 lbs. with the use of equipment or proper assistance from others.

ENVIRONMENTAL CONDITIONS

Employee will spend a significant amount of time in or near potentially dangerous moving mechanical parts and equipment.

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including sewage, wastewater solids, fumes, odors, dusts, gases, hazardous chemicals, noise levels over 85 decibels, dirt, vibration, heat, cold, dampness, sun, rain; wildlife including bees, rats, snakes, and spiders; and rough terrain, overgrown vegetation, and poison oak.

INNER DISTRICT TRANSFERS

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

SALARY RANGES

Range 18 ~~(Water/ Wastewater)~~: ~~D3~~D2 ~~or D2 + CSM2~~ and CSM 2 and Class A and NASSCO Sewer Manhole Inspection Cert. + Crane Cert., or Welding Cert., or Backflow Cert.
~~Range 18 : (Wastewater); CSM3 or CSM2 + D2~~
Range 19: ~~(Water Wastewater): D3 and CSM3): D3 or (D2 + CSM2) +~~ and Class A/~~B, or~~ and NASSCO Sewer Manhole Inspection Cert + Crane Cert., or Welding Cert., or Backflow Cert with Cross Connection Control Certification.~~, or CSM2, or T2~~
~~Range 19 (Wastewater): CSM3 or (CSM2 +D2) + Class A/B + NASSCO Sewer Manhole Inspection Cert. + Crane Cert., or Welding Cert., or Backflow Cert., or D2, or T2~~

Proposed Safety and Risk Officer Job Description

SAFETY AND RISK OFFICER

DEFINITION

Under general direction of the Human Resources Manager, plans, develops and implements the District's health, safety, Risk management, Insurance and security programs, with the goal of strengthening the District's safety culture and minimizing District losses; plans, develops and implements occupational health and safety, workers' compensation, disaster and emergency preparedness, Insurance and risk management programs; monitors to ensure compliance with safety program provisions and management and supervisory accountabilities; coordinates and oversees the scheduling and conducting of mandatory safety training programs and meetings; administers a variety of safety related programs; provides professional assistance and guidance to the District's managers, and supervisors on providing a safe, healthy, and compliant workplace for employees and as-needed, to the Board of Directors at the discretion of the General Manager.

~~Under general supervision by the Human Resources Manager, to administer and process the District's risk and safety programs, including workers' compensation and property and liability claims; to plan and coordinate disaster preparedness and emergency response programs; to perform project work analysis, defining methods and safety procedures for District operations while maintaining safety and security requirements; to plan and schedule work and safety training in accordance with established priorities, arrange for appropriate staffing and material; to maintain records and reports; and to perform related work as assigned.~~

CLASS CHARACTERISTICS

Positions in this class perform specialized safety, risk, disaster preparedness and emergency response, security, vulnerability assessments, and field-related special analysis, reporting, planning and scheduling. Incumbents are expected to be familiar with practices of all District systems and functions, regulatory compliance, such as Fed/OSHA, Cal/OSHA, US Army Corps of Engineers Standards (EM 385 1-1) workers' compensation, and Department of Health requirements.

~~such as OSHA, CalOSHA, workers' compensation, and Department of Health requirements.~~

EXAMPLES OF DUTIES

- Promotes, plans, organizes, and participates in developing and implementing employee health and safety programs, including but not limited to ergonomics, industrial safety, occupational health and safety, fire protection, traffic and vehicle safety, hazardous materials and environmental hazard abatement and management to ensure compliance with District safety ordinances and policies and all local, state and federal laws, codes, and regulations for employee occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management:
- ~~Administers employee safety, workers' compensation, risk, security and loss control program; Maintains the District's Injury and Illness Prevention Program (IIPP) and Material Safety Data Sheet (MSDS) information and provides employees with related trainings;~~
- Develops, recommends, and implements policies, procedures, and programs to comply with regulatory requirements and to prevent incidents of employee accidents and injuries; monitors safety program compliance; conducts thorough review of accidents, prepares written analyses, ensures applicable management personnel are informed, conducts field visits and makes recommendations; reviews documentation of accident investigations and ensures follow-up corrective action, when applicable; oversees the investigation of complaints regarding safety

issues.~~Works with the Human Resources Manager in the development and updating of risk/safety policies and programs~~;

-
- Analyzes data to identify trends and develop solutions; creates a variety of safety-related reports including mandatory state and federal OSHA reports: U.S Army Corps of Engineers standards (EM 385 1-1) Federal government reports; plans and documents inspection activities which may include Safety Training Records, Hazard Communication Program Documentation, Personal Protective Equipment Records, Emergency Action Plans, Safety Audits and Inspections, Exposure Monitoring Records, and OSHA Forms 300 and 300A.
- ~~Plans and coordinates the District's disaster preparedness and emergency response programs, including coordinating related drills with District staff and other agencies;~~
- Administers the District's Workers' Compensation program; authorizes occupational treatment at District approved clinic; files claims, conducts investigations into injuries or illnesses; evaluates modified work arrangements, interacts with claims adjusters and employees, and facilitates the interactive process for ADA related situations.
- ~~Stays abreast of new trends and innovations in the field of industrial safety, occupational safety, risk management, security and disaster preparedness response and recovery issues;~~
- Provides administrative and strategic leadership for the district's comprehensive safety, risk, occupational health, emergency preparedness, disaster response, and employee wellness programs in compliance with District policy, OSHA, local, state, federal regulations.
- ~~Develops and maintains inter-agency security coordination and communication with police, sheriff, fire, FBI and DHS;~~
- Develops, implements and evaluates District-wide safety and risk policies, standards and procedures and monitors regulatory changes to ensure organizational compliance with applicable OSHA, federal, state and local safety and health regulations.
- ~~Acts as District liaison with other local emergency response organizations;~~
- Manages the District's insurance programs including workers compensation, property, liability, cybersecurity, and auto liability insurance programs. Ensure compliance with all policies, works closely with insurance companies on claims. Completes insurance renewals for most programs~~Works directly with OSHA compliance officers on inspections and the appeal process;~~
-
- Manage all claims including employee injuries (workers compensation) and emergency situations which involve customer claims due to District infrastructure failure. Coordinate activities including investigating and adjusting claims related to damage between the district, customer, other entities including contractor claims and/or insurance companies.
- ~~Inspects District-wide work areas and work in progress for safe work practices;~~
- Assists with evaluating, developing, implementing and administering Fallbrook's security program including vulnerability assessments of facilities; employee training, employee and community education.
- ~~Recommends process improvement related to areas of work;~~
- Oversees emergency preparedness, disaster response planning, and business continuity programs to include critical incident planning, regular training exercises, crisis management and communication; takes proactive steps in preventing disasters, including terrorism; manages the Emergency Response Plan, the Emergency Operations Center and the WebEOC program for the district.
- ~~Schedules and attends employee safety meetings;~~
- Reviews safety metrics, incident trends, and risk indicators to guide liability decision making; advises and provides expert guidance to executive leadership on safety and risk exposure.
- ~~Coordinates with warehouse personnel on the purchase of equipment to ensure that attention has~~

~~been given to the safety of new equipment;~~
- Develops, implements and evaluates FPUD's employee wellness program.
- ~~Serves as the certified Respiratory Program Administrator;~~
- Represents the department at meetings with other departments and the public. Always maintains a professional demeanor.
- ~~Chairs and participates in the Safety Committee;~~
- Reviews and oversees the administration of FPUD's D.O.T. Drug & Alcohol Program, including employee testing and supervisor reasonable suspicion training; maintains confidentiality of all protected information.
- ~~Participates in vehicle and safety inspections;~~
- Oversees and participates in the development and administration of the Safety and Risk annual budget.
- ~~Receives input from employees about ideas to improve District safety, responding to such input, and takes appropriate action under the direction of the Human Resources Manager;~~
- Oversees the training and development of the Confined Space Rescue Team and HAZWOPER Team.
- ~~Operates a personal computer in the analysis of work methods and workloads to maximize the use of District resources;~~
- Oversees and maintains all certificates of insurance for the district. Responds to after-hours emergencies to manage and support Emergency Operations or District staff during emergencies including main breaks, sewer spills or other emergency situations.
- ~~Maintains computer records;~~
- Works directly with OSHA compliance officers on inspections and the appeal process;
- ~~Prepares written reports, brochures, programs, signage, training materials and schedules;~~
- Inspects District-wide work areas and work in progress for safe work practices;
- Recommends process improvement related to areas of work;
- Schedules and attends employee safety meetings;
- Serves as the certified Respiratory Program Administrator;
- Chairs and participates in the Safety Committee;
- Receives input from employees about ideas to improve District safety, responding to such input, and takes appropriate action under the direction of the Human Resources Manager;
- ~~Performs routine clerical functions such as keyboarding, filing, taking messages, and preparing letters;~~
- Operates District vehicles;
- Maintains DMV pull notices, DOT records and regulations, and defensive driving training requirements;
- Serves as liaison with contracted DOT and Non-DOT testing provider;
- Schedules annual physicals as required; and
- ~~Processes property and liability claims; and~~
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Principles, policies, practices and methods for developing and administering an employee health and safety program.
- Principles and practices for developing and administering health and safety training programs, curriculum and materials.
- Principles, practices and trends in the field of emergency and disaster management for a water utility.
- Applicable federal, state and local laws, regulations and guidelines pertaining to employee health and safety programs.
- Workers' Compensation administration, policies, procedures & regulations.
- Methods and practices for conducting accident and workplace safety audits and investigations.
- District safety rules, policies and procedures.
- District operations and associated potential health and safety issues and mitigation/avoidance opportunities.
- Standard safety equipment used in utility and public works occupations.
- DOT FMCSA compliance and administration.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- Research methods and statistical analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of sound business communications.
- District human resources policies and labor contract provisions.
- Safety policies and safe work practices applicable to the work being performed at the district.

- ~~Safety regulations, laws, ordinances, etc., applicable to water/wastewater agency;~~
- ~~Industry specific training requirements for confined space, respirator (SCBA), defensive driving, hazardous materials management, and lockout/tagout,~~
- ~~DOT drug/alcohol regulations;~~
- ~~District functional operations;~~
- ~~Workers' compensation rules and regulations;~~
- ~~Property and liability programs;~~
- ~~Crisis management and communication;~~
- ~~Vulnerability assessments for security issues;~~
- ~~Emergency response procedures and protocols;~~
- ~~Principles of work measurement;~~
- ~~Basic mathematics;~~
- ~~English usage, spelling, grammar, punctuation, record keeping and filing;~~
- ~~Report keeping methods;~~
- ~~Construction, maintenance, and operations terminology, methods, materials and equipment; and~~
- ~~Word, Excel, Access, PowerPoint, Outlook, internet access and desktop publishing.~~

Ability to:

- Plan and direct the implementation and oversight of comprehensive safety and environmental health programs.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

- Exercise leadership and influence in working with departments, managers, supervisors, and employees to build commitment to an effective environmental health and safety culture.
- Analyze emergency situations and respond appropriately to ensure the protection of District staff and the public.
- Work collaboratively with other managers and provide expert advice and counsel to develop solutions to complex issues.
- Review and analyze insurance policies.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with contractors, other utilities and agencies, regulators and the public.
- Present proposals and recommendations clearly, logically, and persuasively.
- Operate a computer, standard business software, and a variety of computer software programs and databases related to the area of assignment.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Safely operate a District vehicle on city streets and freeways.

Visit different work sites and locations for various trainings, demonstrations, and audits~~Read, understand, and apply moderately difficult materials;~~

-

~~Maintain detailed and accurate records on a personal computer;~~

- ~~Research, interpret and articulate laws, regulations and ordinances to District employees and to the public;~~
- ~~Make mathematical calculations with speed and accuracy;~~
- ~~Conduct site visits in the field in varying weather conditions;~~
- ~~Prepare oral and written reports;~~
- ~~Develop safety, risk management, security and operating procedure manuals, programs, brochures, signage, and training schedules;~~
- ~~Develop and conduct training sessions;~~
- ~~Use audio/visual equipment;~~
- ~~Write legibly;~~
- ~~Operate a vehicle observing legal and defensive driving practices;~~
- ~~Understand and carry out oral and written instructions; and~~
- ~~Establish and maintain effective relationships with those contacted in the course of work.~~

LICENSE AND CERTIFICATION

- Valid and appropriate California driver's license.
- Certified Occupational Safety Specialist (COSS) certification is highly desirable.
- Completion of FEMA's MGT-343 Disaster Management for Water and Wastewater Utilities course is highly desirable.

EDUCATION, TRAINING AND EXPERIENCE

Education: An associate's degree in public administration or closely related field. A bachelor's degree is highly desirable.

Training & Experience: Three years of professional level work experience in safety/risk management.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus. Employees in this class may be periodically required to wear Self-Contained Breathing Apparatus (SCBA). In accordance with OSHA regulations, employees are prohibited from having facial or head hair that impairs the effectiveness of respirator equipment.

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

~~Hands/Arms: Operates computer for up to 9 hours a day.~~

~~Sitting: Sits in chair and District vehicles.~~

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

~~Hearing: Hears well enough to receive communication.~~

~~Vision: Reads written or video messages for up to 9 hours per day; operates District vehicle.~~

SALARY RANGE

36 = No certification
37 = Certified Occupational Safety Specialist (COSS) certification OR Completion of FEMA's Disaster Management for Water and Wastewater Utilities (MGT-343) Course
38 = Certified Occupational Safety Specialist (COSS) certification AND Completion of FEMA's Disaster Management for Water and Wastewater Utilities (MGT-343) Course

Proposed Laboratory Technician I, II Job Description

LABORATORY TECHNICIAN I/II

DEFINITION

This series specification describes two classes which, under general supervision, perform the physical, chemical, and bacteriological analyses of wastewater, potable water, and recycled water related to plant operations, NPDES permit requirements, and other regulatory requirements; maintain the laboratory quality assurance manual; prepare the documentation necessary to complete regulatory reports and meet compliance deadlines; provide technical support; and perform related work as required.

~~biological testing related to plant operations and NPDES permit requirements; maintain the laboratory quality assurance manual, and perform related work as required.~~

CLASS CHARACTERISTICS

This series consists of two levels of work and are differentiated by the level of certification, training and experience required to perform the assigned laboratory duties. Work in this series is performed in full compliance with the California Code of Regulations, Title 22, Division 4, Chapter 19, and involves chemical, physical and bacteriological analyses of wastewater, potable water, and recycled water to ensure compliance with a variety of regulatory requirements. Incumbents coordinate laboratory analysis and special projects, prepare the documentation necessary to complete regulatory reports and meet compliance deadlines, and provide technical and professional support. The Laboratory Technician I learns and performs working level laboratory duties under the supervision of the Wastewater Operations Manager. The Laboratory Technician II is responsible for performing journey level laboratory testing, reporting and recordkeeping. The Laboratory Technician II performs work which has variation and which allows or requires the exercise of technical judgment in the application of designed methods or procedures. Incumbents are expected to refer matters which do not fit an established pattern of precedent and practice to the Wastewater Operations Manager for instruction.

~~The Laboratory Technician I learns and performs working level laboratory duties under the supervision of the Wastewater Operations Manager. The Laboratory Technician II is responsible for performing journey level laboratory testing, reporting and recordkeeping. The Laboratory Technician II performs work which has variation and which allows or requires the exercise of technical judgment in the application of designed methods or procedures. Incumbents are expected to refer matters which do not fit an established pattern of precedent and practice to the Wastewater Operations Manager for instruction.~~

EXAMPLES OF DUTIES

Laboratory Technician I

- Performs physical, chemical, bacteriological and biological testing normally associated with a water and wastewater sampling/testing laboratory on wastewater, recycled, and potable waters in accordance with the current appropriate "Standard Methods" and the regulatory requirements of the California Water Resources Control Board and the Division of Drinking Water. Analyses include but are not limited to: those required on a daily basis for compliance with the District's NPDES permit such as turbidity, pH, total and volatile suspended solids, biological oxygen demand, chemical oxygen demand, settleable solids, temperature, chlorine residual, alkalinity, membrane filtration, and wastewater solids analyses required regularly for process control;
- Collects samples and assists with aspects of sampling requirements including chain of custody, preservation of samples, field tests, recording of data and sampling procedures;

- Performs tests and analyses according to standard operating procedures using the appropriate quality controls and following the quality assurance plan;
- Regularly uses the Laboratory Information Management System (LIMS) to track and report analytical data;
- ~~Performs physical, chemical and biological testing normally associated with a water wastewater sampling/testing laboratory in accordance with the current appropriate "Standard Methods." Analyses include but are not limited to: those required on a daily basis for compliance with the District's NPDES permit such as turbidity, pH, total and volatile suspended solids, biological oxygen demand, chemical oxygen demand, settleable solids, temperature, chlorine residual, alkalinity, membrane filtration, and wastewater solids analyses required regularly for process control;~~
- Maintains and updates the laboratory quality assurance manual;
- Maintains appropriate records as required;
- Communicates necessary information regarding test results to Wastewater Operations Manager and Environmental Compliance Technician;
- Prepares culture media and chemical reagents;
- Maintains laboratory inventory;
- Maintains cleanliness of laboratory and sampling equipment, instruments, supplies and prepares glassware to ensure accurate results;
- Calibrates laboratory equipment;
- Maintains a clean and orderly laboratory;
- Operates various plant equipment;
- Operates District vehicles; and
- Performs related work as required.
-

Laboratory Technician II

- In addition to the above, prepares cost estimates and requisitions materials;
- Monitors standards of performance in quality control and quality assurance and monitors the validity of laboratory analyses to assure reliable data is generated;
- Supports operations and compliance monitoring for the Fallbrook potable water distribution system;
- Assists in ensuring the accuracy and quality of data reported to the California Division of Drinking Water and Regional Water Quality Control Board, and that established policies, procedures and safety practices are observed; performs laboratory duties as required per Environmental Laboratory Accreditation Program (ELAP) regulations;
- Assists in maintaining ELAP certification and gaining approval for new analytical methods by meeting ELAP requirements;
- Participates in external lab audits (on-site assessments);
- Monitors the effects of new and changing federal, state and local regulations and recommends changes to maintain compliance;
- Develops and documents standard operating procedures and associated updates for a variety of laboratory sampling, testing, and documentation to ensure compliance with pertinent state and/or federal codes and regulations;
- Assists in the development of the laboratory's Quality Assurance Program Manual and policies,

and in developing, implementing, and reviewing TNI standards related to quality assurance and quality control (QA/QC) programs;
- Maintains, calibrates, adjusts and repairs laboratory equipment; arranges for instrumentation repairs and/or annual certification provided by outside contractors;
- Researches new analytical methods, equipment and technologies and recommends or implements them in the laboratory as necessary;
- Assists with laboratory service contracts, including developing scopes of work and purchase orders;
- Collaborates with and supports the Compliance team in NPDES, DDW, Title 22 Recycled Water, Biosolids, Stormwater, and APCD requirements; reviews compliance monitoring reports and provides feedback to the Compliance team;
- Prepares monthly, quarterly, and annual compliance and other technical reports; maintains custody of records; compiles records and manages laboratory data and records;
- Participates in plant public relations tours; and
- Trains others, including District personnel, in the procedures of a water and wastewater sampling/testing laboratory, including proper lab methods and techniques.
- ~~Participates in plant public relations tours; and~~
- ~~Train others in the procedures of a water and wastewater sampling/testing laboratory.~~

QUALIFICATIONS

Laboratory Technician I

Knowledge of:

- English usage;
- Proper Standard Methods, materials, tools, instruments, and sampling equipment used in a water and wastewater sampling/testing laboratory;
- Knowledge of the principles of laboratory maintenance;
- Knowledge of conventional QA/QC practices for the wastewater laboratory;
- All current permits (NPDES, recycled water, etc.);
- All applicable laboratory regulations, specifically TNI standards / ELAP regulations for small-labs
- Wastewater treatment processes and process control;
- Conventional quality assurance and quality control practices;
- Computer software programs (word processing, spreadsheet, and database);
- Appropriate safety precautions and procedures, including confined space entry and hazardous materials handling;
- Ability to work both independently and as a member of a team.
- Chemistry and microbiology principles;
- Water quality standards;
- Record keeping techniques;
- California Code of Regulations, Title 22, Division 4, Chapter 19 as it relates to environmental laboratories, sampling techniques, and testing procedures;
- Chemical, microbiological, and physical characteristics of environmental samples;

- Basis of each laboratory test and how tests/analyses are used to monitor the treatment of wastewater, to determine the quality of drinking water and to distinguish between different water sources;
- Methods and techniques of sample collection and sample preservation procedures;
- Basic characteristics of common chemicals and their safe handling;
- Operating characteristics of a variety of laboratory instrumentation and equipment;
- Standard operating calibration procedures for laboratory instrumentation and equipment;
- Ability to work both independently and as a member of a team.

Ability to:

- Achieve and maintain all required certifications and educational standards;
- Operate at a level consistent with the designation (I or II);
- Operate, calibrate and maintain plant and laboratory equipment;
- Attend training seminars and conferences;
- Operate a personal computer for word processing and data management using Microsoft Windows applications such as Excel and Word;
- Perform quality control and quality assurance tests and maintain control procedures in the laboratory;
- Maintain logs and records;
- Meet, interact and mutually problem solve and negotiate effectively with others contacted in the course of work;
- Perform routine physical, chemical, and bacteriological analyses and laboratory calculations;
- Perform tests/analyses according to standard operating procedures using the appropriate quality controls and following the quality assurance plan;
- Collect samples and wash glassware;
- Assist with aspects of sampling requirements including chain of custody, preservation of samples, quality control of instrumentation, field tests, recording of data and sampling procedures;
- Prepare media, chemical reagents, standards, spikes and quality control solutions;
- Analyze multiple samples in a short duration of time;
- Operate a vehicle observing legal and defensive driving practices.
- ~~Operate a vehicle observing legal and defensive driving practices.~~

Laboratory Technician II

Knowledge of:

- In addition to the knowledge of an Engineering Technician I:
- All applicable reporting requirements for Federal, State and local agencies;
- Pumps, motors, mechanical and electrical equipment;
- Industrial wastewater, lift stations and collection systems.
- AWPF and potable water permits and regulations;

- Analytical theories and principles;
- Advanced application of appropriate quality control parameters to ensure the accuracy, precision and validity of analytical data;
- Advanced statistical analysis methods for environmental testing and reporting.

Ability to:

- In addition to the knowledge of a Laboratory Technician I:
- Train others in the procedures of a water and wastewater sampling/testing laboratory; Prepare oral and written reports, cost estimates and material requisitions;
- In addition to the abilities of a Laboratory Technician I:
- Train others in the procedures of a water and wastewater sampling/testing laboratory; Prepare oral and written reports, cost estimates and material requisitions;
- Prioritize and coordinate laboratory activities and manage multiple tasks and responsibilities;
- Create and maintain policies, principles and procedures, including Standard Operating Procedures;
- Create and maintain statistical analytical tools;
- Perform advanced statistical analyses of environmental laboratory data in an effective manner.

LICENSES AND CERTIFICATIONS

- Possession of a valid and appropriate California driver's license;
- Possession of Grade I Laboratory Technologist certification from California Water Environment Association (Lab Tech I);
- Possession of Grade II Laboratory Technologist certification from California Water Environment Association (Lab Tech II);
- Possession of Grade I Wastewater Treatment Plant Operator certification is highly desirable (Lab Tech II)

TRAINING AND EXPERIENCE

- Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.
- A typical qualifying entrance background is:
    - Laboratory Technician I - Two years of laboratory analysis of water and/or wastewater and possession of working knowledge of regulatory requirements for water and wastewater.
    - Laboratory Technician II - Four years of laboratory analysis of water and/or wastewater, equivalent to two years of training from a university, college, or junior college of recognized standing in the physical or biological sciences, possession of journey-level knowledge of regulatory requirements for water and wastewater;

Or

- Two years of experience at Laboratory Technician I level in the Fallbrook Public Utility District

from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS

Hands/Arms: Operates computer for up to 8 hours per day; seizes, holds or works with hands.

Walking: Moves about on foot often over grating.

Lifting: Raises or lowers various items.

Reaching: Extends hands and arms in various directions.

Climbing: Ascends and descends stairs and ladders.

Vision: Sees well enough to read instrument displays, reports and logs, the ability to distinguish colors and shades, depth perception.

Hearing: Hears well enough to discern various audible alarms.

Sitting/standing: Sits in chair or stool for up to 8 hours per day or is frequently required to stand for prolonged periods of time.

PHYSICAL STRENGTH

Lifting: 50 pounds on occasion.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with intermittent noise.

Temperature/Weather: Occasionally works outside with variations of temperature and weather.

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

PROTECTIVE DEVICES REQUIRED

Lab coat, District uniform, safety glasses, gloves, safety shoes, hardhat, self-contained breathing apparatus (SCBA), respirator, hearing protection, chemical suit and seat belt.

SALARY RANGE:

Laboratory Technician I

20 = Grade I Laboratory Technologist certification

21 = Grade I Laboratory Technologist certification + AWWA Water Quality Laboratory Analyst or Wastewater Operator Grade 1 Certification

Laboratory Technician II

24 = Grade II Laboratory Technologist certification

25 = Grade II Laboratory Technologist certification + AWWA Water Quality Laboratory Analyst or Wastewater Operator Grade 1 Certification

Proposed Fleet and Equipment Mechanic Job Description

~~EQUIPMENT MECHANIC~~FLEET AND EQUIPMENT MECHANIC

DEFINITION

Under supervision of the Purchasing/Warehouse/Fleet Supervisor, ~~to inspect, diagnose and repair both gasoline and diesel powered automotive, truck, tractor and a variety of other power drive equipment; and to perform related work as required.~~performs mechanical and administrative work in support of fleet maintenance operations. Applies specialized technical expertise to ensure vehicles and equipment are maintained in safe and reliable operation condition. Provides guidance to management staff on fleet and equipment maintenance

CLASS CHARACTERISTICS

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full journey-level experience. Incumbents are expected to work as assigned in conducting major and minor repairs on most engines and equipment, performing complex inspections, diagnostics, testing maintenance and repair of a wide range of fleet assets, including trucks, diesel engines, heavy and small equipment, and fueling systems. ~~.~~ Assists with fleet-related budgeting, procurement, disposal activities, as well as participating in the development of specifications for new vehicles and equipment. ~~Incumbents are also required to diagnose a wide variety of mechanical problems on wheeled and track vehicles.~~

EXAMPLES OF DUTIES

- ~~Performs preventive maintenance and major repairs on automotive and diesel equipment including cars, trucks, tractors, bulldozers, graders and grounds maintenance equipment; ~~Develops and Maintains preventive maintenance and inspection schedules in accordance with manufacturer specifications and regulatory requirements for automotive and diesel equipment including cars, trucks, tractors, bulldozers, graders and grounds maintenance equipment; coordinates with operations staff to ensure timely servicing of fleet vehicles, heavy equipment, fuel systems, and specialized equipment.
- ~~Replaces and adjusts components such as carburetors, fuel pumps, distributors, hydraulic cylinders, valve controls, generators, bearings and gears;~~Administers required vehicle inspection and compliance programs by tracking, scheduling, documenting, and performing inspections, or coordinating third-party services, to ensure compliance with applicable regulatory standards, including emissions and safety programs.
- Test drives vehicles and operates diagnostic and mechanical testing equipment, including engine analyzers, compression gauges, and computerized diagnostic tools, to evaluate component performance and identify malfunctions.
- Performs inspections and advanced troubleshooting to determine causes of equipment failure, including brake systems, fuel systems, belts, hoses, steering components, ignition systems, and wheel bearings.
- ~~D~~Diagnoses electrical problems and repairs batteries, alternators and ignition systems;
- ~~C~~cchecks, cleans, adjusts and replaces breaker points and spark plugs;
- ~~D~~ddiagnoses, repairs and replaces transmissions, clutch assemblies, differentials and drive shafts;
- ~~A~~adjusts and replaces brake shoes, pads and linings;
- ~~P~~performs engine tune-ups;
- ~~C~~conducts front-end repairs on steering linkages, gearboxes and power steering pumps;

- ~~R~~replaces water pumps and hoses;
- ~~S~~services vehicles with oil, grease, water and hydraulic fluids.~~s~~;
- ~~Carries out a variety of preventive maintenance inspection and servicing tasks;~~
- ~~May order and pick up parts and materials;~~ Assists in the preparation and monitoring of fleet operating and capital budgets; maintains inventory of parts and supplies; provides recommendations regarding vehicle replacement, procurement, and resource allocation.
- Maintains the cleanliness, organization, and safety of the garage/shop; ensures compliance with applicable safety, environmental, and hazardous materials storage and disposal regulations.
- Performs electric and acetylene welding and fabricating work;
- Participates in major repair, modification and rebuilding projects;
- Conducts emergency repairs on vehicles in the field;
- Maintains the cleanliness, organization, and safety of the garage/shop; ensures compliance with applicable safety, environmental, and hazardous materials storage and disposal regulations.
- Performs data entry and maintains accurate fleet documentation, including maintenance records, work orders, purchase requisitions.~~Maintains accurate work, time and material records; and~~
-
- Performs related work as required.

QUALIFICATIONS

Knowledge of

- ~~Tools, equipment and procedures used in the overhaul, repair and adjustment of automotive, truck, tractor and other power-driven equipment;~~Principles, methods, tools, and equipment used in the overhaul, maintenance, repair, and adjustment of automotive, truck, tractor, and other power-driven equipment.
- ~~The operation and care of internal combustion engines and their components;~~Operation, maintenance, and repair of internal combustion engines and associated components.
- ~~Hydraulic valves and controls, hydraulic and air brake systems, electronic ignition and computer command systems;~~Hydraulic systems, including valves and controls; air and hydraulic brake systems; and electronic ignition and computerized engine management systems.
- ~~Uses of equipment shop tools and equipment;~~Safe and proper use of shop tools, machinery, and diagnostic equipment commonly used in fleet maintenance.
- Applicable federal, state, and local laws, codes, and regulations related to vehicle maintenance, safety, and hazardous materials handling.
- Methods used in electric-arc and acetylene welding;
- ~~Safe work practices.~~Occupational hazards and standard safety practices and procedures related to fleet maintenance and repair operations.

Ability to:

- ~~Inspect automotive and other power-driven equipment to locate and diagnose malfunctions;~~Apply critical thinking and sound judgement to diagnose mechanical issues, identify root causes, and implement effective repair solutions.

- ~~Perform minor and major mechanical repairs on District equipment;~~Perform maintenance and repair work on a variety of vehicles, heavy equipment, and small equipment.
- Safely operate and maneuver vehicles and heavy equipment in support of maintenance and repair activities.
- Use a variety of tools with skill and safety;
- Maintain accurate shop and repair records;
- Work independently with minimal supervision and effectively manage time and assigned tasks.
- Understand and carry out oral and written directions;
- Exercise independent judgment and initiative within established policies and procedures.
- Communicate clearly and effectively in English, both orally and in writing, including in-person, telephone, and radio communication with staff, contractors, vendors, and regulatory agencies; bilingual skills are desirable; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATION

- Possession of a valid Class A California driver's license with appropriate endorsements; ~~and~~
- ~~Crane certification.~~
-

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing general automotive diagnostics and repair work.

PHYSICAL DEMANDS

Walking:	Moves about on foot often through uneven terrain.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Signals equipment operator; operates equipment, hand and power tools.
Handling:	Seizes, holds or works with hands.
Lifting:	Raises or lowers miscellaneous automotive and equipment parts and tools.
Reaching:	Extends hands and arms in any direction.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Standing:	Remains in standing position if required for certain repair or maintenance work.
Climbing:	In and out of equipment.
Vision:	Reads work tickets, discerns colors, operates District equipment and vehicles.

Talking: Communicates by radio and in person.

Hearing: Hears well enough to discern mechanical problems, for safety in and around construction sites and shop, and to receive communication by radio and in person.

Sitting: Sits in equipment and vehicles.

Laying: Lays in prone position under vehicles and equipment.

PHYSICAL STRENGTH

Lifting: Up to 100 pounds daily; frequent exertion.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside and in open shop with variations of temperature and weather.

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

PROTECTIVE DEVICES REQUIRED

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

SALARY RANGE

18

Proposed Computerized Maintenance Management System (CMMS) Specialist Job Description

~~OPERATIONS SPECIALIST~~COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) SPECIALIST

DEFINITION

Under general supervision as assigned, to maintain the District's Computerized Maintenance Management System (CMMS), including field assets, preventive maintenance procedures and work orders; to perform technical and complex project work analysis, establishing methods and procedures for assigned District operations while maintaining records, reports, and schedules; to coordinate asset data and CMMS functionality with other District systems; and to perform related work as required.~~to perform technical and complex project work analysis, establishing methods and procedures for assigned District operations while maintaining records, reports, and schedules; and to perform related work as required.~~

CLASS CHARACTERISTICS

Positions in this class perform CMMS administration, as well as special analysis, reporting, planning and scheduling related to plant and District operations. Incumbents are responsible for work order management, asset data management, CMMS-based reporting and support of staff across departments, and ensure that the CMMS aligns with District operational procedures and technology. Incumbents are expected to be familiar with practices of all District systems and functions, regulatory compliance, such as State Regional Water Quality Control Board requirements and Department of Health, Office of Drinking Water requirements and all aspects of District filing and record retention; and should be able to use a computer as a word processor and analyzer of information. Incumbents report as assigned and receive general direction in the broadest terms of desired work product requirements. They carry responsibility for independent communication with employees, management, contractors, and citizens. Incumbents have a staff relationship as assigned and serve no line authority over other employees.~~Positions in this class perform plant and District operations related special analysis, reporting, planning and scheduling. Incumbents are expected to be familiar with practices of all District systems and functions, regulatory compliance, such as State Regional Water Quality Control Board requirements and Department of Health, Office of Drinking Water requirements and all aspects of District filing and record retention; and should be able to use a computer as a word processor and analyzer of information. Incumbents report as assigned and receive general direction in the broadest terms of desired work product requirements. They carry responsibility for independent communication with employees, management, contractors, and citizens. Incumbents have a staff relationship as assigned and serve no line authority over other employees.~~

EXAMPLES OF DUTIES

- Maintains the District Computerized Maintenance Management System (CMMS), including the identification and management of field assets, preventive maintenance procedures and work orders;
- Enters and updates operational asset data in the CMMS, including new assets, condition scores, asset hierarchy, work order codes, crew assignments and employee security records, and coordinates asset data with the District's GIS;~~Assists with oversight of District Computerized Maintenance Management System (CMMS)~~
- Utilizes CMMS to develop schedules and preventative maintenance work logs of District operations, such as water and wastewater plant equipment maintenance, distribution system maintenance and lift station maintenance programs;

- ~~Assist with utilizing CMMS to develop schedules and preventative maintenance work logs of District operations, such as water and wastewater plant equipment maintenance, distribution system maintenance and, lift station maintenance programs;~~
- Collaborates with Operations staff to develop, document and maintain preventive and predictive maintenance plans for field asset groups, including task descriptions, resources, recurring schedules and field verifications, using manufacturers' maintenance recommendations modified to suit District installations;
- ~~Operates a computer terminal and personal computer in the analysis of work methods and workloads to maximize the use of District resources;~~
- Reviews work orders to clarify intent and determine scope of work, and reviews completed work orders for comments, variances and completeness for proper close-out, following up as required with adjustments to maintenance practices or coordination with other District groups;
- ~~Helps develop overall filing approach for District engineering and Operations records;~~
- Prepares standardized CMMS reports, including Key Performance Indicator, backlog, and weekly, monthly and annual activity reports, and analyzes them to improve maintenance activities and support data-driven decision-making;
- ~~Maintains computer records;~~
- Identifies training needs, develops standard operating procedures for use of the CMMS, and trains and supports District staff in system use and enhancements;
- ~~Organizes and enters documents into, and extracts documents from, electronic filing database (Laserfiche) prepares written reports, routine and for specialized projects;~~
- Works with IT and other departments to align the CMMS with District technology, including integration with GIS, SCADA and finance systems, data-sharing protocols and data security;
- ~~Communicates with plant, field and office personnel monitoring work progress and coordinating projects;~~
- Assists District management in developing a comprehensive Asset Management Program and supports preventive and predictive maintenance programs and continuous improvement efforts;
- Operates a computer terminal and personal computer in the analysis of work methods and workloads to maximize the use of District resources;
- Helps develop overall filing approach for District engineering and Operations records;
- Maintains computer records;
- Organizes and enters documents into, and extracts documents from, electronic filing database (Laserfiche) prepares written reports, routine and for specialized projects;
- Communicates with plant, field and office personnel monitoring work progress and coordinating projects, and coordinates with supervisors and managers regarding maintenance status related to schedule, budget and resource usage;
- Provides technical and clerical assistance regarding compliance issues;
- ~~Provides technical and clerical assistance regarding compliance issues;~~
- Listens and responds to consumer complaints, concerns and questions;
- Performs routine clerical functions such as keyboarding, filing, taking messages, answering customer complaints and preparing letters;
- Operates District vehicles; and
- Performs related work as required.
-

QUALIFICATIONS

Knowledge of:

- District functional operations;
- Plant operation and maintenance terminology, methods, materials and equip-ment;
- Maintenance principles and practices as they relate to a water/wastewater utility;
- Water system components (e.g., wells, pump stations, valves, pipelines);
- Asset management processes, asset master data principles and data flow;
- Basic geographic information system (GIS) concepts, principles and analytical techniques;
- SCADA systems and use of data trending and analysis;
- Principles, practices and procedures of inventory management and control;
- Principles of work measurement;
- Basic mathematics;
- English usage, spelling, grammar, punctuation, record keeping and filing;
- Report keeping methods;
- Fundamentals of administrative research;
- Project management methods;
- Word, Access, Excel, Outlook, PowerPoint and specialized scheduling programs.

Ability to:

- Read, understand, and apply moderately difficult materials;
- Maintain detailed and accurate records on a personal computer;
- Effectively use CMMS software and work with IT to integrate it with GIS, SCADA and finance systems while maintaining consistent, secure data;
- Coordinate the collection of asset information and employ methods that ensure accurate data collection;
- Use the CMMS, field condition assessments and data analysis to support data-driven asset management;
- Plan, organize and prioritize preventative and repair maintenance needs of the Operations and Maintenance Division;
- Research, interpret and articulate laws, regulations and ordinances to the public;
- Make arithmetic calculations with speed and accuracy;
- Evaluate problems and identify alternative solutions;
- Develop and recommend work standards;
- Exercise independent judgment and initiative within established guidelines;
- Train and support staff in the use of CMMS;
- Work in the field in varying weather conditions;
- Prioritize tasks and obligations;
- Prepare oral and written technical reports;
- Write legibly;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.
- ~~Research, interpret and articulate laws, regulations and ordinances to the public;~~
- ~~Make arithmetic calculations with speed and accuracy;~~

- ~~Work in the field in varying weather conditions;~~
- ~~Prioritize tasks and obligations;~~
- ~~Prepare oral and written technical reports;~~
- ~~Write legibly;~~
- ~~Operate a vehicle observing legal and defensive driving practices;~~
- ~~Understand and carry out oral and written instructions;~~
- ~~Establish and maintain effective relationships with those contacted in the course of work.~~

LICENSE AND CERTIFICATION

- Valid and appropriate California driver's license.
- Water Distribution Operator Grade I
- Collection System Maintenance certification is highly desirable.

TRAINING AND EXPERIENCE

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is experience in maintenance of plant or field operations' records, advanced research, data retrieval and report writing, operation of a computer terminal and coordination of special projects where prediction of time and material resources was evident.

OR

Completion of an AA Degree in Water or Wastewater Technology, Bachelors Degree in public or business administration.

PHYSICAL DEMANDS

Walking:	Moves about on foot often through uneven terrain.
Hands/Arms:	Operates computer for up to 8 hours a day.
Sitting:	Sits in chair and District vehicles.
Talking:	Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
Hearing:	Hears well enough to receive communication.
Vision:	Reads written or video messages for up to 8 hours per day; operates District vehicle.

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

PROTECTIVE DEVICES REQUIRED

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

SALARY RANGE

16 = No certifications
17 = D1

Proposed Purchasing & Inventory Control Specialist Job Description

~~WAREHOUSE /PURCHASING SPECIALIST~~PURCHASING AND INVENTORY CONTROL SPECIALIST

DEFINITION

Under supervision of the ~~Warehouse~~ Purchasing/Warehouse/Fleet Supervisor**,** the Purchasing & Inventory Control Specialist is responsible for the full procurement cycle for tools, parts, supplies, and services required to support the District's operations. Sources, purchases, receives, stores, and issues materials, and supplies from the warehouse and storage yard. Maintains accurate purchasing, receiving, inventory and financial records and reports using the District's financial and enterprise asset management software systems. Assists with District building and grounds inspection and maintenance.

~~creates formal and informal bids, performs standard purchasing and ordering duties; receives, unloads, unpacks, stores and issues materials, parts, supplies, tools and equipment; performs standardized clerical work related to the receipt, issue and inventory of stores, tools and equipment; keeps stores areas in a clean and orderly condition; and performs related work as required.~~

CLASS CHARACTERISTICS

Positions in this class are responsible for creating formal and informal bids for purchasing warehouse stock including materials and supplies for maintenance and janitorial services, safety supplies, materials for specific projects, vehicles, equipment for construction and engineering projects, and capital equipment and maintaining inventory levels under the direction of the ~~Warehouse/Shop~~Purchasing/Warehouse/Fleet Supervisor. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions. Work is reviewed periodically while in progress and upon completion. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES

- Performs a variety of procurement related duties in the review, sourcing, negotiation and receipt of goods and services to ensure they are in accordance with mandated state and District procurement policy, rules, regulations and guidelines;
- Prepares purchase orders and reviews requisitions for equipment, parts, and materials and services related to the District's water/wastewater storage and distribution services as well as office and cleaning supplies to ensure all inventory items remain stocked. ~~Receives, examines and processes requisitions for supplies and equipment according to established policies;~~
-
- Receives shipments and compares suppliers' invoices or packing slips with bids and purchase orders to verify correct fulfillment and quality of goods; enters data into the financial management system, and forwards documentation to accounting for payment.~~Contacts vendors by telephone, e-mail or mail to issue or follow up on purchase orders, obtain quotations on price, terms, delivery schedules, and resolve invoice disputes;~~
-
- Determines proper storage methods, identification and stock location based on inventory turnover and efficiency of access; maintains the cleanliness and organization of the District's warehouse and storage areas; rotates items as needed; and ensures that all hazardous materials are properly stored. ~~When necessary or desirable, researches and develops new, expanded or alternative sources of supply;~~

- Communicates with staff and vendors in person, by phone, by email, and by other written means to confer regarding procurement, product availability, shortages, and deliveries; responds to staff and supplier inquiries about order status, changes or cancellations. ~~Prepares bids and request for proposal packages;~~
- Drafts and recommends policies and procedures for bid proposals and procurement of goods and services in accordance with in accordance with applicable public procurement regulations, the District's code of ethics and Administrative Code. ~~Evaluates bids and assesses the quality and suitability of supplies, materials and equipment;~~
- Researches products and sources suppliers using the internet, catalogs, and other tools; evaluates suppliers/service providers; obtains quotes or bids for supplies, equipment, parts, and materials, and services; compares prices, specifications, and delivery dates to determine the best solution among potential suppliers.~~Recommends alternate products, commodities or methods to departments when appropriate;~~
- Maintains accurate inventory records and verifies inventory quantities by conducting cycle counts and physical inventory counts, investigating and resolving discrepancies and adjusting for errors. ~~Interviews vendors to evaluate products and services to obtain comparative information for use in developing proposals;~~
- Unpacks, and organizes orders when they arrive; uses hand trucks, forklifts, and pallet jacks to stock inventory. ~~Confers with departments to resolve problems relating to item substitutions, equivalents, delivery schedules, and vendor problems;~~
- Maintains computer programs such as Springbrook, Cityworks, and Excel spreadsheets;
- Creates and maintains shipping and receiving records, files, and reports related to inventory, damaged shipments, shortages, expenditures, goods used or issued, and expenditures. ~~Maintains records showing current information on purchases completed, in process and sources of supply;~~
- Assesses supply needs, ensures adequate stock levels, and stocks janitorial, office, kitchen, and restroom supplies in all District buildings. ~~Communicates with accounts payable on partial and full payments to vendors;~~
- Participates in perpetual and periodic inventories of materials, supplies, tools, capital assets, and equipment;
- ~~Performs routine computer input of received and issued;~~
- Receives, stores, issues and maintains inventories of parts and equipment for the District's equipment repair, water treatment and maintenance operations; ensures inventory database descriptions are accurate and items are correctly identified in Warehouse and yard;
- Checks stock levels and reorders supplies and inventory as-needed; maintains accurate record of inventory minimum/maximum levels;
- ~~Verifies items received against invoices, shipping documents, packing slips or purchase orders;~~
- ~~Inspects materials, supplies, tools and equipment received for quality and quantity;~~
- ~~Assists in arranging layout of warehouse and maintaining cleanliness of the storage area and yard;~~

- ~~Receives, unpacks, stores, locates, moves and issues a variety of parts, tools, materials, supplies and equipment;~~
- ~~Shelves, rotates or places stock received in proper storage areas;~~
- Meets with and escorts vendors and contractors for building services, such as air conditioning, pest control, janitorial, landscaping, and others;
- Assists in and completes minor building and landscape repair, such as carpet tiles, door locks, light bulb changes, furniture movement, repainting, irrigation leaks and other miscellaneous tasks;
- Pick up various items from vendors; operate District vehicle;
- On occasion, my pilot UAS Drone in compliance with FAA Part 107 regulations to support water district operations, including infrastructure inspection, mapping, and environmental monitoring; utilize GIS and photogrammetry software to process aerial data, create maps, 3D models, ortho-mosaics, and volumetric analyses; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- ~~Operations, services and activities of a public agency as it relates to procurement;~~Intermediate to advanced knowledge of public procurement, contract administration and strategic procurement practices for the public sector.
- Principles, practices, methods, and techniques of public agency purchasing, including competitive bidding procedures;
- Ability to prepare written specifications and develop and manage requests for proposals for the public sector.
- Applicable District and state laws and regulations governing District purchasing activities;
- Strong organizational, time management, prioritization, and multi-tasking skills.
- Recordkeeping practices and procedures related to a purchasing function;
- Proficiency in basic mathematical calculations including addition, subtraction, multiplication, and division.
- Sources and availability of parts;
- Parts books, catalogues, websites, and related materials for ordering and acquisition of special items;
- Principles and practices of storing, receiving and issuing equipment parts and supplies;
- Business mathematics;
- Tools, parts and supplies commonly used by a water and wastewater utility;
- Proper warehouse safety and security procedures;
- Proper forklift operation;
- Journey-level record keeping methods;
- English usage, spelling and grammar;
- Stock record and control methods and procedures;
- Inventory methods.

Ability to:

- Perform the full range of procurement related duties and responsibilities;

- Follow required safety procedures and safely use hand tools, forklifts, and pallet jacks.
- Operate a computer and word processing, spreadsheet and other standard software;
- Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations;
- Present proposals and recommended courses of action clearly and logically;
- Organize and set priorities;
- Understand, interpret, explain and apply District and state laws and regulations governing purchasing procedures;
- Communicate clearly and in writing;
- Follow and apply written and oral work instructions;
- Prepare clear, accurate and concise records and reports;
- Use tact, discretion and diplomacy in dealing with customers, contractors and vendors;
- Receive, count, inspect, store, issue, pack and ship warehouse items;
- Determine parts needed by water/wastewater maintenance personnel and the best sources of supply;
- Maintain a perpetual inventory of parts and supplies;
- Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases;
- Establish adequate inventory controls and stock replacement procedures;
- Utilize business mathematical calculations;
- Achieve and maintain forklift operator certification;
- Operate a forklift appropriately;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

LICENSES AND CERTIFICATION

- Possession of a valid and appropriate California driver's license;
- Possession of District-approved certification to operate a forklift is required prior to completion of the probationary period in this class.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

~~A typical qualifying entrance background is experience performing journey level purchasing work, warehousing or stockroom operations, and related record keeping work.~~ Experience performing journey level purchasing, warehousing/stockroom operations, and related record-keeping work, which is typically more than five years of experience in a role primarily focused on purchasing, inventory control, and/or warehousing.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

Noise:	Works in conditions with constant or intermittent noise.
Temperature/Weather Changes:	Works in open warehouse with variations of temperature.

PHYSICAL STRENGTH

Lifting:	Up to 50 pounds daily, up to 75 pounds on occasion; frequent exertion.

PROTECTIVE DEVICES REQUIRED

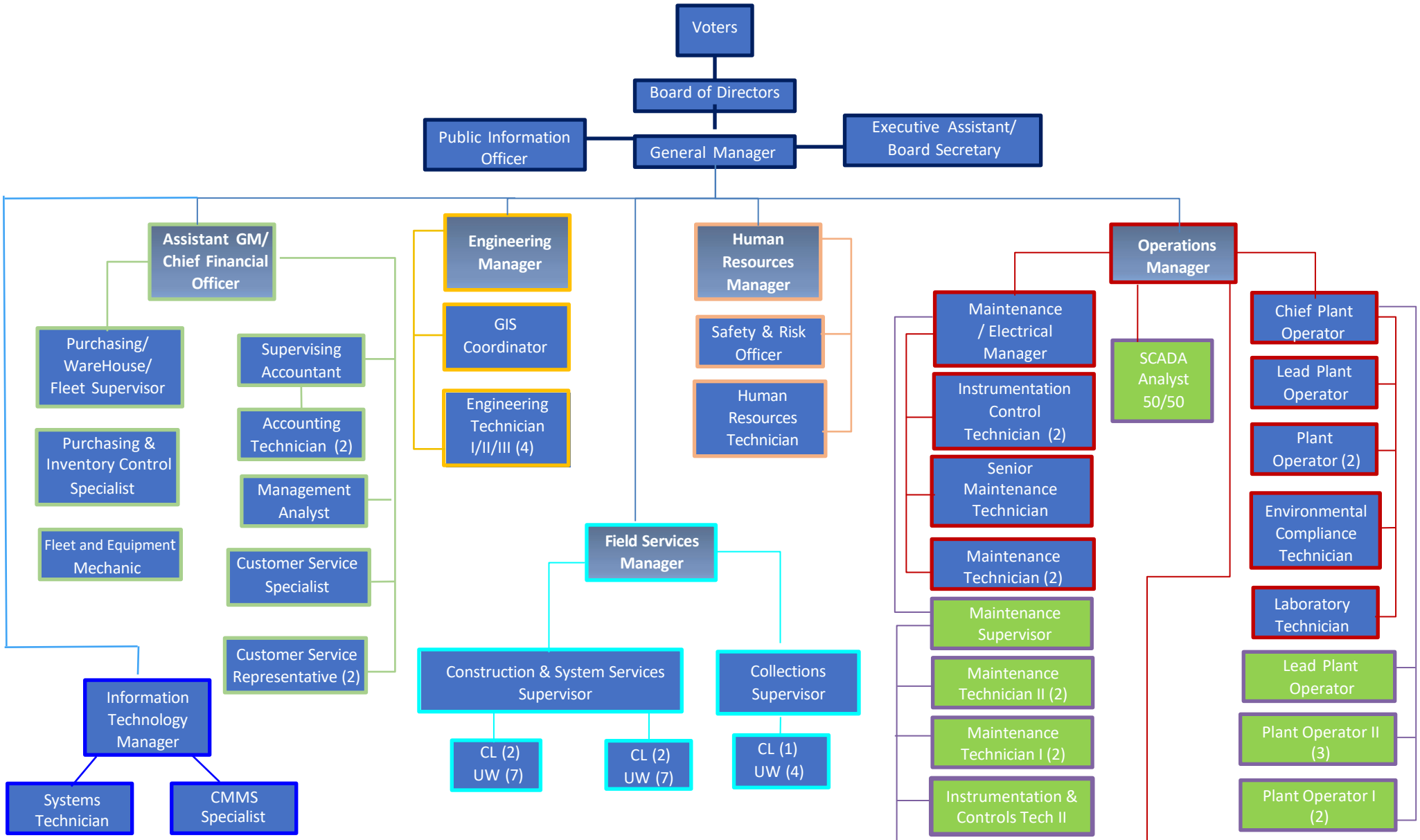
Hard hat, gloves, safety shoes, District uniform, safety glasses, hearing protection and seat belt.

SALARY RANGE

15 = No Certification

16 = American Purchasing Society – CPDW or Next Level Purchasing Association – CPOS or Universal Public Procurement Certification Council – CPPB or D2, CSM2 and UAS commercial drone license.

Proposed Org Chart


Voters
Board of Directors
Public Information Officer
General Manager
Executive Assistant/ Board Secretary
Assistant GM/ Chief Financial Officer
Purchasing/ WareHouse/ Fleet Supervisor
Purchasing & Inventory Control Specialist
Fleet and Equipment Mechanic
Supervising Accountant
Accounting Technician (2)
Management Analyst
Customer Service Specialist
Customer Service Representative (2)
Information Technology Manager
Systems Technician
CMMS Specialist
Engineering Manager
GIS Coordinator
Engineering Technician I/II/III (4)
Field Services Manager
Construction & System Services Supervisor
CL (2) UW (7)
CL (2) UW (7)
Collections Supervisor
CL (1) UW (4)
Human Resources Manager
Safety & Risk Officer
Human Resources Technician
Operations Manager
Maintenance / Electrical Manager
Instrumentation Control Technician (2)
Senior Maintenance Technician
Maintenance Technician (2)
Maintenance Supervisor
Maintenance Technician II (2)
Maintenance Technician I (2)
Instrumentation & Controls Tech II
Instrumentation & Controls Tech I
SCADA Analyst 50/50
Chief Plant Operator
Lead Plant Operator
Plant Operator (2)
Environmental Compliance Technician
Laboratory Technician
Lead Plant Operator
Plant Operator II (3)
Plant Operator I (2)
System Operations Supervisor
System Operator I/II/III (4)
Water/Wastewater Operator I/II/III