



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

WEDNESDAY, JANUARY 16, 2019
1:00 P.M.

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

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

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

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION ----- (ITEMS A – B)

A. COMPLIANCE TECHNICIAN JOB DESCRIPTION REVISIONS

Recommendation: Staff recommends approving the proposed changes to the Compliance Technician job description.

B. PROPOSED FIELD SERVICES MANAGER POSITION

Recommendation: Staff recommends that the Personnel Committee recommend that the Board approve the Field Services Manager job description and salary range and the related changes to the org. chart.

III. ADJOURNMENT OF MEETING

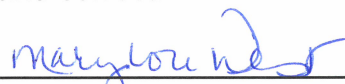
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DECLARATION OF POSTING

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

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

January 11, 2019
Dated / Fallbrook, CA



Secretary, Board of Directors

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager 
DATE: January 16, 2019
SUBJECT: Compliance Technician Job Description Revisions

Purpose

To obtain approval for the proposed revisions to the job description for the District's Compliance Technician job classification to allow staff to open a recruitment in the near future.

Summary

The December 2018 promotion of the District's most recent Compliance Technician to Chief Plant Operator prompted a thorough review of the duties, responsibilities and qualifications of the position.

The proposed changes to the job description more adequately describe the current and projected scope of duties of the position.

Budgetary Impact

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

Recommended Action

Staff recommends approving the proposed changes to the Compliance Technician job description.

ENVIRONMENTAL COMPLIANCE TECHNICIAN

Definition

Under direction of the Chief Plant Operator, plans, organizes and has responsibility for ~~the District contract laboratories, industrial waste program~~ ensuring that NPDES, Biosolids Reuse Program; ensures that the Wastewater, recycled water, stormwater, pretreatment and Water Recycling Division ~~is~~ drinking water operations are in compliance with all Federal, State, and local regulations ~~by managing, interpreting,; and implementing regulatory permit requirements of monitoring and reporting, permit applications, and performs~~ related environmental programs. Also provides support to water operations and construction environmental permitting. Assists water operations in compiling records and preparing reports on laboratory tests and water quality assurance ~~duties as assigned.~~

Class Characteristics

This ~~one position class is responsible for the testing and workload of contract laboratories and serves the District by monitoring existing permit and environmental regulations and initiates actions for compliance, interprets regulations and explains necessary compliance issues to staff, communicates~~ has lead-level responsibility with regulatory agencies ~~and acts as authorized permittee with all agencies involved in environmental regulations, including the EPA, State and such as the State Water Resources Control Board (SWRCB), Regional Water Quality Control Boards, Board (RWQCB), Environmental Protection Agency (EPA), Air Pollution Control Board, County Health Departments and District (APCD), California Air Resources Board (ARB), County Department of Public Health. Incumbent monitors the District's industrial discharge requirements and recycled and wastewater permit requirements. Environmental Health (DEH) and Department of Toxic Substances Control (DTSC).~~ Positions in this class perform work which has variation and ~~which allows or requires the exercise of technical judgment in the application of designed methods, procedures, or best management practices. Incumbents are expected to refer matters that do not fit an established pattern of precedent and practice to the Chief Plant Operator for instruction. Incumbents do not hire, evaluate or discipline.~~ Incumbents are expected to advise the ~~supervisor of~~ Chief Plant Operator of compliance anomalies and staff performance problems observed.

Examples of Duties and Responsibilities:

~~Selects, makes required test assignments for, and schedules the work of the District contract laboratories (1,3);~~

~~Prepares, writes, reviews, and certifies compliance reports for wastewater, water recycling, biosolids, industrial, stormwater, and other permit required duties such as industrial user inspections, sewer overflow and spill reports, laboratory certification, laboratory quality assurance;~~

~~Creates and maintains Compliance Reporting standard operating procedures manual (S.O.P.) (1,3);~~

~~Reviews state and federal changes in discharge requirements (1);~~

~~Implements the biosolids reuse program (1);~~

~~Include but not limited to the following:~~

- ~~• Oversees compliance of NPDES and recycled water use sites (1); compliance with applicable regulations.~~
- ~~• Ensures compliance with applicable regulations in environmental programs such as stormwater, Biosolids reuse, air pollution control and hazardous materials reporting.~~
- ~~• Act as primary liaison with regulatory agencies for regulatory compliance and inspections.~~
- ~~• Prepares, reviews and submits required reports to regulatory agencies.~~
- ~~• Understands, interprets, explains and applies Federal, State and local laws and regulations applicable.~~
- ~~• Collects data, process reports and prepares concise summaries.~~
- ~~• Recommends and implements changes to Standard Operating Procedures (SOPs) as a result of regulatory changes.~~
- ~~• Plans and organizes the workload of contract laboratories.~~
- ~~• Supports water operations and construction environmental permits (1); and assists with water quality compliance.~~
- ~~• Performs related workduties as required.~~

~~1- The performance of this function is the reason the job exists.~~

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

Qualifications

Knowledge of:

- ~~• Current Federal, State, and local regulations effecting water, wastewater affecting NPDES, recycled water and laboratory facilities and Biosolids operations;~~

~~Laboratory methodology and the ability to prepare and understand laboratory reports; Techniques for measuring and analyzing pollutants;~~

- ~~• Sources of pollutants, wastewater collection Role and procedures of the SWRCB and the RWQCB.~~

~~General state-wide permits for collections systems industrial waste, treatability, and plant impact;~~

- ~~• Specific user agreements between District and; recycled water users; and hydrostatic discharge.~~

~~Chemistry, math, and microbiology, laboratory certification processes and procedures; and~~

~~Computer software programs (word processing, spreadsheet and database).~~

- ~~• Regulatory requirements for Biosolids, air pollution control, stormwater, and hazardous materials reporting.~~
- ~~• Excel, Word, Outlook and PowerPoint.~~

Ability to:

- ~~• Read, understand and explain complex rules and regulations, assess their impacts, and summarize them into compliance plans and reports;~~
- ~~• Complete regulatory permit applications and support management staff in negotiations with regulatory policy makers and staff;~~
- ~~• Manage multiple spreadsheets with a proficient understanding using excel.~~
- ~~• Maintain an organized and thorough records and filing system related to the responsibilities of this position;~~

~~Prepare Assists Chief Plant Operator with preparing a budget for contract monitoring requirements;~~

~~Prepare clear and concise reports;~~

- ~~• Inspect industrial facilities and waste pre-treatment equipment for and permit and ordinance requirements;~~
- ~~• Take field samples and assist perform inspections in the Lab field.~~
- ~~• Assist in laboratory at times;~~
- ~~• Operate a personal computer; vehicle while observing legal and defensive driving practices.~~
- ~~• Understand and carry out oral and written instruction;~~
- ~~• Establish and maintain effective relationships with those contacted in the course of work.~~

Licenses and Certification

- ~~• Possession of a valid and appropriate California driver's license;~~
- ~~• Desired: Possession of a Wastewater Operator Grade III Laboratory Analyst Certification;~~
- ~~• Desired: Possession of a Grade I Environmental Compliance Inspector Certification;~~

~~Desired: Possession of current certification as HAZWOPER (Hazardous Materials Awareness Education, Training 8 hours);~~

Training and Experience

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

~~Desired: A typical way to obtain knowledge and abilities would be: Three years of increasingly responsible environmental regulation experience, bachelor's degree and three years of experience in a Wastewater Laboratory, preferably in a lead capacity, environmental and regulatory compliance.~~

~~Additional education and training equivalent to a Bachelor's Degree with major course work in Environmental Biology, Chemistry or related field is recommended.~~

OTHER REQUIREMENTS

Physical Demands

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

Physical Strength:

- Lifting: Up to 50 pounds, infrequent exertion.
- Dragging/Pushing: Up to 100 pounds; infrequent exertion.

Environmental Conditions

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.

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

Protective Devices Required

- Hard hat, gloves, safety shoes, District uniform, respirator, hearing protection, safety glasses, chemical suits and seat belt.

~~Reasonable accommodations will be considered.~~

~~SALARY RANGE: 36 LAIII & ECI (Target Range)
37 LA III, ECI + Other~~

~~Board Approved Effective Date~~

~~12/96~~

~~Board Approved~~

~~Revision Date~~

~~2/99~~

~~7/00~~

~~9/00~~

~~7/01~~

~~9/04~~

~~7/05~~

~~1/14~~

ENVIRONMENTAL COMPLIANCE TECHNICIAN

Definition

Under direction of the Chief Plant Operator, plans, organizes and has responsibility for ensuring that NPDES, Biosolids, recycled water, stormwater, pretreatment and drinking water operations are in compliance with Federal, State, and local regulations; and performs related duties as assigned.

Class Characteristics

This position has lead-level responsibility with regulatory agencies such as the State Water Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Environmental Protection Agency (EPA), Air Pollution Control District (APCD), California Air Resources Board (ARB), County Department of Environmental Health (DEH) and Department of Toxic Substances Control (DTSC). Positions in this class perform work which has variation and requires the exercise of technical judgment. The incumbent is expected to advise the Chief Plant Operator of compliance anomalies and staff performance problems observed.

Duties and Responsibilities:

Include but not limited to the following:

- Oversees NPDES and recycled water compliance with applicable regulations;
- Ensures compliance with applicable regulations in environmental programs such as stormwater, Biosolids reuse, air pollution control and hazardous materials reporting;
- Act as primary liaison with regulatory agencies for regulatory compliance and inspections;
- Prepares, reviews and submits required reports to regulatory agencies;
- Understands, interprets, explains and applies Federal, State and local laws and regulations applicable;
- Collects data, process reports and prepares concise summaries;
- Recommends and implements changes to Standard Operating Procedures (SOPs) as a result of regulatory changes;
- Plans and organizes the workload of contract laboratories;
- Supports water operations and construction environmental permits and assists with water quality compliance; and
- Performs related duties as required.

Qualifications

Knowledge of:

- Current Federal, State, and local regulations affecting NPDES, recycled water and Biosolids operations;
- Role and procedures of the SWRCB and the RWQCB;

- General state-wide permits for collections systems; recycled water and hydrostatic discharge;
- Regulatory requirements for Biosolids, air pollution control, stormwater, and hazardous materials reporting; and
- Excel, Word, Outlook and PowerPoint.

Ability to:

- Read, understand and explain rules and regulations, assess their impacts, and summarize them into reports;
- Complete regulatory permit applications and support management in negotiations with regulatory policy makers and staff;
- Manage multiple spreadsheets with a proficient understanding using Excel;
- Maintain an organized records and filing system;
- Assists Chief Plant Operator with preparing a budget for contract monitoring and permit requirements;
- Take samples and perform inspections in the field;
- Assist in laboratory at times;
- Operate a vehicle while observing legal and defensive driving practices;
- Understand and carry out oral and written instruction; and
- Establish and maintain effective relationships with those contacted in the course of work.

Licenses and Certification

- Possession of a valid and appropriate California driver's license.
- Desired: Possession of a Wastewater Operator Grade I Certification.
- Desired: Possession of a Grade I Environmental Compliance Inspector Certification.

Education, Training and Experience

Three years of experience in environmental and regulatory compliance. A bachelor's degree in a related field is highly desirable.

OTHER REQUIREMENTS

Physical Demands

- Walking: Moves about on foot often through uneven terrain.
- Carrying: Transports objects by holding them in hands or arms.
- Handling: Seizes, holds or works with hands; specifically operating valves, adjusting control knobs, hand and power tools, computer and calculator.
- Lifting: Raises and lowers pumps, motors, hoses, and miscellaneous awkward objects.
- Reaching: Extends hands and arms in any direction.
- Pulling: Manipulates hoses up to four inches in diameter and up to forty feet in length.
- Stooping: Bends body downward and forward by bending at the knees or waist.

- Climbing: Ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, meters, meter dials, reservoir levels, data sheets, and gauges and operates District vehicles.
- Sitting: Drives (often through rough terrain) and sits in District vehicle.
- Talking: Communicates by cellphone, desk phone, radio and in person.
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Physical Strength

- Lifting: Up to 50 pounds, infrequent exertion.
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Environmental Conditions

- Noise: Works in conditions with constant or intermittent noise.
- Temperature/Weather: Works outside with variations of temperature and weather.
- This position may include periodic to frequent disagreeable working conditions including dirt, fumes, vibration, heat, cold, dampness, sewage, wastewater solids and hazardous chemicals.

Protective Devices Required

- Hard hat, gloves, safety shoes, District uniform, respirator, hearing protection, safety glasses and chemical suits.

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: January 16, 2019
SUBJECT: Proposed Field Services Manager Position



Purpose

To obtain approval for staffing changes in field services operations, to include the creation of a Field Services Manager (FSM) position that will report directly to the General Manager.

Summary

In support of efforts to continue to improve field operations, staff recommends creating the FSM position to provide overall direct management of the District’s construction maintenance, collections and system service/shop services. If approved, there will be an internal/promotional recruitment to fill the position.

Budgetary Impact

The proposed salary for FSM is approximately 10% above that of the field supervisors who would report directly to the FSM and was established based on a review and analysis of market data for comparable positions (attached) and in consideration of internal equity and the increased breadth and scope of supervision required of this position. The budgetary impact of the FSM position may be somewhat offset by the elimination of an internal position if it is filled internally by a current employee, which will result in no change to the total number of positions. In addition, the FSM position will be exempt from overtime compensation.

Field Supervisors - Max. Annual Salary	Field Services Manager - Proposed Max. Annual Salary	12-Month Cost (If filled internally)
\$110,635	\$122,160	\$11,525

Recommended Action

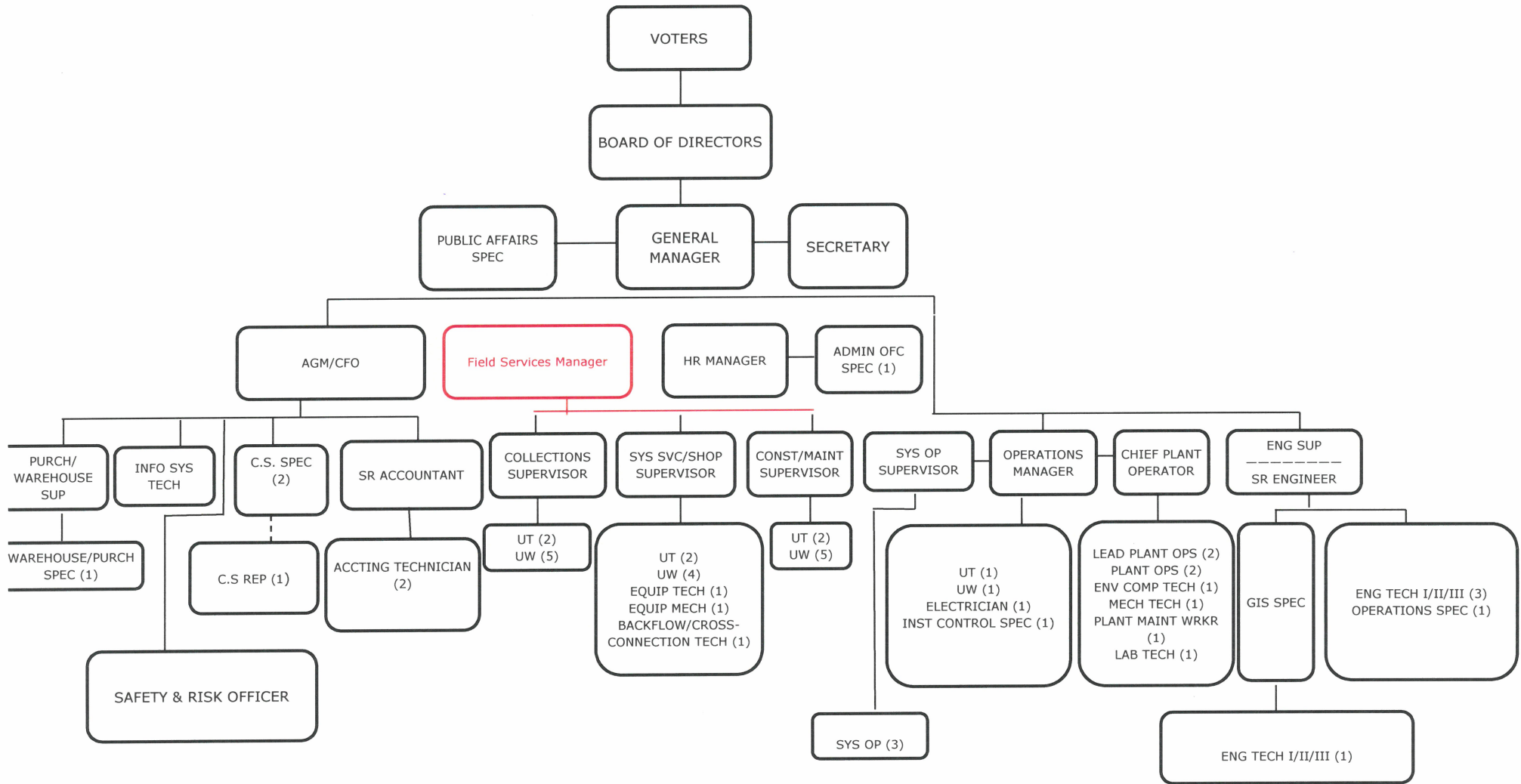
Staff recommends that the Personnel Committee recommend that the Board approve the Field Services Manager job description and salary range and the related changes to the org. chart.

FIELD SERVICES MANAGER SALARY SURVEY

<u>District</u>	<u>Position Title</u>	<u>Education Requirement</u>	<u>Min Annual Salary</u>		<u>Max Annual Salary</u>	
Rancho Water	Field Services Manager	Bachelor's - desirable	\$	120,105	\$	158,539
Otay Water	Field Services Manager	Bachelor's - required	\$	112,332	\$	140,415
Eastern Municipal	Field Services Manager	Associate's - desirable	\$	99,798	\$	123,968
Mean (Arithmetic Average)			\$	110,745	\$	140,974
Median (Middle of Data Set)			\$	112,332	\$	140,415
FPUD - Proposed	Field Services Manager	Bachelor's - desirable	\$	97,800	\$	122,160



FALLBROOK PUBLIC UTILITY DISTRICT



67 Total Positions

FIELD SERVICES MANAGER

Definition

Under direction of the General Manager, to plan, organize and supervise staff assigned to maintenance, construction, repair and installation of District water, wastewater, and recycled water distribution and facilities. This position will also oversee the building and grounds, meter maintenance and repairs, and fleet services work centers.

Class Characteristics

This position is responsible for managing and directing the construction maintenance, collections and system services/shop supervisors and departments. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District managers and executives. Responsibilities include organizational, budget and personnel administration for the assigned functional areas of responsibility. Positions at this level report to the assigned division head and direct the efforts of multiple supervisors and other support staff.

Examples of Duties

- Has primary responsibility for scheduling of construction activities;
- Oversees all District emergency repairs and operations and ensures appropriate personnel are available at all times;
- Schedules and supervises the work of water and wastewater construction, maintenance or installation crews and field specialists, selecting, making assignments, setting priorities for and training personnel;
- Maintains records of payroll-related information, ensuring the proper reporting of time worked and absences;
- Plans, organizes, directs and manages District maintenance and related administrative activities; develop goals and objectives; identify necessary resources, and implement appropriate staffing, organizational structures, and strategies;
- Manages service lateral installation and repairs;
- Oversees the maintenance and repairs of District facilities including properties, structures, and waterlines (buildings, pump stations, wells, reservoirs, etc.);
- Manages the preventive and corrective maintenance of Districts' facilities including potable, reclaimed and raw water pipelines and related appertences;
- Oversee the District's fleet department and evaluates purchasing and depleting vehicle needs when required; manages the District's fleet including all heavy

equipment; monitors monthly fuel consumption and generates monthly reports tracking consumption and fuel costs;

- Assists as necessary with corrective maintenance and repairs to District's wastewater collection systems and treatment facilities;
- Manages the District's security system including all cyber locks, camera systems, and alarms;
- Reviews and evaluates work methods, procedures, services, and products; identifies and recommends evaluation standards and criteria; monitors and assesses measures of effectiveness and efficiency;
- Manages the department's Computerized Maintenance Management System (CMMS), creates work orders, and adds, changes, and depletes assets as needed;
- Recommends, implements and ensures compliance with operational policies and procedures;
- Participates in hiring, supervising, training and evaluating assigned staff; establishes work standards and expectations; conducts performance evaluations; counsels and disciplines employees as required;
- Develops and recommends the department's budget; participates in monitoring appropriations and expenditures; allocates required work hours, recommends mid-year adjustments as necessary;
- Prepares and presents staff reports and other necessary correspondence to boards, commission, and committees;
- Responds to and resolve difficult and complex citizen inquiries and complaints;
- Plans, schedules, and manages maintenance and construction projects and communicate status to division director and fellow division managers; and
- Perform related duties as assigned.

Qualifications

Knowledge of:

Principles and practices of public administration as they pertain to a municipal utility; administrative principles and methods including goal setting, program Development and Implementation, principles and practices of budget development and administration; theories, principles, techniques and equipment used in the maintenance and repair of water mains, services and related appurtenances; principles, practices, methods and equipment used in the maintenance and repair of buildings, grounds and related facilities; safety regulations, safe work practices and safety equipment related to the work; codes, regulations and guidelines pertaining to the work; computer applications related to the work; office and records management practices and procedures; principles and practices of sound business communication; principles and practices of effective supervision; understand,

interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; establish and maintain effective working relationships with District staff, contractors, consultants, vendors and others encountered in the course of work; and District personnel rules, policies and labor contract provisions.

Ability to:

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; manage and direct a water and recycled water distribution system maintenance program; select, motivate and evaluate staff and provide for their training and development; prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District staff; use tact, discretion and diplomacy in dealing with sensitive situations and customers, both internal and external.

Licenses and Certification

- Grade D3 Water Distribution Certificate – SWRCB, required
- Grade T2 Water Treatment Certificate – SWRCB, required
- Valid Class C California driver's license, required

Education, Training and Experience

Education: Any combination of formal or informal training and education to include graduation or equivalent from high school supplemented by college level courses in management and/or public works construction. A Bachelor's degree with major coursework in business management or a related field is desirable.

Training and Experience: Five (5) or more years of increasingly responsible supervisory experience in public works construction with a water utility.

Physical Requirements/Working Conditions

The essential functions of this position may require the employee to perform the following physical requirements:

- Frequent use of office equipment such as a computer, copier and FAX machine
- Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- Extended standing, walking, sitting, reaching, stooping, and bending

- Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- Regularly uses a telephone or radio for communication
- Ability to speak and hear both in person, by telephone, and radio
- Vision within normal ranges with or without correction

The essential functions of this position may expose the employee to the following working conditions:

- Work in a temperature controlled office environment with moderate noise.
- Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards