



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

TUESDAY, MAY 19, 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------(ITEMS A-B)

A. TITLE AND JOB DESCRIPTION CHANGES

B. MOU TIMELINE AND SALARY SURVEY DISCUSSION

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.

May 14, 2026
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

MEMO

TO: Personnel Committee
FROM: John Marchetta, Human Resources Manager
DATE: May 19, 2026
SUBJECT: Title and Job Description Changes

Purpose

To obtain approval for title changes and updates to job descriptions for key employees, to reflect their growing responsibilities and align with comparable positions for the upcoming salary survey.

Summary

As a result of our recent contracted services agreement with Camp Pendleton, several employees have added new responsibilities that need to be reflected in their job descriptions. Additionally, the District would like to update job titles for multiple employees who have been affected by these changes, to reflect the increase in their duties and responsibilities, and bring them in line with comparable positions as we prepare to conduct a salary survey with the upcoming renewal of our MOU.

The proposed title changes are:

- System Operations Supervisor to Water Operations Manager
- Chief Plant Operator to Wastewater Operations Manager
- Management Analyst to Senior Management Analyst

The job descriptions for these positions have been updated to reflect the change in title and increased responsibilities. In addition, the job descriptions for the Operations Manager and Engineering Manager have been updated to reflect their increased duties for contracted services with Camp Pendleton.

Budgetary Impact

There is no budgetary impact at this time.

Recommended Action

That the Personnel Committee approve the new job titles and changes made to the job descriptions for the attached positions.

Proposed Job Description for
Water Operations Manager

SYSTEM WATER OPERATIONS SUPERVISOR/MANAGER

DEFINITION

Under the general direction of the Operations Manager, ~~organizes this position is responsible for operating and supervises treatment and maintaining the District's~~ distribution and water treatment system operations staff; inspects, monitors and operates complex water production and treatment equipment facilities necessary to maintain a safe and adequate water supply throughout the potable water system; performs a variety of technical and administrative support functions; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single incumbent class is the Chief Operator, responsible for ~~the first level supervision direct communication with the State Water Resource Control Board of Drinking Water and is the first-level management~~ of operations crews and the day-to-day implementation of the District potable water distribution systems, Santa Margarita Groundwater Treatment Plant (SMGTP) ~~and~~, the Red Mountain UV treatment and disinfection facility ~~and the 415 million gallon Red Mountain Reservoir.~~

EXAMPLES OF DUTIES

- *Duties and responsibilities include, but are not limited to, the following:*
- Supervises, trains and evaluates the performance of treatment and system operators;
- ~~Recommends selection, promotion and discipline of personnel;~~
- Counsels Provides leadership and guidance, training, and feedback to Direct Reports; assists in the creation of goals for Operations personnel; completes Performance Evaluations for Direct Reports; provides performance-related feedback about all Operations personnel; and reviews the Performance Evaluations of all Operations personnel before submission to Human Resources and the General Manager
- Counsel employees and processes informal and formal grievances;
- ~~Establishes standards of performance;~~ Interprets, applies, and enforces policies, laws, and regulatory requirements related to the work of the District and ensures that the Administrative Code, safety standards, and procedures are followed;
- Prepares work schedules and work assignments;
- Mathematics applicable to water distribution operation, maintenance and construction;
- ~~Prepares cost estimates~~ Creates and estimates manages the Operations budget; creates and approves requisitions and purchase orders while ensuring that budgets are met;
- Represents the District in a professional manner through involvement with industry organizations and committees, attend meetings with neighboring agencies, including the Metropolitan Water District, to coordinate the efficient use of job materials personnel and equipment;— and foster cooperative, supportive relationships.
- ~~Checks and corrects work in progress and upon completion;~~
- Stays Stay current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment and distribution systems, such as the Safe Drinking Water Act;
- ~~Responsible for completes~~ Submits reports for regulatory compliance; Monthly DDW Compliance, Consumer Confidence Report (CCR), Annual Report (eAR), etc.;
- ~~Represents the District in a professional manner through involvement with industry organizations and committees;~~

~~System Operation Supervisor~~ WATER OPERATIONS MANAGER

- Inspects, monitors, ~~makes adjustments~~adjusts, troubleshoots and controls the more complex water production and treatment equipment;
- ~~Drives a District truck in the course of daily duties;~~
- Directly responsible for regulatory water sampling for the districts compliance monitoring; Bacteriological (RTCR), Lead and Copper (RLCR), Disinfectants and Disinfection Byproducts Rule (DDBPR), Unregulated Contaminants UCMR, etc.;
- Oversees water quality public notifications to customers;
- Assists ~~other teams~~ in the operation of production and treatment equipment;
- Starts and stops pumps according to readings taken from meters and gauges;
- Adjusts~~Adjust~~ chemical ~~injection~~injections as needed to maintain water quality under varying flow quantities;
- Checks tanks and distribution points for chlorine residuals and water turbidity;
- Communicates with agents~~Oversees the daily operation of the San Diego County~~all water services; serves as the District's Chief Water Authority Operator
- in order~~compliance with state and local laws and regulations pertaining to~~ make adjustments to consumption rates; water quality, treatment, supply, and distribution;
- Monitors, operates, and maintains Cla-valves;
- Monitors, operates and troubleshoots the potable water distribution and treatment systems including chemical injection, pump ~~station~~stations, tanks, reservoirs, flow and pressure control facilities, and the UV disinfection plant;
- Monitors and operates the system remotely via SCADA;
- Performs limited maintenance ~~on~~and adjustments to SCADA servers and screens;
- ~~Assists with making limited adjustments to the SCADA screens;~~
- ~~Monitors, performs~~Performs routine calibrations, and ~~performs~~ maintenance of water quality analytical equipment at both the SMGTP and UV disinfection facility and the distribution system;
- Monitors, maintains, and troubleshoots the Calgon UV reactors and related equipment;
- Monitors the maintenance, calibration and troubleshooting of the UVT analyzers;
- Monitors UV reactor dosage output to comply with SWRCB DDW regulations;
- Schedules and ensures completion of the calibration and maintenance of water quality analytical equipment at the UV disinfection facility;
- Performs membrane maintenance for the reverse osmosis treatment system;
- Diagnoses causes of process failure through interpretation of raw data;
- Monitors Granular Activated Carbon system and monitors breakthrough levels;
- Ensure~~Ensures~~ the plants ~~run~~run efficiently and within the required parameters (e.g., IM, GAC, RO filter processes, flow rates, pressure, water quality);
- Ensure~~Ensures~~ compliance with all applicable environmental and safety regulations;
- Maintain~~Maintains~~ accurate logs and documentation for regulatory audits and inspections;
- Ensure~~Ensures~~ proper chemical handling and disposal, adhering to safety protocols;
- Reviews water and wastewater system maps for accuracy;
- Listens ~~to~~ and responds to citizen complaints;
- Coordinates and directs emergency repair of pump stations, tanks, flow and pressure control facilities, chemical injection equipment, and the UV disinfection plant;
- Follows strict safety policies and safe work procedures; assists as a first responder in the event of emergency chemical spills, using required safety and personal protective equipment; ensures safety equipment is in sound working condition; leads and participates in District safety training. and

- Performs related work as required.

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work; and
- Communicate clearly and concisely, orally and in writing.

LICENSES AND CERTIFICATION:

- Possession of a valid and appropriate California driver's license.
- Possession of certification as a Water Distribution Operator Grade IV (D4), or higher.
- Possession of valid certification as a certified Water Treatment Operator, Grade ~~III (T4) or higher.~~ V (T5).
- Possession of a current certification as an Advanced Water Treatment Operator
- Possession of current certification as HAZWOPER (Hazardous Materials Responder Technical Training [2440 hours]).

EDUCATION, TRAINING AND EXPERIENCE:

- *The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.*
- A high school diploma or equivalent; an associate's degree or certificate in water technology is strongly desired and three (3) years of experience in potable water treatment and distribution and responsibility for regulatory compliance or equivalent to the level of systems operator in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above. Supervisory experience is desired.

PHYSICAL DEMANDS

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

Talking: Communicates by radio and in person.

Hearing: Hears well enough to receive communication by radio and in person.

PHYSICAL STRENGTH

Lifting: Up to 100 pounds; infrequent exertion.

Dragging: Up to 200 pounds of dead weight.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with constant or intermittent noise.

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

SALARY RANGE

~~3535~~

Proposed Job Description for
Wastewater Operations Manager

**CHIEF PLANT OPERATOR
WASTEWATER OPERATIONS MANAGER**

DEFINITION

Under the general direction of the Operations Manager, performs management level duties to plan, organize and supervise a staff of wastewater treatment plant personnel; to inspect, monitor and operate complex wastewater treatment, collection, maintenance and disposal equipment necessary to maintain safe standards throughout the system; to plan, organize and supervise the activities of the laboratory section; participates actively in the Operations Management team; Oversees wastewater treatment plant operations at Camp Pendleton; and performs related work as required.

EXAMPLES OF DUTIES

- Supervises, trains and evaluates the performance of wastewater plant staff; at Fallbrook and Camp Pendleton;
- Recommends selection, promotion and discipline of personnel;
- Counsels employees;
- Establishes standards of performance;
- Prepares work schedules and work assignments;
- Checks and corrects work in progress and upon completion;
- Evaluates technical processes and support systems assuring compliance with the NPDES discharge and recycled water permits;
- Is responsible for the operational recycled water function;
- Develops new and or revises existing operating procedures;
- Completes reports required by District, County and State;
- Inspects, monitors, makes adjustments and controls the more complex treatment and disposal equipment, including switches, valves, meters, gauges and controllers;
- Assists others in the operation of treatment and disposal equipment;
- Replaces chlorine tanks as needed;
- Starts and stops pumps;
- Takes readings from meters and gauges;
- Adjusts chlorination injectors as needed to maintain chlorine residual of discharged effluent and recycled water under varying flow quantities;
- Checks tanks and distribution points for chlorine residuals and recycled water turbidity;
- Operates Clayton automatic pressure reduction valves;
- Checks tanks and pipes for leaks and wear;
- Checks motors and pumps for vibration;
- Operates hand and portable power tools when making emergency repairs;
- Reads and logs meters at each site;
- Makes adjustments to power loads in order to maximize efficiency of flow rate and exit pressure to electricity needed to produce the desired rate and pressure;
- Responds to emergencies for plant, pump stations and collection system;
- Makes operational adjustments based on laboratory results, reporting such results and/or problems to the Operations Manager;

CHIEF PLANT OPERATOR/WASTEWATER OPERATIONS MANAGER

- Communicates necessary information to operations and maintenance personnel regarding test results;
- Maintains and updates quality assurance manual, laboratory hygiene plan and industrial waste records, inspections, and reports, providing the required documentation;
- Lubricates motors and pumps;
- Receives on the job training to perform qualified, specific tasks on de-energized high-voltage circuits, and energized or de-energized low-voltage circuits;
- Drives District vehicles, participates in plant public relations tours;
- Ensures that projects are completed within cost and time constraints;
- Prepares cost estimates and estimates of job material and equipment; and
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Operating concepts and complex, multi-faceted secondary and tertiary wastewater systems;
- Principles of supervision;
- Specific user agreements between District and recycled water users;
- All wastewater and recycled water discharge permit conditions issued by regulatory agencies having jurisdiction, including but not limited to, the California Regional Water Quality Control Board, San Diego Region, and state and local health departments;
- Operating principles of pumping equipment, associated motors and high voltage power systems;
- Operations record keeping procedures;
- The operation, capabilities, limitations, interrelationships and operating procedures of the District potable and non-potable water distribution systems;
- Variety of valves;
- Advanced mathematics applicable to the water/wastewater works trade;
- The operation of chlorinators and the safe handling of chlorine cylinders;
- Tools, equipment and methods used in the repair in the maintenance of pumps, valves and pipeline equipment;
- English usage, oral and written;
- Safety precautions pertaining to the work: operation of electrical and mechanical equipment, pumps and motors, laboratory, confined space, etc.;
- Principles of hydrology and hydraulics;
- Control of effluent flow and pressures through gravity and pumping equipment;
- Theory and principles of electrically driven pumps, their output relative to their type and electrical power consumption;
- Methods of wastewater collection, treatment and disposal;
- Methods of chlorination, recycled water purification and testing;
- Wastewater system pressure maintenance;
- Methods for monitoring industrial users and conducting inspections;
- Laboratory methods, materials, tools, and equipment;
- All current permits (NPDES, recycled water, etc.);
- All applicable laboratory regulations and reporting requirements for Federal, State and local agencies; and

CHIEF PLANT OPERATOR/WASTEWATER OPERATIONS MANAGER

- Computer software programs (word processing, spreadsheet, database).

Ability to:

- Schedule and assign wastewater treatment and disposal operations work;
- Perform advanced-level water/wastewater systems operation work in the operation of wastewater and recycled water conveyance and distribution system;
- Analyze and evaluate laboratory samples for process control and permit compliance;
- Recognize unusual or dangerous operating conditions and take rapid appropriate action;
- Monitor and control treatment plant, laboratory and lift station operations;
- Maintain accurate logs and records;
- Perform mathematical calculations related to the position;
- Troubleshoot wastewater, collection, treatment, disposal, laboratory and recycled water distribution system problems which require in depth understanding of the systems;
- Exercise judgment in determining necessary wastewater retention capacity levels;
- Predict effect of weather on recycled water and wastewater levels and distribution rates;
- Interpret Recycled Water Agreements between the District and recycled water customers;
- Use tools and make repairs to pumps, valves and motors;
- Make accurate inspections of operating equipment, and assess the operational condition of the wastewater and recycled water equipment;
- Make adjustments to equipment in response to recycled water demand and supply;
- Make adjustments to complex recycled water purification equipment to meet pre-set standards;
- Assist with industrial waste inspections;
- Read and write at a level sufficient for job success;
- Prepare written reports and cost estimates;
- Operate a personal computer/computer remote terminal;
- Maintain logs and records;
- Give safety presentations to plant and collections system employees;
- Write legibly;
- Understand and carry out oral and written instructions;
- Operate a vehicle observing legal and defensive driving practices; 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;
- Possession of valid certification as a certified Wastewater Treatment Operator, Grade IV, or higher, by the State of California State Water Resources Control Board;
- Possession of Grade I Laboratory Technologist by California Water Environment Association;
- Possession of Water Treatment Operator, Grade I (T1), or higher, by the State of California;
- Possession of a certificate of achievement or associates degree in wastewater technology is highly desirable;

CHIEF PLANT OPERATOR/WASTEWATER OPERATIONS MANAGER

- Possession of certification in mechanical technology, industrial waste inspection, and collections system maintenance is highly desirable.

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 five years' experience in wastewater treatment, collection, maintenance and disposal where supervision of others is evident; and completion of coursework in wastewater technology, supervision and safety; OR three years' experience at or equivalent to the level of lead plant operator in the Fallbrook Public Utility District from which the incumbent has acquired the knowledge and abilities listed above

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: Mechanically raises or lowers chlorine cylinders.
- Reaching: Extends hand and arms in any direction.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Climbing: Ascends and descends ladders up to 50 feet in height.
- Vision: Reads work tickets, meter dials, reservoir levels, data sheets, video messages, scales and gauges and operates District vehicles.
- Sitting: Drives through rough terrain and sits in District vehicles or at computer station for up to four hours per day.
- Talking: Communicates by radio and in person.
- Hearing: Hears well enough to receive communication by radio and in person.

PHYSICAL STRENGTH

- Lifting: Up to 50 pounds; infrequent exertion.
- Dragging: Up to 100 pounds of dead weight.

ENVIRONMENTAL CONDITIONS

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

SALARY RANGE

35 = WWTPO IV, T1 & LT 1

36 = WWTPO IV, T2 & LT 1

Proposed Job Description for
Senior Management Analyst

SENIOR MANAGEMENT ANALYST

DEFINITION

~~Under general supervision,~~Independently performs routine to moderately complex professional administrative, financial, budgetary, accounting, statistical and other management analysis in support of departmental or District-wide activities, functions and programs; and performs related duties as assigned.

EXAMPLES OF DUTIES

- Determines analytical techniques, statistical and information gathering processes and obtains relevant data for analysis;
- ~~Supports the development of~~Develops the District's ~~reports;~~ Adopted Annual Budget and Annual Comprehensive Financial Report documents;
- Produces ~~publish and publishes~~ quality documents by using publishing software;
- ~~Assists in review, analysis and administration of~~Independently reviews, analyzes, and tracks the annual budget, periodically analyzing current and historical trends and evaluating variances with a focus on improving cost effectiveness;
- Investigates and evaluates the need for changes in budgetary allocations during the fiscal year;
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions;
- Evaluates alternatives, makes recommendations, and ~~assists with~~leads the implementation of procedural, administrative, and/or operational changes after approval;
- ~~Assists in the design~~Designs, develops, and development ofproduces the annual budget and budget reports to meet ~~management~~ information needs, ensuring accuracy, clarity, and compliance with applicable standards and best practices;
- Works with others to develop or modify systems to provide required data;
- Assists with the determination of rates and charges and updating rate and charge information including any public notices;
- Independently provides budget and administrative services to the Contract Wastewater Operations staff;
- Utilizes the District's Enterprise Resource Planning (ERP) system to conduct analysis of revenue and expenditures and produce reports for management and the Board;
- Assists in reviewing, understanding, maintaining and implementing updates to District codes, policies, practices and programs;
- Performs program administrative functions in a specified area; prepares technical reports, correspondence and other written materials;
- Updates and maintains departmental reports and spreadsheets to effectively track work assignments;
- Provides technical assistance to others on administrative and analytical matters;
- PlansLeads, plans and conducts assigned special research projects that includes managing inter-departmental teams;
- Monitors insurance renewals for contracts to ensure all vendor policies are current; and
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of administrative and organizational analysis;
- Public administration policies and procedures;
- Financial/statistical/comparative analysis techniques and formulae;
- District organization, functions, programs, policies, procedures and initiatives;
- Budget development and administration methodologies;
- Principles and practices of public finance;
- Enterprise Resource Planning (ERP) systems and their utilization;
- Computerized Maintenance Management Systems (CMMS) and their utilization;
- Generally accepted accounting principles;
- Principles and practices of report writing and presentations; and
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases including those related to statistical analysis, budgeting and data management.

Ability to:

- AnalyzeIndependently analyze a variety of administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions;
- Collect, evaluate and interpret varied data, either in statistical or narrative form;
- Interpret and apply laws, regulations, policies and procedures; prepare clear and concise records, correspondence, reports, and other written materials;
- Maintain accurate records and files; coordinate multiple projects and meet critical deadlines;
- Exercise sound judgment within established guidelines;
- Work well as a team and with others of all skill levels;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications to develop reports, databases and communications materials;
- Communicate effectively, clearly and concisely, orally and in writing, with individuals and in group and public presentations; and
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, TRAINING AND EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a closely related field supplemented by twofive years of professional experience in administration and management analysis, preferably in the public sector. A Master's degree is highly preferred.

PHYSICAL DEMANDS

SENIOR MANAGEMENT ANALYST

- Sitting: Remains in seated position for up to 9 hours per day.
- Standing: Operates copy machine and assembles documents for up to three hours per.
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.
- Hearing: Hears well enough to receive communication in person and by telephone.
- Hands/Arms: Operates computer for up to 9 hours per day.
- Vision: Reads written or video messages for up to 9 hours per day.

SALARY RANGE

26

Proposed Job Description for
Engineering Manager

FALLBROOK PUBLIC UTILITY DISTRICT

ENGINEERING MANAGER

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLES OF DUTIES:

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

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

ENGINEERING MANAGER

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

QUALIFICATIONS

Knowledge of:

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

ENGINEERING MANAGER

Ability to:

- Understand, interpret, explain and apply Federal, State, local and District codes, rules, regulations, policies and procedures; exercise independent judgment and initiative within established guidelines;
- Collect relevant data and information, analyze, interpret, and make sound recommendations on related issues;
- Prepare or coordinate preparation of accurate engineering drawings, specifications, and cost estimates;
- Make complex engineering computations;
- Check, review and develop plans and specifications for a wide variety of water facilities;
- Identify project resources and assignments;
- Perform concise technical writing and documentation;
- Exercise independent judgment in identifying and resolving issues;
- Train, coach, review, and evaluate the work of others;
- Perform work in accordance with established safety regulations, guidelines, and practices;
- Operate a variety of assigned equipment, modern computers and technical software;
- Perform mathematical calculations as needed;
- Prepare and maintain clear, comprehensive, and accurate reports, correspondence, and records.
- Read and interpret complex technical information and manuals including environmental documents;
- Allocate resources in a cost-effective manner to control department budget;
- Prepare cost estimates and analyze financial records;
- Exercise appropriate judgment in answering questions and releasing information;
- Use a personal computer for project management, spreadsheet, hydraulic modeling, and word processing applications; and
- Communicate clearly and concisely, orally and in writing.

LICENSES AND CERTIFICATIONS

- A valid certificate of registration as a Professional Engineer issued by the State of California.
- A valid California driver's license.

EDUCATION, TRAINING AND EXPERIENCE

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

SALARY RANGE

54

Proposed Job Description for
Operations Manager

OPERATIONS MANAGER

DEFINITION

Under the general direction of the General Manager, performs management level duties to plan, organize and direct sections responsible for potable treatment and distribution, wastewater treatment and recycled water production and overall maintenance of District mechanical, electrical and SCADA and controls systems; oversees departmental and capital improvement projects; develops and monitors budgets; plans and provides technical support; participates actively in the management team; and performs related duties as assigned. [-Oversees contract operations of Water Reclamation Plants on Camp Pendleton.](#)

CLASS CHARACTERISTICS

This position has managerial responsibility for the planning and administration of the sections responsible for potable water system operations, including treatment and distribution, wastewater treatment and recycled water production and distribution. This position oversees District-wide maintenance of all mechanical, electrical and SCADA and controls systems. The incumbent exercises supervision over supervisory and technical positions including the Chief Plant Operator, Water Systems Supervisor, and SCADA/Electrical & Maintenance Supervisor. This includes overseeing the operation of the UV Treatment Plant, the Groundwater Treatment Plant, the Water Reclamation ~~Plant~~[Plants in Fallbrook and on Camp Pendleton](#), and the potable distribution system.

EXAMPLES OF DUTIES

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

- Develops strategies and approaches to optimize water treatment and distribution, wastewater treatment and recycled water production and delivery.
- Supervises, trains and evaluates the performance of operations staff;
- Recommends selection, promotion and discipline of personnel;
- Develops and directs the implementation of goals, objectives, and procedures for the department;
- Plans and prepares work schedules;
- Develops and administers the annual budget for the department;
- Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment, distribution systems and wastewater treatment and recycled water;
- Completes regulatory reports;
- Represents the District in a professional manner through involvement with industry organizations and committees;
- Inspects, monitors, makes adjustments, troubleshoots and controls the more complex water production and treatment issues;
- Drives a District vehicle in the course of daily duties;
- Provides assistance and guidance to staff regarding the operation of the potable treatment and distribution system, and wastewater treatment;
- Communicates with agents of the San Diego County Water Authority and other member agencies;
- Oversees District SCADA system and develops plans for improved automation and reporting;
- Oversees District valve exercise program;
- Ensures the completion of the calibration and maintenance of water and wastewater analytical equipment; and
- Performs other duties as assigned.

OPERATIONS MANAGER

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

LICENSES, ~~AND~~ CERTIFICATION, AND EDUCATION

- Possession of a California driver's license; **AND**
- Possession of certification as a Water Distribution Operator Grade ~~IV (D4)~~III (D3), or higher;
AND/OR
 - Possession of certification as a Water Treatment Operator, Grade IV (T4) or higher **OR** Wastewater Operator Grade III or higher.

OR

- Possession of a Professional Engineering License in the State of California.

OR

- A bachelor's degree in business management, business administration, or public works/administration, with coursework in water treatment, water distribution, wastewater treatment, and management; **OR**

OPERATIONS MANAGER

- A Master's degree with major coursework in engineering, life sciences, business or public administration, or a related field, is highly desirable.

EDUCATION, TRAINING AND EXPERIENCE

- ~~An associate's degree in business management, business administration, or public works/administration, with coursework in water treatment, water distribution, wastewater treatment, and management. A bachelor's degree is highly desirable.~~
- Minimum five years of progressively responsible experience in water and/or wastewater operations, including at least 2 years of supervisory or management experience is required.

Physical Demands:

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

PHYSICAL STRENGTH

Lifting:	Up to 100 pounds; infrequent exertion.
Dragging:	Up to 150 pounds of dead weight.

SALARY RANGE

53 – Bachelor's Degree, and D4 and T4, or Grade III WW; **OR**

OPERATIONS MANAGER

Professional Engineering License in the State of California