



**FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE**

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY THIS MEETING WILL BE CONDUCTED VIA WEB AND TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE. INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE COMMITTEE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.

Join Zoom Meeting

<https://zoom.us/j/99303566222?pwd=R3R4eWJZWXR6MHIJcExScFhaZHK1QT09>

MEETING ID 993 0356 6222

AUDIO PASSCODE 724767

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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 Committee during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Committee 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.

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

**TUESDAY, APRIL 20, 2021
10:00 A.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 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. PUBLIC AFFAIRS SPECIALIST CHANGE TO FULL-TIME STATUS

B. PROPOSED REORGANIZATION AND ASSOCIATED JOB CLASSIFICATION CHANGES

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.

April 15, 2021
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: April 20, 2021
SUBJECT: Public Affairs Specialist Change to Full-Time Status

Purpose

To obtain approval to change Public Affairs Specialist from a part-time to a full-time position, with an effective date of July 1, 2021.

Summary

The current Public Affairs Specialist's works a part-time schedule of 35 hours per week.

The additional 5 hours per week resulting from the change to a full-time schedule would serve partly to support the District's public outreach efforts to address water supply/water quality ahead of the start of local water production in early 2022, via the Santa Margarita River Conjunctive Use Project.

Budgetary Impact

While no change in salary is being proposed, there will be an annual increase in compensation of \$16,786.80 given the 5 additional hours per week, calculated as follows:

Current Hourly Pay Rate	Part-Time Hours (1820/year)	Full-Time Hours (2080/year)	Difference
\$49.18	\$85,507.60	\$102,294.4	\$16,786.80

Recommended Action

Staff recommends approving the proposed change.

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, HR Manager
DATE: April 20, 2021
SUBJECT: Proposed Reorganization and Associated Job Classification Changes

Purpose

To obtain approval for a proposed reorganization and the associated changes to the job descriptions for the Mechanical Technician, Plant Maintenance Worker, Senior Instrumentation and Controls Specialist, Instrumentation Electrical & Controls Technician I/II, System Operations Supervisor, Systems Operator I/II, and Operations Manager positions.

Summary

The proposed reorganization, which is planned to take effect July 1, 2021, is to primarily address the operational and staffing needs of the Santa Margarita Groundwater Treatment Plant which is expected to go into service in September/October 2021.

The reorganization includes deleting a vacant Utility Technician position and replacing it with two additional Utility Worker positions, one in field services and another in valve maintenance, and adding a Systems Operator I/II position. In total, this results in an overall addition in staffing of two positions as shown on the attached revised organizational chart and includes the following job description updates, job title changes and/or change in reporting:

- **Mechanical Technician to Senior Maintenance Technician** – This position, which currently reports to the Chief Plant Operator, will report to the SCADA, Electrical & Maintenance Supervisor. The job description has also been updated as shown in the attached.
- **Plant Maintenance Worker I/II to Maintenance Technician I/II** – This position, which currently reports to the Chief Plant Operator, will report to the SCADA, Electrical & Maintenance Supervisor. The job description has also been updated as shown in the attached.
- **Senior Instrumentation and Controls Specialist to SCADA, Electrical & Maintenance Supervisor** – This position will become a first-line supervisor and will continue reporting to the Operations Manager. The job description has also been updated as shown in the attached.
- **Instrumentation Electrical & Controls Technician I/II** – This position's job description has been updated as shown in the attached.

- **System Operations Supervisor** – This position’s job description has been updated as shown in the attached.
- **Systems Operator I/II to Systems Operator I/II/III** - This position’s job description has been updated as shown in the attached.
- **Operations Manager** – This position’s job description has been updated as shown in the attached.

Budgetary Impact

The annual salary range for SCADA, Electrical & Maintenance Supervisor was arrived at based on a review and analysis of market data for comparable positions and ultimately determined given the District’s established classification/position salary ranges for FY 20-21.

The total budgetary impact of all the proposed changes will be partially offset by the elimination of the Utility Technician position, with the overall changes resulting in an initial annual salary cost of approximately \$157,226, as shown in the attached reorganization cost estimate.

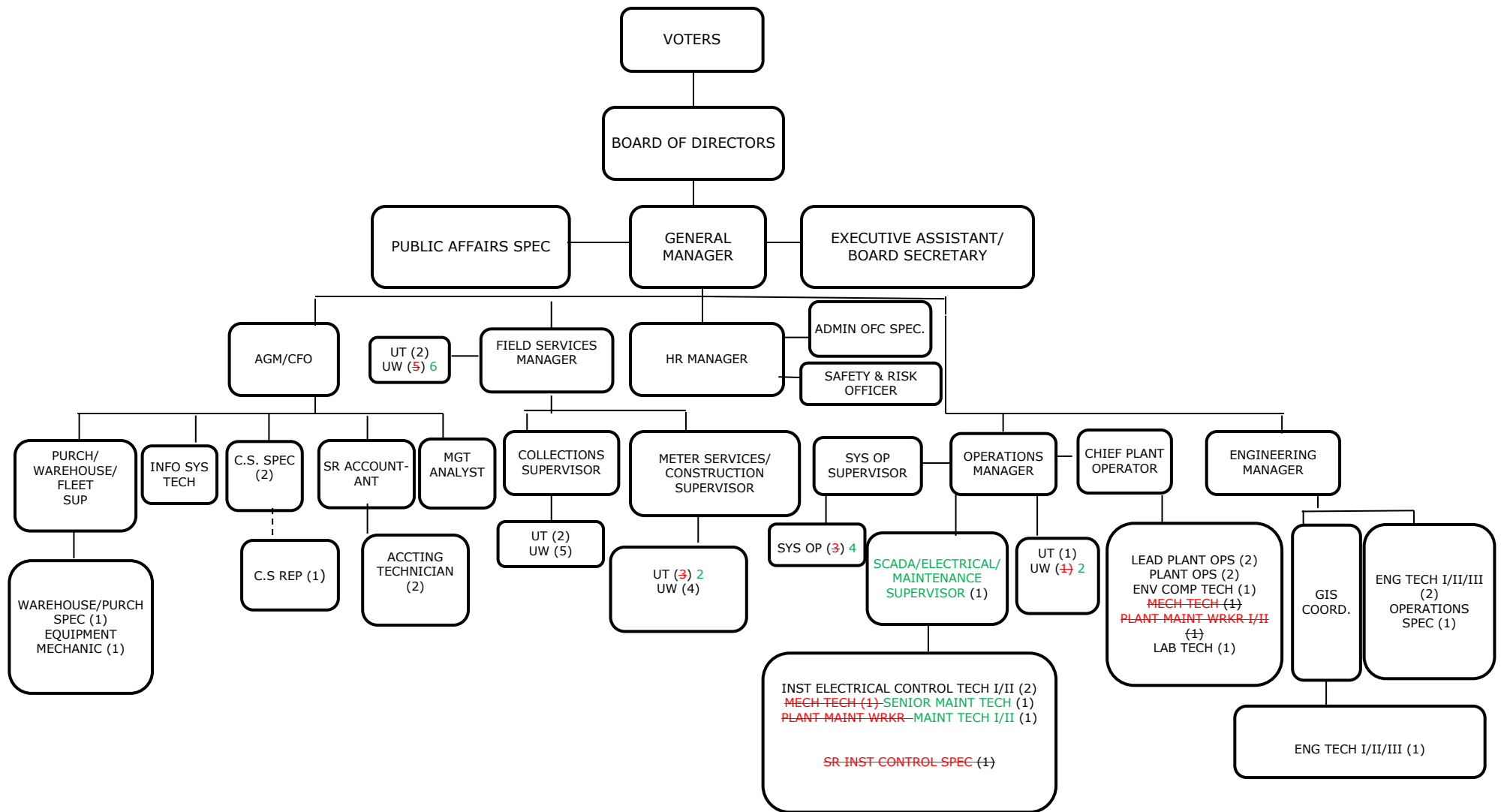
Recommended Action

It is recommended that the Board approve the reorganization and the associated job description changes/updates, the salary range for the SCADA, Electrical & Maintenance Supervisor job classification, and the increase in total staffing from 67 to 69 positions.

**Attachment A
(Proposed Org Chart)**

FPUD Org Chart

Personnel Committee Mtg. 042021



~~67~~ 69 Total Positions

Attachment B

(Proposed Changes to Mechanical Technician Job Description)

SENIOR MAINTENANCE TECHNICIAN
MECHANICAL TECHNICIAN

MECHANICAL TECHNICIAN

SENIOR MAINTENANCE TECHNICIAN

DEFINITION

Under direction, works in the lead capacity in ~~the more complex and difficult work of staff responsible for~~ the installation, maintenance, inspection and servicing of mechanical equipment, components, machinery and facilities associated with the pumping, storage and delivery of potable, reclaimed and wastewater; and performs related work as required. This job requires the incumbent to work closely with outside companies to identify and secure specialty parts and materials as needed.

CLASS CHARACTERISTICS

The ~~Mechanical Technician~~ Senior Maintenance Technician performs advanced level preventive and predictive mechanical maintenance, as well as mechanical installation and repair. Incumbents require little supervision and provides training and direction to the Maintenance Technician, and also direct the activities of the Plant Maintenance Worker. Incumbents are regularly assigned to train lower level personnel in the performance of specified work. ~~This position routinely~~ Incumbent coordinates work with other departments and work groups, as well as outside agencies, ~~and outside companies frequently.~~

Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbents receive general instructions when tasks are assigned and are expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered. Incumbents at the Mechanical Technician-Senior Maintenance Technician level assign, check, guide, correct, train and participate fully in the work of subordinates. Incumbents do not hire, evaluate or discipline subordinates. Incumbents are expected to advise their ~~Chief Plant Operator or~~ supervisor of staff performance and/or problems observed.

EXAMPLES OF DUTIES

- Plans, leads, reviews the work of, and trains staff on the maintenance, operation, diagnostic testing, installation and repair of technical maintenance and repair involved in the District's boosters, water and wastewater treatment plants, sewage lift stations, wastewater collection systems and related support equipment, including the following: crane truck, multi-meters, mego meters, amp meters, and loop calibrator.
- Performs the installation of electrical and mechanical equipment including pumps, motors, valves, solenoids, timers;
- Generates purchase requisitions
- Installs and maintains mechanical seals, seal fluid filters, lighting fixtures, receptacles, switches, fuses, bearings and gaskets; ÷
- Coordinates and performs repair operations, equipment replacement and related special projects ~~as directed by supervisor;~~
- Maintains ~~records and prepares a variety of reports including time and supplies/materials. Also, maintains~~ and organizes preventative maintenance tasks in a computer maintenance management system (Cityworks); ÷
- Keeps maintenance shop organized and orderly;

SENIOR MAINTENANCE TECHNICIAN
MECHANICAL TECHNICIAN

- ~~Participates in troubleshooting and maintaining standby power generation systems, transfer switches and related components;~~
- Provides maintenance support to ~~other~~ departments such as Collections, Water, Systems and Construction when needed; and work groups as needed.
- Maintains, repairs, and replaces ~~all types of pumps, electric motors, gas and diesel engines, valves, and related mechanical equipment and appurtenances;~~
- Bends and installs electrical conduit and pulls wire for power above and below ground;
- ~~Ensures adherence to safe work practices and procedures;~~
- ~~Diagnoses well and booster pumping station operation using specialized tools and instrumentation;~~
- Troubleshoots pumps and motors and makes appropriate adjustments and repairs; inspects, maintains and repairs hydraulic and pneumatic systems; installs, modifies, inspects and maintains piping associated with and water pumping stations;
- Reads, understands, interprets and works from blueprints, plans, schematics, diagrams and maps as related to pumping stations and hydraulic control equipment;;
- ~~Performs confined space and permit required confined space entry as defined by the California Code of Regulations. Has designated authority to complete re entry checklists, perform atmospheric testing and evaluation of various entry conditions and situations;~~
- ~~Performs preventative mechanical maintenance by inspecting and cleaning equipment, changing out lubricating fluids, repacking bearings, adjusting and replacing belts, gear boxes, pistons, filters, valves, gaskets, and other related parts;~~
- Conducts equipment evaluation using diagnostic monitors such as alignment gauges, megor and vibration monitoring equipment and infrared thermal imaging devices;
- Performs corrective mechanical maintenance by troubleshooting cause of malfunction using visual inspection and precision measuring and testing instruments, and then replacing or repairing broken parts such as gauges, gaskets, plugs, coils, wires, bearings, valves, pistons, rings, crankshafts, and pumps;
- ~~Rebuilds equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles and tests equipment to ensure that it is in proper working condition; installs and troubleshoots new electromechanical equipment and tests for proper operation;~~
- Responds to plant and field emergencies and problems as required as well as responds to after hour emergencies as able;
- Operates and maintains a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned mechanical duties;
- ~~Defines and enters into a computer program the scheduled maintenance and repair;~~
- Performs field inventories and verifies equipment nameplate date; provides as-built changes on plans for records; and
- Performs other duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of both water and wastewater maintenance and repair;
- Welding methods, including types of metal, and reading and interpreting blue prints and drawings to determine the specific welding requirements;
- Principles of lead supervision and training;

SENIOR MAINTENANCE TECHNICIAN
MECHANICAL TECHNICIAN

- Intermediate level of electrical and mechanical practices;
- Principles of preventive and predictive maintenance programs;
- Principles, methods, materials, tools and equipment required for installation, maintenance, diagnosing, and repair of potable and reclaimed water pumps, and operation and maintenance of booster pumping stations;
- Principles, methods, materials, tools and equipment used in the maintenance and repair of pumps, valves, pump drive gear heads, gear reduction boxes, engines, and motors;
- ~~Operational characteristics of both water and wastewater treatment plant systems and equipment;~~
- ~~Advanced methods and techniques of performing diagnostic troubleshooting services;~~
- ~~Operational characteristics of tools and equipment used in pump maintenance activities;~~
- ~~Principles of hydrology and hydraulics;~~
- ~~Proper procedures used in the maintenance and repair of hand and power tools;~~
- Operating characteristics of computers and applicable software applications;
- ~~Occupational hazards and standard safety practices;~~
- Tools, equipment and methods used in the repair and maintenance of pumps, valves and pipeline equipment; and
- Safety precautions pertaining to the work, particularly relating to the operation of basic electrical pumps and motors.

Ability to:

- Independently perform the most difficult maintenance, troubleshooting and repair activities on all types of designs of pumps, valves, electronic valve actuating equipment, and complex chemical injection systems.
- Weld, fabricate and cut metal for purposes of equipment modification and design at the water reclamation plant and for the District;•
- ~~Work independently to design solutions throughout the plant and District;~~
- ~~Perform a variety of tasks involving the installation, construction, maintenance and repair associated with booster pumps, pumping stations, sewer lift stations, and reservoirs;~~
- Troubleshoot, repair, and maintain a variety of ~~electrical/electro/~~ mechanical equipment in the water/wastewater treatment plants;
- ~~Accurately diagnose mechanical repair needs;~~
- ~~Operate a variety of maintenance and repair equipment in a safe and effective manner;~~
- ~~Test, make repairs to, and perform preventive maintenance on motors, pumps, valves and other equipment used in wastewater and water treatment plants;~~
- Read and understand technical manuals, blueprints, electrical diagrams and schematics, shop drawings, and sketches;
- Perform heavy manual labor;
- Perform assigned work in accordance with appropriate safety practices and regulations;
- ~~Maintain a variety of repair records;~~
- Work independently in the absence of supervision;
- ~~Understand and follow oral and written instructions;~~
- Communicate clearly and concisely, both orally and in writing;
- Use a computerized maintenance management system for scheduling, tracking and analyzing all work performed on equipment;
- ~~Comply with Cal-OSHA respirator facemask fit test requirements;~~

SENIOR MAINTENANCE TECHNICIAN
MECHANICAL TECHNICIAN

- Use Self Contained Breathing Apparatus (SCBA); and
- Establish and maintain effective relationships with those contacted in the course of work.

LICENSE AND CERTIFICATION

- Possession of a valid and appropriate California driver's license;
- Possession of American Welding Society Certification at hire or within 6-months of hire.
- Possession of a Grade I Plant Maintenance Technologist certification at hire or issued by the CWEA within one year of hire;
- Possession of a Grade II (PM) Mechanical Technologist certification at hire or issued by the CWEA within two years of hire;
- Possession of a Grade I Wastewater Treatment Plant Operator certification is desirable.
- [Possession of a Water Distribution Grade 2 \(D2\) certificate is desirable](#)
- ~~[Water Distribution Operator Grade I certification is desirable.](#)~~

EDUCATION, TRAINING AND EXPERIENCE

[High school graduation or GED](#) and five years of increasingly responsible experience in the installation, maintenance and repair of pumps, and other major mechanical equipment common to a water/wastewater system.

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 over 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

SENIOR MAINTENANCE TECHNICIAN
MECHANICAL TECHNICIAN

Lifting: Up to ~~50~~100 pounds; infrequent exertion.

Dragging/Pushing: Up to 100 pounds; infrequent exertion.

SALARY RANGE

28 = No Certification

29 = American Welding Society Certification

30 = American Welding Society Certification and Wastewater Treatment Plant Operator Grade I

OR

30 = American Welding Society Certification and Water Distribution Grade ~~II~~

31 = American Welding Society Certification, Water Distribution Grade ~~II~~, and Wastewater Treatment Plant Operator 1

Attachment C
(Proposed Changes to Plant Maintenance Worker I/II Job
Description)

FALLBROOK PUBLIC UTILITY DISTRICT

~~PLANT MAINTENANCE WORKER~~ MAINTENANCE TECHNICIAN I/II

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DEFINITION

This series specification describes two classes which perform varied potable, recycled and wastewater maintenance and mechanical work; a variety of routine grounds maintenance and landscaping duties; building maintenance, and pump and motor maintenance ~~and custodial duties~~; reads, records and reports readings; cleans and maintains ~~all plant~~ equipment along with ~~basic~~ repairs and performs related work as required.

CLASS CHARACTERISTICS

~~Plant Maintenance Worker I~~ Maintenance Technician I

The ~~Plant Maintenance Worker I~~ Pump and Motor Tech Maintenance Technician I ~~learns and performs manual labor in~~ the maintenance and mechanical tasks involving the use of hand tools and ~~high~~ motorized equipment; performs ~~groundskeeping~~ grounds keeping and janitorial work and herbicide/pesticide application and tree trimming. Assists with routine maintenance of pumps, motors, and mechanical equipment. Receives on the job training in the specific duties and safety precautions of the unit. As the incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to the Plant Maintenance Worker II Pump & Motor Tech II class can reasonably be expected. Most incumbents should gain the skill, experience, certification and proficiency for advancement within two years with the District.

~~Plant Maintenance Worker~~ Maintenance Technician II

Positions at the ~~Pump & Motor Tech~~ Maintenance Technician II level are regularly assigned to perform semiskilled and skilled ~~manual labor~~ tasks in the maintenance and operation of the ~~recycled and wastewater~~ District's water and wastewater systems. Incumbents at this level operate a variety of light and moderately heavy equipment to perform routine maintenance and mechanical tasks. ~~Assists with routine maintenance of pumps, motors, and mechanical equipment.~~ Incumbents are assigned ~~to plant~~ maintenance where they are expected to have sufficient skill and knowledge to work productively and safely without constant direction and supervision. ~~Incumbents may be assigned to work independently or with a helper in the plant to to perform routine functions.~~

EXAMPLES OF DUTIES

~~Plant Maintenance Worker~~ Maintenance Technician I

- Installs and maintains ~~mechanical~~ mechanical equipment and components including pumps, electric motors, valves
- Performs grounds keeping ~~as needed~~, landscape maintenance including mowing, weeding, weed-eating, edging, pruning, cutting, trimming, picking up trash, spraying herbicides, pesticides and fertilizing;
- Maintains and makes repairs to sprinkler systems;
- Performs basic maintenance of a complex primary/secondary and tertiary treatment systems;

PLANT MAINTENANCE TECHNICIAN WORKER I/II

- ~~Performs basic mechanical maintenance at potable and wastewater facilities such as pump stations, lift station and solids handling. Performs basic maintenance of all auxiliary facilities such as potable water system, chemical handling, solids handling, pipeline conveyance, pumping stations, telemetry and industrial waste inspection;~~
- ~~Provides hands-on training on systems, equipment and safety items;~~
- ~~Prepares and/or reviews procedures, programs, logs, charts and reports;~~
- ~~Works safely to ensure plant compatibility during operations, maintenance or testing;~~
- ~~Performs general building and plant custodial duties including minor repairs as directed; performs pick-up and delivery tasks interfacing with public, hauls trash to landfill, unloads trash and performs vehicle maintenance/inspections;~~
- ~~Originates repair requests/work orders and completes preventative maintenance on a variety of equipment across District sites to ensure equipment preventive maintenance procedures and systems improvement modification tasks;~~
- ~~Performs standard operating procedures (SOPs) along with Preventive Maintenance procedures (PMs);~~
- ~~Cleans and paints equipment, valves and piping structures as required;~~
- ~~Operates dump trucks, tractors, boom trucks, and other such equipment to operate within plant compound;~~
- ~~Performs routine inspections of equipment, tanks, structures, air handling equipment, checking for damage, oil leaks, excessive noise or abnormal conditions and keeps supervisor informed of system status;~~
- ~~Assists other employees in the removal, repair, replacement, testing and servicing plant and pump station mechanical equipment, vehicles, meters, valves, piping, engines and related parts; and~~
- ~~Performs limited work on low voltage circuits using proper lockout/tagout procedures. Receives on the job training to perform qualified, specific tasks on de-energized high voltage circuits, and energized or de-energized low voltage circuits;~~
- ~~Performs under the direct supervision of a certified operator:~~
 - ~~Head works cleaning, including manual bar rake cleaning, dumping grit/rags, cleaning troughs with influent raw wastewater (may be required to stand in troughs with raw influent or treated water flows using proper safety gear), and cleaning airlift pumps of rags and debris;~~
 - ~~Pump primary and secondary scum pits;~~
 - ~~Rag removal from all tanks including head works, primary, secondary, activated tanks, digester tanks, belt press drums, belt press static mixer, tertiary flocculation tanks, and tertiary filters;~~
 - ~~Performs hose down cleaning to all plant processes, including any odorous sewage or chemical spills. Cleans up any sludge overflow or spill;~~
 - ~~Assists in cleaning/flushing any clogged pipelines containing raw influent to treated recycled water or sludge lines;~~
 - ~~Performs cleaning duties in confined space tanks;~~
 - ~~Will assist in maintaining and setting up odor control equipment;~~
 - ~~Pump sludge to sludge drying beds;~~
 - ~~Clean out dried sludge from sludge drying beds with tractors;~~
 - ~~Performs rounds and readings, assist with chlorine deliveries, turn on pumps and motors when directed; and~~

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PLANT MAINTENANCE TECHNICIAN WORKER I/II

- Performs other duties as assigned.

~~Plant Maintenance Worker II~~ Maintenance Technician II

◆ In addition to all duties of the ~~Plant Maintenance Worker Maintenance Technician I~~, the ~~Plant Maintenance Worker~~ Maintenance Technician II shall:

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- Troubleshoot and repair pump and motor bearings, seals, pump packing, seal water lines, motor couplings, motor alignments, chemical pumps, double disc diaphragm pumps, aeration blowers, valves and pipe repairs;
- Pulls pumps and motors;
- ◆ ~~Fill out required paperwork to send in for repairs;~~
- ◆ ~~Oversee the lockout/tag-out system;~~
- ◆ ~~Be confined space trained along with being chemically trained on the following chemicals: chlorine, caustic soda, alum, polymer, bioxide and any other chemical the worker may come in contact with (must know how to read an MSDS sheet);~~
- Performs moderately difficult operation of light, medium and heavy construction equipment such as a backhoe, man lift, front loader, small crane and trailer;
- Receives on-the-job training in more difficult equipment operations;
- ◆ ~~In conformance with plant operators lays out tools, parts and materials in accordance with the demands of the job;~~
- Performs tasks in proper sequence and without direction;
- ◆ ~~Detects on the job problems and seeks direction;~~
- Performs semi-skilled and skilled manual tasks to check, test, troubleshoot, service, repair, rebuild, install and align facility and pump station pumps, electrical motors, air compressors, drive units and gear boxes, tank chains, sprockets, skimmers and center columns; and
- Disassembles, inspects, determines damage, reoccurrence of similar failures and recommends improvements to preventative maintenance schedules, items of work, etc.; and
- ◆ ~~Performs other duties as assigned.~~
- ◆ ~~Gives routine on the job training to co-workers;~~
- ◆ ~~Advises co-workers on safety procedures;~~
- Notifies the plant operators/supervisor of safety hazards;
- ◆ ~~May be assigned to carry out scheduled work independently or with a helper.~~

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QUALIFICATIONS

~~Plant Maintenance Worker I~~ Maintenance Technician I

Knowledge of:

- Common grounds keeping tools and methods;
- ◆ ~~Basic custodial tools and methods;~~
- Proper use of tools and equipment used in the repair and maintenance of pumps, electrical motors, valves, and pipeline equipment;
- Basic English usage, oral and written; and
- ◆ Basic safety practices, including lockout/tagout procedures.

PLANT MAINTENANCE TECHNICIAN WORKER I/II

Ability to:

- Operate grounds keeping equipment;
- ~~Apply herbicides and pesticides;~~
- Perform custodial duties;
- Operate a vehicle observing legal and defensive driving practices;
- Use tools and make repairs to pumps, electrical motors, valves and motors;
- Make accurate inspections of operating equipment, and assess the basic operational condition of the water, wastewater and recycled water equipment;
- Understand and carry out oral and written instructions;
- Maintain accurate records;
- ~~Work independently;~~
- Recognize unusual or dangerous basic operating conditions and take rapid appropriate action;
- ~~Work in odorous areas for long periods of time;~~
- Move heavy hoses and pumps from various tanks to pump out flows, then clean out debris, grit and sludge in each tank; and
- Establish and maintain effective relationships with those contacted in the course of work.

~~Plant Maintenance Worker II~~ Pump & Motor Tech ~~Maintenance Technician II~~

Knowledge of:

- In addition to the knowledge of a ~~Plant Maintenance Worker I~~ Maintenance Technician I:
 - Maintenance recordkeeping procedures;
 - Variety of valves;
 - Basic ~~mathematics~~ application to the water/wastewater trade;
 - ~~More intermediate~~ Knowledge of (Tools, equipment and methods used in the repair and maintenance of pumps, electric motors, valves and pipeline equipment; and
 - Safety precautions, including lockout/tagout procedures, pertaining to the work, particularly relating to the operation of basic electrical pumps and motors; and
 - Basic understanding of pumps, motors, valves and pipelines equipment
 - ~~Basic principles of hydrology and hydraulics;~~

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Ability to:

- In addition to the ability of a ~~Plant Maintenance Worker I~~ Maintenance Technician I:
 - Work productively on varied tasks without immediate supervision and guidance;
 - Perform semiskilled and limited skilled work in potable, recycled and wastewater maintenance and mechanical work;
 - Use hand tools skillfully;
 - Operate light, medium and heavy equipment effectively in standard operations;
 - Troubleshoot water, wastewater and recycled water maintenance and mechanical problems.

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PLANT MAINTENANCE TECHNICIAN WORKER I/II

LICENSE AND CERTIFICATION

- Possession of a valid and appropriate California driver's license.
- Plant Maintenance Technologist I certification
- Wastewater Treatment Plant Operator I
- (PM) Mechanical Technologist II certification (PMW II)

EDUCATION, TRAINING AND EXPERIENCE

Plant Maintenance Worker I Pump & Motor Tech Maintenance Technician I

High school graduation or GED and one year of entry-level experience performing grounds keeping and routine building maintenance work involving the use of hand tools and the performance of strenuous manual labor. and

Plant Maintenance Worker II Pump & Motor Tech Maintenance Technician II

High school graduation or GED three years of responsible and varied experience in the installation, maintenance and repair of a wastewater and/or recycled water system; or three years' experience at or equivalent to the level of Plant Maintenance Worker I Maintenance Technician I at 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: 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 over 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.

PLANT MAINTENANCE TECHNICIAN WORKER I/II

PHYSICAL STRENGTH

Lifting: Up to 1050 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 odorous environment, 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, rain gear and seat belt.

SALARY RANGE

Plant Maintenance Worker I Maintenance Technician I

15 = No Certification

16 = Plant Maintenance Technologist I

17 = Plant Maintenance Technologist I + Wastewater Treatment Plant Operator I

Plant Maintenance Worker II Maintenance Technician II

18 = No Certification

19 = Plant Maintenance Technologist I + Wastewater Treatment Plant Operator I

20 = (Pm) Mechanical Technologist II, + Wastewater Treatment Plant Operator I

21 = (Pm) Mechanical Technologist II, Wastewater Treatment Plant Operator I + Other

Attachment D
(Proposed Changes to Senior Instrumentation and Controls
Specialist Job Description)

SCADA, ELECTRICAL, MAINTENANCE SUPERVISOR SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST

DEFINITION

Under the direction of the ~~System Operations Manager, or his delegate,~~ plans, supervises, and reviews the work of staff performing mechanical, electrical, instrumentation, and SCADA maintenance, repair, and installation. This position performs a variety of advanced installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and SCADA systems. This position is responsible for coordinating activities related to the development, implementation, and maintenance of the District's SCADA Systems.

CLASS CHARACTERISTICS

This management level position provides first level supervision, technical assistance, and training to staff. The incumbents are accountable for supervising assigned personnel, and monitoring and directing day-to-day activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. This position Senior Instrumentation and Controls Specialist performs advanced level installation, maintenance, troubleshooting and repair of process control equipment instrumentation, telemetry equipment and SCADA systems and programs and troubleshoots PLCs and RTUs. Under minimal supervision the incumbent leads lower level employees in advanced level installation, maintenance, troubleshooting and repair of process instrumentation, telemetry equipment and District's SCADA system. Incumbents are regularly assigned to assist lower level personnel in the performance of specified work. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbents receive general instructions when tasks are assigned and are expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

EXAMPLES OF DUTIES

- Participates in the selection and training of assigned personnel; plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies in accordance with personnel policies and rules.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer ~~service~~ service-oriented service-oriented work environment which supports the District's goals and objectives.
- Participates in the preparation of operating budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.
- Schedules, coordinates, supervises, and participates in the work of personnel performing a wide variety of skilled tasks in the operation, installation, repair, troubleshooting, and maintenance of the District's SCADA systems, instrumentation and controls, electrical, and mechanical equipment.
- Responsible for maintaining the integrity and continual operation of District SCADA systems, and related communications networks, including wide area and wireless networks. Maintains SCADA system software, hardware, instrumentation, alarm and notification systems to ensure continuous reliability, availability, security, and real-time operating environment;
- Coordinates the execution and assessment of assigned preventive maintenance programs and instrumentation calibration procedures to ensure infrastructure reliability;
- Participates in the development and implementation of process control automation improvements, engineering and architecture designs, programming standards, and specifications for the SCADA System, servers, communication networks, instrumentation and backup systems;

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SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST/SCADA/ELECTRICAL/MAINTENANCE SUPERVISOR

- Assists with the oversight of the CMMS system, creates service orders and work orders, monitors work progress, ~~and generate reports, and ensures the completion of preventative maintenance work orders and service requests;~~
- ~~Ensures the completion of preventative maintenance work orders and service order requests;~~
- ~~Leads and gives direction to the Instrumentation, Electrical and Controls Technician III in the installation, troubleshooting, maintenance and repair of electrical and electronic instrumentation systems associated with the production, treatment, storage, transmission and distribution of potable and reclaimed water, the collection of wastewater, and any other related duties as assigned;~~
- ~~Assists in the development of SCADA screens and control interfaces for the purpose of controlling and monitoring operational processes and field equipment, and makes changes to existing application software to improve or expand the systems' performance;~~
- ~~Troubleshoots and corrects SCADA programming problems and writes programs for new or expanded SCADA functions;~~
- ~~Assists in the development, design, and implementation of new computer programs as required;~~
- Reviews and interprets electrical and electronic schematics, piping and instrumentation drawings, instrument loop diagrams, electrical elementary drawings, wiring diagrams, network diagrams, and construction drawings ~~relating as they relate to the SCADA system~~ process control;
- ~~Installs, tests, troubleshoots, calibrates, performs preventative maintenance, and repairs a variety of telemetry and instrumentation systems and components associated with water and wastewater treatment, and water distribution and wastewater collections;~~
- Coordinates support of capital projects in the design, engineering construction and startup of new and modified ~~automation and control systems~~ process control with the District staff. Evaluates and recommends capital projects to the Operations Manager;
- ~~Makes recommendations and installs a variety of equipment and software; upgrades and modifies existing systems in accordance with procedural guidelines;~~
- ~~Purchases, installs, maintains, and disposes computing and communication devices, hardware, and software;~~
- Reviews equipment maintenance histories and cost to determine repair, rebuild, overhaul and replacement needs; assesses the viability of improving facilities equipment and design requirements; makes recommendations to the Operations Manager;
- Trains staff on related products, hardware/software and technology and provides technical assistance and support to users and demonstrates system operations or techniques as needed; and
- Performs other duties as assigned.
- ~~Maintains current knowledge of industry standards and technology trends. Researches and evaluates new technology for potential benefit to the District as requested; and~~
- ~~Writes service requests and work orders, drafts reports or summaries of work required or work completed.~~

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision
- Personal computers and network systems;
- Programmable Logic Controller (PLC) and SCADA preferred;
- Software documentation processes and procedures; Process control equipment Instrumentation used in the water/wastewater industry;
- CMMS/EAM practices and procedures
- Applicable codes and regulations;
- Installation, repair and maintenance of a wide range of mechanical, electrical and electronic equipment;

SENIOR INSTRUMENTATION AND CONTROLS SPECIALIST/SCADA/ELECTRICAL/MAINTENANCE SUPERVISOR

- Mathematic principles applicable to the electrical and electronic trades;
- Proper methods, materials, tools and equipment used in the electrical and electronic trades;
- Proper use of hand and portable power tools;
- English usage, oral and written;
- Principles and procedures of recordkeeping;
- Word processing and spreadsheet software;
- Appropriate safety precautions, procedures, practices and regulations;
- Networks (LAN), Wide Area Networks (WAN), wireless networks and telecommunication systems; and
- Window server systems and technologies such as virtualization, desktop applications, IP switching and routing, video surveillance systems and network security.

Ability to:

- Learn and understand complex technologies;
- ~~Understand water and wastewater systems as they apply to design and implementation of SCADA and related systems;~~
- Perform skilled diagnosis on process control systems, instrumentation/SCADA diagnosis and repair work; Program PLCs, RTUs and HMIs;
- ~~Install interior and exterior wiring for equipment and specialized circuitry for SCADA equipment;~~
- Plan and lay out assigned tasks according to priority;
- Operate all electrical and electronic test equipment, including meggers, ammeters, voltmeters, multi-meters, oscilloscopes, calibrators and signal generators;
- Update and maintain CMMS/EAM work orders, service requests, and scheduling;
- Work from technical manuals, shop drawings, wiring diagrams, blueprints, schematics, rough sketches, plans, specifications and catalogs;
- ~~Operate assigned equipment as required;~~
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing; 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 certification as a Grade III Electrical/Instrumentation Technologist (EIT) from the California Water Environment Association (CWEA) or Grade II Certified Control Systems Technician (CCST) from the Instrument Society of America (ISA) within two years of hire;
- Possession of certification as a Water Distribution Operator, Grade I (D1) or Water Treatment Operator, Grade I (T1) within one year of hire;
- Possession of certification in SCADA, National Electrical Code Training, Electrical Apprenticeship Program, Industrial Electricity and/or Electronics are highly desirable.
- Computerized Maintenance Management System (CMMS) certification highly desirable.

EDUCATION, TRAINING AND EXPERIENCE

- ~~Five (5) or more years of experience in general electrical and instrumentation maintenance and repair, preferably in a utility, industrial, or manufacturing operation, to include specialized training in electrical, instrumentation, SCADA/telemetry, and computer theory.~~
- An associate's degree with major coursework in electrical/instrumentation maintenance, electrical

**SENIOR INSTRUMENTATION AND CONTROLS
SPECIALIST/SCADA/ELECTRICAL/MAINTENANCE SUPERVISOR**

or mechanical engineering, or closely related field. A bachelor's degree is highly desirable.

- Five years of experience, of which two years include a senior or leadership role, in general electrical and instrumentation maintenance and repair, preferably in a utility, industrial, or manufacturing operation.

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PHYSICAL DEMANDS

- Walking: Moves about on foot often in confined spaces and over grating.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Operates electrical and computerized instrumentation; operates hand and power tools.
- Handling: Seizes, hauls or works with hands.
- Lifting: Raises and lowers pumps, motors, 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.
- Climbing: Up and down from roofs; ascends and descends ladders up to 50 feet in height; in and out of confined spaces.
- Vision: Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.
- Talking: Communicates by radio and in person in a noisy environment.
- Hearing: Hears well enough for safety in and around plant equipment.
- Sitting: Sits at workbench and in District vehicles.
- Standing: Up to two hours per day while monitoring instrumentation.

PHYSICAL STRENGTH

- Lifting: 75 pounds daily; frequent exertion.

ENVIRONMENTAL CONDITIONS

~~Noise: Works in conditions with almost constant noise.~~

~~Temperature/Weather: Works outside with variations of temperature and weather; works in confined spaces with heat and humidity.~~

~~This position includes frequent disagreeable working conditions including dirt, fumes, vibration, heat, cold, dampness, sewage, wastewater solids, confined spaces and hazardous chemicals.~~

~~SENIOR INSTRUMENTATION AND CONTROLS
SPECIALIST/SCADA/ELECTRICAL/MAINTENANCE SUPERVISOR~~

SALARY RANGE

44 – Associate’s Degree

45 – Bachelor’s Degree

35 = No certifications

~~36 = Electrical/Instrumentation Technologist II (EIT II) OR Certified Control Systems Technician II (CCST II)~~

37 = EIT II and D1 or T1

~~OR~~

~~37 = CCST II and D1 or T1~~

38 = EIT III and D1 or T1

~~OR~~

~~38 = CCST III and D1 or T1~~

40 = EIT III and D2 or T2

~~OR~~

~~40 = CCST III and D2 or T2~~

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SCADA, Electrical & Maintenance Supervisor - July 2021 Reorganization

<u>Agency</u>	<u>Position Title</u>	<u>Experience Requirement</u>	<u>Education Requirement</u>	<u>Min</u>	<u>Max</u>	
Santa Margarita Water	Electrical Instrumentation Supervisor	10 years	Equivalent to associate's degree	\$ 109,391	\$ 150,797	
Eastern MWD	Electrical/SCADA Supervisor	6 years, with 2 years lead/supervisory	Completion of 12th grade. College level or advanced technical training desirable.	\$ 112,860	\$ 140,566	
Valley Center	SCADA IT Administrator	5 years	Bachelor's degree	\$ 100,919	\$ 135,239	← \$127,732
Vallecitos	Mechanical/Electrical Supervisor	4 years, with 2 years lead/supervisory	HS grad or equivalent	\$ 85,168	\$ 125,831	← \$124,633
Rancho Water District	Electrical Supervisor	3 years, with 2 years supervisory	Completion of 12th grade supplemented by electrical training	\$ 96,680	\$ 116,016	
Mean (Arithmetic Average)				\$ 101,004	\$ 133,690	
Median (Middle of Data Set)				\$ 100,919	\$ 135,239	
FPUD - Proposed	SCADA, Electrical & Maintenance Supervisor	5 years, with 2 years lead/supervisory	Associate's Degree	\$ 99,798	\$ 124,633	RANGE 44
			Bachelor's Degree	\$ 102,294	\$ 127,732	RANGE 45

Attachment E

**(Proposed Changes to Instrumentation Electrical and Controls
Technician I/II Job Description)**

INSTRUMENTATION, ELECTRICAL AND CONTROLS TECHNICIAN I/II

DEFINITION

Instrumentation, Electrical and Controls Technician I

Under immediate supervision from the Senior Instrumentation and Controls Specialist, performs semi-skilled electrical work in the installation, modification, maintenance, repair, overhaul and adjustment of various District electrical equipment.

Instrumentation, Electrical and Controls Technician II

Under general direction from the Senior Instrumentation and Controls Specialist, performs specialized and skilled work in the design, construction, installation, calibration and maintenance of electrical and instrumentation equipment at District water and wastewater facilities, and to perform related work as required.

CLASS CHARACTERISTICS

Instrumentation, Electrical and Controls Technician I

This is the entry-level position and is distinguished from the journey-level position by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Instrumentation, Electrical and Controls Technician II

This is the journey-level position that performs work which has considerable variation and requires the application of judgment in the selection of appropriate work methods, materials and procedures. The incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered.

The incumbent serves as the District's qualified electrical worker and performs a variety of skilled scheduled and unscheduled maintenance tasks which requires checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electrical/electronic equipment. The incumbent is able to operate various ~~air, electric and~~ hand tools to ~~remove, repair and install pumps, motors~~ install, remove and repair and related electrical equipment. Incumbent also performs a full range of electronic and electrical service duties in the ~~maintenance, repair, installation, installation, maintenance,~~ and inspection of telemetry controls, instrumentation, ~~and~~ communication radio systems, PLC equipment and other Process Control Systems. Incumbent will use CMMS software to initiate and respond to work orders and service requests and monitor and track work progress.

EXAMPLES OF DUTIES

Instrumentation, Electrical and Controls Technician I

- Installs, maintains, and repairs electrical mechanisms, panels, switches, motors, controls, power output, solenoids, voltage controls, high and low cutout alarms, relays and other electrical apparatus;

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- Installs, maintains and repairs control circuits, pressure switches, floats, underground cables, circuit breakers, medium and low voltage switches, capacitors, conductors, insulators, heating, ventilating and air conditioning equipment and various lighting fixtures;
- Reads and interprets electrical plans, specifications, blueprints and sketches;
- Troubleshoot equipment ~~Operates and maintains electrical instruments and tools;~~
- Runs conduit;
- Pulls, splices and terminates wiring;
- ~~Works on underground wiring in trenches;~~
- ~~Bends and shapes conduit to specifications;~~
- Operates power tools commonly used in electrical work;
- Follows established safety procedures; ~~and;~~
- Perform scheduled maintenance on electrical equipment as required by District maintenance program; and
- Performs other duties as assigned-

Instrumentation, Electrical and Controls Technician II

- Serves as technical resource District-wide;
- Performs the most skilled maintenance/mechanical/electrical/electronic tasks, such as checking, testing, troubleshooting, servicing, repairing, rebuilding, calibrating, installing, and aligning mechanical/electrical/electronic facilities districtwide with such devices as frequency generators, voltmeters, oscilloscopes, multimeters, logic analyzers, meggers, ammeters, micro- computers, thermo-imaging devices, digital analyzers and other specialized test and repair equipment;
- Performs complex installation, maintenance and repair duties to the District's telemetry system, instrumentation, radio, telephone and electrical/electronic equipment;
- Reviews and modifies control logic to troubleshoot and maintain equipment
- Reviews drawings and material requests to determine compliance with the District's specifications based on local and national electrical and applicable codes;
- Recommends improvements to preventive maintenance schedule;
- Reads and interprets blueprints, schematics and wiring diagrams, and upon any revision, draws modifications made to the system;
- Recommends stores, tools and equipment purchases;
- Writes and completes service requests and work orders;
- Performs routine pump station duties including testing pressure and temperature switches, oil changes, lubrications and checking coupling alignments, motor AMP loads and pump output capacities;
- Drafts maintenance reports and procedures;
- Performs routine checks, oil changes, pump repacks, lubrications, cleaning and other preventive maintenance tasks on facility and pump station equipment and structures;
- Assists with installation of new equipment;
- Operates District vehicles and maintenance equipment; and
- Performs other duties as assigned

QUALIFICATIONS

Instrumentation, Electrical and Controls Technician I

Knowledge of:

- Electrical and mechanical installations in water utility and reclamation facilities;
- Methods, materials, tools and equipment used in electrical installation and repairs;
- Electrical and mechanical theory at a working level;
- Basic record keeping methods;
- Appropriate safety precautions and procedures, particularly as related to electrical, electronic and pump control equipment;
- Applicable codes and regulations;
- Shop mathematics applicable to the electrical and mechanical trade;
- English usage, spelling, grammar and punctuation; and
- Appropriate safety precautions, procedures, practices and regulations.

Ability to:

- Operate power and hand tools used in electrical installation and repair;
- Perform semiskilled electrical wiring, installation, repair and maintenance work;
- Perform mechanical installation work associated with the electrical trade;
- Work from diagrams, blueprints, plans and specifications;
- Work with low voltage circuits in accordance with safety standards;
- Climb and work safely at heights above the ground on ladders;
- Diagnose electrical problems;
- Read and understand written instructions in installation and maintenance manuals;
- Perform shop math applicable to the electrical and mechanical trades;
- Operate a vehicle observing legal and defensive driving practices;
- Follow established codes, policies, and guidelines;
- Perform work in accordance with safety regulations, guidelines and practices;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with all levels of employees and customers.

Instrumentation, Electrical and Controls Technician II

Knowledge of:

- English usage and writing skills;
- Materials, tools, and equipment of wastewater plant, wastewater collection, water distribution, and electrical/electronic maintenance, installation and repair ;
- Local and national electrical codes applicable to the maintenance, installation, and repair involving

INSTRUMENTATION, ELECTRICAL, AND CONTROLS I/II

- low voltage electrical equipment
- Programmable Logic Controllers (PLCs);
- Safety precautions of Industry and Construction Safety Orders;
- District regulations, procedures, rules and practices relative to wastewater plant, collection system and water distribution maintenance and operation;
- Mathematics at a journey level;
- Record keeping and report preparation;
- Applicable codes and regulations, including the National Electric Code;
- Operation and maintenance of pumps, motors, valves, compressors, and maintenance equipment; and
- Working level use of hand and power tools, mechanical and electrical test equipment.

Ability to:

- Perform skilled mechanical and electrical/electronic installation, troubleshooting, repair and maintenance;
- Estimate materials for assigned projects;
- Read comprehend and interpret technical manuals, blueprints, and schematics;
- Prepare routine periodic reports of work performed and materials used;
- Perform manual labor and work in tight and confined spaces;
- Operate 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;
- [Troubleshoot Allen Bradley Ladder Logic](#); and
- [Troubleshoot 4-20 mA circuitry](#).

LICENSES AND CERTIFICATIONS

Instrumentation, Electrical and Controls Technician I

- A valid California driver's license;
- Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association within six months of hire; and
- State of California Electrical Apprenticeship Certificate of Completion is desirable.

Instrumentation, Electrical and Controls Technician II

- A valid California driver's license;
- Possession of Grade I Electrical/Instrumentation Technologist from California Water Environment Association at hire;
- Possession of Grade II Electrical/Instrumentation Technologist from California Water Environment Association at hire or within one year of hire;
- Possession of Grade I Mechanical Technologist from California Water Environment Association within six (6) months of hire; and
- State of California General Journeyman Electrician certification is highly desirable.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Instrumentation, Electrical and Controls Technician I

- High school diploma or G.E.D; and
- Two (2) years of experience performing installation, repair and maintenance of electrical equipment.

Instrumentation, Electrical and Controls Technician II

- High school diploma or G.E.D.;
- Formal education/training in college, vocational school, or industry-recognized apprenticeship program is desirable; and
- Four (4) years of increasingly responsible experience in the operation of a wastewater and/or water treatment plant maintenance program, or as an industrial electrician and/or electronic technician.

PHYSICAL DEMANDS

- Walking: Moves about on foot often in confined spaces and over grating.
- Carrying: Transports objects by holding them in hands or arms.
- Hands/Arms: Operates electrical and computerized instrumentation; operates hand and power tools.
- Handling: Seizes, hauls or works with hands.
- Lifting: Raises and lowers pumps, motors, 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.
- Climbing: Up and down from roofs; ascends and descends ladders up to 50 feet in height;
- Vision: Reads work tickets, ID tags on pumps and motors, instruments gauges, operates District equipment and vehicles.
- Talking: Communicates by radio and in person in a noisy environment.
- Hearing: Hears well enough for safety in and around plant equipment.
- Sitting: Sits at workbench and in District vehicles.
- Standing: Up to two hours per day while monitoring instrumentation.

PHYSICAL STRENGTH

- Lifting: 75 pounds daily; frequent exertion.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with almost constant noise.

Temperature/Weather: Works outside with variations of temperature and weather;
works in confined spaces with heat and humidity.

SALARY RANGE

Instrumentation, Electrical and Controls Technician I

28 = MT I or EIT I

Instrumentation, Electrical and Controls Technician II

29 = MT II and EIT II

30 = MT II and EIT II

31 = MT II and EIT III + ~~OTHER~~

32 = MT III, EIT III + OTHER

Attachment F
(Proposed Changes to System Operations Supervisor Job Description)

FALLBROOK PUBLIC UTILITY DISTRICT

SYSTEM OPERATIONS SUPERVISOR

DEFINITION

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

CLASS CHARACTERISTICS

This is a first line supervisory position responsible for the routine operation of the water distribution and treatment systems, including supervising assigned staff. This position supervises the day-to-day operations of the UV Treatment Plant, Groundwater Treatment Plant, and the potable distribution system, and provides technical and hands-on support as needed.~~This single incumbent class is responsible for the first level supervision of operations crews and the day-to-day implementation of the District potable water, two separate UV and RO treatment facilities and disinfection systems, and distribution systems.~~

EXAMPLES OF DUTIES

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

System Operation Supervisor

- Monitors and operates the system remotely via SCADA;
- Performs limited maintenance on SCADA servers;
- Assists with making limited adjustments to the SCADA screens;
- Monitors, performs routine calibrations, and performs maintenance of water quality analytical equipment at the UV disinfection facility and the distribution system;
- Monitors, maintains, and troubleshoots the Calgon UV reactors and related equipment;
- Monitors the maintenance, calibration and troubleshooting of the UVT analyzers;
- Monitors UV reactor dosage output to comply with SWRCB DDW regulations;
- Schedules and ensures completion of the calibration and maintenance of water quality analytical equipment at the UV disinfection facility;
- Reviews water and wastewater system maps for accuracy;
- Listens to and responds to citizen complaints;
- Coordinates and directs emergency repair of pump stations, tanks, flow and pressure control facilities, chemical injection equipment, and the UV disinfection plant;
- ~~Supervises the monitoring, maintenance, and~~ Monitors the operation of the R.O. plant facility; and
- Performs other duties as assigned.

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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, fluoridation, 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);
- Appropriate safety precautions and procedures; and
- Principles and practices necessary in the operation of a water treatment facility including the operation and maintenance of ultraviolet treatment plant and reverse osmosis treatment plant equipment and machinery.

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;

System Operation Supervisor

- Predict effect of weather on water levels and distribution rates;
- Troubleshoot potable water treatment and distribution systems which requires an in-depth understanding of the systems;
- Inspect motors, pumps, water levels and pressures;
- Make adjustments to equipment in response to water demand and supply;
- Make adjustments to complex water treatment and disinfection equipment;
- Plan, budget and coordinate a variety of related activities while working closely with staff and outside vendors;
- Represent the District in a professional manner through involvement with industry organizations and committees;
- Operate a personal computer/computer remote terminal;
- Prepare written reports and cost estimates;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work; and
- Communicate clearly and concisely, orally and in writing.

LICENSES AND CERTIFICATION:

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

EDUCATION, TRAINING AND EXPERIENCE:

A high school diploma or GED; an associate's degree or certificate in water technology is strongly desired and three 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. |

System Operation Supervisor

- 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.

SALARY RANGE

40

Attachment G
(Proposed Changes to System Operator I/II Job Description)

FALLBROOK PUBLIC UTILITY DISTRICT

SYSTEMS OPERATOR I/II/III

DEFINITION

This series specification describes ~~three~~ dual certified system operations classes which perform a variety of skilled system operation and maintenance work on the potable distribution and treatment systems, ~~and repair work; and perform related work as required.~~

CLASS CHARACTERISTICS

Positions in the classes of System Operator I, ~~and II, and III~~ are differentiated by the level of certification, training, ~~and experience, and level of proficiency,~~ required to perform the assigned systems operation and maintenance duties. These positions perform a variety of tasks associated with the operation and maintenance of the District's distribution and treatment facilities including pump stations, tanks, reservoirs, pressure/flow control stations, UV Treatment Plant, and the Groundwater Treatment Plant.

Systems Operator I

This position performs limited or routine distribution and treatment duties under the supervision of the System Operations Supervisor or a designated Shift Operator. The System Operator I learns and performs system operations under close supervision of the System Operations Manager or his designate.

Systems Operator II

Under general supervision from the System Operations Supervisor, the System Operator II position monitors and operates the potable distribution and treatment systems. This position will be in direct charge of the operation of the water treatment and distribution systems for specified periods of the day. ~~is a journey level position that requires little supervision. This level is obtained through certification, training and experience.~~

Systems Operator III

Under general direction from the System Operations Supervisor, the System Operator III position monitors and operates the potable distribution and treatment systems. This position will be in direct charge of the operation of the water treatment and distribution systems for specified period of the day.

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EXAMPLES OF DUTIES

- Act as shift operator and be in direct charge of the operation of the water treatment and distribution systems for specified period of the day.
- Operates the District's potable treatment and distribution systems, both on-site and remote via SCADA, and makes key decisions regarding flow rate, system pressure, storage levels, chemical injection, ~~and~~ water quality, and treatment processes;
- Monitors, operates, and performs maintenance on pump stations, flow control facilities, pressure reducing facilities, tanks and reservoirs, chemical injection equipment, and water quality monitoring analyzers;
- Collects water quality samples and performs laboratory analysis for internal and external water quality compliance, and makes adjustments as needed to maintain adequate water quality and supply;
- Responds to customer service requests regarding flow rate, pressure, and water quality;

SYSTEMS OPERATOR I/II/III

- Operates, monitors, and maintains pressure reducing/sustaining facilities, flow control facilities, and level control valves;
- Monitors reservoir levels and makes adjustments to valves to maintain the appropriate water levels and disinfectant residuals;
- Notifies supervisory or maintenance personnel of unusual or critical conditions, and creates service requests and work orders as-needed;
- Assists with planned and unplanned shutdowns, ~~and bypasses portions of the system during emergencies or planned maintenance;~~
- Follows established procedures for chemical disinfection application and safe handling;
- Calculates chemical disinfection usage and demands, makes feed rate adjustments;
- Completes documentation and reports required by regulatory agencies and the District;
- Monitors ~~the level of the Red Mountain Reservoir and adds copper sulfate to control algae;~~makes adjustments to maintain water quality
- Monitor, maintains, and operates the UV Treatment Plant including the UV reactors, chemical injection equipment, and water quality analyzers;
- Monitors and adjusts UV reactor and chemical injection dosage to comply with state and federal regulations;
- Monitor, maintains, and operates the R.O. plant facility: Perform filter backwashes; Inspect plant equipment for proper performance; clean, paint, and calibrate water treatment equipment; and perform other related activities.
- Follows established procedures for the proper handling of chemical deliveries and ensure the appropriate uses for the treatment of potable drinking water.
- Journey level Operators will assist in the preparation of water quality compliance reports for internal and external reporting.
- ~~Assists the valve maintenance crew as needed;~~
- Performs stand-by/on-call duty as needed; and
- Performs other duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Operating concepts and complex, multi-faceted water ~~transmission-treatment~~ and distribution systems;
- ~~All 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 large ~~pumping equipment, associated motors and high voltage power systems;~~ pump stations, flow and pressure control facilities, and tanks.
- Principles and practices necessary in the operation of a water treatment facility including the operation and maintenance of Ultraviolet treatment plant and reverse osmosis treatment plant equipment and machinery.
- Record keeping requirements for both internal and regulatory reporting. ~~Operations record keeping procedures;~~

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SYSTEMS OPERATOR I/II/III

- ~~The operation, capabilities, limitations, interrelationships and operating procedures of the District potable water distribution and treatment systems;~~
- Cla-valves, limitorque and a variety of valves;
- Complex ~~shop~~-mathematics applicable to water distribution and treatment;
- The operation and maintenance of chemical injection equipment and the safe handling of chemical disinfectants;
- Tools, equipment and methods used in the repair and maintenance of pumps, valves and pipeline equipment;
- English usage, oral and written;
- MS Word, Outlook, and Excel;
- Safety precautions pertaining to the work, particularly relating to the operation of large pumps and motors and high electrical voltages; and
- Basic principles of hydrology and hydraulics.
- Hazardous material and chemical safety requirements.

Ability to:

- Perform skilled-level water systems operation work in the operation of potable and treatment distribution systems;
- Recognize unusual or dangerous operating conditions and take rapid appropriate action;
- Monitor and control pump station operations without readily available supervision;
- Maintain accurate records;
- Perform mathematical calculations related to the position;
- Troubleshoot potable water treatment and distribution system problems which require in depth understanding of the systems;
- Use tools and make repairs to pumps, valves and motors;
- Make accurate inspections of operating equipment;
- 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.

LICENSES AND CERTIFICATION

Systems Operator I

- Possession of a valid and appropriate California driver's license;
- Possession of certification as a Water Distribution Operator, Grade II (D2);
- Possession of certification as a Water Treatment Operator, Grade II (T2);

Systems Operator II/-& III

- Possession of a valid and appropriate California driver's license;
- Possession of certification as a Water Distribution Operator, Grade III (D3);
- Possession of certification as a Water Treatment Operator, Grade II (T2);
- ~~Certification of completion of an approved program in the operation and repair of Clay Automatic Valves is desirable.~~

EDUCATION, TRAINING AND EXPERIENCE

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SYSTEMS OPERATOR I/II/III

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

~~A typical qualifying entrance background is journey level experience in the operation of a water and recycled water distribution system, including Cla valve operation, Cla valve and systems operation trouble shooting, and zone and valve adjustments to a system.~~

~~A typical qualifying entrance background is:~~

~~All positions listed require a high school diploma or GED.~~

- ~~Systems Operator I: This is the entry level position in the Systems Operator series. This position does not require significant previous work experience as a distribution or treatment operator, but at least 6 months of work experience in a closely related field is required, desirable.~~
- ~~Systems Operator II: This is the journey level position in the System Operator series. At least one year of related experience as a water distribution operator and/or water treatment operator. A Systems Operator II must have sufficient skills and knowledge, typically attained through a combination of formal training and on-the-job work experience, to operate the potable distribution and treatment systems and perform standby/on-call duties.~~
- ~~Systems Operator III: This is the advanced journey level position in the System Operator series. At least two years of related experience, preferably as a water distribution or water treatment operator. A Systems Operator III must have considerable skills and knowledge, typically attained through a combination of formal training and on-the-job work experience, to operate the potable distribution and treatment systems with minimal supervision and perform standby/on-call duties.~~

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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.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Climbing:	Ascends and descends ladders up to 50 feet in height.
Vision:	Reads work tickets, meter dials, reservoir levels, data sheets, video messages, scales and gauges and operates District vehicles.
Sitting:	Drives (often over rough terrain) and sits in District vehicles for up to four hours per day.
Talking:	Communicates by phone, radio and in person.

SYSTEMS OPERATOR I/II/III

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

PHYSICAL STRENGTH

Lifting: Up to 100 pounds; infrequent exertion.

Dragging/Pushing: Up to 200 pounds; infrequent exertion.

SALARY RANGE

Systems Operator I:

22 – D2 or T2

23 – D2 and T2

Systems Operator II:

24a = D3 and T2

25a = D3, T2 + OTHER

Systems Operator III:

28a = D3 and T2

29a = D3, T2 + OTHER

Attachment H
(Proposed Changes to Operations Manager Job Description)

FALLBROOK PUBLIC UTILITY DISTRICT

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; oversees departmental and capital improvement projects; develops and monitors budgets; plans and provides technical support; participates actively in the management team; and performs related duties as assigned.

CLASS CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

- Supervises, trains and evaluates the performance of operations staff;
- Recommends selection, promotion and discipline of personnel;
- Develops and directs the implementation of goals, objectives, and procedures for the department;
- Plans and prepares work schedules;
- Develops and administers the annual budget for the department;
- Stays current with Federal, State, County and District regulatory issues and permits inherent with potable water treatment, 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.

QUALIFICATIONS

OPERATIONS MANAGER

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

LICENSES AND CERTIFICATION

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

EDUCATION, TRAINING AND EXPERIENCE

- ~~The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.~~
- An associate's/bachelor's degree in business management, business administration, or public works/administration, with coursework in water treatment, water distribution, wastewater treatment, and management, and five years of progressively responsible experience in water and/or wastewater operations, including lead, supervisory or management experience is desired/required. A bachelor's degree is highly desired.

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OPERATIONS MANAGER

Physical Demands:

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

PHYSICAL STRENGTH

Lifting:	Up to 100 pounds; infrequent exertion.
Dragging:	Up to 200 150 pounds of dead weight.

SALARY RANGE

51 – Associate's Degree

53a – Bachelor's Degree

Attachment I
(Proposed Reorganization Cost Estimate)

**12-MONTH COST ESTIMATE
JULY 2021 REORANIZATION**

CURRENT TITLE & SALARY	PROPOSED CHANGE	12-MONTH Cost/Savings
Sr. Instrumentaton & Controls Specialist	SCADA, Electrical & Maintenance Supervisor	\$11,731
Range 40, \$43.46-\$54.28/hourly	Range 44 = \$47.98-\$59.92/hourly	
\$90,396-\$112,902/annually	\$99,798-\$124,633/annually	
	Utility Worker - Field Services	\$70,616
	Utility Worker -Valve Maintenance	\$70,616
	Systems Operator	\$88,628
	Utility Technician	-\$84,365
TOTAL Approximate Salary Cost for 12 months		\$157,226