



Truckee Sanitary District Job Descriptions September 2018

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BUILDINGS AND GROUNDS MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of unskilled and semi-skilled maintenance and custodial tasks to ensure that District buildings, grounds, and equipment are in a clean, orderly, and safe condition; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Operations and Maintenance Superintendent. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This single-position class performs routine work in building maintenance, grounds keeping, and facilities maintenance and repair. Responsibilities include using tact and independent judgment within established District policies and procedures and following all established safety rules and regulations. This class is distinguished from the Collection System Maintenance Worker series in that the latter must have specialized knowledge and training in installing, maintaining and repairing wastewater collection systems.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Performs a variety of custodial work in District structures and facilities, including, but not limited to cleaning floors and walkways by hosing, sweeping, mopping, and vacuuming; stripping and re-waxing floors; cleaning carpets using power equipment; emptying trash cans and waste baskets and removing debris and trash from interior and exterior areas; cleaning bathrooms and replacing needed supplies and filling dispensers; cleaning and dusting walls, counters, desks, furniture and equipment; and washing windows.
- Checks all fire extinguishers in District buildings and arranges for servicing.
- Does laundry of District employee work clothes and uniforms; washes, dries, and stores same.
- Moves materials to the recycling bin and prepares it for pickup.
- Maintains exterior landscaping by trimming and removing trees and shrubs, pulling weeds, mowing lawns, and removing debris.
- Performs snow removal in the winter season, operating snow blowers, or shovels.
- Drives District vehicles to deliver and pick-up materials and supplies; washes and cleans District vehicles; fills vehicles with gasoline and other fluids and performs routine lubrication as required.
- Reports unsafe conditions or the need for facility or equipment maintenance or repair.
- Orders custodial supplies as needed.

- Performs a variety of routine maintenance work such as digging ditches and assisting with preparing surfaces for painting.
- Operates a variety of hand and power tools related to the work; uses all required safety equipment.
- Reads and applies instructions regarding the use of various cleaning products and equipment.
- Maintains basic records and files of work performed and materials and supplies used.
- Observes appropriate safety procedures, including wearing appropriate safety equipment.
- Attends training and safety sessions as assigned.
- Assists with miscellaneous tasks such as answering telephones on a relief basis, makes deliveries, etc.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic equipment, materials, and practices of custodial maintenance work.
- Basic equipment, materials, and practices of landscape maintenance work.
- Basic practices, tools, and materials used in routine structural and equipment maintenance work.
- Safety practices related to the work, including safe driving practices.
- Basic practices of record keeping.
- Basic shop arithmetic.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform custodial, grounds, and basic maintenance work in a safe and effective manner.
- Perform cleaning and minor maintenance on equipment used.
- Order supplies in a timely manner.
- Make accurate arithmetic calculations.
- Operate motor vehicles and equipment in a safe manner.
- Follow oral and written directions.
- Prioritize own work and working without immediate supervision.
- Maintain accurate basic records of work performed and materials and supplies used.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and some janitorial experience and/or some landscape maintenance work is highly desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess the mobility to work in an office and shop setting; strength and physical stamina to perform custodial, grounds and maintenance work, including lifting materials weighing up to 100 pounds; ability to climb and descend ladders and work on uneven terrain; ability to operate a motor vehicle; vision to read printed materials; and hearing and speech to converse in person and over the telephone.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

May be required to work overtime or off-shift hours, including weekends, depending upon work assignment.

NON-EXEMPT

LABORER

DEFINITION

Under direct supervision, learns and performs a variety of semi-skilled work in support of District wastewater collection system inspection, preventive and corrective maintenance, and cleaning activities; assists in performing underground televised wastewater line inspection and hydrocleaning of sewer lines; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and training from the Collection System Maintenance Supervisor. Work instruction and shift leadership may be provided by a Maintenance Worker III. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a class that may work on a seasonal, temporary or permanent basis. Incumbents learn, assist, and participate in District activities required to inspect, maintain, and clean collections system facilities and equipment, including main sewer lines and laterals. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all work-related equipment. This class is distinguished from Collection System Maintenance Worker I/II in that the latter independently perform the greater variety of and more complex skilled work in all areas of collection system maintenance and repair and require a California Water Environment Association Collection System Maintenance Grade I or II certificate.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns to operate and operates hydro-cleaning equipment to clean and flush wastewater lines on a scheduled or emergency basis.
- Learns to inspect and inspects underground wastewater pipes, lateral connections, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration, and the buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis.
- Assists in responding to customer complaints or problems and using inspection equipment to identify causes and facilitate repair.
- Learns to set up and sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment, and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.

- Learns to service and maintain and services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; learns to service and repair television inspection and specialty hydro-cleaning equipment.
- Learns to mark and marks the location of underground wastewater lines in response to Underground Service Alert (U.S.A.) requests.
- Learns to clean and cleans out manholes and other drainage facilities.
- Assists in responding to emergency calls for service; assists in mitigating overflow spills and damage as required.
- Learns to perform and performs installation, maintenance, and repair of underground lines.
- Maintains accurate records of work performed.
- Performs snow removal in the winter season, operating snowplows, snow blowers, or shovels.
- Maintains external premises of District facilities including weeding, painting, basic carpentry, and other tasks as assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Learn to perform semi-skilled work related to the inspection, maintenance and cleaning of underground sewer lines and laterals and pumping stations.
- Learn to perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learn to safely use hand and power tools related to the work and drive and operate trucks and hydro cleaning equipment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Read maps, manuals, and specifications.
- Assist in responding effectively to emergency situations and troubleshoot such situations.
- Understand and follow oral and written directions.
- Effectively communicate verbally.
- Maintain accurate records of work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Some experience in wastewater or storm sewer line cleaning and maintenance or in underground pipeline construction is desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and shop setting and use standard maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

COLLECTION SYSTEM MAINTENANCE WORKER I/II

DEFINITION

Under direct and general supervision, learns and performs a variety of semi-skilled and skilled work in support of District wastewater collection system installation, inspection, preventive, and corrective maintenance and repair activities; assists in performing underground televised wastewater line inspection and hydrocleaning of sewer lines; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision and training from the Collection System Maintenance Supervisor. Work instruction and shift leadership may be received from a Maintenance Worker III. Receives general supervision from the Operations and Maintenance Superintendent. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Collection System Maintenance Worker I is the entry-level class in the maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence and incumbents will be assigned to maintenance crews and cross-trained in all assignments and the use of all tools and equipment. This class is alternately staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skills, abilities, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Collection System Maintenance Worker II is the journey-level class in the maintenance series, capable of performing the full range of work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas in all locations of the District, depending upon the immediate needs of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Collection System Maintenance Worker III by the latter's lead, special assignment, and advanced training and certification requirements.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Inspects underground wastewater collection pipes, lateral connections, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration,

and the buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis.

- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Completes work orders initiated or assigned by supervisor.
- Performs installation, maintenance, and repair of underground lines.
- Operates hydro-cleaning equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Operates a variety of equipment including backhoe, dump truck, snowplow, forklift, asphalt cutter, crack sealer, truck-mounted cranes, trailer, tractor, portable air-compressor, weed-whacker, chain saw, jackhammer, welder, and other service vehicles and related equipment.
- Sets up traffic controls and safety equipment when using vehicles on a street or other roadway.
- Uses safety equipment and observes all safety procedures as specified by the District, including attending safety meetings and training sessions.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and completes work orders or notes service requirements.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; and may service and repair television inspection, specialty hydro-cleaning and construction equipment.
- Contacts the public to inform them of activities; and explains applicable rules and regulations.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Builds and cleans out manholes and other collection facilities and marks location of manholes on District's mapping database, using the District's GPS system.
- Maintains accurate records of work performed.
- Performs snow removal in the winter season, operating snowplows, snow blowers, or shovels.
- May mark the location of underground wastewater lines in response to U.S.A. requests.
- May maintain external premises of District facilities including weeding, painting, basic carpentry, and other tasks as assigned.
- May assist Field Inspectors with the inspection of new construction sites or maintenance upgrades.
- May perform special project work.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

When performing the lift/pump station assignment:

- May rotate into the Lift Station Maintenance crew and learn and perform all duties assigned to the Lift Station Maintenance Worker series such as:
- Inspecting lift stations on a scheduled basis; reading and recording flow meters and gauges; and servicing and repairing pumps, motors, valves, and other mechanical and electrical equipment.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground wastewater collection lines, pumping/lift stations, and on-site utilities.
- Operation, work methods, and limitations of heavy construction equipment used in the maintenance and construction of wastewater collections systems and related facilities.
- Safe work practices and regulations pertaining to the operation and transportation of all vehicles and equipment.
- Preventive maintenance and minor repair methods related to the equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- A variety of meters and meter reading equipment and their respective functions.
- Shop arithmetic.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground wastewater lines and pumping/lift stations.
- Operate, adjust, and maintain heavy maintenance and construction equipment.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydro cleaning equipment.
- Read meters and gauges efficiently and record accurate information.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematical calculations.
- Read maps, manuals, and specifications.
- Prioritize own work and use independent judgment within procedural guidelines.
- Effectively communicate in person, over the telephone, and in writing.
- Maintain accurate records of work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Collection System Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Collection System Maintenance Worker I: Some stationary or vehicle mechanical maintenance experience and/or experience in installing and maintaining underground pipeline is desirable. Previous District experience as the Laborer is preferred.

Collection System Maintenance Worker II: Two (2) years of semi-skilled maintenance experience in wastewater collection systems at a level equivalent to that of Collection System Maintenance Worker I.

Licenses and Certifications:

Collection System Maintenance Worker I:

- Must possess a valid California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade I certificate.

Collection System Maintenance Worker II:

- Must possess a valid California (or Nevada) Class A driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade II certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office and shop setting and use standard maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems, pump and lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, heavy equipment, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

Regular standby for response to off-hours emergency situations may be required.

COLLECTION SYSTEM MAINTENANCE WORKER III

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of all District wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities, including heavy equipment operation and stationary and mobile equipment; directs staff and acts for the Collection System Maintenance Supervisor on a relief basis; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Collection System Maintenance Supervisor and the Operations and Maintenance Superintendent. Exercises lead direction over and provides training in work procedures to less experienced field maintenance staff on a regular basis.

CLASS CHARACTERISTICS

This is the skilled, advanced journey-level class in the maintenance series that participates in all activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the needs of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. Incumbents troubleshoot and perform maintenance and repair on a variety of District facilities and equipment as well as providing training, guidance and oversight to staff as assigned. This class is distinguished from the Collection Systems Maintenance Supervisor in that the latter is the full supervisory level in the class series, with overall responsibility for all day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Troubleshoots problems in wastewater collection systems, including stationary and mobile mechanical and electrical equipment; and estimates materials and supplies required and performs skilled repair work.
- Acts as crew leader on a project basis; and acts for Collection Systems Maintenance Supervisor on a relief basis.
- Instructs, oversees, and reviews the work of less experienced staff.
- Performs the full range of maintenance and repair assignments.
- Inspects underground wastewater collection pipes, lateral connections, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration, and the buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.

- Performs installation, maintenance, and repair of underground lines.
- Operates hydro-cleaning equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Operates a variety of equipment including backhoe, dump truck, snowplow, forklift, asphalt cutter, crack sealer, truck-mounted cranes, trailer, tractor, bobcat, portable air-compressor, weed-whacker, chain saw, jackhammer, welder, and other work service vehicles and related equipment.
- Sets up traffic controls and safety equipment when using vehicles on a street or other roadway.
- Uses safety equipment and observes all safety procedures as specified by the District, including attending safety meetings and training sessions.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; and may service and repair television inspection and specialty hydro-cleaning equipment.
- Contacts the public to inform them of activities; and explains applicable rules and regulations.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Marks the location of underground wastewater lines in response to U.S.A. requests.
- Builds and cleans out manholes and other collection facilities and marks location of manholes on District's mapping database, using the District's GPS system.
- Maintains accurate records of work performed.
- Performs snow removal in the winter season, operating snowplows, snow blowers, or shovels.
- May maintain external premises of District facilities including weeding, painting, basic carpentry, and other tasks as assigned.
- May assist Field Inspectors with the inspection of new construction sites.
- May perform special project work.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground wastewater lines and pumping/lift stations.
- Operation, work methods, and limitations of heavy construction equipment used in the maintenance and construction of wastewater collections systems and related facilities.
- Safe work practices and regulations pertaining to the operation and transportation of all District vehicles and equipment.
- Preventive maintenance and minor repair methods related to the equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- A variety of meters and meter reading equipment and their respective functions.
- Safety practices related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform skilled work related to the installation, inspection, maintenance, and repair of underground wastewater lines and pumping/lift stations.
- Operate, adjust, and maintain heavy maintenance and construction equipment.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment.
- Interpret, apply, explain and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematical calculations.
- Read meters and gauges efficiently and record accurate information.
- Read maps, manuals, and specifications.
- Prioritize own work and use independent judgment within procedural guidelines.
- Effectively communicate in person, over the telephone, and in writing.
- Maintain accurate records of work performed.
- Serve as crew leader and instruct others in work procedures.
- Establish maintain and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and four (4) years of skilled maintenance experience in wastewater collection systems, or two (2) years of experience at a level equivalent to that of Collection System Maintenance Worker II.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class A driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade III certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office and shop setting and use standard office and maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems pump and lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, heavy equipment, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

Regular standby for response to off-hours emergency situations may be required.

COLLECTION SYSTEM MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, plans, organizes, directs, oversees, and personally performs full-range skilled-level work in support of District wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures that all federal, state, and local regulatory requirements are met; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Operations and Maintenance Superintendent. Exercises direct and general supervision over all collection system maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the collection system maintenance series that oversees day-to-day operations and participates in all activities required to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas and facility locations, depending upon the immediate needs of the District. The work involves preventive and corrective maintenance program development and implementation, assistance in contract oversight and ensuring that the District meets all regulatory agency requirements. This class is distinguished from Operations and Maintenance Superintendent in that the latter is a department head with full responsibility for the oversight of all facilities maintenance through subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and directs the implementation of goals, objectives, policies, procedures, and work standards for the District's preventive and corrective maintenance program.
- Plans, prioritizes, assigns, supervises, and reviews maintenance activities and the work of crews maintaining and repairing such systems, facilities and equipment as wastewater collection systems.
- Trains staff in work procedures; evaluates work performance of assigned staff; and recommends disciplinary action as required.
- Inspects wastewater collection systems facilities on a regular basis, receives and responds to calls regarding problems from businesses, public agencies, homeowners and residents, and others.
- Prepares, prioritizes, and assigns work orders.
- Develops or updates a preventive maintenance program to ensure the efficient operation of wastewater collection system equipment and facilities.
- Prepares a list of construction and repair projects and works closely with the Operations and Maintenance Superintendent in the prioritizing, contracting and inspection of such projects.

- Directs or personally participates in the inspection, cleaning, and repair of the wastewater collection system, including the mechanical and electrical equipment found in pump/lift stations.
- Directs or performs routine servicing and maintenance on mobile equipment.
- Researches and recommends equipment purchases and disposal; and orders materials, tools, and supplies required for maintenance and repair activities.
- May perform inspections of installation and repair work of facilities and equipment performed by outside contractors.
- Assists in planning and implementing the District's safety program and observes all safety procedures, including attending safety meetings and training sessions.
- Prepares, updates, and submits reports in a timely manner to the Operations and Maintenance Superintendent.
- Oversees and/or maintains accurate records and files related to the maintenance and repair of wastewater collection systems.
- Directs and evaluates Inflow & Infiltration (I&I) investigations and reports.
- May perform the full range of Collection System Maintenance Worker duties, such as wastewater collection system maintenance, including emergency response.
- May be responsible for special projects or programs, such as portable meter program, evaluating and investigating wastewater flows, confined space entry and rescue program, hazardous materials operation, etc.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices, including work planning, assignment, and review.
- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems.
- Basic principles and practices of mobile equipment servicing and repair.
- Techniques for troubleshooting complex equipment problems and for estimating staff time, materials, and equipment required for repair.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety practices related to the work.
- Principles and practices of public agency contract oversight.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, prioritize, and participate in a comprehensive wastewater collection systems and facilities maintenance and repair program.
- Select, train, motivate, supervise, and evaluate the work of staff.
- Provide staff training in work procedures.
- Safely use hand and power tools related to the work.
- Drive and operate trucks and equipment related to the work.
- Ensure that safety procedures are followed by staff.

- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read as-built drawings, blueprints, maps, manuals, and specifications.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the program.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Meet critical deadlines regarding field activities and record generation and submission requirements.
- Make accurate mathematical calculations.
- Respond effectively to emergency situations and troubleshooting such situations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Supplemental education in supervisory or business coursework is desirable.

Five (5) years of skilled maintenance experience of facilities and/or equipment in wastewater collection systems, or three (3) years of experience at a level equivalent to that of Collection System Maintenance Worker III. Some lead or supervisory experience is desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class A driver’s license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade III certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard shop and plant setting and use power and hand tools and equipment and a computer; mobility to inspect various wastewater collection systems and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, heavy equipment, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

Regular standby for response to off-hours emergency situations may be required.

FLEET AND HEAVY EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs skilled duties in inspection, maintenance, repair, and overhaul of District vehicles and heavy equipment used in the construction and maintenance of wastewater collection systems; performs work on automobiles, light, medium and heavy trucks, heavy construction, snow removal, and related field equipment; performs welding and fabrication work assignments in the installation, alteration, repair, and construction of miscellaneous District facilities and appurtenances; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Collection Systems Maintenance Superintendent. May direct the work of and instruct other employees in work and safety procedures.

CLASS CHARACTERISTICS

This single-position skilled, journey-level class performs preventive and corrective maintenance and repair for District vehicles, medium to heavy equipment in a variety of craft areas. In addition, the incumbent performs a wide variety of work to ensure that District facilities and premises are maintained in a safe and effective working condition. The work may involve oversight of contractors as well as direction of assistants on a project basis. This class is distinguished from other maintenance classes by the necessary specialized knowledge of and skill in installing, maintaining, and repairing a variety of mobile stock.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Troubleshoots, repairs, and maintains heavy automotive equipment, such as back hoes, dump trucks, snow plows, equipment trailers, hydro-vacuum trucks, TV truck, and other District vehicles and trucks.
- Inspects, diagnoses, and performs major repair and overhaul work on gasoline and diesel engines; installs new or repaired engines, aligning them with machinery components.
- Repairs and adjusts clutches, transmission systems, differentials, oil and fuel pumps, filter units, superchargers, and starting engines.
- Inspects and replaces broken or worn parts, such as pistons, piston rings, valves, bearings, fittings, wrist pins and gaskets.
- Repairs, cleans, adjusts, and installs all fuel, ignition, electrical and cooling systems; repairs and replaces parts such as fuel injectors, carburetors, fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries, radiators, thermostats, water pumps, and computerized and related equipment.
- Repairs, modifies and overhauls reduction gears, hydraulic systems, braking systems, steering systems, suspension systems, cooling systems, electrical systems and similar units.
- Develops improvements required for equipment chassis drive trains, hydraulic systems etc. to meet District operating and safety requirements; modifies equipment and fabricates parts as needed for those requirements.

- Repairs various body and chassis parts and a wider variety of specialized mechanical parts such as crawler tracks, winches, bulldozer blades, loader scoops, lift cables, hydraulic lift units and similar power take-off equipment; uses appropriate welding equipment as required.
- Troubleshoots, repairs, and maintains electrical and electronic systems that include a variety of equipment such as generators and motors.
- Diagnoses and repairs hydraulic system components including control, check and diverter valves; develops and builds such systems as required for improved operation.
- Maintains and repairs light tools and equipment such as snow blowers, weed whackers, chain saws, chop saws and air compressors.
- Uses gas or arc welding equipment to cut, heat, and weld or braze.
- Reads and interprets mechanical drawings, specifications, shop manuals, and other documentation.
- Operates trucks, automobiles, and a variety of heavy construction equipment incidentally in the performance of the work.
- Confers with maintenance staff to determine equipment problems; suggests methods of minimizing such problems; makes emergency repairs in the field; recommends shutdown of equipment that appears unsafe.
- Maintains accurate records and files of work performed and materials and supplies used.
- Utilizes appropriate safety procedures and practices for assigned duties.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, tools, and testing equipment used in the maintenance and repair of District vehicles and medium to heavy construction equipment, such as scanning tools.
- Techniques for troubleshooting complex equipment problems and estimating time, equipment, and materials to effect repairs.
- Use and maintenance of a variety of hand and power tools related to the work.
- Principles and practices of arc and gas welding, and oxygen acetylene cutting.
- Occupational hazards and safety precautions related to job assignments.
- Applicable Federal, State, and local laws, codes, and regulations, including California Highway Patrol Safety BIT program, and California Air Resources Board (CARB) requirements, to ensure that the District meets state and federal requirements.
- Basic computer applications related to the work.
- Practices of record keeping and standard office procedures.
- Techniques for providing a high level of customer service to public and District staff, in person, and over the telephone.

Ability to:

- Perform skilled work for the implementation of a comprehensive preventive and corrective maintenance and repair program for vehicles and medium and heavy equipment used in the construction and maintenance of wastewater collection systems and related facilities.
- Skillfully and safely use and perform maintenance and repair on a variety of hand and power tools and equipment required to perform the work.
- Perform a variety of technical support fabricating and design duties.
- Troubleshoot equipment problems and estimating materials, supplies, and time required to complete the work.

- Read and interpret sketches, blueprints, schematic diagrams, and equipment manuals.
- Recognize potentially hazardous conditions on the job site or with the equipment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematical calculations.
- Prioritize own work and using independent judgment within procedural guidelines.
- Maintain accurate records of work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Supplemental technical school coursework in the fields of mechanical stationary and/or rolling stock installation, maintenance and repair. A minimum of five (5) years of progressively responsible experience performing journey level work in the installation, maintenance, and repair of vehicles and heavy equipment used in the construction and utility industries.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class B driver’s license with a tanker endorsement and have a satisfactory driving record.
- Possession of any or all of the following Automotive Service of Excellence (ASE) certifications is highly desirable:
 - A3 Auto: Manual Drive Train & Axles
 - A4 Auto: Suspension & Steering
 - A5 Auto: Brakes
 - E3 Truck: Auxiliary Power Systems
 - T2 Truck: Diesel Engines
 - T4 Truck: Brakes
 - T5 Truck: Suspension & Steering
 - T8 Truck: Preventive Maintenance & Inspection

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office and shop setting and use standard office equipment, including a computer; mobility to inspect various vehicles and medium to heavy equipment in various District locations; physical stamina to perform vehicle and medium to heavy equipment repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 75 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, heavy equipment, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

Regular standby for response to off-hours emergency situations may be required.

OPERATIONS AND MAINTENANCE SUPERINTENDENT

DEFINITION

Under administrative direction, plans, organizes, and provides direction and oversight for all District operations and maintenance functions and activities; plans, manages, and coordinates the installation, operations, maintenance, and repair of wastewater collection systems including underground sewer lines; ensures the reliable operation of all vehicles and equipment, whether stationary or mobile; manages the building and ground maintenance function; ensures that District maintenance functions meet all applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; acts as the District's Safety Director and Emergency Response Coordinator; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises general supervision over Collection System Maintenance staff through subordinate supervisory levels.

CLASS CHARACTERISTICS

This single-position management class oversees and directs all activities of the Operations and Maintenance Department, including day-to-day operations, maintenance and repair, short and long-range capital improvement planning and budgeting. Responsibilities include coordinating the activities of the department with those of other departments and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Prepares and administers the department's budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses.
- Plans, organizes, administers, reviews, and evaluates the work of supervisory, operations, and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.

- Administers the District's safety program, including policies and procedures development and providing for employee safety meetings and training.
- Participates in and provides input for the District's capital improvement program, including assisting the engineering department in determining facility construction and upgrade needs and providing project oversight and inspection as required.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Oversees the development or update of the District's collection system plans and programs and other plans related to District infrastructure.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Keeps General Manager fully informed on departmental activities and issues.
- Attends and participates in Board of Directors meetings; prepares and delivers staff reports to the Board.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the development, operation, maintenance, and management of wastewater collection systems and related facilities and appurtenances.
- Principles and techniques of capital improvement construction, inspection, funding, and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer applications related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review, and evaluate a comprehensive wastewater collection system management program, facility construction, operations and maintenance.

- Read and interpret plans, specifications, and diagrams used in the design and construction of wastewater collection systems.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade. A two- or four-year college degree with major coursework in business or public administration, engineering or a technical field related to the work is highly desirable and may be substituted for the experience outlined below on a year-for-year basis.

Ten (10) years of experience in maintenance and operations of wastewater collection systems and facilities, including three (3) years of supervisory or administrative experience. Experience at the Truckee Sanitary District highly desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class B driver’s license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System maintenance Grade IV certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various wastewater collection systems and facilities; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, heavy equipment, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONIDITIONS

Occasional attendance at off-hours meetings is required. Regular standby for response to off-hours emergency situations may be required.

NON-EXEMPT

FIELD INSPECTOR I/II

DEFINITION

Under direct or general supervision, performs field inspections of varied construction projects, including wastewater collection construction and repair work performed by private contractors, home owners and District projects to ensure conformance to established plans, specifications, State laws and District codes and regulations; reviews construction plans and as-built maps for compliance with rules, regulations and laws; oversees, administers, and implements the District's fats, oils, and grease prevention/reduction program; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the District Engineer. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Field Inspector I: This is the entry-level class in the field inspection series. Initially under close supervision, incumbents of this class perform routine visits to construction sites and business establishments and learn to inspect sites for compliance with District rules and regulations, safety, and pollution prevention purposes. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. The work also requires the application of policies, procedures and regulations and involves frequent contact with the public. This class is alternately staffed with Field Inspector II and incumbents may advance to the higher-level class after gaining the knowledge, skills, abilities, experience, licenses, and certifications that meet the qualifications for the higher-class level and after demonstrating the ability to perform the work of the higher-level class.

Field Inspector II: This is the journey-level class in the field inspection series. Incumbents independently perform the full range of routine to complex inspections of the work of contractors and field personnel constructing or modifying District infrastructure to ensure compliance with District rules and regulations, safety, conformance with plans and specifications, as well as inspections for pollution prevention purposes. Responsibilities include working closely with District engineering staff, developers, contractors, and the general public to effect project modifications to meet field contingencies, as well as restaurants and other business establishments for education and administration of the pollution prevention program. This class is distinguished from District engineering classes in that the latter perform design work requiring specific training in an engineering discipline and professional credentials.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures that contractors of residential and commercial projects adhere to District ordinances, codes, resolutions and other District requirements; and verifies that construction methods, equipment, standards, workmanship and quantity, and quality of materials meet District plans and specifications and reports deviations from District standards.
- Inspects and documents installation of main lines, laterals, clean-outs, manholes, force mains, and pump stations.
- Witnesses and documents testing of all sewer wastewater facilities, including ball, flush, mandrel, air pressure tests, water pressure tests, and vacuum tests.
- Performs non-structural plan checking on plans, specifications, and job drawings noting errors, omissions, and potential problem areas.
- Assists in managing construction projects to ensure that they are on time and on budget, monitors change orders, and calculates progress payments based on estimates of completion.
- Evaluates, compares, and orders necessary parts and materials for the department.
- Locates and marks District facilities using as-built drawings, TV reports, and electronic locating equipment.
- Responds to Underground Service Alert (U.S.A) requests; marks the location of underground wastewater lines in response to U.S.A. requests; provides U.S.A request training to other staff.
- Maintains records regarding changes to plans and specifications to insure the accuracy of record maps, data, and other records for systems installed or modified.
- Visits restaurants, hotels, and other business establishments to inspect grease interceptors, grease traps, and other pollution prevention processes of industrial and commercial establishments for compliance with the District's standards.
- Conducts inspections and investigations of complaints and discharge violations.
- Assists in field inspections and investigations of industrial waste violations.
- Answers questions and responds to complaints from public or private agencies concerning sewer problems, location of laterals, and repairs.
- Confers with property owners and contractors to explain requirements and to assure compliance.
- Acts as liaison between the District, contractors, other agencies, and businesses and residents affected by projects.
- Checks the grade and bedding requirements of new pipe installations; checks residential pump systems.
- Reviews survey data and procedures to verify that line, grade and location have been properly established; and secures samples for conducting tests of concrete, aggregates, and other construction materials.
- Performs surveying functions including horizontal and vertical locations for comparison to plans.
- Prepares a variety of correspondence, reports, correction notices, procedures and other written materials.
- Maintains accurate records and files.
- Assesses safety precautions for wastewater construction sites or repair projects for compliance with safety standards.
- Seasonally, maps out District facilities and sites with District GPS system.
- May assist collection system maintenance crews with TV inspection, construction, cleaning, snow removal, and other duties.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, equipment, tools, practices, and procedures used in public work construction, including streets, gutters, sidewalks, drainage, wastewater lines, and facilities, and related facilities and appurtenances.
- Principles and practices of construction and wastewater pollution inspection.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Operation, materials, and methods of wastewater collection and construction.
- Construction practices, procedures, methods, tools, equipment and supplies.
- Safety hazards and appropriate precautions applicable to work assignments.
- Drafting and mathematics as it relates to construction work.
- Modern office practices, methods, and computer equipment and applications related to the work, including work order and mapping software.
- Techniques for working and coordinating work activities with engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Inspect construction projects to ensure compliance with plans and specifications.
- Review and analyze construction plans and specifications for conformance with District standards and policies.
- Accurately observe situations and report observations.
- Prepare and maintain accurate and complete records; prepare clear and concise technical reports.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Apply testing procedures related to District equipment.
- Deal tactfully with contractors and property owners.
- Prepare as-builts of wastewater system construction projects.
- Recognize and deal with safety hazards if encountered in the course of work.
- Make accurate mathematical, financial, and statistical computations.
- Represent the District effectively in meetings with other departments, public and private organizations and individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Field Inspector I and II: Equivalent to the completion of the twelfth (12th) grade. Supplemental college or technical school training is highly desirable.

Field Inspector I: One (1) year of experience in construction related to underground wastewater collection systems.

Field Inspector II: Three (3) years of experience in the inspection of wastewater collection facilities and appurtenances, or four (4) years in construction related to underground wastewater collection systems.

Licenses and Certifications:

Field Inspector I:

- Must possess a valid California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade I certificate.

Field Inspector II:

- Must possess a valid California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade II certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office and construction setting and use standard inspection and construction tools and equipment, including a computer; mobility to inspect various wastewater collection construction sites; physical stamina to perform site inspections, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

LIFT STATION MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of skilled-level installation, troubleshooting, maintenance and repair of electrical equipment, electronic instrumentation and controls, pneumatic, hydraulic, and electro-mechanical systems as found in wastewater collection lift stations and related facilities, which may include controlling, data logging and display equipment, and telemetry systems; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision and training from the Lift Station Maintenance Supervisor and/or Senior Engineer. Exercises no supervision of staff. May provide technical and functional direction to assigned staff.

CLASS CHARACTERISTICS

Lift Station Maintenance Worker I is the entry-level class in the lift station maintenance series. Initially under close supervision, incumbents with journey-level collection system maintenance experience learn to perform the full range of electrical, electronic and instrumentation duties to ensure wastewater collection equipment and facilities are functioning in the most effective and efficient manner. Responsibilities include performing work on all wastewater collection lift stations within the District. This class is distinguished from other maintenance classes by the necessary specialized knowledge of and skill in installing, maintaining, and repairing a variety of electrical and mechanical equipment. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with Lift Station Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, abilities, skills, experience, licenses, and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Lift Station Maintenance Worker II is the full journey-level class in the lift station maintenance series, capable of performing a wide variety of work to ensure that District lift station systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in a varieties of lift stations, in all locations of the District, depending upon the immediate needs of the District. While incumbents may possess journey-level skills in one or more areas of activity, all are expected to be able to perform maintenance and repair in all areas of assignment. This class is distinguished from the Lift Station Maintenance Supervisor in that the latter is the full supervisory level in the class series, with overall responsibility for all day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects, installs, repairs, maintains, and troubleshoots electrical, mechanical, and associated control and metering equipment and systems, as well as power circuits, power generating equipment, switchgear, and emergency systems related to the District's wastewater lift station operations and related facilities.
- Performs skilled testing, maintenance, and repair on metering and recording instruments, generators, control apparatus, data logging and display equipment, communications and telemetry systems.
- Performs pump maintenance and repairs on valve actuators, control circuits and variable speed and level control devices.
- Calibrates a variety of equipment such as flow meters, level transducers, pressure transducers and other monitoring equipment.
- Utilizes test equipment to perform repairs, calibration, and inspection.
- Rebuilds and/or replaces, lubricates, and maintains large and small electric motors.
- Inspects and sets safety switches.
- Maintains and repairs low, medium, and high voltage switchgears.
- Performs confined space entry and rescue operations.
- Maintains records and prepares regular and special reports on electrical and instrumentation systems.
- May assist in providing instruction on the operation and maintenance of specialized District equipment for less experienced personnel or contract staff.
- Performs major repair and installation of mechanical systems.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems.
- Uses inspection equipment to identify and diagnose issues and assists in mitigating overflow spills and damage as required.
- Completes work orders initiated or assigned by supervisor.
- Operates a variety of equipment including pumps, generators, cranes, service trucks, vactors, TV trucks, and other work service vehicles and related equipment.
- Observes all safety procedures as specified by the District, including attending safety meetings and training sessions.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; and assists with servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Maintains accurate records of work performed.
- May prepare Inflow & Infiltration (I&I) reports.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection/pumping/lift stations systems.
- Operations, work methods, and limitations of heavy construction equipment used in the maintenance and construction of wastewater collections systems and related facilities.
- Electrical theory, work methods, tools, and testing equipment used in the installation, maintenance, calibration and repair of wastewater collections, and electrical equipment and appurtenances.

- Computer applications related to the work, including telemetry, mapping, and work order hardware and software.
- Modern office practices, methods, and computer equipment and basic software.
- Applicable Federal, State, and local laws, codes, and regulations and safety precautions related to electrical and electronic installation, maintenance and repair work.
- Electrical and electronic schematic diagrams.
- Basic principles of operation of wastewater systems.
- Principles of variable frequency drives, motors, and control systems.
- Safe work practices and regulations pertaining to the operation and transportation of trucks and heavy equipment.
- Preventive maintenance and minor repair methods related to the equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- A variety of meters and meter reading equipment and their respective functions.
- Shop arithmetic.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform skilled work for the implementation of a comprehensive electrical and electronic installation, maintenance, calibration, and repair program.
- Skillfully and safely use and perform maintenance on the hand and power tools and testing equipment required to perform the work.
- Read and interpret sketches, blueprints, schematic diagrams, and equipment manuals.
- Perform a variety of technical support fabricating and design duties related to water and wastewater systems equipment and instrumentation installation, maintenance, and repair.
- Troubleshoot equipment problems, estimating materials, supplies and time required to complete the work.
- Interpret and explain laws, regulations, policies, and procedures.
- Maintain accurate records of work performed and a parts inventory.
- Recognize potentially hazardous conditions on the job site or with the equipment.
- Make accurate mathematical calculations.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Lift Station Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Lift Station Maintenance Worker I: Two (2) years of semi-skilled maintenance experience in wastewater collection systems at a level equivalent to that of Collection System Maintenance Worker I, including experience on hydro-vacuum equipment and construction to address on-call issues.

Lift Station Maintenance Worker II: Two (2) years of skilled lift station maintenance experience in wastewater collection systems at a level equivalent to that of Lift Station Maintenance Worker I.

License and Certifications:

Lift Station Maintenance Worker I:

- Must possess a California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade I certificate.
- A California Water Environment Association Grade I Plant Maintenance Technologist certificate and Grade II Plant Maintenance Electrical/Instrumentation certificate are desirable.

Lift Station Maintenance Worker II:

- Must possess a valid California (or Nevada) Class A driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade II certificate.
- Must possess a California Water Environment Association Grade I Plant Maintenance Technologist Certificate and a Grade II Plant Maintenance Electrical/ Instrumentation certificate, or equivalent.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and shop setting and use standard maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems, pump and lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

FLSA: NON-EXEMPT

SENIOR FIELD INSPECTOR

DEFINITION

Under direction, plans, organizes, and performs the most complex field inspection work for a variety of construction projects, including wastewater collection construction and repair work performed by private contractors, home owners, and the District to ensure conformance to established plans, specifications, State laws and District codes and regulations; performs quality assurance/quality control (QA/QC) on work of District inspection team to ensure work performed meets District standards; assumes responsibility for planning, coordinating and managing the District's Fats, Oils and Grease (FOG) and Underground Service Alert (USA) programs; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Engineer. Provides lead direction and training in work procedures to less experienced field inspection staff on a regular basis.

CLASS CHARACTERISTICS

This is the skilled, advanced journey-level class in the Field Inspector series that participates in all activities required to ensure that construction projects performed by private contractors, home owners or the District are in compliance with established plans, specifications, State laws and District codes and regulations. The position is also responsible for performing quality control/quality assurance on the work of inspection staff to ensure they meet District standards, and for planning, coordinating and implementing departmental special programs such as FOG and USA. This class is distinguished from the District Engineer in that the latter is a department head with full responsibility for the oversight of all engineering and field inspection operations activities.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and personally performs the most complex field inspections of a variety of private and District wastewater collection construction projects; performs quality assurance/quality control (QA/QC) oversight on work of District inspection team to ensure work performed meets District standards.
- Assumes responsibility for planning, coordinating and managing the District's Fats, Oils and Grease (FOG), Backwater Valves, and Underground Service Alert (USA) program; in conjunction with management and subject matter experts, develops and/or updates standards, policies and procedures for assigned programs; prepares informational materials on program operations for contractors, property owners, restaurants and other District customers; ensures that staff are trained in all aspects of these standards, policies and procedures through QA/QC oversight related tasks.

- Assists in developing and the implementation of goals, objectives, policies, procedures, and work standards for the District's field inspection operations.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the field inspection team; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications
- Provides staff assistance to the District Engineer; prepares and presents staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Assists in managing District construction projects to ensure that they are on time and on budget, monitors change orders, and calculates progress payments based on estimates of completion.
- Performs the most complex work assigned to the series including field inspections, witnessing and documenting testing procedures, plan reviews, USA locating, FOG inspections, and investigations into discharge violations.
- Assists in planning and implementing the District's safety program and observes all safety procedures, including attending safety meetings and training sessions.
- Answers questions and responds to complaints from public or private agencies concerning sewer problems; confers with property owners and contractors to explain requirements and to assure compliance; and acts as liaison between the District, contractors, other agencies, and businesses and residents affected by projects.
- Coordinates and participates in the establishment of, a comprehensive records maintenance system for all work performed within the field inspection team.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of training of staff in work procedures.
- Principles and practices, tools and equipment used in sewer system construction, maintenance and testing.
- Methods and techniques of inspecting and testing a diverse range of sewer systems.
- Methods and techniques of developing operating procedures and quality assurance/quality control standards and manuals.
- Principles and practices of program management including the development and communication of informational materials for program participants.
- Methods and techniques of evaluating program effectiveness and making recommendations for changes.
- Methods and techniques of training staff in general construction principles, and sewer testing and inspection standards.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safety hazards and appropriate precautions applicable to work assignments.
- Drafting and mathematics as it relates to underground sewer construction work.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for working and coordinating work activities with engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Train, plan, organize, schedule, assign, and evaluate the work of staff.
- Organize, implement, and direct assigned field inspection operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations.
- Perform the most complex field inspection duties to ensure compliance with plans and specifications.
- Review and analyze construction plans and specifications for conformance with District standards and policies.
- Develop cost estimates for supplies and equipment.
- Provide staff training in work procedures and ensure staff follows established safety practices.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, and record keeping systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Deal tactfully with contractors and property owners.
- Represent the District effectively in meetings with other departments, public and private organizations and individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, supplemented by specialized training in construction inspection, construction management or a related field; and five (5) years of increasingly responsible wastewater collection system maintenance and inspection experience.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade III certificate.

PHYSICAL DEMANDS

Must possess the ability to work in a standard office and construction setting and use standard inspection and construction tools and equipment, including a computer; ability to inspect various wastewater collection construction sites and to perform site inspections, work on uneven terrain; ability to lift and carry equipment and materials weighing up to 100 pounds with the use of proper equipment and staff assistance; ability to operate a motor vehicle; ability read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

Truckee Sanitary District
NOVEMBER 2014
NON-EXEMPT

GIS/IT SPECIALIST

DEFINITION

Under general direction, performs a variety of specialized, technical work in the administration, operation and maintenance of the District's Information Technology (IT) systems including, the Geographic Information System (GIS), desktop systems, local area and wide area networks (LAN & WAN), telecommunication, and web site; evaluates and participates in the functions necessary to implement, sustain and expand GIS and IT systems to improve efficiency throughout the District; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the District Engineer. Exercises no supervision of staff

CLASS CHARACTERISTICS

This single-position class performs a variety of responsible duties relating to the operation and maintenance of the District's GIS/IT systems and applications within general policy and procedural guidelines and, under direction from a supervisor, has the ability to adapt specific program procedures and activities to meet the needs of the District, other agencies and technological advances. The work requires public contact, the frequent use of tact and judgment, good knowledge of departmental operations and the ability to conduct independent projects and programs. This class is distinguished from other information technology classes by the level of technical knowledge of and emphasis on GIS hardware and software applications.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Sets up workstations, including supplying computer terminal, data connection, and telephone; installs desktop equipment, software, and network operating systems; installs, maintains, and troubleshoots voice connections, cabling, instruments, and switches; tests and certifies each installed connection; works with various vendors to support these systems.
- Performs routine tasks of local area network (LAN) and wide area network (WAN) administration; assists users in LAN and WAN procedures and programs and in efficiently accessing network resources.
- Consults with other District departments and management regarding department IT and data management needs; evaluates current technology and databases; recommends software and hardware acquisition.
- Provides a variety of responsible support for specialized applications throughout the District; establishes policies, procedures and standards to ensure District-wide consistency and carry-over of applications for multiple users.
- Serves as a technical resource to all District departments, including providing assistance and training in the proper use of data and systems, and recommending, troubleshooting and providing support for software, databases and other related applications.

- Coordinates and maintains the development and implementation policies, and procedures related to the District's Geographic Information System (GIS) program; monitors GIS system utilization and recommends appropriate revisions to processes and procedures.
- Identifies, designs, and develops GIS applications and procedures for integrating the GIS program with existing District databases.
- Creates and maintains a variety of maps and tabular data from a variety of sources; explains technical information to non-technical system users, including assisting them in accessing and interpreting GIS information; develops quality control procedures.
- Writes SQL queries to create reports and display data as requested by District staff.
- Add, modify, and delete content from District's website.
- Prepares a variety of written correspondence, reports, procedures and other materials.
- Monitors changes in technology and applications, recommends improvements and upgrades and implements changes after approval.
- Represents the District in inter-District coordination activities relating to GIS.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the District.
- Participates in the selection, training, supervision, work evaluation, and scheduling of assigned staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applications and functions of computer hardware, software, and peripheral devices.
- Theory and design of information technology.
- Principles of database management and systems development.
- Local area network (LAN) and wide area network (WAN) design, operations, and support, such as printers, modems, scanners, routers, switches, and other network devices and various applications.
- Computer and peripheral equipment maintenance methods and procedures.
- The function and role of the District in developing and coordinating a broad-based GIS program with applications for District departments, public agencies and the general public.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications and the most effective courses of action and implementing solutions.
- Applicable Federal, State, and local laws, codes and regulations.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

- ESRI ArcMap software, Microsoft operating systems, Exchange Server, MS Office Applications, SQL Server, Microsoft Access, HTML, and network security.

Ability to:

- Analyze, diagnose, and troubleshoot information technology networks, servers, and systems and workstation hardware and software using logic to solve problems.
- Operate, install, maintain, configure, and troubleshoot a variety of highly technical computer equipment and peripherals.
- Analyze and evaluate data, formulate proposals, and implement computer system plans.
- Establish and maintain a computer maintenance schedule.
- Write system procedures.
- Learn to use new and existing software and hardware.
- Present effective training programs and train users in the application and use of computer hardware and software.
- Develop and implement goals, objectives, policies and procedures related to the District's Geographic Information System (GIS) program.
- Develop and administer a broad-based GIS program that includes effective database development and management for a variety of District departments and public and private clients.
- Assess user needs and recommend appropriate hardware, software and systems to meet these needs.
- Perform complex modeling, mapping, database maintenance and other GIS professional level tasks.
- Develop documentation and informational materials and train users in GIS applications.
- Interpret, apply and explain technical materials to non-technical users.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, policies, procedures and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, information systems, computer science, engineering, or a related field and three (3) years of professional experience in the development

of geographic information systems, information system management, network systems administration, hardware/software maintenance, and technical training and support.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

LIFT STATION MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, plans, organizes, directs, oversees, and personally performs full-range skilled-level work in support of District buildings and wastewater collection system pumping facilities, including installation, inspection, preventive and corrective maintenance and repair activities; ensures that all Federal, State, and local regulatory requirements are met; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision the Senior Engineer and general direction from the District Engineer. Exercises direct and general supervision to lift station maintenance and on-call support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the lift station maintenance series that oversees day-to-day operations and participates in all activities required to ensure that District lift station systems and facilities, such as meters and other telemetry appurtenances, are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas and facility locations, depending upon the immediate needs of the District. The work involves preventive and corrective maintenance program development and implementation, assistance in contract oversight, and ensuring that the District meets all regulatory agency requirements.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and directing the implementation of goals, objectives, policies, procedures, and work standards for the District's preventive and corrective maintenance program for pumping/lift stations and related facilities.
- Plans, prioritizes, assigns, supervises, and reviews maintenance activities and the work of crews maintaining and repairing such systems, facilities, and equipment as wastewater collection systems, related pump/lift stations and meter sites.
- Trains staff in work procedures; evaluates work performance of assigned staff; and recommends disciplinary action as required.
- Inspects wastewater collection systems lift station facilities on a regular basis, receives and responds to calls regarding problems from businesses, public agencies, homeowners and residents, and others; and prepares, prioritizes, and assigns work orders.
- Develops or updates a preventive maintenance program to ensure the efficient operation of wastewater collection system equipment and facilities.
- Directs or personally participates in the inspection, cleaning, and repair of the mechanical and electrical equipment found in pump/lift stations.
- Troubleshoots and repairs complex electrical circuits, HVAC, phone and radio systems.

- Researches and recommends equipment purchases and disposal; and orders materials, tools, and supplies required for maintenance and repair activities.
- May perform inspections of installation and repair work of facilities and equipment performed by outside contractors.
- Assists in planning and implementing the District's emergency response program including purchasing and maintaining emergency equipment, training employees on equipment usage, scheduling, and training on-call personnel.
- Investigates and responds to emergency calls from the public.
- Prepares, updates, and submits reports in a timely manner to the District Engineer.
- Oversees and/or maintains accurate records and files related to the inventory, maintenance, and repair of the wastewater collection systems.
- Identifies and evaluates the Lift Station needs for vehicle purchases.
- Performs the full range of Lift Station and Collection System Maintenance Worker duties, including emergency response.
- Performs minor building construction and repairs.
- Prepares Inflow & Infiltration (I&I) reports.
- Oversees general construction on all lift stations and facility assets.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems pumping/lift stations.
- Basic principles and practices of mobile equipment servicing and repair.
- Techniques for troubleshooting complex equipment problems, including telemetry, and for estimating staff time, materials, and equipment required for repair.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety principles, practices, procedures, and equipment related to the work.
- Principles and practices of public agency contract oversight.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications, including work order and mapping software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, prioritize, and personally participate in a comprehensive wastewater collection lift station systems and facilities maintenance and repair program.
- Supervise and train skilled workers for the implementation of a comprehensive electrical and electronic installation, maintenance, calibration, and repair program.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Safely use hand and power tools related to the work; drive and operate trucks and hydro-cleaning equipment.

- Ensure staff adherence to safety and emergency response procedures.
- Troubleshoot and diagnose maintenance problems and determine materials and supplies required for repair.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make accurate mathematical calculations.
- Assists in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the program.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Respond effectively to emergency situations and troubleshoot such situations.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of skilled maintenance experience of facilities and/or equipment in wastewater collection systems, or one year of experience at a level equivalent to that of Collection System Maintenance Worker III. Supplemental education in supervisory or business coursework and some lead or supervisory experience are desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class A driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade III Certificate.
- Must possess a California Water Environment Association Grade I Plant Maintenance Technologist Certificate and a Grade II Plant Maintenance Electrical/Instrumentation Certificate, or equivalent.

PHYSICAL DEMANDS

Must possess mobility to work in a standard shop and plant setting and use power and hand tools and equipment and a computer; mobility to inspect various wastewater collection systems and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDIDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

ASSISTANT/ASSOCIATE ENGINEER

DEFINITION

Under general direction, performs professional field and office engineering work related to the planning, design, construction, and maintenance of District projects and infrastructure; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; provides technical professional assistance to the District Engineer; performs a variety of civil engineering and office work of a routine to complex nature, including development review, design, upgrading and/or inspection of physical facilities; provides engineering services to District staff, including field operations and maintenance personnel; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Provides project direction to support staff, contractors, and consultants.

CLASS CHARACTERISTICS

Assistant Engineer – This is the entry-level non-registered classification in the professional engineering class series. Incumbents perform the less complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the Associate Engineer. This class is alternately staffed with the Associate Engineer and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrate the ability to perform the work of the higher-level class, in addition to obtaining a California registration as Professional Engineer.

Associate Engineer – This is the journey-level in the professional engineering class series responsible for performing the full range of the District's engineering function, including the planning, design and implementation of engineering activities. Responsibilities require a high level of skill and independent judgment. Successful performance of the work requires a professional background as well as skills in coordinating work with that of public agencies and dealing with the public. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within policy and procedural guidelines. This class is distinguished from Senior Engineer in that the latter provides day-to-day-oversight of engineering activities, performs the more complex engineering and project management work, and may possess expertise in a specific engineering discipline.

EXAMPLES OF DUTIES (Illustrative only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews, examines, and evaluates sewer master plans and utility improvement plans for compliance with District standards and codes.
- Prepares and reviews agreements, maps, legal descriptions, correspondence, and plans and specifications for a variety of projects.
- Researches, reviews, analyzes, and makes recommendations concerning engineering aspects of major land development proposals, including environmental and other documentation.
- Assists in the preparation of a variety of written correspondence, plans, documentation, reports, procedures, and other written materials.
- Designs, prepares and reviews drawings and engineering specifications for routine to complex capital improvement projects and other wastewater collection projects.
- Prepares requests for proposal; conducts contract bid openings for a variety of projects, including review and approval of bid documentation; administers applicable ordinances relating to project requirements.
- Performs more complex construction inspections to confirm contractual compliance with engineering and construction standards. Conducts inspections of construction and repair of public and private collection system components and District facilities for compliance with the District Code.
- Assists Collection System Maintenance staff in solving complex operation and maintenance problems.
- Investigates consumer complaints and recommends solutions; arranges for advance public notice of shutdowns in non-emergency situations; maintains effective public relations; explains codes and regulations to residents.
- Directs and actively participates in record keeping activities and preparation of a variety of periodic and special reports to the Board of Directors.
- Assists in the development and administration of the annual budget.
- Assists in the development and maintenance of District Hydraulic Model, Assets Management software, and GIS system, including internal web map, mobile applications, and linkage between operational and asset management software.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering design and construction.
- Wastewater principles and management, including applicable codes and safe work practices related to the construction, operation and maintenance of collection system facilities.
- Local, State, and Federal laws, rules, and regulations relating to environmental water quality standards and issues.
- Principles and practices of contract administration and project management and evaluation.
- Construction materials, methods, materials testing and equipment.
- Computer user applications as applied to the solution of engineering problems, such as Geographical Information Systems and AutoCAD.
- General principles and equipment used in hydrology, hydraulics, flow monitoring, and flood control.

- Safety equipment and procedures.
- Engineering mathematics.
- Basic physics and chemistry related to wastewater systems and treatment.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Conduct detailed and complex engineering analysis of designs, specifications, and plans for utilities systems and components, including maps, drawings, and layouts.
- Develop engineering requests for proposal and cost estimates.
- Administer contracts and agreements for wastewater collections projects.
- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Apply engineering principles and techniques to the solution of simple to complex civil engineering problems.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Learn District permit processes and calculations of permit fees.
- Make sound, independent decisions within established policy and procedural guidelines.
- Plan, assign, direct, and review the work of assigned staff.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain accurate records and files.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant and Associate Engineer: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a closely related engineering field.

Assistant Engineer: One (1) year of experience in field or office engineering technical support which has provided knowledge of such areas as engineering drafting, computer modeling, surveying, map checking, and basic engineering design.

Associate Engineer: Two (2) years of experience in the engineering design and project administration for wastewater utilities or related facilities.

LICENSES AND CEERTIFICATIONS:

Assistant and Associate Engineer: Must possess a valid California (or Nevada) class C driver's license and have a satisfactory driving record.

Assistant Engineer: Must possess a California Engineer-in-Training certification and the ability to obtain a Professional Engineer's registration within one year of hire.

Associate Engineer: Must possess a Professional Engineer's registration from the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the physical strength and stamina to lift and carry equipment weighing up to 25 pounds and inspect construction sites and underground or confined spaces; ability to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

SENIOR ENGINEER

DEFINITION

Under general direction, performs, oversees and supervises professional engineering work related to the planning, design, construction, and maintenance of District capital projects; manages complex engineering projects; provides professional assistance and technical advice to District officials; coordinates projects with contractors, other departments and other agencies; administers professional services and construction contracts; evaluates requests for changes or additional work; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Exercises direct supervision over the Lift Station Maintenance Supervisor and engineering support staff.

CLASS CHARACTERISTICS

This class is the advanced professional level in the engineering class series and incumbents must possess registration as a Professional Engineer and participate in District construction, maintenance, repair, installation, and upgrade activities. Assignments may include ongoing project or program management, including electrical, mechanical, and pumping/lift station engineering. Successful performance of the work requires an extensive professional background as well as skills in coordinating work with other District departments, contractors, regulatory bodies, and other public agencies. This class is distinguished from the District Engineer in that the latter is assigned as the manager of professional service with District-wide internal and external impact.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and directs the preparation of designs, specifications, plans, estimates, and reports for the development and modification of District lift stations; pumps, generators, buildings, and instrumentation.
- Researches project design requirements, performs calculations, prepares estimates of time and material costs, and determines construction sequencing and detour requirements.
- Conducts advanced engineering and related studies; evaluates alternatives, makes recommendations and presents reports to the District Engineer, the General Manager, and the Board of Directors.
- Serves as project manager on complex projects, including defining project scope, selecting consultants, negotiating contracts, amendments, and change orders; prepares and monitors project schedules; monitors, reviews, and coordinates project design and construction; evaluates consultants' and contractors' requests for extra work; enforces terms of contracts, processing of payments and change orders; coordinates projects with businesses, utilities, and

other District departments; conducts field and construction site inspections and resolves contract disputes.

- Investigates or delegates the investigation of field problems affecting the public, property owners, contractors, and maintenance operations; collects the necessary data or assigns the collection of data to technical personnel; develops recommendations and meets with the appropriate parties to discuss and implement recommendations.
- Provides engineering services, consultation, and supervisory direction to field and office personnel regarding facility preventative maintenance techniques, Hydronic systems, electrical distribution and network systems, phone systems, fire detection systems, and computer network hardware systems.
- Designs and manages the District's Supervisory Control and Data Acquisition (SCADA) system.
- Performs and/or coordinates advanced planning studies and makes recommendations regarding future public infrastructure needs related to lift stations.
- Prepares a variety of written materials, including staff reports, engineering reports; may conduct studies and confer with the public.
- Performs project development for complex projects including finalizing scope of projects, preparing bid summaries, conducting bid openings, preparing project budgets and preparing cost estimates.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions, and ordinances.
- Provides technical direction to Lift Station Maintenance staff in solving complex operation and maintenance problems.
- Trains technical support staff in electrical and mechanical theory and safety and control logic.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and standards related to District infrastructure development and maintenance.
- Principles and practices of mechanical and electrical engineering.
- Principles and practices of cost estimation and public agency contract administration.
- Computer applications related to the work, including computer-aided drafting concepts and applications; SCADA system concepts and applications including ladder logic, paging software, and Human Machine Interface.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to engineering standard practices.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

Ability to:

- Monitor and manage program area goals, objectives, and activities and evaluate effectiveness.

- Develop, analyze, and review engineering plans and designs for municipal public works projects.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Supervise, train, and instruct staff in work procedures.
- Prepare and review budgets and cost estimates.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations and in meetings with individuals.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in mechanical, electrical, or civil engineering, or related field and five (5) years of professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

License and Certifications:

- Must possess California State Registration as a Professional Engineer.
- Possession of a valid California (or Nevada) class C driver's license with a satisfactory driving record is desirable.

PHISICAL DEMANDS:

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit and inspect development and construction sites, underground or confined spaces and various District and meeting sites; strength to lift and carry equipment weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate before groups, in person and over the telephone.

ENVIRONMENTAL ELEMENTS:

Employees partly work in an office environment and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS:

Occasional attendance at off-hours meetings is required.

DISTRICT ENGINEER

DEFINITION

Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department including Information Systems, long- and short-range project planning, environmental planning, design, construction and permitting programs, and servicing and mechanical repair of stationary pump and lift stations; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex technical support to the General Manager; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative support staff.

CLASS CHARACTERISTICS

This single-position management class requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The class is distinguished from other management classifications by its responsibility for directing District-wide engineering and technical activities.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, plans, and implements goals and objectives for the department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Directs, oversees, and participates in the engineering program work plan; assigns work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; oversees and provides direction to professional and administrative support staff.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory and legal requirements are met.
- Develops contractual documents for District use and recommends selection of engineering design consultants.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.

- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the Board of Directors through the General Manager.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements and procedures and evaluates alternatives.
- Oversees field inspections of wastewater collection facilities and/or repairs made by contractors, owners, other agencies and district crews.
- Estimates capacity/connection fee revenue and inspection fee charges for new development and subdivisions.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Oversees and is responsible for all activities of the Lift Station Maintenance Section and takes all steps necessary to ensure continuous operation.
- Coordinates engineering activities with other departments; provides responsible advice and counsel to the General Manager and department managers on a variety of engineering and technical issues.
- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions consistent with District policies.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Oversees the maintenance of engineering project files and work papers.
- Oversees the mapping and development of the geographic information system of the District.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors and implements courses of action.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Keeps General Manager fully informed on departmental activities and issues.
- Attends and participates in Board of Directors meetings; prepares and delivers staff reports to the Board through the General Manager.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of wastewater collection and conveyance facilities.
- Principles and practices of wastewater collection utility operations, including facilities maintenance.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Public works contracting laws and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of public agency budget development, administration, and accountability.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Sources of information related to engineering theory and practices applicable to wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, and direct an effective engineering services program.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the department and the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Select, train, professionally develop, motivate, and evaluate the work staff.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively communicate in person, over the telephone, and in writing.
- Make effective public presentations including technical material to non-technical audiences.
- Manage and maintain accurate records and files.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of professional engineering in the water/wastewater industry, including three years in a supervisory or management position.

Licenses and Certifications:

- Must possess California State Registration as a Professional Civil Engineer.
- Possession a valid California (or Nevada) class C driver's license with a satisfactory driving record is desirable.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect District development and construction sites and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional attendance at off-hours meetings is required. May be required to respond during off hours to provide engineering/technical assistance as required.

ASSISTANT GENERAL MANAGER/DISTRICT ENGINEER

DEFINITION

Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department including long- and short-range project planning, environmental planning, design, construction and permitting programs, and servicing and mechanical repair of stationary pump and lift stations; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex technical support to the General Manager; performs duties of the General Manager in his/her absence; has high-level involvement with preparation of annual budget, employee handbook, District Code Book; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises administrative direction over professional staff and general direction over administrative support staff.

CLASS CHARACTERISTICS

This single-position management class assists and supports the General Manager in the day-to-day administration of the District and in the planning and execution of programs and projects for accomplishing the District's short and long term goals and objectives. This classification operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's constituencies and rate payers. In addition, this classification requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the Engineering Department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. The class is distinguished from other management classifications in that the incumbent acts as General Manager in his/her absence, and has an increased responsibility in the overall management of the District.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Participates in the development of master plans and strategic plans for the District, including goals, objectives, and programs for implementation.
- Participates in the preparation and review of the overall District budget and other policy-related documents such as the Code Book and Employee Handbook.
- Develops, plans, and implements goals and objectives for the Engineering Department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.

- Directs, oversees, and participates in the engineering program work plan; assigns work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory, and legal requirements are met.
- Develops contractual documents for District use and recommends selection of engineering design consultants.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the Board of Directors through the General Manager.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures and evaluates alternatives.
- Oversees field inspections of wastewater collection facilities and/or repairs made by contractors, owners, other agencies and district crews.
- Estimates capacity/connection fee revenue and inspection fee charges for new development and subdivisions.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Oversees and is responsible for all activities of the Lift Station Maintenance Section and takes all steps necessary to ensure continuous operation.
- Coordinates engineering activities with other departments; provides responsible advice and counsel to the General Manager and department managers on a variety of engineering and technical issues.
- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions consistent with District policies.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Oversees the maintenance of engineering project files and work papers.
- Oversees the mapping and development of the geographic information system of the District.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations, and prepares reports for the Board of Directors and implements courses of action.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.

- Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Keeps the General Manager fully informed on departmental activities and issues.
- In the absence of the General Manager, assumes day-to-day management responsibilities, including attending meetings, facilitation of Board meetings including agenda preparation and resolution of personnel issues.
- Attends and participates in Board of Directors meetings; prepares and delivers staff reports to the Board through the General Manager.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of wastewater collection and conveyance facilities.
- Principles and practices of wastewater collection utility operations, including facilities maintenance.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Public works contracting laws and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of public agency budget development, administration, and accountability.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Sources of information related to engineering theory and practices applicable to wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.

Ability to:

- Plan, organize, and direct an effective engineering services program.

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the department and the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Select, train, professionally develop, motivate, and evaluate the work of staff.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Prepare and delivery effective public presentations, including providing technical material to non-technical audiences.
- Manage and maintain accurate records and files.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of professional engineering in the water/wastewater industry, including three (3) years in a supervisory or management position.

Licenses and Certifications:

- Must possess California State Registration as a Professional Civil Engineer.
- Possession of a valid California (or Nevada) class C driver’s license with a satisfactory driving record is desirable.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect District development and construction sites, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

ENVIRONMENTAL ELEMENT

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional attendance at off-hours meetings is required. May be required to respond during off hours to provide engineering/technical assistance as required.

JANUARY 2017
NON-EXEMPT

ACCOUNTING TECHNICIAN I/II

DEFINITION

Under immediate (Accounting Technician I) or general (Accounting Technician II) supervision, performs the full range of accounts receivable, purchasing, payable, and payroll processing cycles related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; ensures effective internal controls, adherence to District policies and procedures, and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Accounting Technician I) or general (Accounting Technician II) supervision from higher level management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Accounting Technician I – this is the entry level classification in the Accounting Technician series. Initially under close supervision, incumbents are cross-trained and perform work in one or more of the following areas: payroll, accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation and report preparation activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Accounting Technician II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the work of the higher-level class.

Accounting Technician II – this is the journey-level class in the Accounting Technician series responsible for performing the full range of duties in an assigned area which may include payroll, purchasing, accounts receivable and/or accounts payable. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Technician classification in that the latter class performs the most complex work assigned to the series, including lead direction to lower level staff.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

All assignment areas:

- Records and verifies a variety of financial transactions; prepares and maintains a variety of periodic and special financial, accounting and statistical files, records and reports in assigned area; enters and retrieves information using standard word processing and spreadsheet software including financial and other automated systems; balances month end reports.

- Provides input, analysis, research, and schedules related to assigned areas during the budget preparation process, the year-end closing process and during the annual audit.
- Performs general office support duties such preparing correspondence; and duplicating and distributing various written materials.
- Performs final review and internal controls verifications, disburses payments and completes related processes.
- Assists customers, answers questions and provides information regarding escrows, account fees, testing, assessments, and other specific account information and updates related files and departments on action items.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of finance and accounting.
- Receives mail and direct payments from the public and from other District departments, balances monies received, and prepares receipts and bank deposits.
- Assists with special projects as required; may assume other customer service responsibilities on a relief basis as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

When performing the payroll processing assignment:

- Processes and maintains payroll records; calculates and verifies hours on timesheets and verifies compliance with laws and District policies; reviews related information for completeness and accuracy; resolves problems; and enters data into the payroll system to produce payroll checks and related documents and reports.
- Provides various payroll-related information to departments and outside agencies and, as requested, to others within the restrictions of the law.
- Calculates and prepares payments for employee insurances, retirement, taxes, and other employee deductions and benefits.

When performing the accounts receivable assignment:

- Receives and balances user fee cash receipts; allocates revenue to proper cost accounts; posts revenue; prepares invoices and verifies accounts for payment; prepares deposits.
- Processes updates to customer accounts and related files.
- Prepares and mails bills to directly billed customers; posts late fees.
- Prepares delinquent item reports, initiates, and monitors delinquent processing; ensures process compliance in accordance with regulations.
- Reviews parcel member files for accuracy and processing and distributes payments.
- Posts user fees, verifies information for county processing; process rejected items as necessary; processes batches and posting for expected files.

When performing the purchasing and accounts payable assignment:

- Reviews and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment, prepares payments for mailing and file copies with backup.
- Posts encumbrances and expenditures to various accounts and reconciles accounts.
- Balances petty cash and prepares requests for reimbursement.
- Verifies items for sales tax, receiver and manager approval and ensures TSD policy adherence.
- Updates bill list; prepares bill list for the Board packet, Board meeting, and finance committee.
- Receives vendor inquiries via telephone, fax or mail; and resolves any issues, problems or requests.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable and accounts receivable.
- Basic principles and practices of fund accounting and public agency budgeting.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting Technician I:

- Equivalent to completion of the twelfth (12th) grade supplemented by college coursework in accounting, business or public administration, or related field, and two (2) years of experience in processing financial documents and maintaining financial or accounting records.

Accounting Technician II:

- Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in accounting, business or public administration, or related field, and four (4) years of experience in processing financial documents and maintaining financial or accounting records, or two (2) years of experience equivalent to that of Accounting Technician I.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under direction, plans, assigns, monitors, reviews and performs the most complex work of staff responsible for providing clerical and paraprofessional fiscal support to the District's finance operations including, but not limited to, payroll, accounts payable, accounts receivable, and purchasing; serves as primary payroll administrator; maintains a complete and accurate general ledger; prepares and posts general journal entries; records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Exercises lead supervision over lower level assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Accounting Technician classification series responsible for performing the most complex work assigned to the series including, but not limited to, payroll administration, fiscal document reconciliation, report preparation and serving in a lead capacity over assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services or work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Accounting Technician II classification in that the latter class performs journey level clerical or paraprofessional accounting duties, but does not have responsibility for more complex tasks, such as serving in a lead capacity over lower level staff.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, assigns, monitors, reviews and performs the most complex work of staff responsible for providing clerical and paraprofessional fiscal support to the District's finance operations including, but not limited to, payroll, accounts payable, accounts receivable, and purchasing; ensures work quality; trains employees in work methods and processes.
- Records and verifies a variety of financial transactions; prepares and maintains records; assists in and/or prepares a variety of periodic and special financial, accounting and statistical reports and forms including, but not limited to State and Federal payroll reports, W2's, 1099's, and District financial reports; researches and provides input related to assigned areas

during budget preparation, the year-end closing process and the annual audit; prepares records and reports for submission to regulatory and other government agencies.

- Enters and retrieves data from fiscal management systems using specialized software relevant to work performed; generates reports, records, checks and related fiscal documents.
- Serves as primary payroll administrator; processes and maintains payroll records; performs a variety of payroll calculations such as hours worked, and employee deductions ensuring compliance with laws and District policies; resolves problems; provides payroll-related information to departments and outside agencies as mandated.
- Oversees and participates in the District's accounts receivable function; receives and balances a diverse range of customer and user fee payments; verifies documents for accuracy; allocates revenue to proper cost accounts; posts revenue; prepares deposits; generates delinquent item reports, initiates, and monitors delinquent account processing.
- Performs a variety of fiscal transactional processing duties including posting activities to customer accounts, processing permit payments, preparing refunds, generating and maintaining files, processing batches, preparing/distributing bills and entering data into the financial system.
- Oversees and participates in the work of staff responsible for purchasing and accounts payable transactions and processing; reviews documents for accuracy and appropriate authorization; ensures that funds are budgeted and available; prepares documentation for payment; enters and verifies data into the financial system; prepares payments; maintains files and records; and posts and reconciles encumbrances and expenditures to accounts.
- Maintains complete and accurate general ledger in a timely manner; prepares and posts general journal entries; prepares reconciliation of journals, ledgers, and other accounting sub-ledgers and records.
- Provides District staff with complete and accurate financial information.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of finance and accounting.
- Assists with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities within a Finance Department including, but not limited to, payroll, accounts payable, accounts receivable, purchasing and general ledger.
- Principles of lead supervision and training.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to governmental financial operations.
- Financial transaction processing principles and practices for all assigned fiscal areas.
- Basic understanding of public sector budgeting methods.
- Methods and techniques of compiling/preparing or generating documents in support of financial reporting requirements.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Modern office practices and procedures including the use of computers and specialized software relevant to work performed.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Ability to:

- Perform the most complex paraprofessional duties within assigned areas of responsibility.
- Plan, assign, and review the work of assigned staff.
- Ensure staff work products are accurate and timely.
- Identify and provide training to assigned staff.
- Perform detailed accounting and financial work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Demonstrate strong customer service skills.
- Establish, maintain, and research files.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college coursework in accounting, business or public administration, or related field, and five (5) years of experience in processing financial documents and maintaining financial or accounting records, or two (2) years of experience equivalent to that of the District's Accounting Technician II. A relevant Associate Degree is desirable.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a

sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ACCOUNTANT

DEFINITION

Under direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records, preparing financial and statistical reports, reconciling general ledger accounts and maintaining asset controls; assists in preparing the District's annual budget; coordinates the annual audit process; prepares monthly and year-end reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level professional accounting classification, performing the full range of finance and accounting work requiring the use of tact, discretion, and independent judgment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, as well as the use of financial management systems technology. This class is distinguished from the Accounting Technician series in that the latter is responsible for performing clerical and paraprofessional accounting functions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial and accounting programs.
- Participates in, and assumes responsibility for, various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting.
- Prepares monthly journal entries to post activities from the customer accounts sub-ledgers; balances funds; records cash transfers and allocates expenditures in accordance with Generally Accepted Accounting Principles (GAAP), and District policies.
- Reconciles the general ledger to ensure that balances in the chart of accounts are properly recorded.
- Matches banking transactions within the financial management system; researches discrepancies to ensure accuracy and submits to management.
- Conducts budget research/analysis including salary and benefits, general fund, capital improvement, and staffing schedules for the management team; prepares final budget documents for the Board of Directors.
- Monitors and reviews expenditures, revenues, budget allocations and related documents to identify variances, prior to issuance of the monthly report to the Board of Directors.

- Maintains appropriate controls for fixed assets; initiates and ensures proper annual inventory of equipment/assets are conducted and databases are updated.
- Reviews work and transactions completed by department staff to ensure accuracy and conformance to GAAP and District standards, principles, rules and regulations.
- Interprets, explains, and applies general and governmental accounting principles and procedures, laws, and regulations affecting the financial operations of the District.
- Prepares a wide variety of financial and statistical reports, including monthly and year-end reporting, budgetary reports, and related documents; calculates accruals; reconciles transactions; and adjusts entries and schedules.
- Serves as contact for external auditors and coordinates the annual audit process; prepares schedules and documentation requested for the audit; reconciles financial transactions; prepares trial balances; explains variances and coordinates adjustments to accounts; prepares reports.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of finance and accounting.
- May perform tasks for the Finance Director on assigned basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting, budgeting, auditing and application of principles and procedures to a variety of accounting cycles and transactions.
- General principles and practices of financial system software functionality and its application to the District's financial operations.
- Principles and practices of financial analysis.
- Methods and techniques of conducting research.
- Advanced mathematics.
- Methods and techniques of maintaining general ledgers and reconciling fiscal transactions.
- Principles and practices of inventory and asset control.
- Principles and practices of financial report preparation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to government financial operations.
- Complex record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform a variety of professional accounting work in multiple areas such as accounting, budgeting and auditing.
- Extract information from multiple sources; research, compile, analyze and interpret financial information and draw sound conclusions.
- Prepare, examine, and verify a diverse range of financial transactions and documents.
- Prepare clear, complete, and concise financial and administrative statements and reports.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four (4) year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of responsible professional accounting experience.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SEPTEMBER 2018
FLSA: EXEMPT

FINANCE AND ADMINISTRATIVE SERVICES MANAGER

DEFINITION

Under administrative direction, plans, manages, and directs the District's finance and customer services operations; coordinates activities with those of other departments for operational efficiencies and optimal service delivery; assumes responsibility for a variety of programs, projects and special assignments; provides assistance to District management staff in areas of expertise; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over professional, technical and clerical staff.

CLASS CHARACTERISTICS

This single-position management class oversees and participates in all District fiscal and customer service activities. The incumbent provides complex technical support and advice to the General Manager, department heads, and other employees on matters related to the District's policies and procedures in the managed functions. Responsibilities include coordinating activities with those of other departments for operational efficiencies and optimal service delivery. The incumbent is accountable for accomplishing organizational planning and operational goals and objectives and for furthering District goals and objectives within policy and procedural guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the District's financial and customer support functions;
- Plans, directs, and coordinates staff and operational work plans; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates work methods and procedures for quality control purposes and compliance with mandated and District policies and procedures.
- Monitors the finance and administrative team's processes; determines optimal methods of service integration among the managed functions; identifies opportunities for improved service delivery methods and procedures; provides recommendations to the General Manager for process changes; and implements approved changes.

Finance and Administrative Services Manager

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- Selects, motivates and evaluates assigned staff; provides training; works with employees to correct deficiencies; conducts staff meetings; reviews daily activities with assigned employees; and provides policy guidance and interpretation to staff.
- Plans, manages and directs the District's customer service support group's operations; functional service areas include reception, front counter permit issuance, internal and external mail processing and distribution, commercial and residential inspection and permitting, and office equipment maintenance; coordinates activities of staff with those of other District departments and outside agencies.
- Plans, manages and directs the operations and services of the finance and accounting group; areas of responsibility include budget development and administration, financial transaction processing, recordkeeping and reporting, payroll, utility billing, auditing, investment and treasury.
- Oversees finance staff in the preparation and administration of the District's operating and capital improvement budgets; oversees finance staff in the preparation of budget schedules; reviews department submissions; serves as a technical advisor on budget changes; oversees finance staff in monitoring budget performance; oversees finance staff in the preparation of periodic budget reviews/reports for submission to the Board of Directors and management.
- Directs the preparation of journals, ledgers and other accounting records, including documents and reports submitted to various regulatory and government agencies.
- Oversees the annual District financial audit; responds to, and implements, final auditor's findings and recommendations.
- Prepares, or directs the preparation of comprehensive annual financial statements including narrative, financial and statistical data.
- Develops and implements policies and procedures related to finance systems, investments, revenues, purchasing, accounts payable, and payroll.
- Oversees finance staff in reviewing and monitoring the District's cash flow activities; oversees finance staff in the determination of cash flow requirements; oversees finance staff in the preparation and analysis of cash and investment reports for the Board of Directors and management, as well as statements of revenues and expenditures.
- Assists in the management and monitoring of the financial aspects of District contracts and agreements.
- Attends and participates in the Board of Director meetings; prepares agendas and related materials for and attends various Board and Committee meetings.
- Conducts or directs the conduct of various research studies; analyzes results; evaluates alternatives; makes recommendations and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Monitors changes in laws, regulations, and technology that may affect assigned operations; upon approval by the General Manager, implements policy and procedural changes and monitors to ensure changes are consistent with expectations.
- Provides technical advice to the District's management and the Board of Directors on District financial and administrative matters.
- Keeps the General Manager fully informed on all departmental activities and issues.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including general and governmental accounting, treasury and related cash management programs, internal controls, fraud prevention practices, auditing, and reporting functions.
- Principles and practices of public agency budget development, contract administration and accountability.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and administration and supervision of staff.
- Financial information systems, database programs, and related technology, hardware and accounting information processes.
- Principles and practices of developing and implementing effective customer service operations.
- Methods and techniques of integrating service efficiencies among multiple operational functions.
- Functions, authority, and responsibilities of an elected District Board of Directors.
- Methods, techniques, and practices of data collection and analysis and report writing.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- English usage, grammar, spelling, vocabulary and punctuation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned operations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person, over the telephone, and in writing.

Ability to:

- Plan, organize, and oversee comprehensive public agency finance and customer support programs.
- Select, train, motivate, supervise, and evaluate the work of subordinate staff.
- Provide for the training and professional development of subordinate staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
- Recommend and implement continuous process improvement principles in assigned program areas.
- Analyze, interpret and summarize financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise financial and administrative reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks with conflicting deadlines in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; adapt to changing priorities.
- Use tact, initiative, prudence, and independent judgment.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, regulatory, and legislative organizations.
- Work in a team atmosphere and participate on a variety of District-wide committees to enhance the provision of all District services.
- Effectively communicate in person, over the telephone, and in writing.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in finance, business management, business or public administration, or a field related to the work and five (5) years of increasingly responsible financial and administrative program management experience. Relevant master's degree is desirable.

Licenses and Certifications:

- Possession of a valid California (or Nevada) class C driver's license with a satisfactory driving record is desirable, but not required.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional attendance at off-hours meetings is required.

JANUARY 2017
NON-EXEMPT

ADMINISTRATIVE ASSISTANT I/II

DEFINITION

Under immediate (Administrative Assistant I) or general (Administrative Assistant II) supervision, provides varied office administrative and general clerical assistance for the District's central and departmental operations and programs; provides information externally and internally regarding District policies and/or procedures; performs varied support work for the District such as telephone and counter reception, customer service, word processing, data entry, records management, and work order processing; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Administrative Assistant I) general (Administrative Assistant II) supervision from higher level management and supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Administrative Assistant I is the entry-level class in the Administrative Assistant series responsible for performing administrative and clerical support duties for the District's central and departmental operations and programs. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Administrative Assistant II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

This class is alternately staffed with Administrative Assistant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-class level and demonstrating the ability to perform the work of the higher-level class, subject to management approval.

Administrative Assistant II is the journey-level class in the Administrative Assistant series, responsible for performing the full range of administrative and clerical support duties for the District's central and departmental operations and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Specialist classification in that the latter performs the most complex work assigned to the series, including specialized support within operating departments, such as contract administration, policy and procedure development, responding to escrow demands, calculating user fees based on project specifications and technical requirements, and related tasks.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information or problem resolution regarding District and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures, and ordinances.
- Attends to a variety of office administrative details, such as keeping informed of District activities, arranging and attending meetings, scheduling appointments, transmitting information, processing staff schedules, maintaining records and calendars, ordering and coordinating supply orders and arranging for equipment purchase and maintenance.
- Receives and reviews applications and related documents from the public with respect to District services; collects and accounts for fees and other monies collected; processes transactions with other District departments.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate a two-way radio or other department-specific equipment.
- Prepares correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, dictation, or corrected copy; and proofreads materials for accuracy, completeness, and compliance with District policies, format, and English usage, including grammar, punctuation, and spelling.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Provides responsible office administrative assistance in the implementation, and monitoring of departmental programs and/or the centralized administrative system.
- Compiles materials, assists in the preparation of reports, manuals and publications.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- As directed by supervisor, may provide assistance in backing up Administrative Specialist positions, provided the assigned work does not fall outside the scope of work within this Administrative Assistant I-II classification specification.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic understanding of the operations and services provided by the District.
- Modern office administrative practices and procedures, including the use of computers and specialized software relevant to the work performed.
- Principles and practices of maintaining files and records.

- Business letter writing, techniques for preparing informational materials, and the standard format for reports, correspondence, and other written materials.
- English usage, spelling, grammar and punctuation.
- Business arithmetic.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Ability to:

- Learn the functions and procedures of the specific functional area to which the position is assigned.
- Provide varied and responsible office administrative and clerical work requiring the use of judgement within authorized guidelines.
- Explain, and District policies, procedures, and operations to the District's customers and the general public.
- Collect, compile, and summarize varied information for reports and other documentation.
- Respond to and effectively prioritize multiple phone calls, visitors and other requests for service.
- Compile information from varied sources and generate accurate records and reports.
- Compose correspondence, and informational materials from brief instructions.
- Make accurate arithmetic calculations.
- Effectively communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Assist in establishing and maintaining a records management system for the assigned area.
- Demonstrate strong customer service skills.
- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Assistant I and II: Equivalent to the completion of the twelfth (12th) grade with supplemental business school or applicable college-level course work. Possession of Associate's of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis to a maximum of two (2) years.

Administrative Assistant I: One (1) year of office administrative support or records management experience. Experience dealing with the public is highly desirable.

Administrative Assistant II: Three (3) years of responsible office administrative experience. Experience in dealing with the public, working in a public agency setting and in working in an organization, which will have provided a knowledge of the departmental function to which assigned is desirable or two (2) years of experience equivalent to that of the Administrative Assistant I.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Attendance at off-hours meetings may be required.

JANUARY 2017
NON-EXEMPT

ADMINISTRATIVE SPECIALIST

DEFINITION

Under direction, provides technical support in the administration, implementation and monitoring of the District's operating departments' programs including, but are not limited to, engineering, inspection, operations and maintenance services and activities; prepares, executes and monitors a diverse range of technical documents such as contracts, agreements, and operational policies and procedures; performs research and assists in the preparation of, or updates to, statistical and regulatory reports, manuals and publications; ensures that the administrative functions of the department are effectively executed; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management and supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the administrative support classification series responsible for performing the most complex work assigned to the series including, but not limited to performing specialized tasks in the District's departments' engineering, inspection, operations and maintenance services and programs. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services or work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Administrative Assistant II in that the latter class performs journey level clerical and administrative support within an assigned functional area, and is not responsible for the more complex tasks assigned to the Administrative Specialist as described above.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible technical assistance in the development, administration, implementation, and monitoring of departmental programs; ensures that the administrative functions of the department are effectively executed.
- Receives and responds to escrow demands; reviews documentation to determine whether ordinance testing is required; researches property history to assist in making testing determination; prepares necessary paperwork for inspection staff; follows up on outstanding testing and submits finalized paperwork to escrow companies.
- Performs front counter work to provide developers, contractors and the general public information on sewer inspection requirements; evaluates request/situation to determine

whether ordinance testing is required; researches and responds to septic/sewer related questions which require an understanding of the District's rules and regulations.

- Performs contract administration tasks including, but not limited to, the preparation of the bid documents, contractor agreements, and professional services contracts; administers construction contracts; processes approved progress payments; logs contractor's submittals and progress payments; prepares documents for final payments; and tracks items covered under specific warranties.
- Prepares, administers and executes a variety of technical documents such as shared use agreements, private maintenance agreements, easements and variances; tracks requirements associated with these agreements.
- Receives and reviews notifications from local government agencies with respect to new planning applications and/or building permits; forwards documentation to engineering staff for review and action with respect to District specific requirements; processes necessary documentation or approvals and submits to requesting agency; generates reports on activities.
- Coordinates and schedules inspections including ordinance testing, sewer, septic and plumbing infrastructure, grease interceptor, and USA alerts; develops and coordinates inspector schedules; sets up project files; ensures system is updated on actions and approvals; submits final drawings to engineering staff for review and/or approval.
- Uses District ordinances and fee schedules to calculate plan check, inspection, connection and other related fees for developers' projects; and tracks plan check and permit processes using a specialized software tracking system.
- Receives and responds to requests from developers, contractors, private engineers, title companies, property owners, and others for base maps, as-built maps, parcel maps, improvement plan information, permits, and federal, state and local codes, specifications and ordinances.
- Performs routine inspections in commercial establishments to determine the type of business connections and associated District fee; verifies number of plumbing fixtures and/or seats for billing purposes; reviews building plans and visits site to affirm number and placement of fixtures and compliance with the building plans.
- Compiles and/or prepares a variety of department specific correspondence and documentation such as "Intent to Serve" letters, Irrevocable Offer of Dedication, bid contracts, CEQA documents and Request for Proposal notifications and bid notices; routes for approval/signature as needed.
- Performs project-related research and technical support; compiles materials, generates documents; checks and tabulates standard arithmetic or statistical data; summarizes information; prepares and assists in the preparation of, or updates to, statistical and regulatory reports, manuals and publications.
- Attends to a variety of office administrative details, such as keeping informed of District activities, arranging and attending meetings, scheduling appointments, transmitting information, processing staff schedules, and maintaining records and calendars on capital assets, permits, licenses, certificates, and agreements.
- Responds to written and verbal requests from a variety of agencies, contractors, and supervisors; provides information to District staff, regulatory agencies, other organizations and the public, that require the use of independent judgment.
- Prepares detailed correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, dictation, or corrected copy; and

proofreads materials for accuracy, completeness, and compliance with District policies, format, and English usage, including grammar, punctuation, and spelling.

- Assists in the development and administration of the District's Safety Program; obtains and organizes training materials and supplies, updates calendars, maintains postings, composes and maintains minutes of the District's monthly safety committee meetings, and tracks employee attendance.
- Assists in the development and administration of the District's Injury Illness Prevention Plan (IIPP), Sewer System Management Plan (SSMP), CIWQS Sewer System Overflow reporting.
- Maintains Operations and Maintenance parts and equipment inventory through the District's CMMS program.
- Tracks reimbursable field work orders and contract paving work.
- Tracks field employee (i) professional certifications; (ii) training hours; and (iii) Cal/OSHA safety training hours.
- Receives Sewer and Service Requests and initiates emergency response; prepares report and conducts record-keeping.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and may operate a two-way radio or other department-specific equipment.
- Provides backup support on information systems.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of assigned functional area of responsibility.
- Codes, regulations, policies, agreements, technical processes, and procedures related to District and departmental activities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Methods and techniques of calculating deposits, fees, and charges for assigned program areas.
- Methods and techniques of conducting research in assigned program areas.
- Principles and practices of contract administration.
- Principles and practices of policy development and implementation.
- Rules and regulations governing the escrow process.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Principles, practices, and methods for developing and administering safety and training programs.
- Modern office administrative practices and procedures, including the use of computers and specialized software relevant to work performed.
- Business letter writing, techniques for preparing informational materials, and the standard format for reports, correspondence, and other written materials.
- English usage, spelling, grammar, and punctuation.

- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Ability to:

- Provide varied and responsible technical and administrative work requiring the use of independent judgment, tact and discretion.
- Interpret, apply, explain, and implement policies, procedures, and technical processes related to the functional areas of assignment
- Compile information from varied sources and prepare accurate records and reports.
- Compose correspondence, informational materials, and reports independently or from brief instructions.
- Perform contract administration tasks for the District's engineering related operations.
- Collect, compile, analyze, and summarize varied information, propose and consider alternatives and reach sound conclusions.
- Respond to and effectively prioritize requests for service.
- Make accurate arithmetic and statistical calculations.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, initiate processes, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Establish and maintain a records management system for the assigned program areas.
- Demonstrate strong customer service skills.
- Effectively communicate in person, over the telephone, and in writing.
- Operate modern office equipment, including computer equipment and software relevant to work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized business school or college-level course work and five (5) years of responsible office administrative and/or secretarial experience, or two (2) years of experience equivalent to that of the District's Administrative Assistant II.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Attendance at off-hours meetings may be required.

HUMAN RESOURCES/RISK MANAGEMENT SPECIALIST

DEFINITION

Under general supervision, performs a variety of duties in the administration of human resources and risk management programs; areas of responsibility include, but are not limited to, recruitment, selection, classification and compensation, insurance and benefits programs, workplace safety, employee training and new employee orientation; reviews for accuracy, and processes, a variety of human resources and risk management related forms; serves as a resource for employees, management and service providers on benefits related issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey level classification responsible for providing technical support to the District's human resources and risk management programs. Positions receive only occasional instruction or direction as new or unusual situations arise and are fully aware of the operating procedures of the District's human resources and risk management functions. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment. This class is distinguished from the Human Resources Administrator in that the latter class is responsible for independently administering, coordinating and implementing all District human resources programs.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical support to the District's human resources and risk management programs and functions; areas of responsibility include, but are not limited to, recruitment, selection, classification and compensation, workers compensation and health related benefits programs, workplace safety, employee training and new employee orientation.
- Monitors workplace areas where mandated posters are to be displayed, ensuring that documents which the employer is required to place in a common area are the most current and in locations which comply with requirements.
- Assists District employees in benefit selection and utilization by providing information regarding various programs and explaining the different forms and how they should be completed.
- Coordinates benefits activities with insurance providers; serves as point of contact for providers and employees; responds to employee and retiree questions and concerns; interfaces with insurance providers/representatives on the resolution of issues.

- Serves as initial point of contact for workers compensation reporting; ensures that proper postings are in place and that supervisors/employees are aware of the requirement to report accidents and hazards; maintains a supply of reporting forms; provides information to employees and supervisors on proper form completion and reporting requirements; interfaces with workers compensation provider and other stakeholders in the resolution of issues, ensuring confidentiality of all information.
- Provides assistance in the calculation and payment of premiums for various insurance programs; works with the Accounting Department to prepare payments.
- Reviews for accuracy and processes a variety of District forms involving terminations, resignations, promotions, and retirements, as well as employee specific changes in insurance programs based upon qualifying events.
- Provides recruitment and selection support to supervisors through the coordination of recruitment, testing, and selection processes including the preparation of job flyers and advertisements; scheduling and coordinating performance tests and written examinations; and convening interview panels.
- Administers pre-employment processing including coordinating background checks; conducts new employee orientation.
- Learns to maintain the District's classification and compensation systems; conducts and responds to salary and benefit surveys.
- Learns to maintain and update human resources and risk management related policies and procedures including, but not limited to, the Personnel Policy Manual, Hazardous Materials Business Plan, and other policies, procedures, and manuals; may work with external subject matter experts to develop and update these documents.
- Coordinates training activities with District management and maintains training related employee files and records.
- Compiles and prepares a variety of correspondence, including memoranda and reports on program activities.
- Establishes and maintains employee personnel and benefits files in compliance with Federal, State, and local laws, codes, regulations, and policies.
- Provides a high level of customer service to both external and internal customers requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Participates on a variety of other human resources and risk management activities and committees including the Service Awards program, and the Safety Committee.
- Keeps the General Manager informed on all activities and issues.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of the human resources program administration, including recruitment, selection, classification and compensation, and training.
- Basic principles and practices of risk management program administration, including workers compensation, and general liability insurances.
- Employee benefits program claims processing procedures in such areas a medical, dental, retirement and workers compensation.
- Employer obligations with respect to posting mandated employment/workers compensation related information accessible to all employees.
- Methods, techniques, and practices of data collection and analysis and report writing.
- Business letter writing and standard writing practices for correspondence.

- Complex recordkeeping principles, procedures, policies, and techniques.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Learn interpret and apply policies and procedures related to human resources and risk management program administration.
- Learn to develop, update and maintain policies and procedures manuals.
- Prepare and review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines; adapt to changing priorities.
- Work in a team atmosphere and participate in a variety of District-wide committees to enhance the provision of all District services.
- Operate modern office equipment including computer equipment and specialized software programs relevant to the work performed.
- Effectively communicate in person, over the telephone, and in writing.
- Exercise tact and prudence and learn to use initiative and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training provided through a certificated human resources program educational institution, or college level course work in human resources management, business or public administration, or a related field, and two (2) years of technical human resources support experience.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

JANUARY 2017
FLSA: NON-EXEMPT

HUMAN RESOURCES/RISK MANAGEMENT ADMINISTRATOR

DEFINITION

Under direction performs a variety of increasingly responsible duties in the administration of the District's human resources and risk management programs; areas of responsibility include, but are not limited to, recruitment, selection, classification and compensation, insurance and benefits programs, workplace safety, employee training and new employee orientation; provides specialized assistance to the General Manager and District management on human resources and risk management matters; ensures all programs are compliant with mandated requirements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an advanced level classification responsible for independently administering the District's human resources and risk management programs in an efficient and effective manner. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Positions at this level are distinguished from the Human Resources/Risk Management Specialist in that the latter is responsible for providing technical support to the District's human resources programs, but is not responsible for overall program administration and compliance.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers and coordinates the District's human resources and risk management programs and functions; areas of responsibility include, but are not limited to, recruitment, selection, classification and compensation, risk management and health related benefits programs, workplace safety, employee training and new employee orientation.
- Administers and coordinates multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, and employee assistance; regularly reviews programs to ensure they meet the District's requirements; works with external service providers and District management to research options and makes recommendation on program modifications; works with District management and attorneys in the negotiation of health and risk related contracts.

- Administers the District's workers compensation program; ensures that proper postings are in place and that supervisors/employees are aware of the requirement to report accidents and hazards; interfaces with workers compensation provider and other stakeholders in the resolution of issues, reasonable accommodation requests, and return to work options, ensuring confidentiality of all information.
- Interprets and applies Federal, State, and local laws, codes, and regulations relative to human resources and risk programs, policies, and procedures; consults with legal counsel as needed to ensure legal compliance.
- Maintains the District's classification and compensation systems by conducting salary and benefit surveys, and classification studies; makes recommendations for modifications to the systems.
- Provides recruitment and selection support to departments; works with managers and supervisors to determine most appropriate classification for new hires; coordinates the recruitment, testing, and selection processes; sits on interview panels and provides advice on candidate selection.
- Maintains and updates human resources and risk management related policies and procedures including, but not limited to, the Personnel Policy Manual, Hazardous Materials Business Plan, and other policies, procedures, and manuals as needed.
- Coordinates training activities with District management; works with managers to identify employee training needs and resources; coordinates training and staff development efforts District-wide.
- Provides support to departments in employer/employee relations matters; assists supervisors with implementing disciplinary procedures as necessary; ensures proper documentation on actions taken; works with labor attorney as needed to ensure actions are legally compliant.
- As directed, provides analysis and information in support of labor negotiations including current labor and benefits expenses and costing estimates for negotiation proposals.
- Composes and prepares a variety of correspondence, including memoranda and reports.
- Provides information with respect to the District's annual budget process; researches previous years' historic data and estimates future program requirements to determine budget needed.
- Monitors workplace areas where mandated posters are to be displayed, ensuring that documents which the employer is required to place in a common area are the most current and in locations which comply with requirements.
- Assists District employees in benefit selection and utilization by providing information regarding various programs and explaining the different forms and how they should be completed.
- Prepares a variety of District forms involving terminations, resignations, promotions, and retirements, as well as employee specific changes in insurance programs based upon qualifying events.
- Establishes and maintains employee personnel and benefits files in compliance with Federal, State, and local laws, codes, regulations, and policies.
- Provides a high level of customer service to both external and internal customers requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Coordinates and/or participates on a variety of other human resources and risk management activities and committees including the Service Awards program, and the Safety Committee.
- Keeps the General Manager informed on all departmental activities and issues.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the administration of human resources and risk management programs in a public agency including recruitment and examination, classification and compensation, insurance and benefits, employee relations, and employee training and development.
- Principles and practices of risk management program administration, including workers compensation, Americans with Disability Act provisions for reasonable accommodation, return to work practices, and general liability insurances.
- Methods and techniques of maintaining and updating human resources and risk management policies and procedures.
- Methods and techniques of assessing and recommending training and development programs for District staff and management.
- Operational policies and procedures of the District as it relates to human resources and risk management programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relative to the administration of human resources programs.
- Employer obligations with respect to posting mandated employment and workers compensation related materials.
- Employee benefits program claims processing procedures in such areas as medical, dental, retirement and workers compensation.
- Methods, techniques, and practices of data collection and analysis and report writing.
- Business letter writing and standard writing practices for correspondence.
- Complex recordkeeping principles, procedures, policies, and techniques.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Interpret and apply policies, procedures, and practices of human resources and risk management administration including, but not limited to, Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Perform responsible and difficult human resources and risk management administration work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District, and outside agencies as necessary to assume assigned responsibilities.
- Develop administrative and technical reports and documents on human resources and risk management program operations and services.
- Serve as a resource for management and supervisors on employment related matters.
- Assess training needs and identify resources for employee and management development.
- Prepare and review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks with conflicting deadlines in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; adapt to changing priorities.
- Effectively represent the District in meetings with other public agencies and external organizations.
- Work in a team atmosphere and participate in a variety of District-wide committees to enhance the provision of all District services.
- Operate modern office equipment including computer equipment and specialized software programs relevant to the work performed.
- Effectively communicate in person, over the telephone, and in writing.
- Exercise tact and prudence and learn to use initiative and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate of Arts degree in human resources management, business or public administration, or a related field, and three (3) years of human resources administration experience comparable to that attained as a Human Resources/Risk Management Specialist with the Truckee Sanitary District.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment is desirable, but not required.
- Possession of a Certification as a Professional issued by the Society for Human Resources Management (SHRM-CP).

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXECUTIVE ASSISTANT/ADMINISTRATIVE SUPERVISOR

DEFINITION

Under direction, provides administrative support to the General Manager and Board of Directors; coordinates and attends Board meetings, taking minutes to record the meeting actions; supervises the work of clerical and technical staff assigned to the District's central and departmental administrative and customer service support functions; maintains and manages the District's formal records retention program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager. Exercises direct supervision over clerical staff.

CLASS CHARACTERISTICS

This single-position supervisory classification oversees, directs, and participates in the overall office administrative and customer service functions within the District, and also provides administrative support to the General Manager and Board of Directors. The work involves both the oversight of functions and activities and the performance of many of the day-to-day administrative activities within the District.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides support to the General Manager and Board of Directors by assisting with administrative matters which require a high degree of accuracy, confidentiality and independent judgment; organizes meetings; maintains calendars; receives and screens calls and visitors; designs and implements complex file, indexing, recordkeeping and tracking systems.
- Supervises the District's centralized and departmental administrative and customer service support staff, operations, activities; functional areas of responsibility include serving as a resource to the District's clients and internal staff; service areas include reception, front counter permit issuance, internal and external mail processing and distribution, commercial and residential inspection and permitting, and office equipment maintenance; coordinates activities of staff with those of other District departments and outside agencies.
- Selects, motivates and evaluates departmental personnel; provides training; works with employees to correct deficiencies; conducts staff meetings; reviews daily activities with assigned employees; and provides policy guidance and interpretation to staff.
- Assumes responsibility for managing the District's record management system; works with departments and external advisors on the development and maintenance of a record retention policy and the most effective methods of retention; prepares requests for proposal for services

and coordinates vendor selection; oversees service provider contract, and coordinates the implementation of policy, indexing of documents, and storage of materials.

- Coordinates Board of Directors meetings; posts meeting notices in compliance with the Brown Act; works with the General Manager and District management to prepare the agenda; compiles the Board packet including staff reports and other supporting documentation; distributes packets to Board members in a timely manner; coordinates official documentation in both electronic and hard copy.
- Attends Board meetings, ensuring the room is set up and audio-visual and communications equipment is functioning properly; records and/or takes meeting minutes; transcribes, distributes, posts and files Board meeting minutes and official actions.
- Prepares, types and edits a variety of documents including confidential correspondence, memoranda, forms, charts, staff reports, and related materials for the General Manager and Board of Directors; proofreads documents for accuracy, proper use of grammar and spelling, and consistency with District written communication standards.
- Provides information with respect to the District's annual budget process; researches previous years' historic data and estimates future operational requirements to determine budget needed.
- Undertakes research for special surveys and studies for District management and professional staff; extracts, coordinates and summarizes information, which may be of a confidential nature.
- Oversees, and/or conducts the proper filing of annexations, dedications, resolutions, ordinances, easements and other agreements with external organizations.
- Monitors the administrative team's operations and activities; identifies opportunities for improved service delivery methods and procedures; provides recommendations to the General Manager for process changes; and implements approved changes.
- Responds to public information requests; refers to management as needed; reviews documents prior to release to ensure they are accurate and meet the needs of the request.
- Keeps the General Manager fully informed on all departmental activities and issues.
- Attends and participates in professional group meetings; stays abreast of new trends in office and business administrative services.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of office administration including standard office equipment used in a business environment.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
- Rules and regulations governing the conduct of public meetings including relevant provisions of the Brown Act.
- Basic principles and rules governing the Public Information Act as it relates to the District's services.
- Principles and practices of record retention and management.
- Methods and techniques of preparing standard business correspondence including letters, memoranda and staff reports.
- Business mathematics.

- Methods, techniques, and practices of data collection and analysis and report writing.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- English usage, grammar, spelling, vocabulary and punctuation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned operations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Ability to:

- Provide a high level of secretarial assistance to executives, ensuring confidentiality of work performed.
- Select, train, motivate, and evaluate the work of assigned staff.
- Develop, implement and maintain a records retention and management program for District official documents.
- Compose correspondence and reports independently, and proofread documents ensuring accuracy and consistency with District standards.
- Research, compile and summarize information and data.
- Organize and prioritize a variety of projects and multiple tasks with conflicting deadlines in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; adapt to changing priorities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Work in a team environment and participate in a variety of District-wide committees to enhance the provision of all District services.
- Effectively communicate in person, over the telephone, and in writing.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand and follow oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by (i) specialized secretarial or business training; and (ii) government specific courses with respect to the conduct of public meetings covering the provisions of the Brown Act and Public Records Compliance, and five (5) years of increasingly responsible secretarial and/or administrative experience, two (2) of which should be in a supervisory capacity.

PHYSICAL DEMANDS

Must possess ability to work in a standard office setting and use standard office equipment, including a computer; ability to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a

sedentary office classification although standing and walking between work areas may be required; ability to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

GENERAL MANAGER

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; serves as the District Treasurer, District Secretary and Chief Engineer; provides policy guidance and program evaluation to the Board and management staff; ensures that all regulatory and contractual requirements are met; facilitates provision of services to District residents and businesses; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises direct supervision over Department Managers and indirect supervision over all District staff.

CLASS CHARACTERISTICS

The General Manager serves as the Chief Executive Officer of the District, accountable for enforcement of all District, local, state, and federal codes and regulations, the conduct of all financial activities, the oversight of all engineering activities and the efficient and economical performance of the District's operations.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers, either directly or through subordinate management and supervisory staff, coordinates and evaluates the work of the District in accordance with applicable laws, codes and regulations and adopted policies and objectives of the District Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the District Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner.
- Oversees the preparation of capital and operational budgets for the District; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial condition and needs to the Board of Directors.
- Reviews and approves all engineering plans, specifications, and contracts.
- Advises the District Board of Directors on issues, programs and financial status; prepares and recommends long- and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Prepares agendas for District Board and community meetings and ensures that appropriate minutes of such meetings are maintained.

- Oversees the administration, construction, use, and maintenance of all District facilities and equipment.
- Oversees the annual year-end external audit and coordinates activities with the District's external financial auditor.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups and various business, professional, regulatory, and legislative organizations; acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and service provision by the District government.
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official District files.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, methods and technical requirements of wastewater collection systems and related facilities and appurtenances.
- Principles, practices and procedures of public administration.
- Functions, services and funding sources of a public agency.
- Functions, authority, responsibilities, and limitations of an elected District Board of Directors.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of public agency budget development and contract administration.
- Current social, political, and economic trends affecting District government and service provision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing with the public, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.

- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the District Board of Directors.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget, the annual external audit, and the control of all expenditures and purchases.
- Oversee all District engineering activities and capital improvement projects.
- Interpret, apply, and explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prioritize and organize work; coordinate projects and programs and ensure that critical deadlines are met.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in public or business administration, public policy, finance, engineering or a field related to the work and ten (10) years of management or administrative experience in a municipal or other public agency setting. Possession of an appropriate Master's degree and experience in working with an elected Board of Directors or Board is highly desirable.

Licenses and Certifications:

- Must possess registration as a Professional Engineer in the State of California.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; stamina to inspect District construction sites; and hearing and speech to communicate in person, before groups and over the telephone.

ENVIRONMENTAL ELEMENTS

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Attendance at off-hours meetings and occasional travel are required. Required to respond to off-hours emergency situations, either on-site or at the District's operations center.