



# PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

## BOARD OF DIRECTORS

W. SCOTT KELLERMAN  
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May 24, 2023

**AGENDA FOR A MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE PALMDALE WATER DISTRICT  
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE**  
**Committee Members: Kathy Mac Laren-Gomez-Chair, Scott Kellerman**

**TUESDAY, MAY 30, 2023**

**10:30 a.m.**

DENNIS D. LaMOREAUX  
General Manager

ALESHIRE & WYNDER LLP  
Attorneys

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to conduct its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held February 6, 2023.
- 4.2) Discussion and review of job title reclassification for Service Worker III-Foreman, Senior Customer Care Representative, and Senior Field Customer Care Representative. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.3) Consideration and possible action on correction and clarification of the job requirements for Operations Supervisor-Engineering. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.4) Consideration and possible action on changes to job certification requirements for Construction Inspector III. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.5) Consideration and possible action on a recommendation to approve Risk and Emergency Management Administrator job description and revision of Safety and Training Technician I/II job description. (No Budget Impact – Human Resources Director Barragan-Garcia)
- 4.6) Consideration and possible action on a recommendation to approve the updated COVID-19 Prevention Plan Policy. (No Budget Impact - Human Resources Director Barragan-Garcia)
- 5) Reports.
  - 5.1) Human Resources Director Barragan-Garcia:
    - a) Update on employee events.
    - b) Other.
- 6) Board members' requests for future agenda items.
- 7) Date of next Committee meeting.
- 8) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dh



## Service Worker I/II/III

FLSA Status: Non-Exempt

### JOB SUMMARY

To perform semi-skilled work in the construction, installation, maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

### **Distinguishing Characteristics**

*Service Worker I* - This is the entry level class in the Service Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Service Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

*Service Worker II* - This is the journey level class in the Service Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

*Service Worker III* - This is the advanced journey level in the Service Worker series and is distinguished from the II level by the assignment of task coordination responsibilities in addition to the duties of levels I and II. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are responsible for the implementation of operating procedures and policies within the work unit.

### **Supervision Received and Exercised**

*Service Worker I* - Receives immediate task supervision from the Senior Service Worker III; receives technical and functional supervision from an assigned Senior Worker II. Receives general supervision from the Construction Supervisor.

*Service Worker II* - Receives task supervision from the Service Worker III. Receives general supervision from the Construction Supervisor.

*Service Worker III* - Receives general supervision from the Construction Supervisor.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Locate and repair mainline leaks, flush system, exercise valves, install or replace fire hydrants, meters, air vac's and make all other necessary distribution system repairs and maintenance to provide safe drinking water and designed water pressures.
- Install new or replace exiting water mainline ductile iron, CMLC or PVC pipe.
- Set up and work traffic control related to water service assignments.

## Service Worker I/II/III

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- Perform masonry tasks such as building forms, mixing, pouring, and finishing concrete structures; patch asphalt pavement as needed for temporary use.
- Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; repair security breaches as necessary or report to supervisor, as appropriate.
- Perform a variety of watertight welding and fabrication tasks as needed.
- Install new or repair existing copper pipe water services.
- Maintain and repair treatment plant infrastructure.

### *Service Worker II/III*

- Disinfect and pressure test lines, flush and clear lines to provide water clarity and sufficient water pressure.
- Inspect and maintain all facilities at Littlerock Dam, The Ditch and Lake Palmdale.
- Perform building and grounds maintenance, as assigned.
- Clean work vehicles; stock vehicles with parts and materials according to service order needs.
- Respond as needed to customer concerns in the field or refer to other District staff as appropriate.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.
- Work outdoors in a variety of weather conditions.

### *Service Worker III – Foreman-specialized job duties:*

- Plan, prioritize, and review the work of staff assigned to perform a variety of duties in the construction, installation, maintenance, and repair of a water service distribution system.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Ensure Underground Service Alert System areas (USA) are marked on maps prior to allowing work to begin; coordinate with other public service agencies and/or jurisdictions.
- Respond to customer concerns in the field to other District staff, as appropriate.
- Perform the most difficult work related to construction, installation, maintenance, and repair of a water distribution system, including assessment and determination of safe and effective methods of accomplishing the work.

## **TYPICAL QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

#### *Service Worker I*

#### **Knowledge of:**

- Basic construction methods, materials, and equipment.
- Basic building and grounds maintenance techniques and methods.

- **Ability to:**

- Construct, install, maintain, and repair components of a water service distribution system.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Use various hand and power tools and equipment, including digging bar, push broom and drills.
- Learn to operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers.
- Learn to operate a forklift, small crane, and related field construction equipment such as an air compressor and jack hammer.
- Learn to use pipe fitting and welding equipment.
- Learn to read and understand distribution system maps and related drawings.
- Learn to complete required reports related to work activities.
- Perform building and grounds maintenance work.
- Perform heavy manual labor and work in traffic situations.
- Work outdoors in a variety of weather conditions.
- Work assigned shift schedules; be available for call back.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### EXPERIENCE AND TRAINING

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

#### Experience

One year of water utility field experience is desirable.

#### **Training**

Equivalent to high school diploma/GED.

#### **License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License and ability to obtain a class A driver's license within six months.
- Possession of, or ability to obtain, a Distribution Operator Grade I Certificate as issued by the State Water Resources Control Board.

#### *Service Worker II*

*In addition to the qualifications for the Service Worker I:*

#### **Knowledge of:**

- Methods, materials, and equipment used in water distribution construction, installation, maintenance, repair, and operation.
- Building and grounds maintenance techniques and methods.
- Pipe fitting, welding, and fabrication techniques.

## Service Worker I/II/III

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- Safety practices and procedures related to construction work. Basic consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).

### **Ability to:**

- Independently install, maintain, and repair components of a water service distribution system.
- Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.
- Read and understand distribution system maps and related drawings.
- Establish strong working relationships.
- Complete a watertight weld.
- Display leadership skills and the ability to train staff.
- Perform building and grounds maintenance work.

### EXPERIENCE AND TRAINING

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

#### **Experience**

Three years of responsible journey experience performing utility construction duties similar to a Service Worker I with the Palmdale Water District.

#### **Training**

Equivalent to high school diploma/GED.

#### **License and Certificate**

- Possession of a valid California Class "A" Driver's License.
- Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.
- Possession of a Rigging and Signalman Certification.
- Possession of a Distribution Operator Grade II Certificate as issued by the State
- Water Resources Control Board.

#### *Service Worker III - Foreman*

*In addition to the qualifications for the Service Worker II:*

#### **Knowledge of:**

- Principles and practices of technical and functional supervision and training,
- including safety practices and related record-keeping.
- Pertinent water utility industry standards and regulations.
- Pertinent consumer information rights related to the California Emergency
- Planning and Community Right-to-Know Act (EPCRA).
- Methods, techniques, tools, equipment, and materials used in construction, installation, maintenance, and repair of components of a water service distribution system.

## Service Worker I/II/III

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- Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.

### **Ability to:**

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the construction, installation, maintenance, and repair of a water service distribution system.
- On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret workorders, remember equipment locations and explain job to others.
- Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.
- Use pipe fitting and welding equipment, including fabrication of parts as necessary.
- Read and understand distribution system maps and related blueprints, drawings, and sketches.
- Work outdoors in a variety of weather conditions.
- Work assigned shift schedules; be available for call back.
- Keep records and make reports; use a personal computer to enter and retrieve data; track works status and communicate electronically.
- Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### **Experience**

Five years of responsible journey experience performing utility construction duties similar to a Service Worker II with the Palmdale Water District.

#### **Training**

Equivalent to high school diploma/GED. Additional college level training in leadership/management.

#### **License and Certificate**

- Possession of a valid California Class "A" Driver's License.
- Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.
- Possession of a Rigging and Signalman Certification.
- Possession of a Distribution Operator Grade III Certificate as issued by the State Water Resources Control Board.
- Possession of a Water Treatment Operator Grade II Certificate as issued by the State Water Resources Control Board is desired.



**SUPPLEMENTAL INFORMATION:**

Physical requirements

Constantly, walk stand, kneel, climb, twist and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

| Approved: ~~June 14, 2021~~

~~Senior Customer Care Representative~~ Customer Care Representative III

JOB SUMMARY

To organize, assign and review the work of assigned personnel engaged in customer care activities including processing payments and response to customer inquiries; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor. To solve customer challenges to the satisfaction of the customer.

**Distinguishing Characteristics**

This is the advanced journey level in the Customer Care Representative series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and respond to and resolve sensitive or difficult customer situations. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**Supervision Received and Exercised**

- Receives direction from the Customer Care Supervisor.
- Exercises technical and functional supervision over assigned customer care staff.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of staff assigned to a variety of customer care activities.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training.
- Accept applications for service and enter data into a computerized system; set up new accounts for residents or developers/contractors for new parcels and construction meters; review associated documents such as deeds, rental agreements, and drivers' licenses.
- Interact with field staff regarding service start-up; request investigation of field conditions. inconsistent or unusual meter readings, meter audits/meter re-reads; prepare related service tags and work orders.

## Senior Customer Care Representative Customer Care Representative III

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- Receive and process payments and customer deposits and general ledger receipts; sort payments by category and use a computerized system to enter payments, and balance and post data.
- Perform the most difficult work related to customer care duties including investigating and resolving sensitive and/or complex billing and collection matters.
- Assign registers, daily reconciliation and posting.
- Process deposit refund requests.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Perform related duties as assigned.

### **TYPICAL QUALIFICATIONS:**

#### MINIMUM QUALIFICATIONS

##### **Knowledge of:**

- Principles and practices of technical and functional supervision and training.
- Practices and procedures related to accounting for cash receipts and maintenance of customer accounts.
- Computerized customer billing and reporting systems.
- Principles and practices of customer care and interaction with the public.

##### **Ability to:**

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to customer care interactions and accounting processes.
- Intermittently, review documents related to customer care operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain customer care and District policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Perform a variety of difficult and complex financial recordkeeping and accounting support work.
- Analyze difficult customer care problems, evaluate alternatives, and resolve issues.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

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

##### **Experience**

Five years of responsible journey level experience performing duties similar to a Field Customer Care Representative II with the Palmdale Water District.

**Training**

GED/High School Diploma. Additional specialized training in water utility systems, methods, and procedures or a related field is desirable.

**License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License.
- AWWA Customer Service Certificate Program.

**SUPPLEMENTAL INFORMATION:**

PHYSICAL REQUIREMENTS:

On a continuous basis, sit at desk for long periods of time or stand at a public counter for long periods of time; intermittently walk, bend, twist, squat, and kneel while performing field work; twist to reach office equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight up to 25 pounds.

Approved: ~~June 28, 2021~~

~~Senior Field Customer Care Representative~~ Field Customer Care Representative III

JOB SUMMARY

To organize, assign and review the work of assigned personnel engaged in reading water meters and recording customer water consumption and in performing a variety of field customer care functions; to perform duties requiring specialized knowledge; and to provide administrative support to the General Manager.

**Distinguishing Characteristics**

This is the advanced journey level in the Field Customer Care Representative series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and resolve difficult or sensitive issues in the field with inspectors, contractors, or customers and make difficult meter calibrations. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**Supervision Received and Exercised**

- Receives direction from the Customer Care Supervisor.
- Exercises technical and functional supervision over assigned customer care staff.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of staff assigned to a variety of water meter reading and customer consumption recording duties.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Read water meters and record consumption.

- Monitor consistency and accuracy of meter readings; document and report unusual readings and/or circumstances for follow up; perform leak detection checks as requested or according to observation.
- Re-read meters in cases of unusual billings or consumption patterns; conduct flow tests to assess accuracy of meter readings.
- Respond to customer inquiries or complaints in the field, including matters such as water conservation, water delivery service, water quality, meter reading accuracy, and high/low water pressure.
- Confirm accurate water meter registration/consumption readings.
- Perform equipment calibration and pressure checks; pull meters for shop service and install new meters as necessary.
- Distribute and place door hanger tags as notification regarding non-payment and related matters and scheduled and/or emergency shut-offs.
- Interact with the public while performing meter reading duties and receive, record, and report complaints or concerns, including high levels of water usage; follow up as needed, including issuance of fines.
- Turn on or turn off water service per authorized instructions; shut and lock services; remove meters as directed.
- Work with customer care and engineering staff in verifying addresses for new or existing water services to confirm accurate installation, service, and billing addresses.
- Diagnose, repair, or replace radio transmitting devices or non-functional registers on water meters.
- Perform the most difficult work related to meter reading and recording of customer water consumption including resolving sensitive issues in the field with inspectors, contractors, or customers, making difficult meter calibration, and handling difficult meter re-readings and change-out of meters.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer care.
- Perform related duties as assigned.

**TYPICAL QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of technical and functional supervision and training, including safety practices and related record-keeping.
- Pertinent water utility industry standards and regulations.
- Methods, techniques, tools, equipment, and materials used in installation, maintenance, repair, and testing of water meters and meter reading devices.
- Basic principles of arithmetic, including addition, subtraction, multiplication, division, and percentages.
- Computer skills as necessary to perform job duties.

**Ability to:**

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to water meter reading, meter calibration, installation, maintenance, repair, and testing duties.
- On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain and enforce violations; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.
- Design, modify, and schedule meter route activities to accomplish maximum efficiency and effectiveness.
- Operate and program automated meter reading equipment.
- Work outdoors in a variety of weather conditions.
- Work assigned shift schedules, be available for call back.
- Keep records and make reports; use a personal computer to enter and retrieve data; track works status and communicate electronically.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

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

**Experience**

Five years of responsible journey level experience performing duties similar to a Field Customer Care Representative II with the Palmdale Water District.

**Training**

GED/High School Diploma. Additional specialized training in water utility systems, methods, and procedures or a related field is desirable.

**License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health is desired.
- Possession of a Treatment Operator Grade 1 Certificate as issued by the Water Resources Control Board is required.
- Possession of a Treatment Operator Grade 2 Certificate as issued by the Water Resources Control Board is desired.
- May be required to obtain special certifications.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL REQUIREMENTS:**

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: ~~June 28, 2021~~



**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** May 23, 2023 **May 30, 2023**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Mrs. Angelica Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON CORRECTION AND CLARIFICATION OF THE JOB REQUIREMENTS FOR OPERATIONS SUPERVISOR-ENGINEERING. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

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**Recommendation:**

Staff recommends that the Committee approve the correction to the job certification requirements for the Operations Supervisor-Engineering.

**Alternative Options:**

The alternative is to leave the current certification requirements.

**Impact of Taking No Action:**

The certification requirement was intended to be in lieu of an Associate's Degree. Leaving the job description as is would require higher requirements than intended.

**Background:**

One of the current certification requirements for Operations Supervisor-Engineer is to possess a Construction Management Certification from an accredited college or university. The objective of the Construction Management Certification was meant to be in lieu of the requirement for an Associate's Degree. The recommended change would remove the Construction Management Certification as an additional requirement and add it as an alternative under the education section of the job description.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District's Mission Statement.

**Budget:**

This update will have no impact on the Budget.

**Supporting Documents:**

- Redline version of Operations Supervisor-Engineering job description

OPERATIONS SUPERVISOR – Engineering

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, direct, and supervise construction inspection within the Engineering Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

**Supervision Received and Exercised**

Receives general direction from the Engineering/Grant Manager. Exercises direct supervision over assigned staff.

**Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Inspect construction methods and materials to ensure compliance with approved plans and specifications.
- Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.
- Complete field sketches of projects and maintain accurate as-built plans.
- Maintain a detailed daily diary of inspections.
- Make field measurements and calculations as necessary.
- Prepare periodic progress reports from accumulated data.
- Review construction plans and specifications for pipelines, pumps, and associated facilities.
- Prepare correspondence related to inspection functions.
- Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.
- Advise and confer with the public concerning problems as a result of projects adjacent to their property.
- Account for all contracts bid items in preparation of progress payment to contractors.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction inspection.
- Plan, prioritize, assign, supervise and review the work of staff involved in construction inspection.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

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- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Oversee daily operation of Construction Inspection.
- Participate in all phases of District-wide activities and operations as assigned.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### **Knowledge of:**

- Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.
- Construction workplace safety practices and procedures.
- Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.
- Mathematics and physics as applied to engineering, topography, construction and design of structures.
- Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.
- Basic operations of a water distribution system.
- Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

##### **Ability to:**

- Inspect construction projects and detect flaws in construction methods and materials.
- Read and interpret designs, plans and construction specifications.
- Maintain detailed records and information.
- Develop reports outlining problems with construction projects.
- Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.
- Learn, correctly interpret and apply the policies and procedures of the District.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
- Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.
- Operate various office equipment.

## Operations Supervisor - Engineering

- Recognize health and safety problems related to construction projects.
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- Work outside under a variety of climatic and geographic conditions.
- Prepare and maintain complete records and logs of inspection activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### EXPERIENCE AND TRAINING

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

#### **Experience**

Seven years of increasingly responsible experience in construction inspection, including three years providing technical and functional supervision over assigned personnel.

#### **Training**

~~The required qualification is to possess~~ Possession of an Associate's Degree in construction, business, or applicable field, or possession of a construction management certification from an accredited college or university or the equivalent thereof.

#### **License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health.
- Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- ~~— Possession of a Backflow Tester Certificate.~~
- Possession of a Cross-Connection Control Specialist Certificate.
- ~~Possession of a Construction Management Certification from an accredited college or university.~~

### **PHYSICAL REQUIREMENTS**

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: April 26, 2021

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** May 23, 2023 **May 30, 2023**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Mrs. Angelica Garcia, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.4 – CONSIDERATION AND POSSIBLE ACTION ON CHANGES TO JOB CERTIFICATION REQUIREMENTS FOR CONSTRUCTION INSPECTOR III. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

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**Recommendation:**

Staff recommends that the Committee approve the recommended changes to the job certification requirements for Construction Inspector III.

**Alternative Options:**

The alternative is to leave the current certification requirements.

**Impact of Taking No Action:**

The current certification requirements may cause a deterrent for internal mobility and advancement to a level III Construction Inspector role.

**Background:**

One of the current certification requirements for Construction Inspector III is to pass the Administration and Fundamentals Assessment and Division I exam from the American Inspectors Association. After reviewing the knowledge needed for a level III Construction Inspector, it was determined that substituting the current certification requirement with training on Construction Contract and Law better aligns with the need of this position. The substitution of this training is more attainable and would promote internal advancement.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District’s Mission Statement.

**Budget:**

This update will have no impact on the Budget.

**Supporting Documents:**

- Redline version of the job description for Construction Inspector III

CONSTRUCTION INSPECTOR I  
CONSTRUCTION INSPECTOR II  
CONSTRUCTION INSPECTOR III

**DESCRIPTION:**

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, to perform field inspection for construction projects, ensuring proper project completion in compliance with plans, specifications, time, and cost requirements; to review construction plans; and to do related work as required.

**Distinguishing Characteristics**

*Construction Inspector I* - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

*Construction Inspector II* - This is the journey level class in the Construction Inspector series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

*Construction Inspector III* - This is the advanced journey level class in the Construction Inspector series and is distinguished from the II level by the assignment of the task coordination responsibilities in addition to the duties of levels I and II. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

**Supervision Received and Exercised**

All levels receive supervision from the Engineering Manager.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Inspect construction methods and materials to ensure compliance with approved plans and specifications.
- Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

- Complete field sketches of projects and maintain accurate as-built plans.
- Maintain a detailed daily diary of inspections.
- Make field measurements and calculations as necessary.
- Prepare periodic progress reports from accumulated data.
- Review construction plans and specifications for pipelines, pumps and associated facilities.
- Prepare correspondence related to inspection functions.
- Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.
- Advise and confer with the general public concerning problems as a result of projects adjacent to their property.
- Account for all contract bid items in preparation of progress payment to contractors.
- Participate in all phases of District-wide activities and operations as assigned.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### MINIMUM QUALIFICATIONS

#### *Construction Inspector I*

#### **Knowledge of:**

- Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.
- Construction workplace safety practices and procedures.
- Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.
- Mathematics and physics as applied to engineering, topography, construction and design of structures.
- Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.
- Basic operations of a water distribution system.
- Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

#### **Ability to:**

- Inspect construction projects and detect flaws in construction methods and materials.
- Read and interpret designs, plans and construction specifications.
- Maintain detailed records and information.
- Develop reports outlining problems with construction projects.
- Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.
- Learn, correctly interpret and apply the policies and procedures of the District.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.



## CONSTRUCTION INSPECTOR I/II/III

- 3 -

- Operate various office equipment.
- Recognize health and safety problems related to construction projects.
- Work outside under a variety of climatic and geographic conditions.
- Prepare and maintain complete records and logs of inspection activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### *Construction Inspector II*

*In addition to the qualifications for Inspector I*

#### **Knowledge of:**

- Advanced methods and practices of mechanical installation, including process piping, pumps, valves, and related appurtenances.
- Operations of a water distribution system.
- Principles and practices of construction contract administration.

#### **Ability to:**

- Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.
- Independently perform field construction inspection duties related to water distribution system.

### *Construction Inspector III*

*In addition to the qualifications for the Construction Inspector I and II:*

#### **Knowledge of:**

- Operations of a water treatment plant
- Electrical and control systems for water systems.

#### **Ability to:**

- Perform construction inspection of electrical system for water system facilities.
- Perform construction inspection of control system for water system facilities.
- Perform Construction inspection of systems at water treatment plant.

## EXPERIENCE AND TRAINING

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

### *Construction Inspector I*

#### **Experience**

Three years of increasingly responsible construction experience.

## CONSTRUCTION INSPECTOR I/II/III

- 4 -

### **Training**

High School Diploma or equivalent.

### **License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License. Must have driving record acceptable to the District.
- Possession of a Distribution Operator Grade II Certificate as issued by the State Water Resources Control Board.
- Ability to obtain a Backflow Tester Certificate within 18 months in position.

### *Construction Inspector II*

#### **In addition to the requirements under Construction Inspector I:**

### **Experience**

Three years of construction inspection experience performing duties similar to a Construction Inspector I with the Palmdale Water District.

### **Training**

High School Diploma or equivalent.

### **License and Certificate**

- Possession of, or ability to obtain, a valid California Driver's License. Must have a driving record acceptable to the District.
- Possession of a Distribution Operator Grade III Certificate as issued by the State Water Resources Control Board.
- Possession of a Water Treatment Operator Grade II Certificate as issued by the State Water Resources Control Board.
- Cross-Connection Control Specialist.

### *Construction Inspector III*

### **Experience**

Seven years of increasingly responsible construction experience or two (2) years of construction inspection experience performing duties similar to a Construction Inspector I with the Palmdale Water District.

### **Training**

High School Diploma or equivalent.

### **License and Certificate**

#### **In addition to the requirements under Construction Inspector I and Construction Inspector II:**

- Possession of, or ability to obtain, a valid California Driver's License. Must have a driving record acceptable to the District.
- Possession of a Distribution Operator Grade III Certificate as issued by the State Water Resources Control Board.

- Possession of a Water Treatment Operator Grade II Certificate as issued by the State Water Resources Control Board.
- Cross-Connection Specialist Certification
- ~~Pass the following exams from ACIA (American Construction Inspectors Association):  
Administration and Fundamentals Assessment and Division I—Engineering and Contract Administration.~~
- Obtain a certification of completion for “Construction Contract Administration Course” from American Society of Civil Engineers.

## **SUPPLEMENTAL INFORMATION:**

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

Approved: ~~April 26, 2021~~



Redline Draft

## SAFETY AND TRAINING TECHNICIAN I, II

FLSA Status: Non-Exempt

### JOB SUMMARY

Under general direction, Performs duties implementing and coordinating the District's safety and training program in compliance with federal, state and local safety, health and environmental laws and regulations; performs inspections of all District's facilities, equipment and job sites to ensure training and compliance with regulations' and industry standards; maintains and coordinates safety training programs; coordinates loss prevention program to identify and control potential hazards and injuries; administers the District's Injury and Illness Prevention Program (IIPP); assists with the District's Emergency Response Plan.

### **Distinguishing Characteristics**

*Safety and Training Technician I* - This is the entry level class in the Safety and Training Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. ~~The Purchasing Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level.~~ Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

~~*Safety and Training Technician II* - This is the journey level class in the Safety and Training Technician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.~~

### **Supervision Received and Exercised**

Receives direct supervision from the Human Resources Director.

### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Maintain the District's risk management and safety programs in compliance with local, state, and federal laws and accreditation standards related to safety and risk management.
- Maintain District's safety and training records including but not limited to OSHA 300 log, safety training scheduling and documentation, injury reporting, SOPs, SDS, and emergency response plans.
- Chair the Safety Committee and facilitate safety meetings and trainings.
- Oversee and respond to the "How Am I Driving Program" and report information to the Safety Committee for action.

## Safety and Training Technician

- 2 -

- Oversee and coordinate Workers' Compensation injury and claims processes.
- Maintain the District's written Injury and Illness Prevention Program.
- Act as liaison with insurance carriers.
- Develop and implement systems, policies and procedures for the identification, collection, and analysis of risk-related information.
- Lead, facilitate, and advise on the designing of risk management programs to minimize potential safety risks to employees, visitors, and property.
- Regularly conduct a comprehensive, focused risk management assessment of potential risks to the District.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

- Safety program administration, risk management, and public health policy.
- Statistics, data collection, analysis and data presentation.
- Current local, state and federal laws; OSHA regulations and accreditation standards.
- Safety programs, training, and insurance requirements and practices.

#### **Ability to:**

- Read, interpret and update safety and risk management data.
- Coordinate safety programs throughout the organization.
- Conduct on-going preventative safety programs and maintain training records.
- Conduct most training classes for District staff.
- Develop and monitor District risk management plan, including emergency response. Make recommendations for any changes necessary.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Analyze safety and risk management problems, evaluate alternative approaches, and adopt effective solutions.
- Prepare and maintain accurate and complete confidential records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
- Communicate clearly and concisely, both orally and in writing.

Possess excellent interpersonal communication skills.

#### Experience and Training

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

#### **Experience**

One year of experience in one or more of the following areas: risk management, safety, construction, administration, or insurance desired.

## Safety and Training Technician

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### **Education**

Equivalent to high school diploma/GED

### **License and Certificate**

- Possession of, or ability to obtain a valid California Driver's License.
- OSHA Certification

### **PHYSICAL REQUIREMENTS**

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; ·intermittently write or use a keyboard to communicate; and lift or carry weight up to 25 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **RISK AND EMERGENCY MANAGEMENT ADMINISTRATOR** *Safety and Training*

*Technician-II*

FLSA Status: Exempt

### **JOB SUMMARY**

Under direction plans, develops, and coordinates the implementation and maintenance of the District's regulatory programs including: permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management programs. Oversee administration of the District's safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, and maintains a database for all related programs. Participates in the development and administration of departmental goals, objectives and procedures. Collects facts regarding claims against the District including property, liability and vehicle accidents and conducts investigations. Responds to emergency situations and exercises sound judgment.

### **Supervision Received and Exercised**

Receives direct supervision from the Human Resources Director.

### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Assist in development and implementation of departmental goals required to achieve strategic initiatives and overall department results in alignment with District objectives and priorities related to safety, risk, and security.

## Safety and Training Technician

- 4 -

Research safety programs in areas such as accident investigation and prevention, motor vehicle safety, hazard communications, ergonomics, and regulated mandated programs.

Provide technical consultations on safety requirements such as regulations, safety analyses, and recommended actions. Upon approval implement recommendations and monitor effectiveness.

- Maintain the District's risk management and safety programs including the District's written injury and illness prevention (IIP) program in compliance with local, state, and federal laws and accreditation standards.
- Maintain District's safety and training records including but not limited to OSHA 300 log, safety training scheduling and documentation, injury reporting, Standard Operating Procedures (SOPs), and Safety Data Sheets (SDS). Ensure proper training is conducted including training on changes and/or updates. and emergency response plans.
- Chair the Safety Committee and facilitate safety meetings and trainings. ensure a method of tracking and implementation of corrective actions arising from the safety committee.
- ~~Oversee and respond to the "How Am I Driving Program" and report information to the Safety Committee for action.~~
- ~~Oversee and coordinate Workers' Compensation injury and claims processes~~ Assist with risk programs including risk management, property, and liability insurance programs; works with the Association of Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) regarding risk management visit and inspection reports.
- Manage the District's workers compensation program for employees; develop and recommend program design. Respond to the scene of accidents or injuries as required; participate in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident or injury; review and evaluate employee accident and injury reports, recommend remedial action, and ensure remedial action is completed.
- ~~Maintain the District's written Injury and Illness Prevention Program.~~
  - ~~Develop and implement systems, policies and procedures for the identification, collection, and analysis of risk related information.~~
  - ~~Lead, facilitate, and advise on the designing of risk management programs to minimize potential safety risks to employees, visitors, and property.~~
  - ~~Regularly conduct a comprehensive, focused risk management assessment of potential risks to the District.~~
- Assist with developing and coordination of mutual aid agreements with other agencies as directed by the HR Director.
- Conduct emergency preparedness training; assist with writing and revision of the emergency plans; conduct and assist with emergency related drills and related emergency preparedness exercises.



## Safety and Training Technician

- 5 -

- Design and implement periodic safety special events, activities, and awareness campaigns.
- ~~— Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.~~
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

- Safety program administration, risk management, and public health policy.
- Statistics, data collection, analysis and data presentation.
- Current local, state and federal laws; OSHA regulations and accreditation standards.
- Safety programs, training, and insurance requirements and practices.
- Administrative principles and methods including goal setting, program development and implementation.
- Policies and procedures for reporting property damage and workers compensation claims.
- Methods and practices for conducting accident and workplace safety and security audits and investigations.

#### **Ability to:**

- Read, interpret and update safety and risk management data.
- Coordinate safety programs throughout the organization.
- Conduct on-going preventative safety programs and maintain training records.
- Conduct most training classes for District staff.
- ~~Develop and monitor District risk management plan, including emergency response.~~ Make recommendations for any changes necessary.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Analyze safety and risk management problems, evaluate alternative approaches, and adopt effective solutions.
- Prepare and maintain accurate and complete confidential records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
- ~~— Communicate clearly and concisely, both orally and in writing.~~
- Assist in developing and implementing program goals, objectives, practices, policies, procedures, and work standards.
- Possess excellent interpersonal communication skills.
- Coordinate programs with internal staff, third party administrators, and external agencies.
- Collect, evaluate, and interpret data and surveys regarding processes, procedures, and policies from other agencies to improve internal processes and procedures.

### EXPERIENCE AND TRAINING

#### **Experience**

Safety and Training Technician

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Three years of experience in one or more of the following areas: risk management, safety, construction, administration, or insurance.

**Education:**

Equivalent to high school diploma/GED.

**License and Certificate**

- Possession of, or ability to obtain a valid California Driver's License.
- Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.
- Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board desired.

PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; ·intermittently write or use a keyboard to communicate; and lift or carry weight up to 25 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved: ~~July 21, 2021~~

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Draft

## SAFETY AND TRAINING TECHNICIAN

FLSA Status: Non-Exempt

### JOB SUMMARY

Under general direction, performs duties implementing and coordinating the District's safety and training program in compliance with federal, state and local safety, health and environmental laws and regulations; performs inspections of all District's facilities, equipment and job sites to ensure training and compliance with regulations' and industry standards; maintains and coordinates safety training programs; coordinates loss prevention program to identify and control potential hazards and injuries; administers the District's Injury and Illness Prevention Program (IIPP); assists with the District's Emergency Response Plan.

### **Distinguishing Characteristics**

*Safety and Training Technician I* - This is the entry level class in the Safety and Training Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

### **Supervision Received and Exercised**

Receives direct supervision from the Human Resources Director.

### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Maintain the District's risk management and safety programs in compliance with local, state, and federal laws and accreditation standards related to safety and risk management.
- Maintain District's safety and training records including but not limited to OSHA 300 log, safety training scheduling and documentation, injury reporting, SOPs, SDS, and emergency response plans.
- Chair the Safety Committee and facilitate safety meetings and trainings.
- Oversee and respond to the "How Am I Driving Program" and report information to the Safety Committee for action.
- Oversee and coordinate Workers' Compensation injury and claims processes.
- Maintain the District's written Injury and Illness Prevention Program.
- Act as liaison with insurance carriers.
- Develop and implement systems, policies and procedures for the identification, collection, and analysis of risk-related information.
- Lead, facilitate, and advise on the designing of risk management programs to minimize potential safety risks to employees, visitors, and property.

## Safety and Training Technician

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- Regularly conduct a comprehensive, focused risk management assessment of potential risks to the District.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

- Safety program administration, risk management, and public health policy.
- Statistics, data collection, analysis and data presentation.
- Current local, state and federal laws; OSHA regulations and accreditation standards.
- Safety programs, training, and insurance requirements and practices.

#### **Ability to:**

- Read, interpret and update safety and risk management data.
- Coordinate safety programs throughout the organization.
- Conduct on-going preventative safety programs and maintain training records.
- Conduct most training classes for District staff.
- Develop and monitor District risk management plan, including emergency response. Make recommendations for any changes necessary.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Analyze safety and risk management problems, evaluate alternative approaches, and adopt effective solutions.
- Prepare and maintain accurate and complete confidential records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
- Communicate clearly and concisely, both orally and in writing.

Possess excellent interpersonal communication skills.

### Experience and Training

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

#### **Experience**

One year of experience in one or more of the following areas: risk management, safety, construction, administration, or insurance desired.

#### **Education**

Equivalent to high school diploma/GED

#### **License and Certificate**

- Possession of, or ability to obtain a valid California Driver's License.
- OSHA Certification

PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; ·intermittently write or use a keyboard to communicate; and lift or carry weight up to 25 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

## RISK AND EMERGENCY MANAGEMENT ADMINISTRATOR

Draft

FLSA Status: Exempt

### JOB SUMMARY

Under direction plans, develops, and coordinates the implementation and maintenance of the District's regulatory programs including: permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management programs. Oversee administration of the District's safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, and maintains a database for all related programs. Participates in the development and administration of departmental goals, objectives and procedures. Collects facts regarding claims against the District including property, liability and vehicle accidents and conducts investigations. Responds to emergency situations and exercises sound judgment.

### **Supervision Received and Exercised**

Receives direct supervision from the Human Resources Director.

### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Assist in development and implementation of departmental goals required to achieve strategic initiatives and overall department results in alignment with District objectives and priorities related to safety, risk, and security.
- Research safety programs in areas such as accident investigation and prevention, motor vehicle safety, hazard communications, ergonomics, and regulated mandated programs.
- Provide technical consultations on safety requirements such as regulations, safety analyses, and recommended actions. Upon approval implement recommendations and monitor effectiveness.
- Maintain the District's safety programs including the District's written injury and illness prevention (IIP) program in compliance with local, state, federal laws, and accreditation standards.
- Maintain District's safety records including but not limited to OSHA 300 log, safety training scheduling and documentation, injury reporting, Standard Operating Procedures (SOPs), and Safety Data Sheets (SDS). Ensure proper training is conducted including training on changes and/or updates.
- Chair the Safety Committee and ensure a method of tracking and implementation of corrective actions arising from the safety committee.
- Assist with risk programs including risk management, property, and liability insurance programs; works with the Association of Water Agencies Joint Powers

Insurance Authority (ACWA/JPIA) regarding risk management visit and inspection reports.

- Manage the District's workers compensation program for employees; develop and recommend program design. Respond to the scene of accidents or injuries as required; participate in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident or injury; review and evaluate employee accident and injury reports, recommend remedial action, and ensure remedial action is completed.
- Assist with developing and coordination of mutual aid agreements with other agencies as directed by the HR Director.
- Conduct emergency preparedness training; assist with writing and revision of the emergency plans; assist with emergency related drills and related emergency preparedness exercises.
- Design and implement periodic safety special events, activities, and awareness campaigns.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

- Safety program administration, risk management, and public health policy.
- Statistics, data collection, analysis and data presentation.
- Current local, state and federal laws; OSHA regulations and accreditation standards.
- Safety programs, training, and insurance requirements and practices.
- Administrative principles and methods including goal setting, program development and implementation.
- Policies and procedures for reporting property damage and workers compensation claims.
- Methods and practices for conducting accident and workplace safety and security audits and investigations.

### **Ability to:**

- Read, interpret and update safety and risk management data.
- Coordinate safety programs throughout the organization.
- Conduct on-going preventative safety programs and maintain training records.
- Conduct most training classes for District staff.
- Make recommendations for any changes necessary.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Analyze safety and risk management problems, evaluate alternative approaches, and adopt effective solutions.
- Prepare and maintain accurate and complete confidential records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Assist in developing and implementing program goals, objectives, practices, policies, procedures, and work standards.

- Possess excellent interpersonal communication skills.
- Coordinate programs with internal staff, third party administrators, and external agencies.
- Collect, evaluate, and interpret data and surveys regarding processes, procedures, and policies from other agencies to improve internal processes and procedures.

## EXPERIENCE AND TRAINING

### **Experience**

Three years of experience in one or more of the following areas: risk management, safety, construction, administration, or insurance.

### **Education:**

Equivalent to high school diploma/GED.

### **License and Certificate**

- Possession of, or ability to obtain a valid California Driver's License.
- Possession of Certified Safety Professional (CSP), Certification as an Associate Safety Professional (ASP), or Occupational Health & Safety Technologist (OHST), or Certified Occupational Safety Specialist (COSS) or ability to obtain within two (2) years.
- Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board desired.

## PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; ·intermittently write or use a keyboard to communicate; and lift or carry weight up to 25 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:



I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**P A L M D A L E   W A T E R   D I S T R I C T**  
**B O A R D   M E M O R A N D U M**

**DATE:** May 23, 2023 **May 30, 2023**  
**TO:** PERSONNEL COMMITTEE **Committee Meeting**  
**FROM:** Mrs. Angelica Barragan-Garcia, Human Resources Director  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.6 - CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO APPROVE THE UPDATED COVID-19 PREVENTION PLAN POLICY. (NO BUDGET IMPACT - HUMAN RESOURCES DIRECTOR BARRAGAN-GARCIA)***

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**Recommendation:**

Staff recommends that the Personnel Committee recommend that the full Board approve the updated COVID-19 Prevention Plan Policy.

**Alternative Options:**

The Committee can choose not to recommend approval of the updated COVID-19 Prevention Plan Policy.

**Impact of Taking No Action:**

If the updated COVID-19 Prevention Plan Policy is not approved, the District will not be in compliance with updates from CAL OSHA.

**Background:**

The District implemented a COVID-19 Pandemic Response Plan Policy in 2020 during the Coronavirus pandemic has continue to update the Policy based on guidelines from OSHA and CAL OSHA. In February 2023, CAL OSHA established a “non-emergency” COVID standard. This non-emergency COVID standard should be effective through February 2025 and the changes of these standards are captured in the updated COVID-19 Prevention Plan Policy.

**Strategic Plan Initiative/Mission Statement:**

This item is under Strategic Initiative No. 2 - Organizational Excellence.  
This item directly relates to the District’s Mission Statement.

**Budget:**

There is no impact to the Budget.

**Supporting Documents:**

- Updated COVID-19 Prevention Plan Policy

# Palmdale Water District COVID-19 Prevention Plan (CPP)

In California, all employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203. COVID-19 is considered a workplace hazard and most employers must address COVID-19 prevention under their workplace IIPP. COVID-19 prevention procedures must be addressed either in the written IIPP or maintained in a separate document.

- Elements that may be required in the following CCR, Title 8 sections:
  - **3205, COVID-19 Prevention**
  - **3205.1, COVID-19 Outbreaks**
  - **3205.2, COVID-19 Prevention in Employer-Provided Housing**
  - **3205.3, COVID-19 Prevention in Employer-Provided Transportation**
  - The three **Additional Considerations** provided at the end of this CPP to see if they are applicable to their workplace.
- Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.



Cal/OSHA Publications Unit

April 2023

# COVID-19 Prevention Plan (CPP) for



PALMDALE WATER DISTRICT  
A CENTURY OF SERVICE

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Updated: 05/17/2023

## Authority and Responsibility

Human Resources has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Application of the Palmdale Water District Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Los Angeles County Health orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
    - vii. Disinfection of workspaces
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established.
  - b. To new employees.
  - c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
  - d. Whenever new COVID-19 hazards are introduced.
  - e. When we are made aware of new or previously unrecognized COVID-19 hazards.
  - f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

Appendix A COVID-19 **Training Roster** will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. Appendix B Investigating COVID-19 Cases will be used to document this information.
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. Employees are to report to their supervisor, Safety and Training Technician or HR Director immediately if they are experiencing COVID-19 symptoms.
  - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. If an employee is experiencing COVID-19 symptoms they are not to report to work, advise their supervisor, Safety and Training Technician or Hr. Director.
4. Effective procedures for responding to COVID-19 cases at the workplace include:
  - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
    - i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
    - ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
      - a. The infectious period.
      - b. Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
    - iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
    - iv. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
  - b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
  - c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts. If an employee is considered close contact, they must wear a well fitted mask while indoors and around others for 10 days. Get tested 3-5 days after you were last exposed, if results are positive, isolate.
  - d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
  - e. If removal of an employee would create undue risk to a community's health, Palmdale Water District may submit a request for a waiver to Cal/OSHA in writing to [rs@dir.ca.gov](mailto:rs@dir.ca.gov) to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. Palmdale Water District will follow all local, state and federal regulations.

- f. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Palmdale Water District will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Palmdale Water District leave policies and leave guaranteed by contract. This information will be included in an email within 1 business day of the knowledge of close contact.

## **Testing of Close Contacts**

COVID-19 tests are available at no cost, during paid time, to all of our employees who had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above.

Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

## **Notice of COVID-19 cases**

Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or any successor law is in effect, Palmdale Water District will:

- Provide notice via email within one business day of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees on the premises at the same worksite as the COVID-19 case within the infectious period.

## **Face Coverings**

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact. Please refer to the section in this FAQ on CDPH's Isolation and Quarantine Guidance.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards

will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## Respirators

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:

- Encouraged to use them.
- Provided with a respirator of the correct size.
- Trained on:
  - How to properly wear the respirator provided.
  - How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
  - The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## Ventilation

For our indoor workplaces we will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Palmdale Water District will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.
- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

## Reporting and Recordkeeping

Appendix B **Investigating COVID-19 Cases** will be used to keep a record of and track all COVID-19 cases. These records will be kept by the Safety and Training Technician and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

# Appendix A: COVID-19 Training Roster

Date training completed: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature



## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date COVID-19 case (suspect or confirmed) became known: **[enter information]**

Date investigation was initiated: **[enter information]**

Name of person(s) conducting the investigation: **[enter name(s)]**

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact **[CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

# Additional Consideration #1

## COVID-19 Outbreaks

**This addendum will become in effect if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 14-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.**

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

### COVID-19 testing

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s).

Additional testing is made available on a weekly basis to all employees in the exposed group who remain at the workplace.

Employees who had close contacts will have a negative COVID-19 test taken within three to five days after the close contact or will be excluded and follow our return-to-work requirements starting from the date of the last known close contact.

### Face Coverings

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

### Respirators

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

### COVID-19 investigation, review, and hazard correction

Palmdale Water District will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:

- Moving indoor tasks outdoors or having them performed remotely.
- Increasing the outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing to the extent feasible.
- Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
- Other applicable controls.

## **Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- The COVID-19 testing will be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by state, federal, or local agencies. Employees in the exposed group will be tested or excluded and follow our CPP return to work requirements. The twice a week testing requirement ends when there are fewer than three new COVID-19 cases in the exposed group for a 14-day period. We will then follow weekly testing requirement until there are one or fewer new COVID-19 cases in the exposed group for a 14-day period.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement.

Methods of physical distancing include:

- Telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## **Additional Consideration #2**

### **COVID-19 Prevention in Employer-Provided Transportation**

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

#### **Assignment of transportation**

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.