



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE

March 27, 2024

BOARD OF DIRECTORS

W. SCOTT KELLERMAN
Division 1

DON WILSON
Division 2

CYNTHIA SANCHEZ
Division 3

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Division 4

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Division 5

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

**MONDAY, APRIL 1, 2024
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 or on the District’s website at <https://www.palmdalewater.org/governance/committee-activity/2023-committee-agendas-and-minutes/> (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 November 15, 2023.
- 4.2) Consideration on a Recommendation to Revise the Operations Technician Job Description to Separate the Fleet and Mechanical Classifications. (No Budget Impact – Human Resources Director Garcia)
- 4.3) Consideration on a Recommendation to Revise Electrician Job Description Updating the License and Certification Requirements. (No Budget Impact - Human Resources Director Garcia)
- 4.4) Consideration on a Recommendation to Revise Job Descriptions for the Resources and Analytics Management Positions. (No Budget Impact - Human Resources Director Garcia)
- 4.5) Consideration on a Recommendation for Operator-in-Training Positions. (\$42,440.86 – Non-Budgeted – Human Resources Director Garcia)
- 4.6) Consideration on a Recommendation to Increase the Employee Safety Shoe Allowance from \$175.00 to \$250.00. (Additional \$4,200.00 – Budgeted – Human Resources Director Garcia)
- 5) Reports.
 - 5.1) Human Resources Director Garcia:
 - a) Update on Employee Events.
 - b) Employee Engagement Survey.
 - c) Other.
- 6) Board Members' Requests for Future Agenda Items.
- 7) Date of Next Committee Meeting.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh



COMMITTEE MEMORANDUM

DATE: April 1, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO REVISE THE OPERATIONS TECHNICIAN JOB DESCRIPTION TO SEPARATE THE FLEET AND MECHANICAL CLASSIFICATIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves separating the Operations Technician job classifications of Fleet and Mechanical to stand-alone classifications and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The Operations Technician – Fleet job function would have required certifications that may not be applicable to their role, and the compensation salary survey results for Operations Technician Fleet may not be reflected accurately due to the difference in requirements, roles, and responsibilities.

Background:

Currently, the Operations Technician classification has two job functions – Mechanical and Fleet. Both functions require treatment and distribution certifications from the State Water Control Board. Separating both functions into their own stand-alone classification allows the roles and responsibilities to better reflect the requirements and align with their roles and responsibilities. Specifically, it would lower and/or remove the requirement for treatment certification from the State Water Board and would add required certification from the National Institute for Automotive Services Excellence (ASE) for the fleet function. Operations Technician – Fleet would be renamed Fleet Equipment Mechanic.

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 budget impact for this recommendation.

Supporting Documents:

- Redline Version of the Operations Technician-Fleet Job Description
- Final Version of the Fleet Equipment Mechanic Job Description

~~Operations Technician I/II/III - Fleet~~ Fleet - Equipment Mechanic I

FLSA Status: Non-Exempt

JOB SUMMARY

~~Individuals within the Operations Technician series can expect to perform semi-skilled and skilled duties related to the construction, repair, maintenance and operations of District water facilities, equipment, and fleet.~~

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~~The performance of this team is essential to providing quick and efficient response to ensure reliability in water delivery and therefore must be available for call back. District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Services Emergency Worker.~~

Fleet Team

~~The Fleet Team has primary responsibility for the maintenance and repair of, but not limited to the fleet, heavy equipment, small equipment, mobile generators, and welding and fabrication.~~

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~~Note: Staff from each team can work with the other team when additional help is needed.~~
Performs a wide variety of skilled duties to ensure that District vehicles, arrow boards, trucks, diesel engines, small gasoline engines, steam cleaning equipment, gas-powered water pump engines, stand-by diesel generators, and other power-driven equipment are operating in a safe and efficient manner, field service for equipment failure, performs related work as assigned.

Distinguishing Characteristics

~~*Operations Technician*~~*Fleet Equipment Mechanic I* - This is the entry level class in the ~~Operations Technician series~~Mechanic series. At this level, mechanics are to assist with the intermediate complex and specialized tasks while exercising narrower discretion and independent judgment within established guidelines. This position requires the ability to learn the skills necessary to utilize Computer Maintenance Management Systems (FLEETMATE) - ~~Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Operations 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.~~

Fleet Equipment Mechanic Operations Technician-II - This is the journey level class in the Operation TechnicianMechanic 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. This is the intermediate working level classification. At this level, mechanics II are to utilize their knowledge and experience for the intermediate tasks while exercising discretion and independent judgement. This position requires the necessary skills to assist with the utilization of Computer Maintenance Management System (FLEETMATE).

Fleet Equipment Mechanic Operations Technician-III - This is the advanced journey level class in the Operation TechnicianMechanic series and is distinguished from the II2 level by the assignment of task coordination responsibilities in addition to the duties of levels I1 and II2. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unitestablished guidelines. Must assess and prioritize all work within their respective units.This position requires the administrative skills to utilize fuel software, leasing programs, and Computer Maintenance Management System (FLEETMATE).

Supervision Received and Exercised

Operations TechnicianFleet Equipment Mechanic I - Receives immediate task supervision from the Operations TechnicianFleet Equipment Mechanic III3; may receive technical and functional supervision from an Operations Technician II2, as appropriate. Receives general supervision from the Operations Supervisor - Maintenance.

Fleet Equipment Mechanic Operations Technician-II - Receives immediate task supervision from the Fleet Equipment Mechanic Operation Technician-II3. Receives general supervision from the Operations Supervisor - Maintenance.

Fleet Equipment Mechanic Operations Technician-III - Receives immediate supervision from the Operations Supervisor - Maintenance.

EXAMPLES OF DUTIES:

Fleet Team

- Performs technical and functional work; participates in performing operations, maintenance, and repair wok of the fleet, emergency equipment and stationary engines.

- Participates in the planning, scheduling, prioritizing, and assigning maintenance and repair work; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Assist with shopping inventories. Such as parts, filters, tools, tires, batteries, oils, specialty lubricants, hardware and all applicable decals or stickers.
- Performs a variety of work and repairs on gasoline, diesel, and propane powered engines, such as automobiles, trucks, and other automotive and mechanical equipment.
- Efficiently uses the FLEETMATE tracking system for reviewing repair history, scheduling, and inspections of the District fleet.
- Monitors and facilitates vehicle warranty/recalls.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts, and alternators; responds to field breakdowns, damages, and failures; repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventative maintenance work on vehicles including lubrication and oil changes; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Maintains all types of heavy construction equipment. Maintains District's light, medium, and heavy-duty trucks.
- Operates a variety of hand and power tools and equipment related to work assignments as instructed.
- Performs mandatory CHP BIT inspections and repairs; performsn installation, maintenance, and programming of 2-way radio to meet FCC compliance requirements.
- Facilitates district hazardous waste storage, disposal, containment and containment.
- Performs related duties as assigned.
- ~~Perform preventive maintenance and priority repair on a variety of automotive and construction equipment.~~
- ~~Inspect and diagnose problems with automobiles, light and heavy trucks, construction vehicles and other mechanical equipment; determine needed repairs, estimate time, materials, and equipment needed to perform the work.~~
- ~~Repair, clean, adjust, and install fuel, ignition, electrical, electronic, steering, suspension, cooling, braking, hydraulic, air conditioning, signaling and other systems.~~
- ~~Maintain, adjust, and repair transmission; road test vehicles/construction equipment for performance and safety; install, adjust, and balance tires; install, adjust and maintain smog devices, headlamps, and brakes to meet State-mandated inspection requirements.~~

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Fleet Equipment Mechanic Operations Technician-I

Knowledge of:

- Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair, and adjustment of mechanical equipment-, gas- and diesel-powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.
- Machine shop procedures and practices.
- Electrical best practices.
- Basic practices relating to buildings and grounds maintenance techniques and methods.
- Basic computer usage to enter and retrieve data and maintain records.
- Safe work practices.
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Ability to:

- Make necessary transitions to E/V and other electrical equipment as required.
- Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.
- 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.
- Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.
- Learn operational characteristics of hydraulic systems and treatment plant equipment; learn to use various chemicals and disinfecting agents in the field.
- Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.
- Learn to use welding equipment to perform repairs and fabricate parts.
- Learn to operate a variety of mechanized equipment such as forklifts, backhoes, loaders, cranes, and heavy equipment and trailers.
- Disassemble and reassemble pumps, motors, and valves.
- Use hand and power tools and equipment.
- Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.
- Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.
- Keep and maintain records related to work activities, including well sounding, production, flows and volume, available capacity of storage tanks and reservoirs, and chemical usage.
- Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.
- Work outdoors in a variety of weather conditions.
- Perform building and grounds maintenance work.
- Work assigned shift schedules; be available for after-hours or call back emergencies.

- 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 experience in maintenance and repair of gasoline and diesel-powered vehicles and equipment. responsible experience repairing and maintaining pumps, motors, and engines.~~
- ~~One year of semi-skilled work in mechanical repair, installation, or maintenance of automotive equipment and various pumps, motors, and engines.~~
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Training Education

Equivalent to high school diploma/GED.

Required License and Certificate:

- Possession of two National Institute for Automotive Services Excellence (ASE) Certificate(s) from the Automotive & Light Truck Series (A1-A8) within a year.
- Possession of T4 (Brakes) Certification from the Medium-Heavy Truck Series within a year.
- Possession of, or ability to obtain within one year, a valid California Driver's License Class A Commercial (CDL) with air brakes, Tanker (N) endorsement.
- Possession of, or ability to obtain within six (6) months one year, a Distribution Operator Grade 12 Certificate as issued by the State Water Resources Control Board.

Desired License/Certificate:

- Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.
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Fleet Equipment Mechanic Operations Technician-II additional duties:

- Assists in training fleet-equipment mechanic I in work methods, use of tools and equipment, as well as relevant safety precautions.
- Maintains diagnostic software subscriptions for applicable equipment.

In addition to the qualifications for the Operations Technician 1:

Knowledge of:

- ~~Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.~~
- ~~Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.~~
- ~~Operational characteristics of hydraulic systems and treatment plant processes.~~

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Ability to:

- ~~Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, buildings, grounds, landscaping, and related water facilities.~~
- ~~Operate a variety of mechanized equipment including, but not limited to, backhoes, forklifts, cranes, loaders, skid steers, sprayers, and heavy equipment and trailers.~~
- ~~Weld and fit watertight pipelines and assemblies.~~
- ~~Keep records and make reports; use a personal computer to enter and retrieve data; track work status and communicate electronically.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Exercise resourcefulness in the field and work without immediate supervision.~~

Fleet Team additional requirements:

- ~~Weld and fabricate various types of water related tools and framework for fleet equipment.~~

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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 experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment. responsible journey experience performing pump and motor repair duties an Operations Technician 1 with the Palmdale Water District.

Training Education

Equivalent to high school diploma/GED.

Completion of leadership training facilitated by the Public Utilities Management Institute or an equivalent approved basic supervisory/leadership course desired.

~~Adequate training which ensures the ability to weld and fit watertight pipelines and assemblies.~~

Required License and Certificate:

- Possession of two additional Certifications from the National Institute for Automotive Services Excellence (ASE) A5-A8.
- Possession of T5 (Suspension & steering) Certification from the Medium-Heavy Truck Series.
- Possession of, or ability to obtain, a valid California Driver's License Class A commercial (CDL) with air brakes, Tanker (N) endorsement.
- Possession of a Distribution Operator Grade 23 Certificate as issued by the State Water Resources Control Board is required.
- Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.
- Possession of a Water Treatment Operator Grade I Certificate as issued by the State Water Resources Control Board.
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- ~~• Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board is required.~~
- ~~• Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.~~

Fleet Team Additional Certification

- ~~• Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.~~

Operations Technician Fleet Mechanic Equipment III additional duties:

- Provide technical and functional direction to assigned mechanic staff; reviews and controls quality of work; provides input on employee evaluations.
- Optimizes the District's fleet leasing program to facilitate workflow and efficiency.
- Performs training with mechanics I and II in work methods, use of tools and equipment, as well as relevant safety precautions.

- Assist with developing budgets to promote an efficient maintenance program.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Schedules, oversees, and trains staff to perform mandatory CHP BIT inspections and repairs.
- Fleet regulatory compliance: emission testing, crane certifications, and PDF maintenance.
- Maintains bulk fuel storage tanks inspections, regulated compliance, maintenance repairs, and inventory management/tracking.
- Facilitates the auction of surplus vehicles, and equipment when applicable.

In addition to the qualifications for the Operations Technician 2:

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 and equipment and materials used in construction, installation, maintenance, and repair of components for a water service distribution system.~~
- ~~Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.~~

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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 work orders, remember equipment locations and explain job to others.~~
- ~~Use pipe fitting and welding equipment, including fabrication of parts as necessary.~~
- ~~Read and understand distribution system maps and related blueprints, drawings, and sketches.~~

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 duties similar to an Operations Technician 2 with the Palmdale Water District.

Training Education

- Equivalent to high school diploma/GED.

~~Additional college level courses on leadership/management.~~

- Completion of leadership training facilitated by the Public Utilities Management Institute or an equivalent approved basic supervisory/leadership course desired within six (6) months in position.

~~Adequate training which ensures the ability to weld and fit watertight pipelines and assemblies.~~

~~Completed and passed 40-hour beginning/intermediate Arc Welding Course.~~

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Required License and Certificate

- Certified Master Status as an Automobile Technician or Medium-Heavy Truck Technician.
- Possession a valid California Driver's License Class A Commercial (CDL) with air brakes, Tanker (N) endorsement. -
- Possession of ~~or ability to obtain within one year,~~ a Distribution Operator Grade 3 Certificate ~~as issued by the State Water Resources Control Board is required.~~
- Possession of ~~or ability to obtain within one year,~~ a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board ~~is required.~~
- Possession of a Service Truck Crane 10,000 Lb. Capacity Certification ~~is required.~~

- Desired License and Certificate

- Possession of ASE Certificate of completion of the Auto Maintenance and Light Repair Certification Test (G1)
- AA from an accredited college or equivalent.

~~Fleet Team Additional Certification~~

- ~~Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.~~

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 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.

Fleet Equipment Mechanic

FLSA Status: Non-Exempt

JOB SUMMARY

Performs a wide variety of skilled duties to ensure that District vehicles, arrow boards, trucks, diesel engines, small gasoline engines, steam cleaning equipment, gas-powered water pump engines, stand-by diesel generators, and other power-driven equipment are operating in a safe and efficient manner, field service for equipment failure, performs related work as assigned.

Distinguishing Characteristics

Fleet Equipment Mechanic I - This is the entry level class in the Mechanic series. At this level, mechanics are to assist with the intermediate complex and specialized tasks while exercising narrower discretion and independent judgment within established guidelines. This position requires the ability to learn the skills necessary to utilize Computer Maintenance Management Systems (FLEETMATE)

Fleet Equipment Mechanic II - This is the intermediate working level classification. At this level, mechanics II are to utilize their knowledge and experience for the intermediate tasks while exercising discretion and independent judgement. This position requires the necessary skills to assist with the utilization of Computer Maintenance Management System (FLEETMATE).

Fleet Equipment Mechanic III - This is the advanced journey level class in the Mechanic 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 timelines, efficient workflow and the implementation of operating procedures and policies within established guidelines. This position requires the administrative skills to utilize fuel software, leasing programs, and Computer Maintenance Management System (FLEETMATE).

Supervision Received and Exercised

Fleet Equipment Mechanic I - Receives immediate task supervision from the Fleet Equipment Mechanic III; may receive technical and functional supervision from an Operations Technician II, as appropriate. Receives general supervision from the Operations Supervisor - Maintenance.

Fleet Equipment Mechanic II - Receives immediate task supervision from the *Fleet Equipment Mechanic II*. Receives general supervision from the Operations Supervisor - Maintenance.

Fleet Equipment Mechanic III - Receives immediate supervision from the Operations Supervisor - Maintenance.

EXAMPLES OF DUTIES:

- Performs technical and functional work; participates in performing operations, maintenance, and repair work of the fleet, emergency equipment and stationary engines.
- Participates in the planning, scheduling, prioritizing, and assigning maintenance and repair work; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Assists with shopping inventories, such as parts, filters, tools, tires, batteries, oils, specialty lubricants, hardware and all applicable decals or stickers.
- Performs a variety of work and repairs on gasoline, diesel, and propane powered engines, such as automobiles, trucks, and other automotive and mechanical equipment.
- Efficiently uses the FLEETMATE tracking system for reviewing repair history, scheduling, and inspections of the District's fleet.
- Monitors and facilitates vehicle warranty/recalls.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts, and alternators; responds to field breakdowns, damages, and failures; repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventative maintenance work on vehicles including lubrication and oil changes; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Maintains all types of heavy construction equipment. Maintains District's light, medium, and heavy-duty trucks.
- Operates a variety of hand and power tools and equipment related to work assignments, as instructed.
- Performs mandatory CHP BIT inspections and repairs; performs installation, maintenance, and programming of 2-way radio to meet FCC compliance requirements.
- Facilitates District hazardous waste storage, disposal, and containment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Fleet Equipment Mechanic I

Knowledge of:

- Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair, and adjustment of mechanical equipment-, gas- and diesel-powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.
- Machine shop procedures and practices.
- Best electrical practices.
- Basic practices relating to buildings and grounds maintenance techniques and methods.
- Basic computer usage to enter and retrieve data and maintain records.

- Safe work practices.

Ability to:

- Make necessary transitions to E/V and other electrical equipment as required.
- Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.
- 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.
- Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.
- Learn operational characteristics of hydraulic systems and treatment plant equipment; learn to use various chemicals and disinfecting agents in the field.
- Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.
- Learn to use welding equipment to perform repairs and fabricate parts.
- Learn to operate a variety of mechanized equipment such as forklifts, backhoes, loaders, cranes, and heavy equipment and trailers.
- Disassemble and reassemble pumps, motors, and valves.
- Use hand and power tools and equipment.
- Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.
- Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.
- Keep and maintain records related to work activities, including well sounding, production, flows and volume, available capacity of storage tanks and reservoirs, and chemical usage.
- Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.
- Work outdoors in a variety of weather conditions.
- Perform building and ground maintenance work.
- Work assigned shift schedules; be available for after-hours or call back emergencies.
- 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 and Education

- One year of experience in maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Equivalent to high school diploma/GED.

Required License and Certificate

- Possession of two National Institute for Automotive Services Excellence (ASE) Certificate(s) from the Automotive & Light Truck Series (A1-A8) within a year.
- Possession of T4 (Brakes) Certification from the Medium-Heavy Truck Series within a year.
- Possession of, or ability to obtain within one year, a valid California Driver's License Class A Commercial (CDL) with air brakes, Tanker (N) endorsement.
- Possession of, or ability to obtain within six (6) months, a Distribution Operator Grade I Certificate as issued by the State Water Resources Control Board.

Desired License/Certificate

- Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

Fleet Equipment Mechanic II

Additional duties:

- Assists in training fleet-equipment mechanics in work methods, use of tools and equipment, as well as relevant safety precautions.
- Maintains diagnostic software subscriptions for applicable equipment.

EXPERIENCE AND TRAINING

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

Experience and Education

- Three years of experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Equivalent to high school diploma/GED.
- Completion of leadership training facilitated by the Public Utilities Management Institute or an equivalent approved basic supervisory/leadership course desired.

Required License and Certificate

- Possession of two additional Certifications from the National Institute for Automotive Services Excellence (ASE) A5-A8.
- Possession of T5 (Suspension & steering) Certification from the Medium-Heavy Truck Series.
- Possession of, or ability to obtain, a valid California Driver's License Class A commercial (CDL) with air brakes, Tanker (N) endorsement.

- Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.
- Possession of a Service Truck Crane 10,000 lb. Capacity Certification.
- Possession of a Water Treatment Operator Grade I Certificate as issued by the State Water Resources Control Board.

Fleet Mechanic Equipment III

Additional duties:

- Provide technical and functional direction to assigned mechanic staff; reviews and controls quality of work; provides input on employee evaluations.
- Optimizes the District's fleet leasing program to facilitate workflow and efficiency.
- Performs training with mechanics I and II in work methods, use of tools and equipment, as well as relevant safety precautions.
- Assist with developing budgets to promote an efficient maintenance program.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Schedules, oversees, and trains staff to perform mandatory CHP BIT inspections and repairs.
- Fleet regulatory compliance: emission testing, crane certifications, and PDF maintenance.
- Maintains bulk fuel storage tanks inspections, regulated compliance, maintenance repairs, and inventory management/tracking.
- Facilitates the auction of surplus vehicles, and equipment when applicable.

EXPERIENCE AND TRAINING

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

Experience and Education

- Five years of responsible journey experience performing duties similar to Fleet Mechanic Equipment II with the Palmdale Water District.
- Equivalent to high school diploma/GED.
- Completion of leadership training facilitated by the Public Utilities Management Institute or an equivalent approved basic supervisory/leadership course within 6 months of position.

Required License and Certificate

- Certified Master Status as an Automobile Technician or Medium-Heavy Truck Technician.
- Possession a valid California Driver's License Class A Commercial (CDL) with air brakes, Tanker (N) endorsement.
- Possession of a Distribution Operator Grade 2 Certificate
- Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

- Possession of a Service Truck Crane 10,000 lb. Capacity Certification.

Desired License and Certificate

- Possession of ASE Certificate of completion of the Auto Maintenance and Light Repair Certification Test (G1)
- AA from an accredited college or equivalent.

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 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.



COMMITTEE MEMORANDUM

DATE: April 1, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO REVISE ELECTRICIAN JOB DESCRIPTION UPDATING THE LICENSE AND CERTIFICATION REQUIREMENTS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommends that the full Board approves revisions to the Electrician I, Electrician II, and Electrician III license and certification requirements and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The Electrician classification would remain as is and not have a defined progression path.

Background:

The revisions to the Electrician job description are aimed at providing a clear career progression path. The key changes of license requirements provide clear criteria for progression of each level within the Electrician role. The revised job description also adds the responsibility for electrician(s) to perform mechanical maintenance in the water distribution system, as needed. The revisions to the job description are in preparation for recruitment of this position.

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:

This item has no Budget impact.

Supporting Documents:

- Redline Version of the Electrician Job Description
- Final Version of the Electrician Job Description

ELECTRICIAN I, II, III

FLSA Status: Non-Exempt

JOB SUMMARY

To install, repair and maintain electrical systems and devices, including motors and a variety of motor controls and assist with the hydraulic and mechanical process controls in support of the ~~districts districts~~District's water distribution system and treatment plant operations. Electricians also performs mechanical maintenance in the water distribution system.

Distinguishing Characteristics

Electrician I - This is the entry level class in the Electrician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Electrician 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.

Electrician II - This is the journey level class in the Electrician 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.

Electrician III - this is the advanced journey level class Electrician series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unit. Assess and prioritize all work within this unit.

Supervision Received and Exercised

Electrician I - Receives immediate task supervision from the Electrician 3. Receives general supervision from the Operations Maintenance Supervisor. May receive technical and functional supervision from an Electrician 2.

Electrician II - Receives immediate task supervision from the Electrician 3. Receives general supervision from the Operations Maintenance Supervisor.

Electrician III - Receives immediate supervision from the Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

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

- Install, maintain, and repair electrical circuits, transformers, switches, lighting fixtures, motor starters, motors, generators, control panels, electrical components of electronic regulatory systems, and high voltage systems and equipment.
- Perform troubleshooting and diagnostic work on problems related to electrical systems and equipment; conduct repairs, recommend replacement of equipment, or referral to outside electrical contractors.
- Perform inspections and perform periodic preventive maintenance on electrical systems and equipment; make recommendations for necessary repairs.
- Assist with operation technician responsibilities and task as needed such as distribution mechanical maintenance.
- Install, test, and maintain components and equipment including analyzers, and switchgear.
- Install above ground and below ground conduit and pull wire for motors, control panels, lighting fixtures, and outlets.
- Read, interpret, and update electrical and electronic system drawings of District facilities; prepare, revise, and maintain as built and shop drawings of electrical installations.
- Estimate labor, materials, and materials necessary to perform assignments.
- Inspect the work of electrical contractors for compliance with contract documents involving electrical and electronic systems.
- Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.
- Install, maintain, and repair HVAC systems.
- Assist in the engineering, design, and approval of electrical systems for new and existing facilities.
- Keep and maintain accurate logs and records of work performed or recommended; prepare required reports.
- 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

Electrician I

Knowledge of:

- Electrical theory and practices.
- Operational characteristics of electrical equipment and systems.
- Tools, equipment, and materials used in the electric trade.

Ability to:

- Install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

Electronic Technician 1/2 Electrician – I, II, & II

- 3 -

- 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.
- Learn to troubleshoot and diagnose problems related to problems with electrical systems and equipment.
- Learn pertinent local, State, and Federal laws, rules and regulations related to electrical system installation, repair, and maintenance.
- Perform electrical panel preventative maintenance.
- Read and interpret wiring schematics, mechanical drawings, and specifications.
- Keep and maintain logs and records of work activities; prepare required reports.
- Work assigned shift schedules; be available for after-hours or call back emergencies.
- 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 for each level would be:

Electrician I

Experience

One year of electrical experience with emphasis on electrical installation, maintenance, and repair experience desired.

Training

High School Diploma or equivalent supplemented by a state approved completed apprenticeship electrical program.

License and Certificate

- Possession of a valid California Driver's License.
- Possession of or ability to obtain within 6 months a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Electrician II

In addition to the qualifications for the Electrician I:

Electronic Technician 1/2 Electrician – I, II, & III

- 4 -

Knowledge of:

- Operational characteristics, services, and activities of electrical installation, maintenance, and repair.
- Methods and techniques of installation, maintenance, and repair of low and high voltage electrical circuit and distribution systems.
- Develop, perform, and document an industry standard electrical panel preventative maintenance program.
- Methods and techniques of troubleshooting and diagnosing problems related to electrical systems and equipment.
- Pertinent local, State, and Federal Pertinent laws, rules and regulations related to electrical installation and maintenance.

Ability to:

- Independently install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.
- Assist in the engineering, design and approval of electrical systems for new and existing facilities.

Electrician II:

Experience

Three years of responsible journey level experience performing duties as an Electrician 1 with the Palmdale Water District.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of a valid California driver's license.
- Possession of a Distribution Operator Grade 3 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 Certified General Electrician license as issued by the State of California Department of Industrial Relations.
-

Electrician III

In addition to the qualifications for the Electrician 2:

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.

Electronic Technician 1/2 Electrician – I, II, & III

- 5 -

- Develop, perform, and document an industry standard electrical panel preventative maintenance program.
- Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).
- Methods, techniques, tools and equipment, materials, best practices in the maintenance and repair of electrical and electronic systems relating to a water service distribution system.
- 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 electrical or electronic systems of a water distribution systems.
- 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 work orders, remember equipment locations, and explain job to others.
- Read and understand distribution system maps and related blueprints, drawings, and sketches.
- Exercise resourcefulness in the field and work without immediate supervision.

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 for each level would be:~~

Electrician I

Experience

~~One year of electrical experience with emphasis on electrical installation, maintenance, and repair experience.~~

Training

~~GED or high school diploma supplemented by industrial or vocational training in electrical theory or practices.~~

License and Certificate

- ~~— Possession of 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 Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.~~
- ~~— Possession of a Certified General Electrician license as issued by the State of California Department of Industrial Relations.~~

Electrician II:

Experience

~~Three years of responsible journey experience performing duties similar to an Electrician 1 with the Palmdale Water District.~~

Training

~~Equivalent to the completion of the twelfth grade supplemented by industrial or vocational course work in electrical installation, repair, and maintenance.~~

License and Certificate

- ~~— Possession of, or ability to obtain (remove), a valid California driver's license.~~
- ~~— Possession of a Distribution Operator Grade 3 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 Certified General Electrician license as issued by the State of California Department of Industrial Relations.~~

Electrician III

Experience

Five years of responsible journey level experience performing duties assimilar to an Electrician 2 with the Palmdale Water District.

Training

Associate-degree ~~Associates Degree~~ in electronics or related field.

License and Certificate

- Possession of, ~~or ability to obtain (remove),~~ a valid California driver's license.
- Possession of ~~or ability to obtain within one year,~~ a Distribution Operator Grade 3 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~~
- ~~the~~ State of California Department of Public Health is desired.
- ~~— Possession of a C-10 Certified General Electrician license- Contractor License as issued by the State of California Department of Industrial Relations.~~

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 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 accommodation ~~accommodations~~.

Approved: ~~June 14, 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.

ELECTRICIAN I, II, III

FLSA Status: Non-Exempt

JOB SUMMARY

To install, repair and maintain electrical systems and devices, including motors and a variety of motor controls and assist with the hydraulic and mechanical process controls in support of the districts water distribution system and treatment plant operations. Electricians also perform mechanical maintenance in the water distribution system.

Distinguishing Characteristics

Electrician I - This is the entry level class in the Electrician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Electrician 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.

Electrician II - This is the journey level class in the Electrician 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.

Electrician III - this is the advanced journey level class Electrician series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unit. Assess and prioritize all work within this unit.

Supervision Received and Exercised

Electrician I - Receives immediate task supervision from the Electrician 3. Receives general supervision from the Operations Maintenance Supervisor. May receive technical and functional supervision from an Electrician 2.

Electrician II - Receives immediate task supervision from the Electrician 3. Receives general supervision from the Operations Maintenance Supervisor.

Electrician III - Receives immediate supervision from the Operations Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

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

- Install, maintain, and repair electrical circuits, transformers, switches, lighting fixtures, motor starters, motors, generators, control panels, electrical components of electronic regulatory systems, and high voltage systems and equipment.
- Perform troubleshooting and diagnostic work on problems related to electrical systems and equipment; conduct repairs, recommend replacement of equipment, or referral to outside electrical contractors.
- Perform inspections and perform periodic preventive maintenance on electrical systems and equipment; make recommendations for necessary repairs.
- Assist with operation technician responsibilities and tasks as needed such as distribution mechanical maintenance.
- Install, test, and maintain components and equipment including analyzers, and switchgear.
- Install above ground and below ground conduit and pull wire for motors, control panels, lighting fixtures, and outlets.
- Read, interpret, and update electrical and electronic system drawings of District facilities; prepare, revise, and maintain as built and shop drawings of electrical installations.
- Estimate labor, materials, and materials necessary to perform assignments.
- Inspect the work of electrical contractors for compliance with contract documents involving electrical and electronic systems.
- Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.
- Install, maintain, and repair HVAC systems.
- Assist in the engineering, design, and approval of electrical systems for new and existing facilities.
- Keep and maintain accurate logs and records of work performed or recommended; prepare required reports.
- 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

Electrician I

Knowledge of:

- Electrical theory and practices.
- Operational characteristics of electrical equipment and systems.
- Tools, equipment, and materials used in the electric trade.

Ability to:

- Install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

Electrician – I, II, & III

- 3 -

- 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.
- Learn to troubleshoot and diagnose problems related to problems with electrical systems and equipment.
- Learn pertinent local, State, and Federal laws, rules and regulations related to electrical system installation, repair, and maintenance.
- Perform electrical panel preventative maintenance.
- Read and interpret wiring schematics, mechanical drawings, and specifications.
- Keep and maintain logs and records of work activities; prepare required reports.
- Work assigned shift schedules; be available for after-hours or call back emergencies.
- 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 for each level would be:

Electrician I

Experience

One year of electrical experience with emphasis on electrical installation, maintenance, and repair experience desired.

Training

High School Diploma or equivalent supplemented by a state approved completed apprenticeship electrical program.

License and Certificate

- Possession of a valid California Driver's License.
- Possession of or ability to obtain within 6 months a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Electrician II

In addition to the qualifications for the Electrician I:

Electrician – I, II, & III

- 4 -

Knowledge of:

- Operational characteristics, services, and activities of electrical installation, maintenance, and repair.
- Methods and techniques of installation, maintenance, and repair of low and high voltage electrical circuits and distribution systems.
- Develop, perform, and document an industry standard electrical panel preventative maintenance program.
- Methods and techniques of troubleshooting and diagnosing problems related to electrical systems and equipment.
- Pertinent local, State, and Federal Pertinent laws, rules and regulations related to electrical installation and maintenance.

Ability to:

- Independently install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.
- Assist in the engineering, design, and approval of electrical systems for new and existing facilities.

Electrician II:

Experience

Three years of responsible journey level experience performing duties as an Electrician 1 with the Palmdale Water District.

Training

High School Diploma or equivalent.

License and Certificate

- Possession of a valid California driver's license.
- Possession of a Distribution Operator Grade 3 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 Certified General Electrician license as issued by the State of California Department of Industrial Relations.

Electrician III

In addition to the qualifications for the Electrician 2:

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.

Electrician – I, II, & III

- 5 -

- Develop, perform, and document an industry standard electrical panel preventative maintenance program.
- Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).
- Methods, techniques, tools and equipment, materials, best practices in the maintenance and repair of electrical and electronic systems relating to a water service distribution system.
- 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 electrical or electronic systems of a water 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 work orders, remember equipment locations, and explain job to others.
- Read and understand distribution system maps and related blueprints, drawings, and sketches.
- Exercise resourcefulness in the field and work without immediate supervision.

Electrician III

Experience

Five years of responsible journey level experience performing duties as an Electrician 2 with the Palmdale Water District.

Training

Associate-degree in electronics or related field.

License and Certificate

- Possession of a valid California driver's license.
- Possession of a Distribution Operator Grade 3 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 is desired.
- Possession of a C-10 Contractor License as issued by the State of California Department of Industrial Relations.

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,

Electrician – I, II, & III

- 6 -

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 accommodation.

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.



COMMITTEE MEMORANDUM

DATE: April 1, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO REVISE JOB DESCRIPTIONS FOR THE RESOURCE AND ANALYTICS MANAGEMENT POSITIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves the proposed changes for the Resource and Analytics Supervisor and Director job descriptions and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The Resource and Analytics management job descriptions would have roles and responsibilities that are not applicable to their job.

Background:

The Resource and Analytics Director position is currently unfilled, and the changes presented are to prepare for the recruitment campaign for this position. The revisions provide clarification on both the Resource and Analytics Supervisor and the Resource and Analytics Director job descriptions versus other departments within the District.

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 for updating these job descriptions or filling the open position.

Supporting Documents:

- Redline Version of the Resource and Analytics Supervisor Job Description
- Redline Version of the Resource and Analytics Director Job Description
- Final Version of the Resource and Analytics Supervisor Job Description
- Final Version of the Resource and Analytics Director Job Description

RESOURCE AND ANALYTICS SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, assigns, and reviews the work of water use efficiency personnel who plan, administer, and execute water conservation programs and outreach. Under general supervision, assigns, and reviews the work of management analyst(s) who enter and review data, operate analytics programs, and provide analytic services to District staff as needed. Develop and coordinate plans for efficient use of the District's water and energy resources; Develops and coordinates data analytics strategies to provide staff with better information and backup for decisions; handles difficult, complex analytics problems; prioritizes and reviews tasks relative to assigned area of responsibility.

This is the first-line supervisor level classification in the Resource and Analytics Department. The Resource and Analytics Supervisor provides direction to the Resource and Analytics Department by assigning, directing, and reviewing work of staff. Supervisory duties include training, writing, conducting performance appraisals, and assisting in department budget preparation. Incumbents provide coaching and guidance to representatives.

Supervision Received and Exercised

- Receives direction from the Resource and Analytics Director.
- Exercises supervision over Water Use Efficiency staff and Management Analyst(s).

Examples of Essential Duties

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

- Conducts complex non-connection fee related water resource planning, studies, surveys, and analysis activities, which include: estimating demand, conservation impacts and computer operations modeling based on historic usage data, land use trends and other factors; helps to secure and maintain sufficient water supplies to meet demand and plans for needed facilities.
- Provides day-to-day leadership to ensure a high performance, analysis-oriented work environment that supports achieving the Department's and the District's mission, objectives, and values.
- Prioritize, assign, evaluate and supervise the work of all Water Use Efficiency staff and Management Analyst(s). Provides coaching and guidance for performance improvement and development; directs and oversees the training of new staff.
- Plans and implements data management and data analytics plans; modifies departmental procedures and processes; creates quality assurance tools to ensure

Resource and Analytics Supervisor

~ 2 ~

completion, quality, and timeliness.

- Provides oversight and evaluation of water use efficiency programs; provides support and prioritization in evaluating and modifying rebate, outreach, and education plans; creates quality assurance tools to ensure completion, quality and timeliness.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, counselling, training, promotion, discipline, and termination.
- Interacts effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
- Assumes difficult and specialized data analysis needs, including one off special requests from District Management; short- and long-term reporting assistance such as monthly conservation reporting to [SVVRCBSWRCB](#); long term reporting assistance such as Urban Water Management Plan; ~~and~~ and primary responsibility for completing the annual Water Loss Audit, [State Water Project delivery scheduling and reconciliation, and SWRCB "Making Conservation a Way of Life" reporting](#).
- Attends and participates in professional group meeting; stays abreast of new trends and innovations in utility billing and customer service; directs and participates in the incorporation of new developments into program areas, as appropriate.
- Reviews, analyzes, and recommends participation in emerging energy programs and technologies, changes Edison rates schedules, and adjustments in production strategies for energy efficiency purposes.
- Works with Resource and Analytics Director to develop and update water resource production plan and coordinates with [Operations-District operational departments](#) to facilitate the plan.
- Assists and participates in the development and administration of the Water Use Efficiency budget.
- Utilize all skills to communicate and provide exceptional customer care including language skills and all specialized skills possessed by employee.
- ~~- Assists the Resource and Analytics Director in administration of Antelope Valley State Water Contractors Association and Antelope Valley Water Master as needed.~~
- Provides presentations and training as needed on energy, production, data and water use efficiency programs to District staff.
- Reads, understands, and ensures compliance with the PWD's Safety Policies; attends safety meetings, as required; reports all accidents, violations, or infractions to manager.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Resource and Analytics Supervisor

~ 3 ~

Knowledge of:

- Data base and data analysis software, tools, reporting and practices.
- Water use efficiency programs and reporting.
- District personnel rules and policies.
- Energy rate structures, specialized energy programs such as: Demand Response and Over-Gen.
- Water resource planning and components.
- Principles and methods of business correspondence, recordkeeping, and filing.
- Principles and practices of sound business communications and correct English use, including spelling, grammar, and punctuation.
- Appropriate safety precautions, procedures, practices, and regulations related to maintaining a department safety program, safe working conditions, and operating equipment.
- Modern office equipment, software programs, and computerized record keeping and filing methods.
- Business mathematics, calculations, and statistical analysis.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development.
- Develop and implement work standards.
- Plan and organize work to meet changing priorities and deadlines.
- Analyze and resolve complex analysis and reporting problems.
- Exercise independent judgment and initiative.
- Train and orient new and existing employees.
- Maintain and direct the daily activities such as: analysis projects, water use efficiency tasks, energy and water resource plan coordination, and any departmental duties.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Establish and prioritize action items and multitask effectively.
- Prepares concise records, reports, and other written materials.
- Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies, and procedures.

Resource and Analytics Supervisor

~ 4 ~

- Use Microsoft Outlook including accessing forms within public folders, send and receive email, and use the calendar and scheduling functions effectively.
- Make sound decisions and demonstrate analytical capabilities.
- Make observations, communicate with others, read, write, and operate assigned equipment.
- Assist in the development and monitoring of an assigned program budget.

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 ~~in~~ data analysis, water and energy resource planning, credit operations, or utility billing; including three (3) years providing technical and functional supervision over assigned personnel and five (5) years of water conservation or related program development and management experience.

Training

Equivalent to an Associates Degree in construction, engineering, business, or a related field.

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 Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- Possession of a Grade 2 Water Use Efficiency Certificate issued by the AWWA is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environmental Conditions:

On continuous basis employees are required to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through

Resource and Analytics Supervisor

~ 5 ~

written means; and lift or carry weight up to 20 pounds.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills, read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; interact with District managers and staff, customers and the public.

Approved: ~~July 26, 2021~~[April 8, 2024](#)

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.

RESOURCE AND ANALYTICS DIRECTOR

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, oversee, and manage acquisition of water and energy resources for the District; to provide highly complex technical and professional support to the General Manager/CEO ~~or Assistant General Manager/COO, in the absence of the General Manager/CEO.~~

Supervision Received and Exercised

- Receives general direction from the General Manager/CEO ~~or Assistant General Manager/COO, in the absence of the General Manager/COO.~~
- Exercises direct supervision over assigned staff.

Examples of Essential Duties:

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

- Directs, develops, and participates in the preparation of highly complex programs, studies, and reports relating to current and long-range water resources and environmental planning, water demand/supply forecasting, and environmental compliance and mitigation.
- Directs the preparation of a variety of non-connection fee related water resources projects, studies, and reports relating to current and long-term District facilities' needs; ~~utilizes data to determine growth patterns and timing needed to implement improvements in District services;~~ directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility and develops specific proposals to meet them.
- Participates in both short and long range planning, demand, and supply forecasting activities in support of District operational departments.
- Oversees the Water Resources Urban Management Plan, Watermaster data and reporting, SWRCB water loss calculations and reporting, SWRCB "Making Conservation a Way of Life" reporting, drought-related compliance and reporting, District water use efficiency rebate and educational activities, and related resources/environmental documentation.
- Secure adequate water and energy resource supplies to meet the District's current and future demands; acquire short-term and long-term water supplies to provide reliable sources; participate in long-term planning activities.
- Schedule and maintain water deliveries and various State Water Project resource programs; negotiate water and energy supply contracts for the District; prepare and update the District's water production and energy resource plans.

Resource and Analytics Director

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- Represent the District on various State Water Contract committees; oversee administration of the District's agreement relative to the State Water Contract; prepare reports and updates regarding water supply, [exchanges](#), and [acquisitions](#).
- Evaluate contracts, projects, and procedures related to resource acquisitions; identify and respond to current and future water supply demands.
- Monitor current and proposed energy and water resource programs; manage the District's energy accounts relative to ensuring adequate energy resources to convey, treat, and distribute water to District customers; evaluate the District's rate structure and make recommendations related to recovering water purchase and energy costs.
- Provide strategic planning and oversight for the development of data analytics tools to help drive data driven decisions for the efficient use of water and energy resources.
- Work with the Resource and Analytics Supervisor to expand and centralize the District's data resource; and to make data analytics tools available to all departments.
- Prepare and present information to the District Board regarding water resource and energy supply issues; attend Board meetings, various planning meetings and conferences as appropriate.
- Prepare, and administer the District's water resource budget; prepare cost estimates for budget recommendations; submit justifications for water purchases [and/or exchanges](#) and related energy costs; monitor and control expenditure.
- Represent the District at various community organizations and outside agency meetings; serve on staff subcommittees as necessary; and coordinate water and energy resource activities with District departments and outside agencies.
- Advocate on behalf of the District to governmental and regulatory authorities as directed.
- 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:

- Principles and practices of water and energy resource management and planning, including contract negotiation and administration, and related rate structures.
- Operational characteristics of water production facilities and related energy needs.
- [California State Water Project operations, reporting, and agreement approval processes.](#)
- Principles and practices of budget preparation and administration, and technical reporting writing.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Plan, organize, oversee, and manage acquisition of water and energy resources for the District.

Resource and Analytics Director

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- On a continuous basis, analyze technical, operational, and budget reports; interpret and evaluate various technical reports and data; know and interpret laws, regulations, codes, and procedures; and explain and interpret policy.
- interpret and explain pertinent District policies and procedures.
- Prepare and administer a budget; prepare and present technical reports to a variety of audiences,
- Use sophisticated computer software related to engineering and resource analysis.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Required use of cell phone with data plan.

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

Ten years of increasingly responsible experience in water and energy resource management and planning in a public or private sector environment including five years of administrative and management responsibility.

Training

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, resource management, land use planning or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License

PHYSICAL REQUIREMENTS

On a continuous basis. sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Approved: [April 8, 2024](#)~~[July 26, 2021](#)~~

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

Employee Signature

Date

Resource and Analytics Director

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Supervisor Signature

Date

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RESOURCE AND ANALYTICS SUPERVISOR

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, assigns, and reviews the work of water use efficiency personnel who plan, administer, and execute water conservation programs and outreach. Under general supervision, assigns, and reviews the work of management analyst(s) who enter and review data, operate analytics programs, and provide analytic services to District staff as needed. Develop and coordinate plans for efficient use of the District's water and energy resources; Develops and coordinates data analytics strategies to provide staff with better information and backup for decisions; handles difficult, complex analytics problems; prioritizes and reviews tasks relative to assigned area of responsibility.

This is the first-line supervisor level classification in the Resource and Analytics Department. The Resource and Analytics Supervisor provides direction to the Resource and Analytics Department by assigning, directing, and reviewing the work of staff. Supervisory duties include training, writing, conducting performance appraisals, and assisting in department budget preparation. Incumbents provide coaching and guidance to representatives.

Supervision Received and Exercised

- Receives direction from the Resource and Analytics Director.
- Exercises supervision over Water Use Efficiency staff and Management Analyst(s).

Examples of Essential Duties

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

- Conducts complex non-connection fee related water resource planning, studies, surveys, and analysis activities, which include: estimating demand, conservation impacts and computer operations modeling based on historic usage data, land use trends and other factors; helps to secure and maintain sufficient water supplies to meet demand and plans for needed facilities.
- Provides day-to-day leadership to ensure a high performance, analysis-oriented work environment that supports achieving the Department's and the District's mission, objectives, and values.
- Prioritize, assign, evaluate and supervise the work of all Water Use Efficiency staff and Management Analyst(s). Provides coaching and guidance for performance improvement and development; directs and oversees the training of new staff.
- Plans and implements data management and data analytics plans; modifies departmental procedures and processes; creates quality assurance tools to ensure completion, quality, and timeliness.
- Provides oversight and evaluation of water use efficiency programs; provides support

Resource and Analytics Supervisor

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- and prioritization in evaluating and modifying rebate, outreach, and education plans; creates quality assurance tools to ensure completion, quality and timeliness.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, counselling, training, promotion, discipline, and termination.
 - Interacts effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
 - Assumes difficult and specialized data analysis needs, including one off special requests from District Management; short and long-term reporting assistance such as monthly conservation reporting to SWRCB; long term reporting assistance such as Urban Water Management Plan; and primary responsibility for completing the annual Water Loss Audit, State Water Project delivery scheduling and reconciliation, and SWRCB "Making Conservation a Way of Life" reporting.
 - Attends and participates in professional group meeting; stays abreast of new trends and innovations in utility billing and customer service; directs and participates in the incorporation of new developments into program areas, as appropriate.
 - Reviews, analyzes, and recommends participation in emerging energy programs and technologies, changes Edison rates schedules, and adjustments in production strategies for energy efficiency purposes.
 - Works with Resource and Analytics Director to develop and update water resource production plan and coordinates with District operational departments to facilitate the plan.
 - Assists and participates in the development and administration of the Water Use Efficiency budget.
 - Utilize all skills to communicate and provide exceptional customer care including language skills and all specialized skills possessed by employee.
 - Provides presentations and training as needed on energy, production, data and water use efficiency programs to District staff.
 - Reads, understands, and ensures compliance with the PWD's Safety Policies; attends safety meetings, as required; reports all accidents, violations, or infractions to manager.
 - Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
 - Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Data base and data analysis software, tools, reporting and practices.
- Water use efficiency programs and reporting.

Resource and Analytics Supervisor

~ 3 ~

- District personnel rules and policies.
- Energy rate structures, specialized energy programs such as: Demand Response and Over-Gen.
- Water resource planning and components.
- Principles and methods of business correspondence, recordkeeping, and filing.
- Principles and practices of sound business communications and correct English use, including spelling, grammar, and punctuation.
- Appropriate safety precautions, procedures, practices, and regulations related to maintaining a department safety program, safe working conditions, and operating equipment.
- Modern office equipment, software programs, and computerized record keeping and filing methods.
- Business mathematics, calculations, and statistical analysis.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development.
- Develop and implement work standards.
- Plan and organize work to meet changing priorities and deadlines.
- Analyze and resolve complex analysis and reporting problems.
- Exercise independent judgment and initiative.
- Train and orient new and existing employees.
- Maintain and direct the daily activities such as: analysis projects, water use efficiency tasks, energy and water resource plan coordination, and any departmental duties.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Establish and prioritize action items and multitask effectively.
- Prepares concise records, reports, and other written materials.
- Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies, and procedures.
- Use Microsoft Outlook including accessing forms within public folders, send and receive email, and use the calendar and scheduling functions effectively.
- Make sound decisions and demonstrate analytical capabilities.
- Make observations, communicate with others, read, write, and operate assigned

Resource and Analytics Supervisor

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equipment.

- Assist in the development and monitoring of an assigned program budget.

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 data analysis, water and energy resource planning, credit operations, or utility billing; including three (3) years providing technical and functional supervision over assigned personnel and five (5) years of water conservation or related program development and management experience.

Training

Equivalent to an Associate's Degree in construction, engineering, business, or a related field.

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 Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.
- Possession of a Grade 2 Water Use Efficiency Certificate issued by the AWWA is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environmental Conditions:

On continuous basis employees are required to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written

Resource and Analytics Supervisor

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and oral communication skills, read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; interact with District managers and staff, customers and the public.

Approved: April 8, 2024

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

RESOURCE AND ANALYTICS DIRECTOR

FLSA Status: Exempt

JOB SUMMARY

To plan, organize, oversee, and manage acquisition of water and energy resources for the District; to provide highly complex technical and professional support to the General Manager/CEO.

Supervision Received and Exercised

- Receives general direction from the General Manager/CEO.
- Exercises direct supervision over assigned staff.

Examples of Essential Duties:

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

- Directs, develops, and participates in the preparation of highly complex programs, studies, and reports relating to current and long-range water resources and environmental planning, water demand/supply forecasting, and environmental compliance and mitigation.
- Directs the preparation of a variety of non-connection fee related water resources projects, studies, and reports relating to current and long-term District facilities' needs; directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility and develops specific proposals to meet them.
- Participates in both short and long range planning, demand, and supply forecasting activities in support of District operational departments.
- Oversees the Water Resources Urban Management Plan, Watermaster data and reporting, SWRCB water loss calculations and reporting, SWRCB "Making Conservation a Way of Life" reporting, drought-related compliance and reporting, District water use efficiency rebate and educational activities, and related resources/environmental documentation.
- Secure adequate water and energy resource supplies to meet the District's current and future demands; acquire short-term and long-term water supplies to provide reliable sources; participate in long-term planning activities.
- Schedule and maintain water deliveries and various State Water Project resource programs; negotiate water and energy supply contracts for the District; prepare and update the District's water production and energy resource plans.
- Represent the District on various State Water Contract committees; oversee administration of the District's agreement relative to the State Water Contract; prepare reports and updates regarding water supply, exchanges, and acquisitions.
- Evaluate contracts, projects, and procedures related to resource acquisitions; identify and respond to current and future water supply demands.

Resource and Analytics Director

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- Monitor current and proposed energy and water resource programs; manage the District's energy accounts relative to ensuring adequate energy resources to convey, treat, and distribute water to District customers; evaluate the District's rate structure and make recommendations related to recovering water purchase and energy costs.
- Provide strategic planning and oversight for the development of data analytics tools to help drive data driven decisions for the efficient use of water and energy resources.
- Work with the Resource and Analytics Supervisor to expand and centralize the District's data resource; and to make data analytics tools available to all departments.
- Prepare and present information to the District Board regarding water resource and energy supply issues; attend Board meetings, various planning meetings and conferences as appropriate.
- Prepare, and administer the District's water resource budget; prepare cost estimates for budget recommendations; submit justifications for water purchases and/or exchanges and related energy costs; monitor and control expenditure.
- Represent the District at various community organizations and outside agency meetings; serve on staff subcommittees as necessary; and coordinate water and energy resource activities with District departments and outside agencies.
- Advocate on behalf of the District to governmental and regulatory authorities as directed.
- 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:

- Principles and practices of water and energy resource management and planning, including contract negotiation and administration, and related rate structures.
- Operational characteristics of water production facilities and related energy needs.
- California State Water Project operations, reporting, and agreement approval processes.
- Principles and practices of budget preparation and administration, and technical reporting writing.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Plan, organize, oversee, and manage acquisition of water and energy resources for the District.
- On a continuous basis, analyze technical, operational, and budget reports; interpret and evaluate various technical reports and data; know and interpret laws, regulations, codes, and procedures; and explain and interpret policy.
- interpret and explain pertinent District policies and procedures.
- Prepare and administer a budget; prepare and present technical reports to a variety of audiences,

Resource and Analytics Director

~ 3 ~

- Use sophisticated computer software related to engineering and resource analysis.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Required use of cell phone with data plan.

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

Ten years of increasingly responsible experience in water and energy resource management and planning in a public or private sector environment including five years of administrative and management responsibility.

Training

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, resource management, land use planning or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License

PHYSICAL REQUIREMENTS

On a continuous basis. sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Approved: April 8, 2024

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.



COMMITTEE MEMORANDUM

DATE: April 1, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION FOR OPERATOR-IN-TRAINING POSITIONS.
 (\$42,440.86 – NON-BUDGETED – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves the addition of two (2) Plant Operator-in-Training positions and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The District will be in a difficult position to prepare for succession resulting from the upcoming scheduled and potential retirements at the Water Treatment Plant.

Background:

The District currently has 6 Water Treatment Plant Operators running the Water Treatment Plant 24/7. Adding two Operator-in-Training positions will directly improve succession planning for the Water Treatment Plant. These two positions will provide an individual time to gain the required certifications to be able to work independently at the Water Treatment Plant. The Operator-in-Training position will also provide an opportunity for advancement for current employees by allowing internal staff to gain the required certification to run the Water Treatment Plant. Staff is recommending Salary Range 23 for the Operator-In-Training position. Currently, Plant Operator I, II, and III are respectively in salary ranges 26, 29, and 32.

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:

The Budget impact would be up to \$42, 440.86. If a member is new to CALPERS, there would be a slight savings of approximately \$912.73 and the budget impact would be lowered to approximately \$41,528.13. These amounts include healthcare and salary costs.

Supporting Documents:

- Redline Version of Plant Operator Job Description
- Final Version of Plant Operator Job Description
- Salary Survey for Operator-in-Training position

PLANT Water Treatment Plant Operator Job Descriptions

OPERATOR ~~III~~ IN TRAINING (OIT)

PLANT OPERATOR ~~III~~ - 1

PLANT OPERATOR - 2

PLANT OPERATOR ~~III~~ - 3

FLSA Status: Non-Exempt

Job Summary

To perform a variety of ~~skilled~~ duties related to the continuous operation and maintenance ~~and operation~~ of the Leslie O. Carter water treatment plant and the distribution system.

~~Plant Operator III - Under the direction of the operation Manager plans, organizes and directs water treatment plant maintenance within the Operations department; and performs a variety of technical tasks relative to assigned are of responsibility. Functions as the Chief Plant Operator and fills in for the Operations Manager when assigned.~~

DISTINGUISHING CHARACTERISTICS

Operator ~~I~~ In Training (OIT) - This is the entry level ~~class~~ in the Plant Operator series. ~~Positions Candidates in this class typically has three years work level have obtained Water Treatment Operator T-2 and Water Distribution Operator D-2 Certifications; but do not have sufficient Plant Operator experience. The goal for these candidates is to be instructed and overseen by a Plant Operator 1 or higher and obtain the necessary experience to qualify for T3 and D3 Certifications. (T3 and D3 Certifications are obtained by passing the exams and submitting documentation that they met the required experience). The OIT level is distinguished from other Plant Operator levels by their duties. The OIT duties are less than the duties of Plant Operator Levels 1, 2 and 3. Incumbents work under immediate supervision while learning job tasks and progress to general supervision as procedures and processes in the assigned areas of responsibility are learned and competencies are demonstrated. Positions at this level are flexibly staffed to meet PWD's functional and operational needs.~~

Plant Operator ~~and~~ 1 - This is the intermediate level in the Plant Operator series. ~~Positions in this level~~ work under immediate supervision while learning job tasks. ~~The Plant Operator ~~I~~ class 1 level~~ is distinguished from ~~the II~~ level 2 by ~~the performance of performing~~ less than the full range of duties assigned to ~~the II~~ level: 2. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. ~~Positions in this class, competencies are demonstrated and~~ are flexibly staffed.

Plant Operator ~~II~~ - 2 - This is the journey level ~~class~~ in the Plant Operator series. Employees at this level are expected to have good working knowledge of the operation and

maintenance of the WTP and Distribution system. Plant Operator 2 is distinguished from the ~~I~~ level 1 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. Positions in this level are flexibly staffed and are normally filled by advancement from the Plant Operator 1 level. Employees at this level provide guidance to the Plant Operator 1 and OIT level positions.

Plant Operator 3 - This is the advanced journey level in the Plant Operator series and distinguished from the OIT, level 1 and 2 by assignment of the full range of duties. Employees at this level are expected to have thorough knowledge of the operation and maintenance of the WTP and Distribution system. Employees at this level receive limited 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~~ Employees at this level provide guidance to the OIT, Plant Operator 1 and 2 level positions.

~~Plant Operator III – This is the advanced journey level class in the Plant Operator series and is distinguished from the I level and II level by the assignment of the full range of duties. Employees at this level receive limited instruction or assistance as new, unusual or unique situations arise, and are fully aware of the operating procedures and policies within the work unit. Employees at this level provide guidance and task distribution to Level I and Level II employees. Positions in this class are flexibly staffed and are normally filled by advancement from the II level.~~

Under the direction of the Operation Manager plans, organizes and directs work on the control and operations of the WTP and Distribution system within the Operations Department. Performs a variety of technical tasks relative to assigned area of responsibility. Functions as Chief Plant Operator and fills in for the Operations Manager when assigned.

SUPERVISION RECEIVED AND EXERCISED

~~Plant Operator I: Plant Operator in Training (OIT):~~ Receives Immediate supervision from the Operations Manager; may receive technical and functional supervision from a Plant Operator III, II, or I.

~~Plant Operator I:~~ Receives Immediate supervision from the Operations Manager; may receive technical and functional supervision from a Plant Operator III.

Plant Operator II: Receives general supervision from the Operations Manager; may exercise technical and functional supervision over Plant Operator I.

Plant Operator III: Receives supervision from the Operations Manager; exercises technical and functional supervision over Plant Operator I and Plant Operator II.

EXAMPLES OF ESSENTIAL DUTIES:

(Excluding the OIT), Duties may include, but are not limited to, the following:

- Operate SCADA (Supervisory Control and Data Acquisition (SCADA)) computer equipment to control and monitor flow of water treatment and processing of chemicals through the treatment plant and the water distribution system; operate control systems manually, as needed; monitor gauges and meters and record meter readings; maintain shift log.

- Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.

- Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.

- Oversee sludge pond operation including monitoring of removal and transfer of sludge.

- Receive delivery of chemicals, materials, parts, and supplies; store in accordance with accepted safety standards and requirements.

- Inspect mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; perform routine maintenance work as necessary.

- Participate in preparation of reports to various external regulatory agencies and District divisions and departments.-

- Maintain records and documentation.-

- 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.

Plant Operator III specialized job duties:-

~~Recommend and assist in the implementation of goals and objectives; establish methods for water treatment plant maintenance activities; Follows policies and procedures.~~

~~Plan, prioritize, assign, direct and review the work of staff involved in water treatment plant maintenance activities.~~

~~Assists Operations Manager in activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.~~

~~Provides or coordinate staff training; work with employees to correct deficiencies under the direction of Operations Manager.~~

~~Review treatment plant operations and logs/reports to ensure compliance with regulatory requirements; take corrective action as necessary and prepare related reports.~~

~~Provide trouble shooting expertise relative to difficult mechanical, hydraulic, and chemical operation of the treatment plant and related facilities.~~

~~Develop and recommend operating protocols for additional/new plant equipment and processes.~~

~~Assist Operations Manager to ensure that regular and special reports are prepared and submitted to management to meet a variety of regulatory requirements.~~

~~Recommend to Operations Manager, purchase of and ensure safe storage of materials, supplies, and parts needed to perform treatment plant/maintenance operations.~~

~~Work closely with water quality laboratory staff relative to raw water and finished water samples; modify sampling and treatment plant testing procedures as needed.~~

TYPICAL

MINIMUM QUALIFICATIONS:

Operator In Training (OIT)

Knowledge of:

-

Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Certified Water Treatment Operator Grade 2.

Principles, practices, and regulations related to operating a water distribution system and related facilities in accordance with the scope of duties allowed by a Certified Distribution Operator Grade 2.

Operating characteristics of a water treatment plant facility including SCADA automated control system, and use of pumps, gauges, and chemical feeds.

-

Principles, practices, and regulations related to operating a water treatment plant and related facilities.

-

Pertinent local, State, and Federal laws, rules and regulations.

Safety practices and procedures related to the area of assignment.

Computer use in record keeping and reporting methods.

Arithmetic and computations including calculation of percentages, decimals, and ~~fractions~~.

Ability to:

Perform a variety of skilled duties related to the continuous operation of a water treatment plant.

Perform preventative maintenance of equipment and analyzers, general housekeeping, and groundskeeping.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem processes and equipment; identify and locate equipment; interpret work orders; remember equipment location; ~~and explain jobs to others.~~

Perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.

Use a computer to maintain required records and documentation; respond to customer questions and complaints.

Use various hand and power tools to perform basic mechanical maintenance.

~~Operate light mechanical equipment such as skip loaders, backhoes and front end loaders, as needed.~~

Work assigned shift schedules; be available for ~~call-back~~ overtime.

Work outdoors in a variety of weather conditions.

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:

Two years ~~of responsible experience in a water utility performing maintenance and repair of mechanical equipment~~ any position that demonstrates teamwork and responsibility.

Training:-

Equivalent to high school diploma/GED. Some information science college work is preferred.

License and Certificate:

Possession of, ~~or ability to obtain,~~ a valid California ~~Driver's~~ Driver's License.

~~–~~ Possession of a Water Treatment Operator Grade ~~##2~~ Certificate as issued by the State Water Resources Control Board.

Possession of a Distribution Operator Grade ~~##2~~ Certificate as issued by the State Water Resources Control Board is desired.

Plant Operator #1

In addition to the qualifications for ~~the Plant Operator~~ ~~IOIT~~:

Knowledge of:-

Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment ~~Plant~~ Operator Grade ~~##.3~~.

Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade ~~##3~~.

Ability to:-

Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade ~~##3~~ under general supervision as a Shift Operator.

Work various shift schedules including days, nights, weekends, holidays, etc.

Experience and Training

~~Any combination of experience and training that would provide the required knowledge and abilities is qualifying.~~

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 in a water utility operating and performing duties similar to a Plant Operator I with the Palmdale Water District maintenance and repair of mechanical equipment.~~

Training:-

Equivalent to high school diploma/GED. Some information science college work ~~is~~ preferred.

License and Certificate:

Possession of ~~, or ability to obtain,~~ a valid California ~~driver's license~~ Driver's License.

Possession of a Water Treatment Operator Grade ~~###~~ Certificate ~~as~~ issued by the State Water Resources Control Board ~~and~~.

Possession of a Distribution Operator Grade ~~43~~ Certificate ~~as~~ issued by the State Water Resources Control Board ~~is required OR possession of a Water Treatment Operator Grade 4 Certificate as issued by the State Water Resources Control Board and Possession of a Distribution Operator Grade III Certificate as issued by the State Water Resources Control Board is required.~~

Plant Operator ~~###~~ 2

In addition to the qualifications for ~~the~~ OIT and Plant Operator ~~##~~ 1:

Knowledge of:-

Principles, practices, and regulations related to operating ~~and maintaining~~ a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 4.

~~Equipment, tools and materials used in water treatment operations and maintenance activities.~~

Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 3.

~~Current and emerging water issues and regulation. Principles and practices of safety.~~

~~Pertinent local, State and Federal laws, ordinances and rules.~~

Ability to:

Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 3 as a Shift Operator under limited supervision at a journey level.

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 duties similar to a Plant Operator 1 with the Palmdale Water District.

Training:

Equivalent to high school diploma/GED. Some information science college work preferred.

License and Certificate

Possession of a valid California driver's license.

Possession of a Water Treatment Operator Grade 4 Certificate as issued by the State Water Resources Control Board and Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board is required.

Plant Operator 3

In addition to the qualifications for OIT, Plant Operator 1, and Plant Operator 2:

Knowledge of:

Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 5.

Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 4.

Equipment, tools and materials used in water treatment operations and maintenance.

Current and emerging water issues and regulation.-

Principles and practices of working safety.

Pertinent local, State and Federal laws, ordinances, and rules.

Ability to:

Assist Operations Manager to ~~Organize~~organize, implement and direct water treatment plant and related maintenance operations/activities.

-
On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; explain regulations, policies, and procedures.

-
Interpret and explain pertinent District and department policies and procedures.

-
Assist in the development and recommend policies and procedures related to assigned operations.

-
Communicate clearly and concisely, both orally and in writing.

-
Establish and maintain effective working relationships.

Recommend and assist in the implementation of goals and objectives; establish methods for water treatment plant maintenance activities; Follows policies and procedures.

Plan, prioritize, assign, direct and review the work of staff involved in water treatment plant maintenance activities.

Assists Operations Manager in activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Provides or coordinate staff training; works with these contacted in the course of work employees to correct deficiencies under the direction of Operations Manager.

Review treatment plant operations and logs/reports to ensure compliance with regulatory requirements; take corrective action as necessary and prepare related reports.

Provide trouble shooting expertise relative to difficult mechanical, hydraulic, and chemical operation of the treatment plant and related facilities.

Recommend and develop operating protocols for new plant equipment and processes. Assist Operations Manager to ensure that regular and special reports are prepared and submitted to management to meet a variety of regulatory requirements.

Recommend to Operations Manager, purchase of, and ensure safe storage of materials, supplies, and parts needed to perform treatment plant/maintenance operations.

Work closely with water quality laboratory staff relative to raw water and finished water samples; modify sampling and treatment plant testing procedures as needed.

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 duties similar to a Plant Operator #2 with the Palmdale Water District.

Training:-

Equivalent to high school diploma/GED. Some information science college work is preferred.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's driver's license.

Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State Water Resources Control Board and possession of a Distribution Operator Grade 4 Certificate as issued by the State Water Resources Control Board is required ~~or Possession of a Water Treatment Operator Grade 4 Certificate as issued by the State Water Resources Control Board and possession of a Distribution Operator Grade 5 Certificate as issued by the State Water Resources Control Board.~~

~~Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State Water Resources Control Board is desired.~~

PHYSICAL REQUIREMENT:

Intermittently, 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; continuously 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: July 26, 2021

WATER TREATMENT PLANT OPERATOR JOB DESCRIPTIONS

Operator In Training (OIT)

Plant Operator 1

Plant Operator 2

Plant Operator 3

FLSA Status: Non-Exempt

JOB SUMMARY

To perform a variety of duties related to the continuous operation and maintenance of the Leslie O. Carter water treatment plant and the distribution system.

Distinguishing Characteristics

Operator In Training (OIT) - This is the entry level in the Plant Operator series. Candidates in this level have obtained Water Treatment Operator T-2 and Water Distribution Operator D-2 Certifications; but do not have sufficient Plant Operator experience. The goal for these candidates is to be instructed and overseen by a Plant Operator 1 or higher and obtain the necessary experience to qualify for T3 and D3 Certifications. (T3 and D3 Certifications are obtained by passing the exams and submitting documentation that they met the required experience). The OIT level is distinguished from other Plant Operator levels by their duties. The OIT duties are less than the duties of Plant Operator Levels 1, 2 and 3. Incumbents work under immediate supervision while learning job tasks and progress to general supervision as procedures and processes in the assigned areas of responsibility are learned and competencies are demonstrated. Positions at this level are flexibly staffed to meet PWD's functional and operational needs.

Plant Operator 1 - This is the intermediate level in the Plant Operator series. Positions in this level work under immediate supervision while learning job tasks. Plant Operator 1 level is distinguished from level 2 by performing less than the full range of duties assigned to level 2. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned, competencies are demonstrated and are flexibly staffed.

Plant Operator 2 - This is the journey level in the Plant Operator series. Employees at this level are expected to have good working knowledge of the operation and maintenance of the WTP and Distribution system. Plant Operator 2 is distinguished from level 1 by the assignment of the full range of duties. Employees at this level receive occasional instruction or assistance as new, unusual or unique situations arise. Positions in this level are flexibly staffed and are normally filled by advancement from the Plant Operator 1 level. Employees at this level provide guidance to the Plant Operator 1 and OIT level positions.

Plant Operator 3 - This is the advanced journey level in the Plant Operator series and distinguished from the OIT, level 1 and 2 by assignment of the full range of duties. Employees at this level are expected to have thorough knowledge of the operation and

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

maintenance of the WTP and Distribution system. Employees at this level receive limited instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Employees at this level provide guidance to the OIT, Plant Operator 1 and 2 level positions.

Under the direction of the Operation Manager plans, organizes and directs work on the control and operations of the WTP and Distribution system within the Operations Department. Performs a variety of technical tasks relative to assigned area of responsibility. Functions as Chief Plant Operator and fills in for the Operations Manager when assigned.

Supervision Received and Exercised

Plant Operator in Training (OIT): Receives Immediate supervision from the Operations Manager; may receive technical and functional supervision from a Plant Operator III, II, or I.

Plant Operator 1: Receives Immediate supervision from the Operations Manager; may receive technical and functional supervision from a Plant Operator III.

Plant Operator 2: Receives general supervision from the Operations Manager; may exercise technical and functional supervision over Plant Operator I.

Plant Operator 3: Receives supervision from the Operations Manager; exercises technical and functional supervision over Plant Operator I and Plant Operator II.

Examples Of Essential Duties

(Excluding the OIT), Duties may include, but are not limited to, the following:

- Operate Supervisory Control and Data Acquisition (SCADA) computer equipment to control and monitor flow of water treatment and processing of chemicals through the treatment plant and the water distribution system; operate control systems manually, as needed; monitor gauges and meters and record meter readings; maintain shift log.
- Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize and calibrate instruments, analyzers, and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.
- Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.
- Oversee sludge pond operation including monitoring of removal and transfer of sludge.
- Receive delivery of chemicals, materials, parts, and supplies; store in accordance with accepted safety standards and requirements.

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

- Inspect mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; perform routine maintenance work as necessary.
- Participate in preparation of reports to various external regulatory agencies and District divisions and departments.
- Maintain records and documentation.
- 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

Operator In Training (OIT)

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Certified Water Treatment Operator Grade 2.
- Principles, practices, and regulations related to operating a water distribution system and related facilities in accordance with the scope of duties allowed by a Certified Distribution Operator Grade 2.
- Operating characteristics of a water treatment plant facility including SCADA automated control system, and use of pumps, gauges, and chemical feeds.
- Principles, practices, and regulations related to operating a water treatment plant and related facilities.
- Pertinent local, State, and Federal laws, rules and regulations.
- Safety practices and procedures related to the area of assignment.
- Computer use in record keeping and reporting methods.
- Arithmetic and computations including calculation of percentages, decimals, and fractions.

Ability to:

- Perform a variety of skilled duties related to the continuous operation of a water treatment plant.
- Perform preventative maintenance of equipment and analyzers, general housekeeping, and groundskeeping.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem processes and equipment; identify and locate equipment; interpret work orders; remember equipment location.
- Perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.
- Use a computer to maintain required records and documentation; respond to customer questions and complaints.

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

- Use various hand and power tools to perform basic mechanical maintenance.
- Work assigned shift schedules; be available for overtime.
- Work outdoors in a variety of weather conditions.
- 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

Two years in any position that demonstrates teamwork and responsibility.

Training

Equivalent to high school diploma/GED. Some information science college work preferred.

License and Certificate

- Possession of a valid California Driver's License.
- Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board.
- Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board is desired.

Plant Operator 1

In addition to the qualifications for OIT:

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Operator Grade 3.
- Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 3.

Ability to:

- Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 3 under general supervision as a Shift Operator.
- Work various shift schedules including days, nights, weekends, holidays, etc.

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:

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

Experience

Three years of responsible experience in a water utility operating and performing maintenance and repair of mechanical equipment.

Training:

Equivalent to high school diploma/GED. Some information science college work preferred.

License and Certificate

- Possession of a valid California Driver's License.
- Possession of a Water Treatment Operator Grade 3 Certificate issued by the State Water Resources Control Board.
- Possession of a Distribution Operator Grade 3 Certificate issued by the State Water Resources Control Board.

Plant Operator 2

In addition to the qualifications for OIT and Plant Operator 1:

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 4.
- Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 3.

Ability to:

- Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 3 as a Shift Operator under limited supervision at a journey level.

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 duties similar to a Plant Operator 1 with the Palmdale Water District.

Training

Equivalent to high school diploma/GED. Some information science college work preferred.

License and Certificate

- Possession of a valid California driver's license.

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

- Possession of a Water Treatment Operator Grade 4 Certificate as issued by the State Water Resources Control Board
- Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Plant Operator 3

In addition to the qualifications for OIT, Plant Operator 1, and Plant Operator 2:

Knowledge of:

- Principles, practices, and regulations related to operating a water treatment plant and related facilities in accordance with the scope of duties allowed by a Water Treatment Plant Operator Grade 5.
- Principles, practices, and regulations related to operating a water distributions system and related facilities in accordance with the scope of duties allowed by a Water Distribution Operator Grade 4.
- Equipment, tools, and materials used in water treatment operations and maintenance.
- Current and emerging water issues and regulation.
- Principles and practices of working safely.
- Pertinent local, State and Federal laws, ordinances, and rules.

Ability to:

- Assist Operations Manager to organize, implement and direct water treatment plant and related maintenance operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; explain regulations, policies, and procedures.
- Interpret and explain pertinent District and department policies and procedures.
- Assist in the development and recommend policies and procedures related to operations.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Recommend and assist in the implementation of goals and objectives; establish methods for water treatment plant maintenance activities; Follows policies and procedures.
- Plan, prioritize, assign, direct and review the work of staff involved in water treatment plant maintenance activities.
- Assists Operations Manager in activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Provides or coordinate staff training; works with employees to correct deficiencies under the direction of Operations Manager.
- Review treatment plant operations and logs/reports to ensure compliance with regulatory requirements; take corrective action as necessary and prepare related reports.

Plant Operator Job Descriptions: OIT, Level 1, Level 2 and Level 3

- Provide trouble shooting expertise relative to difficult mechanical, hydraulic, and chemical operation of the treatment plant and related facilities.
- Recommend and develop operating protocols for new plant equipment and processes.
- Assist Operations Manager to ensure that regular and special reports are prepared and submitted to management to meet a variety of regulatory requirements.
- Recommend to Operations Manager, purchase of, and ensure safe storage of materials, supplies, and parts needed to perform treatment plant/maintenance operations.
- Work closely with water quality laboratory staff relative to raw water and finished water samples; modify sampling and treatment plant testing procedures as needed.

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 duties similar to a Plant Operator 2 with the Palmdale Water District.

Training

Equivalent to high school diploma/GED. Some information science college work preferred.

License and Certificate

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of a Water Treatment Operator Grade 5 Certificate as issued by the State Water Resources Control Board and possession of a Distribution Operator Grade 4 Certificate as issued by the State Water Resources Control Board is required.

PHYSICAL REQUIREMENT

Intermittently, 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; continuously 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 8, 2024



COMMITTEE MEMORANDUM

DATE: April 1, 2024
TO: PERSONNEL COMMITTEE
FROM: Mrs. Angelica Garcia, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *CONSIDERATION ON A RECOMMENDATION TO INCREASE THE EMPLOYEE SAFETY SHOE ALLOWANCE FROM \$175.00 TO \$250.00. (ADDITIONAL \$4,200.00 – BUDGETED – HUMAN RESOURCES DIRECTOR GARCIA)*

Recommendation:

Staff recommends that the Committee recommend that the full Board approves an increase of the employee safety shoe allowance from \$175.00 to \$250.00, that this amount be retro to January 1, 2024, and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The boot allowance will remain at its current amount of \$175.00 minimizing the options for employees to choose from.

Background:

The current safety shoe allowance is \$175.00, and the last time the allowance was reviewed was approximately in 2018. A survey was conducted as part of the employee handbook process comparing 12 agencies similar to Palmdale Water District in size and scope. The survey revealed that the average boot allowance for the compared agencies is \$269.44. The recommendation is for the Committee to consider increasing the allowance from \$175.00 to \$250.00 with the effective date retro to January 1, 2024 upon the approval of the full Board.

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:

This item is budgeted for an additional \$4,200.00.

Supporting Documents:

- Agency Comparison Survey Results – Boot Allowance

Safety Shoe Allowance Survey
Agency Comparison Results
Survey Completed 2023

Agency	Boot allowance
Palmdale Water District	\$175.00
Cucamonga Valley Water District	\$250.00
Las Virgenes Municipal Water District	\$275.00
Yorba Linda Water District	\$300.00
Olivenhain Municipal Water District	\$200.00
Western Municipal Water District	\$300.00
Santa Clarita Valley Water	N/A
Desert Water Agency	2 pairs per year
Eastern Municipal Water District	\$200.00
Mesa Consolidated Water District	\$400.00
Rancho California Water District	N/A
Walnut Valley Water District	\$250.00
Padre Dam Municipal Water District	\$250.00
Summary /Average	\$269.44