

# **SPECIAL MEETING OF THE BOARD OF DIRECTORS**

## **IDYLLWILD WATER DISTRICT**

**July 10, 2017 - 11:00 A.M.**

### **AGENDA**

#### **CALL TO ORDER:**

#### **ROLL CALL:**

#### **PUBLIC COMMENTS:**

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given four (4) minutes to address the Board.

1. **MEMORANDUM OF UNDERSTANDING WITH IDYLLWILD ARTS FOUNDATION** – The Board will consider adopting an MOU with Idyllwild Arts Foundation.
2. **SEWER PUMPS**– The Board will discuss approving the replacement of two pumps at the Waste Water Treatment Plant.
3. **FIELD OPERATIONS SUPERVISOR** – The Board will consider approval of a job description and salary range for the position of Field Operations Supervisor.

#### **DIRECTORS COMMENTS :**

#### **GENERAL MANAGER'S COMMENTS:**

#### **CLOSED SESSION: Performance Review, Interim General Manager**

#### **ADJOURNMENT:**

To the next regular Board meeting scheduled for July 19, 2017 at 6:00 p.m., to be held at the Idyllwild Water District Boardroom, 25945 Hwy. 243, Idyllwild, CA.

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#### **Please remember during Public Comments:**

- Comments should be limited to 4 minutes or less
- Comments should be directed to the Board as a whole and not directed to individual Board members.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a District meeting or other services offered by this District, please contact the District office @ 951-659-2143 or email: [admin@idyllwildwater.com](mailto:admin@idyllwildwater.com). Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

# Memo

**To:** Board of Directors

**From:** Interim General Manager

**Date:** July 10, 2017

**Subject:** ITEM #1 – Memorandum of Understanding with Idyllwild Arts Foundation

Recommendation: That the Idyllwild Water District Board of Directors consider approval of the attached Memorandum of Understanding (MOU) with Idyllwild Arts Foundation regarding Water Connection Fees.

Background: In April 2013, Idyllwild Water District and Idyllwild Arts Foundation executed a MOU related to water connection fees for anticipated activities by IAF (see attached).

With the adoption of New Rules and Regulations for Water Service by the Idyllwild Water District Board of Directors, effective July 1, 2017, the basic assumptions of the 2013 MOU are no longer valid. Therefore, Idyllwild Water District and IAF have determined that it would be in both parties interest to execute a new MOU to reflect the current water service provisions.

IAF has approved the attached MOU reflecting the new conditions.

# Memorandum of Understanding

## Regarding Water Service to Idyllwild Arts Foundation Campus

**WHEREAS**, Idyllwild Water District is the retail water purveyor to the Idyllwild Arts Foundation; and

**WHEREAS**, on April 17<sup>th</sup>, 2013 Idyllwild Water District and Idyllwild Arts Foundation (IAF) entered into a Memorandum of Understanding (MOU), a copy of which is attached for reference; and

**WHEREAS**, subsequently, the agreed upon activities have come to pass; and

**WHEREAS**, \$123,742.00 of the advanced payment for future Water Facilities Connection Fees remains on deposit with Idyllwild Water District; and

**WHEREAS**, Idyllwild Water District has changed its Rules and Regulations for Water Service Effective July 1, 2017 (Resolution #740), which will set Water Facilities Connection Fees only on the size of the water meter serving the customer; and

**WHEREAS**, IAF is uncertain as to the exact timing of future developments which might require a larger water meter for the IAF facility.

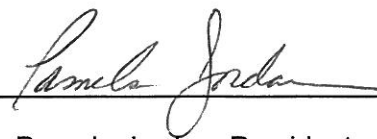
**NOW, THEREFORE**, Idyllwild Water District and Idyllwild Arts Foundation hereby agree:

1. The purposes and actions of the April 17, 2013 MOU are hereby satisfied.
2. There is no immediate identifiable need by IAF to pay additional Water Facilities Connection Fees.
3. Idyllwild Water District will return to IAF the \$123,742.00 still held on deposit for Water Facilities Connection Fees.
4. IAF understands and agrees that if future water demands require a larger water meter, IAF will be required to pay the then prevailing Water Facilities Connection Fees to satisfy said demand.

**AGREED AND ACCEPTED** this \_\_\_\_\_ day of July 2017

IDYLLWILD ARTS FOUNDATION

IDYLLWILD WATER DISTRICT

By:  \_\_\_\_\_

By: \_\_\_\_\_

Pamela Jordan, President

Dr. Charles Schelly, President

# Memo

**To:** Board of Directors  
**From:** Interim General Manager  
**Date:** July 10, 2017  
**Subject:** ITEM #2 – SEWER PUMPS

Recommendation: That the Idyllwild Water District Board of Directors consider approval of replacement of the Return Activated Sludge (RAS) and Waste Activated Sludge (WAS) pumps at the Wastewater Treatment Plant (WWTP) at a cost of \$43,000.

Background: The RAS/WAS pumps are critical for the efficient operation of the WWTP. There are two such pumps, each of which, through valve manipulation can perform either function. These pumps have been in service for many years and have been rebuilt numerous times. The particular style is prone to clogging with fibrous materials that occur in sewage resulting in somewhat maintenance intensive attention to the pumps.

With the failure of one of the pumps, staff and our contract operators from Specialized Utility Services Program (SUSP) recommended changing the pumps to a different style that is not prone to clogging, Vaughan Chopper pumps, which have been used to great success in many wastewater plants in our size range (<1 MGD).

Rockwell Engineering and Equipment, the California distributor has submitted a proposal of \$11,435 per pump (\$23,220 for both including \$350 shipping). Note the cost for rebuilding the existing pumps is approximately \$8,500 each.

Quotes for installation were solicited from three firms and two firms responded. While Jimini Systems was less costly, their quote did not include installation of a support system for the new pumps. Modification to the support system is necessary because the new pumps do not fit on the existing concrete pump bases. The District would have had to engage and coordinate an additional contractor for the support system construction and installation. Since Mid-Town Plumbing will do the entire installation including the pump support system staff recommend engaging them for the installation.

|          |           |
|----------|-----------|
| Jimini   | \$16,665. |
| Mid-Town | \$19,578. |

Total Project cost \$42,798.



COMMERCIAL • INDUSTRIAL • BACKFLOWS  
FIRE SPRINKLERS  
24 HOURS SERVICE • LICENSE NO. 422947

**June 20, 2017**

**Idyllwild Water District**

25945 Highway 243

Idyllwild, CA 92549-0397

**ATTN: Fernando**

fsaenz@calruralwater.org

951-659-2143 / 559-623-2457 Phone

951-659-9990 Fax

Midtown Plumbing, Inc. is submitting this proposal to perform the following scope of work:

**Scope: Replace existing waste water pumps in mechanical room.**

- Coordinate all work with Fernando and engineering staff.
- Provide all necessary layout.
- Engineering Staff to isolate all waste water lines as needed that affect the pumps.
- LMS Electric to disconnect and remove power at all pumps.
- Midtown Plumbing to remove all associated piping from pumps and remove from concrete pad.
- Fabricate a steel pump support system weld in place and anchor to concrete pad.
- Set new pumps provided by Idyllwild Waste Water Treatment Facility.
- Support new pumps to steel frame as needed.
- LMS Electric to provide and install any and all electrical components to new motors as needed and check for proper rotation.
- Midtown Plumbing to provide and install true union ball valve unions to the existing ball valves.
- Midtown Plumbing to provide and install necessary schedule 80 pvc pipe, fittings and flanges to tie into the new pumps and existing piping.
- Cure time on a schedule 80 4" pvc pipe and fittings for a pump system is 10 to 12 hours.
- Upon completion of cure time Midtown Plumbing and engineering staff will open isolation valves and restore the waste water to the new pumps.
- Midtown Plumbing and LMS Electric will do 1 pump per/day to avoid any shut downs to the waste water treatment facility.
- Midtown Plumbing to provide all necessary labor, material and equipment to successfully complete this project.
- All work to be during normal working hours.
- Price is valid for 30 days.
- Please provide ample notice for scheduling purposes.

**Total: \$ 19,578.00**

**EXCLUSIONS:**

- Plans, Plan Check, Permits and Inspections.
- Any unforeseen.
- Any work outside of scope.
- Faulty isolation valves.
- Providing of pump trucks to remove liquid waste from any pits or containment areas.
- Clean up of waste due to faulty isolation valves.
- Weekend and overtime hours.
- Providing of pumps, motors, VFD Drives and components.

Midtown Plumbing, Inc. proposes to perform the scope of work as described above. We estimate a total budget of **\$19,578.00** will be adequate to perform the described scope of work. Total contract budget will not be exceeded without your specific authorization. Additional services beyond those specified above will be considered a change order and provided upon your request with written/signed approval. If these terms and exclusions are acceptable, you may authorize this work by returning a signed copy of this proposal to us.

Midtown Plumbing Inc. shall invoice for services provided on a monthly basis until the scope of work is completed.

We appreciate the opportunity to work with you on this project. Please contact me if you have any questions or require additional information at (562) 928-6007.

Sincerely,



Wes Skovinski  
Superintendent  
Midtown Plumbing, Inc.

THE ABOVE STATED TERMS AND EXCLUSIONS ARE HEREBY ACCEPTED AND AUTHORIZED

Customer:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



May 15, 2017

Quote #17-4813

Mr. Fernando Saenz  
California Rural Water Assoc.  
Sacramento, CA  
[fsaenz@calruralwater.org](mailto:fsaenz@calruralwater.org)  
Phone: 559-623-2457

Subject: Vaughan Self Primer Chopper Pump  
Idyllwild, CA

Hi Fernando:

We are pleased to offer the following Vaughan equipment to replace the existing RAS pump.

- (1) Model SP4C Vaughan Self Primer Chopper Pump with 5 HP 1170 Premium Efficiency Motor. Performance: 200 GPM @ 24' TDH.

\$ 11,435.00 EACH  
Lead Time: 4 - 6 Weeks  
Shipping \$350.00

Thank you for the opportunity.

Skip Ayres  
Rockwell Engineering & Equipment Co., Inc.

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Southern California Office  
2913 El Camino Real, Suite #337  
Tustin, CA 91728  
Phone: 714-505-9700  
Fax: 714-505-9800

Northern California Office  
2010 A Harrison Drive, #337  
Vacaville, CA 95687  
Phone: 707-447-6300  
Fax: 707-447-6400





# Vaughan

## Vaughan Self-Priming Chopper Pumps PERFORMANCE CURVE

### Model SP4C

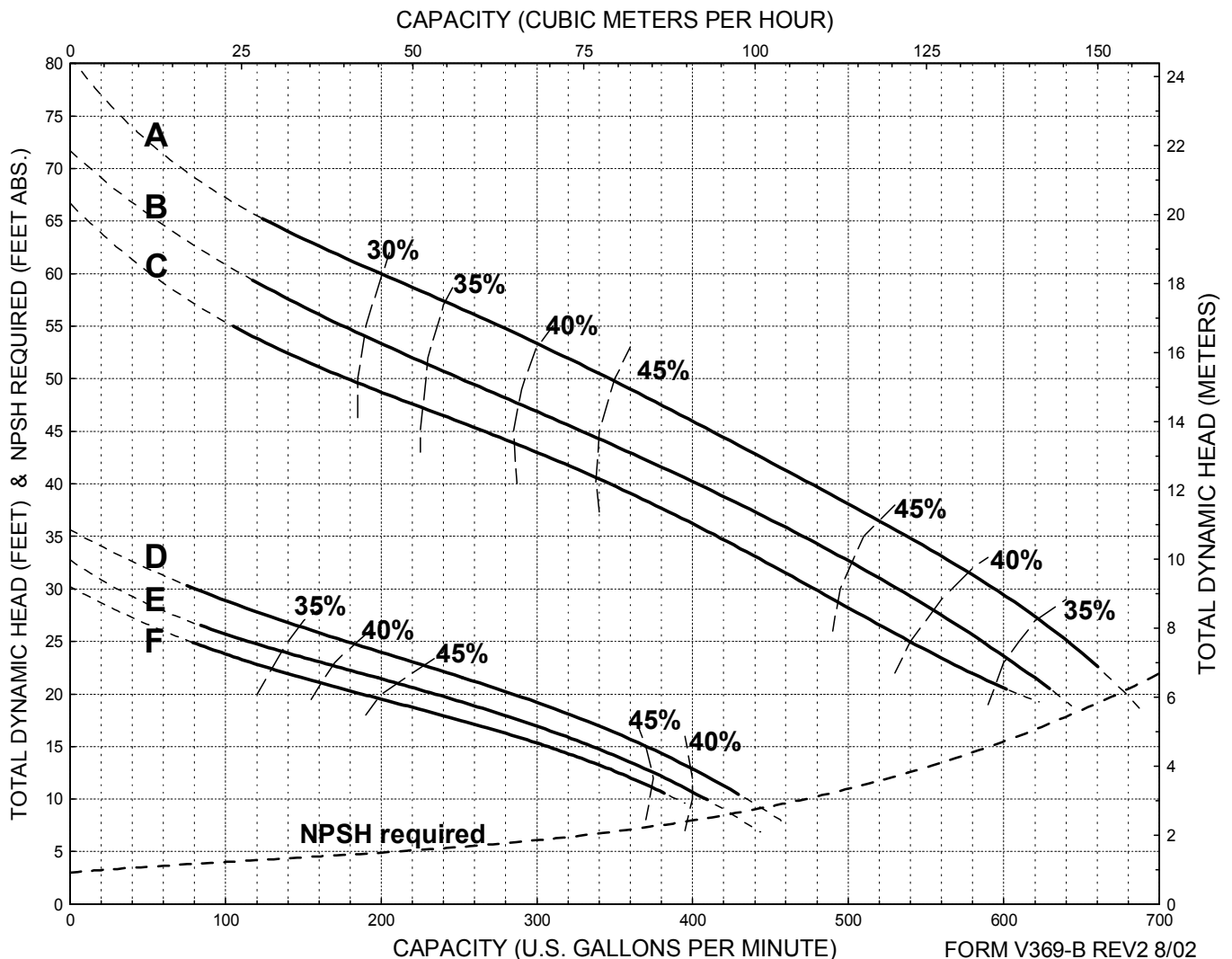
#### REPRIME LIFT

| RPM         | LIFT (FT) |
|-------------|-----------|
| 1750 - 8.9" | 22        |
| 1750 - 8.5" | 20        |
| 1750 - 8.2" | 16        |
| 1170 - 8.9" | 16        |
| 1170 - 8.5" | 12        |
| 1170 - 8.2" | 9         |

| CURVE | POWER (HP/KW) | SPEED (RPM) | IMPELLER DIAMETER |
|-------|---------------|-------------|-------------------|
| A     | 15 / 11       | 1750        | 8.90" (226mm)     |
| B     | 10 / 7.5      | 1750        | 8.50" (216mm)     |
| C     | 10 / 7.5      | 1750        | 8.20" (208mm)     |
| D     | 5 / 4         | 1170        | 8.90" (226mm)     |
| E     | 5 / 4         | 1170        | 8.50" (216mm)     |
| F     | 5 / 4         | 1170        | 8.20" (208mm)     |

**2 Blade Impeller**  
**4" Discharge**  
**4" Suction**

DO NOT OPERATE PUMP IN DOTTED PORTION OF CURVES. CURVES SUBJECT TO CHANGE WITHOUT NOTICE. EFFICIENCIES SHOWN ARE NOMINAL. GUARANTEED MINIMUM PUMP EFFICIENCIES ARE PER ACCEPTANCE LEVEL B OF HYDRAULIC INSTITUTE TEST STANDARDS.





# 4" - 6" Self-Priming Chopper Pumps

## Materials of Construction:

- Casing/Housing/**
- Bearing Frame:** ..... Ductile cast iron.
- Impeller/Upper Cutter:** ..... Cast steel, heat treated to min. 60 Rockwell C Hardness.
- Cutter Bar:** ..... Plate steel, heat treated to min. 60 Rockwell C Hardness.
- Shaft:** ..... Heat treated steel.
- Thrust Bearings:** ..... Double-row angular contact ball type.
- Radial Bearings:** ..... Ball type.
- Lubrication:** ..... ISO Gr. 100 oil.
- Mechanical Seal:** ..... Cartridge type, with silicon carbide (or tungsten carbide) faces.
- Flanges:** ..... ANSI Class 125 rated.
- Paint:** ..... Ceramic Epoxy.

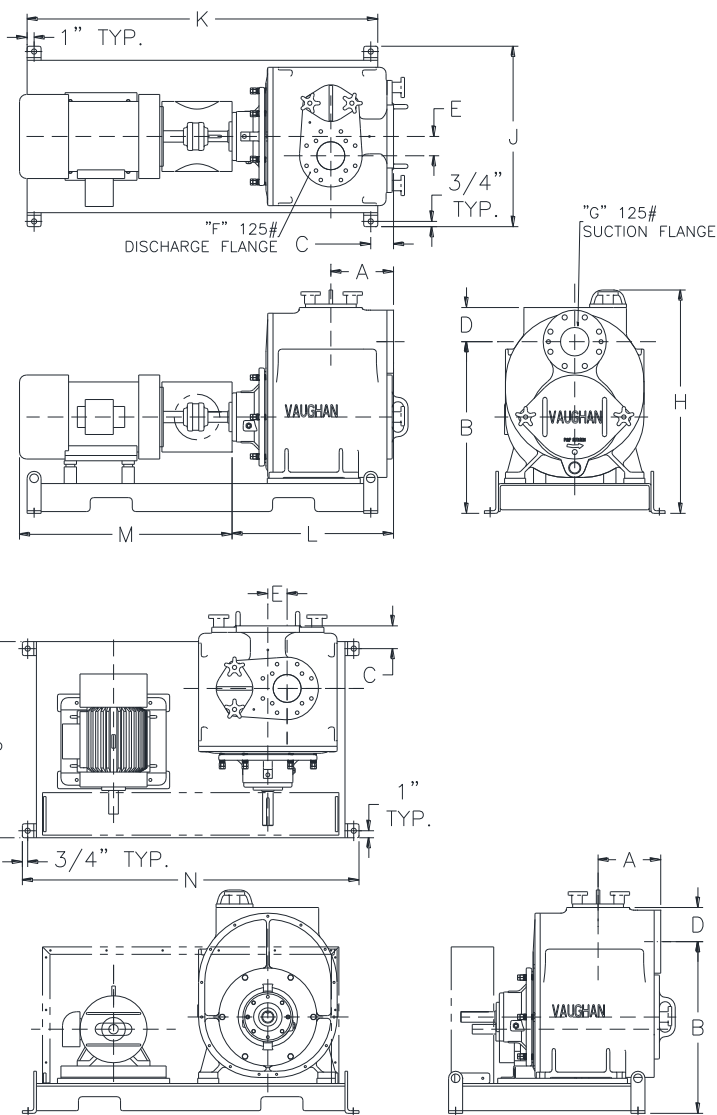
DRAWINGS AND DIMENSIONS SUBJECT TO CHANGE WITHOUT NOTICE. DO NOT USE FOR CONSTRUCTION PURPOSES. CONTACT VAUGHAN FOR CERTIFIED CONSTRUCTION PRINTS.

| MODEL | A       | B      | C     | D     | E     | F | G |
|-------|---------|--------|-------|-------|-------|---|---|
| SP4C  | 9       | 24 1/2 | 3 1/4 | 4 7/8 | 2 3/4 | 4 | 4 |
| SP6K  | 10 9/16 | 27 7/8 | 3 1/4 | 5 7/8 | 2 3/4 | 6 | 6 |

| MODEL | H  | J      | K  | L      | N      | P      |
|-------|----|--------|----|--------|--------|--------|
| SP4C  | 32 | 25 3/4 | 50 | 23     | 48     | 28     |
| SP6K  | 36 | 28     | 60 | 24 1/4 | 56 1/2 | 30 1/2 |

| MOTOR FRAME SIZE | M  |
|------------------|----|
| 184TC            | 23 |
| 213TC / 215TC    | 26 |
| 254TC / 256TC    | 30 |
| 284TC / 286TC    | 33 |
| 324TC / 326TC    | 36 |
| 364TC / 365TC    | 40 |



## Vaughan Co., Inc.

364 Monte Elma Road  
 Montesano, WA 98563  
 Phone: 360-249-4042, FAX: 360-249-6155  
 E-mail: info@chopperpumps.com

CURRENT U.S. PATENTS: Nos. 7,125,221, 5,460,482; 5,460,483; 5,456,580; 5,256,032; 5,076,757; 4,840,384; 4,842,479.

CURRENT FOREIGN PATENTS: Nos. 2 371 834; 2 188 138; 1,290,981; 276224; 0 774 045.

OTHER PATENTS PENDING.

## SPECIFICATIONS – 4”-6” SELF-PRIMING CHOPPER PUMPS

The self-priming chopper pump shall be a centrifugal pump specifically designed to pump waste solids at heavy consistencies without plugging or dewatering of the solids. Materials shall be chopped/macerated and conditioned by the pump as an integral part of the pumping action. The pump must have demonstrated the ability to chop through and pump high concentrations of solids such as plastics, heavy rags, grease and hair balls, wood, paper products and stringy materials without plugging, both in tests and field applications. Pump shall be manufactured by Vaughan Co., Inc.

### DETAILS OF CONSTRUCTION

- A. Housing: Shall include ANSI Class 125 flanged inlet and discharge flanges, an oversized cleanout and mounting feet. The housing shall be ductile cast iron with all water passages to be smooth, and free of blowholes and imperfections for good flow characteristics.
- B. Casing and Back Pull-Out Plate: The pump casing shall be of volute design, spiraling outward to the ANSI Class 125 flanged centerline discharge. Back pull-out design shall incorporate jacking bolts for accurate adjustment of impeller-to-cutter bar clearance, and shall allow removal of pump components without requiring disconnection of casing from inlet or discharge piping. Casing & backplate shall be ductile cast iron with all water passages to be smooth, and free of blowholes and imperfections for good flow characteristics. A pressure tap shall be included on or near the discharge flange. Backplate shall include a replaceable Rockwell C 60 steel cutter adjustable for 0.005-0.015" clearance to cut against the rotating impeller pumpout vanes for removing fiber and debris. Casing shall be a separate parts component of the housing.
- C. Impeller: Shall be semi-open type with pump out vanes to reduce seal area pressure. Chopping/maceration of materials shall be accomplished by the action of the cupped and sharpened leading edges of the impeller blades moving across the cutter bar at the intake openings, with a maximum set clearance between the impeller and cutter bar of 0.015-0.025" cold. Impeller shall be cast alloy steel heat treated to minimum Rockwell C 60 and dynamically balanced. The impeller shall be threaded to the shaft and shall have no axial adjustments and no set screws.
- D. Cutter Nose: Designed to cut stringy materials and prevent binding using two opposing cutter edges that cut against the inside of the cutter bar fingers. The cutter nose shall be cast steel heat treated to minimum Rockwell C 60.
- E. Cutter Bar: Shall be recessed into the pump bowl, and shall extend diametrically across entire pump suction opening. Cutter bar shall be alloy steel and heat treated to minimum 60 Rockwell C Hardness.
- F. Upper Cutter: Shall be threaded into the backplate behind the impeller, designed to cut against the pump-out vanes and the impeller hub, reducing and removing stringy materials from the mechanical seal area. Upper cutter shall be cast steel and heat treated to minimum 60 Rockwell C Hardness.
- G. Pump Shafting: Shall be heat treated alloy steel.
- H. Bearings: Shall be oil bath lubricated with ISO Gr. 100 hydraulic oil and site glass indication. Shaft thrust in both directions shall be taken up by a double-row angular contact ball bearing. A single-row radial bearing shall also be provided. B10 bearing life shall be minimum 100,000 hours.
- I. Back Pull-Out Bearing Housing: Shall be ductile cast iron, and machined with piloted bearing fits for concentricity of all components. Back pull-out design shall incorporate jacking bolts for accurate adjustment of impeller-to-cutter bar clearance, and shall allow removal of pump components without requiring disconnection of housing from inlet or discharge piping. Viton® double lip seals riding on a stainless steel shaft sleeve shall provide sealing at both ends of the bearing housing.
- J. Mechanical Seal: Mechanical seal shall be cartridge type with silicon carbide (or tungsten carbide) faces. Seal shall be positively driven by set screws. Elastomers shall be Viton. This cartridge seal shall be a pre-assembled, and pre-tested so that no seal settings or adjustments are required from the installer. Any springs used to push the seal faces together must be shielded from the fluid to be pumped. The cartridge shall also include a 17-4PH, heat-treated seal sleeve and a CF8M stainless steel seal gland.
- K. Shaft Coupling: Bearing housing and motor stool design is to provide accurate, self-aligning mounting for a C-flanged electric motor. Pump and motor coupling shall be T.B. Woods Sureflex elastomeric type.
- L. Optional Belt Drive: Adjustable brackets shall be used to support a side-mounted motor. Sheaves and belts shall be properly sized for horsepower ratings, and all guards are to be supplied with the belt drive system.
- M. Stainless Steel Nameplates: Shall be attached to the pump and drive motor giving the manufacturer's model and serial number, rated capacity, head, speed and all pertinent data.
- N. Motor Requirements: Drive motor shall be \_\_\_\_ HP, \_\_\_\_\_ RPM, \_\_\_\_ volts, \_\_ phase, \_\_\_\_ hertz, \_\_\_\_\_ service factor, C-flange mounted, \_\_\_\_\_ enclosure.  
The motor shall be sized for non-overloading conditions.
- O. Surface Preparation:** Solvent wash and a single coat of Tnemec 431 epoxy applied at 5 MDFT minimum (except motor).
- P. OPTIONAL Surface Preparation:** SSPC-SP6 commercial sandblast (except motor), a prime coat of Tnemec 431 epoxy and a finish coat of Tnemec 431 epoxy for total finish of 30 MDFT minimum (except motor).

# Memo

**To:** Board of Directors  
**From:** Interim General Manager  
**Date:** July 10, 2017  
**Subject:** ITEM # 3– FIELD OPERATIONS SUPERVISOR

Recommendation: That the Idyllwild Water District Board of Directors consider approval of the attached Job Description and a Salary Range of \$33.70/hr. to \$46.71/hr.

Background: The District has been unable to recruit a Chief Sewer Operator for several years and has contracted with the Specialized Utility Services Program of California Rural Water Association to fulfill the requirements of the State/Regional Water Quality Control Board. The current fee is over \$12,000 per month for the service.

Staff have used a recruiting service (Project Partners) to assist the District in identifying potential candidates and has been successful. In order to streamline the District organizational structure a position has been resurrected from past District operations to oversee all field operations to be called Field Operations Supervisor. A job description is attached.

The salary range is internally consistent within Idyllwild Water District (equivalent to an annual range of \$70,096 to \$97,162).

Staff is requesting approval at this special meeting in order to initiate an offer letter to the identified candidate and begin background review. Consistent with State Regulations the salary range will require approval at a regular meeting as well (July 19, 2017).

The recruiting fee (for Project Partners) is 20% of the annual salary (\$16,725).

# POSITION TITLE: FIELD OPERATIONS SUPERVISOR

SUPERVISOR TITLE: General Manager

FLSA Status: [ ] Exempt [X] Non-Exempt

## DEFINITION

Under general direction, to implement, manage and coordinate the Field activities of the Idyllwild Water District including the wastewater and water system operations.

## CLASS CHARACTERISTICS

This is a supervisory level classification with responsibility for supervising and directing the field activities of the District. Responsibility consists of organizing assigned services, as well as budget, personnel and safety administration for the wastewater and water operations of the District. This position reports to the General Manager and directly supervises support staff.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- Implement, manage and coordinate operation and maintenance activities and achieve assigned goals and objectives of the wastewater and water system operations, regulatory compliance and reporting; recommend necessary resources, staffing organizational structure and strategies
- Organize and supervise all aspects of the District's wastewater collection, treatment and disposal operations and provide Administrative direction to the Water Operator staff regarding water production, treatment and distribution facilities, operations, and maintenance programs
- Oversee and satisfy the District's Regulatory compliance and reporting responsibilities
- Implement and manage programs to insure compliance with safety and health programs for the Field staff
- Direct the District's emergency back-up power planning and systems maintenance, annual groundwater production audit, and groundwater production planning
- Provide effective management of the District's resources

Job Description: Field Operations Supervisor

- Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- Develop recommendations for budget preparation; participate in monitoring appropriations and expenditures; allocate required work hours, recommend midyear adjustments as necessary
- Act as the District's Safety Chairman
- Respond to and resolve difficult and complex citizen inquiries and complaints or make recommendations to the General Manager for their resolution.
- Prepare reports and other necessary correspondence to boards, commissions, and committees
- Designated as Chief Plant Operator for the Wastewater Treatment facility and must sign an acknowledgement accepting this responsibility and file it with the State Water Resources Control Board (SWRCB); act as liaison with other agencies as it pertains to wastewater activities, legal obligations and agreements
- Notify the State Department of Health Services (DHS) and Regional Water Quality Control Board(RWQCB) of spill events, wastewater collection spill events or any effluent discharge violations
- Develop goals and objectives consistent with the District's strategic and annual business plan;
- Perform related duties as assigned

**QUALIFICATIONS**

Knowledge of:

- Principles and practices of public wastewater utility operations and maintenance
- Principles and application of Supervisory Control and Data Acquisition (SCADA) Systems
- Principles and practices of public water utility operations and maintenance

Job Description: Field Operations Supervisor

- Principles of employee supervision including training, development and performance evaluation
- Principles of ground water extraction and management
- Principles of energy management
- Techniques of public agency budget administration
- Principles and practices of sound safety management
- General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- Applicable laws, codes and regulations

Ability to:

- Implement and evaluate a full range of operations and maintenance and services
- Evaluate operational and administrative problems and formulate effective strategies and solutions
- Select, supervise, train and evaluate assigned staff
- Coordinate assigned activities with those of other public agencies and District staff
- Administer an adopted budget
- Interpret and apply laws, codes, regulations, policies and procedures
- Comply with and enforce the District's Safety, Health and Environmental policies
- Operate hand tools, power tools and heavy equipment
- Gain cooperation through discussion and persuasion

**SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) or more years of increasingly responsible experience in the operation, construction, and/or maintenance of wastewater treatment plants, and wastewater collection systems, with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e. experience as an acting supervisor, and/or supervising a project or team).



Job Description: Field Operations Supervisor

Training: Any combination of formal or informal training and education to include graduation or equivalent from high school supplemented by college level courses in Water, Wastewater, Management, and/or Public Works Administration.

Licenses and Certificates:

- Grade 3 Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board,
- Grade 3 Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA)
- Grade D2 Water Distribution Certificate issued by the State Water resources Control Board
- Valid California driver's license

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one and group settings
- Stoop, kneel, crouch, crawl and climb during regular duties
- Regular attendance
- Regularly use a telephone or radio for communication
- Sit, stand, walk for extended periods
- Walk for extended periods
- Hearing and vision within normal ranges
- Lifting (up to 60 lbs.)
- Operate a District vehicle traveling to District facilities and/or District business

The essential functions of this position may expose the employee to the following working conditions:

- Inclement weather
- Toxic materials and gas hazards

Job Description: Field Operations Supervisor

- Electrical hazards
- Biological and blood borne hazards
- Water and drowning hazards
- Traffic Hazards
- Height and falling hazards
- Confined space hazards
- Potential earth cave-in
- Potentially dangerous tools and equipment
- Potentially dangerous animals and insects (dogs, puma, coyotes, bees, spiders, snakes)

#### **OTHER REQUIREMENTS**

This position is classified as non-exempt from state and federal overtime pay provisions, because the duties and responsibilities do not meet the requirements for exemption under the Fair Labor Standards Act. The position may be required to work varying hours, weekends and holidays as the day-to-day job duties may require.