PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

April 8, 2021

AGENDA FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE OR VIA TELECONFERENCE

Committee Members: Kathy Mac Laren-Gomez-Chair, Amberrose Merino

FOR THE PUBLIC: VIA TELECONFERENCE ONLY

DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 584-786-628#

Submit Public Comments at: https://www.gomeet.com/584-786-628

THURSDAY, APRIL 15, 2021

10:00 a.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 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 carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)**

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

1) Roll call.

2) Adoption of agenda.

3) Public comments for non-agenda items.

4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

4.1) Consideration and possible action on approval of minutes of meeting held February 17, 2021.

4.2) Consideration and possible action on a recommendation on updated job descriptions for the Engineering Department. (No Budget Impact – Human Resources Director Emery)

4.3) Consideration and possible action on a recommendation on Director compensation. (No Budget Impact – Human Resources Director Emery)

5) Reports.

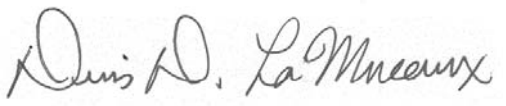
5.1) Human Resources Director Emery:

a) Personnel policy effects of COVID-19 event.

6) Board members' requests for future agenda items.

7) Date of next Committee meeting.

8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: April 6, 2021 **April 15, 2021**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION ON UPDATED JOB DESCRIPTIONS FOR THE ENGINEERING DEPARTMENT. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Committee approve the job descriptions for Engineering Intern, Engineering Technician 1/2/3, Construction Inspector 1/2/3, Engineering Analyst, Management Analyst, Junior Engineer, Assistant Engineer, Associate Engineer, Operations Supervisor, Senior Engineer, and Engineering Manager. This does not increase head count in the Department. This does not change the current Organizational Chart filled positions.

Alternative Options:

The alternative is to leave the current job descriptions as they are in the Engineering Department.

Background:

Historically, the District has had job descriptions for the positions that are necessary at the time of approval. This group of job descriptions would create a succession plan for the Department.

Strategic Plan Initiative / Mission Statement:

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

Budget:

No additional cost to budget.

Supporting Documents:

- Job Descriptions

ENGINEERING INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering duties in drafting/design, plan check review, mapping, engineering calculations, and assist with customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Engineering series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents must be enrolled in an accredited college or university with major coursework related to engineering. Experience gained as an Engineering Intern maybe considered qualifying for entry level professional classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Engineering Grant Manager; may receive technical and functional supervision from other Engineering staff as directed by the Engineering Grant Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; learn use manual or computerized methods to develop or revise engineering drawings during design and construction phases.

Performs compilation, tabulation, and analysis of information and data, required for engineering reports, evaluations, specifications, and plans, primarily using a personal computer, with tasks directed by individual assignment instructions and reviewed by professional engineering staff in progress or upon completion of the assignment

Gathers alignment information to be used by engineering staff in the preparation of alignment studies and improvement plans, following the methods prescribed to access a variety of data sources (assessor's maps, record maps, tract and parcel improvement plans, aerial photographs), with the resulting information obtained to be reviewed upon task completion.

Technical design review including conceptual and detailed design review according to District standards and polices;

Collects field data (photos, measurements, samples) in order to obtain information needed for analysis, reporting, plan preparation and inventory activities, using methods and processes which may involve making field notes or notations on plans or other written records and may utilize equipment to collect (soil, groundwater, potable water) samples or use equipment for field testing, typically performed under direct supervision in the field.

Provides support for staff on a variety of construction management activities (inspection tasks, daily reporting, documentation, progress payments, construction survey) in order to complete construction of District projects in accordance with approved plans and all appropriate regulations, using standard construction management practices and methods, which may involve the use of a personal computer and various surveying equipment, with work directly supervised by engineering staff in the field.

Learn a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Learn mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Learn database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Provide assistance by responding to inquiries from the general public, contractors, developers, landowners, consultants, and other agencies or utilities either by telephone, email, or regular correspondence. Inquiries may include but not limited to the following: availability of and requirements for water service and fire flow, issue rejection or will-serve notifications, and other requested items.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

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.

EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

Knowledge of:

Basic computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Application of principles of algebra, geometry, and trigonometry in the design of water systems.

Engineering applications as it applies to water system planning, design and construction.

Basic surveying practices and related equipment.

Computer software used in computer aided design, geographic information systems, word processing, data analytics, and database applications.

Business communications both written and spoken.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policies and procedures; and greater understanding of both State and Federal regulations.

Perform mathematical calculations with speed and accuracy.

Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn policies, procedures and engineering standards established by the District.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic conditions.

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

REQUIREMENTS:

Must be enrolled in college full time.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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

ENGINEERING TECHNICIAN 1
ENGINEEERING TECHNICIAN 2
ENGINEERING TECHNICIAN 3

FLSA Status: Non-Exempt

DEFINITION

To perform technical engineering support duties in drafting/design, plan check review, mapping, engineering recordkeeping, and customer service inquiries related to the District's water distribution system and facilities improvement projects.

DISTINGUISHING CHARACTERISTICS

Engineering Technician 1 - This is the entry level class in the Engineering Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Engineering 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.

Engineering Technician 2 - This is the journey level class in the Engineering Technician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Engineering Technician 3 - This is the advanced journey level class in the Engineering Technician series and is distinguished from the 2 level by the assignment of the 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 fully aware of the operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

SUPERVISION RECEIVED AND EXERCISED

All levels receive supervision from the Engineering/Grant Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; use manual or computerized

methods to develop or revise engineering drawings during design and construction phases.

Perform technical design review including conceptual and detailed design review according to District standards and polices; issue rejection or will-serve notifications.

Using a variety of technical engineering software including computer aided design/drafting (CADD), produce and maintain maps via geographic information systems (GIS); maintain and make adjustments to the District's distribution system hydraulic model.

Plan checking CADD files.

Maintain mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.

Establish, maintain, and close out project files, including tract, commercial, single parcel and specification files according to District engineering standards; ensure compliance with project documentation requirements; prepare and maintain as-built drawings.

Provide database management of maps and records; add new layers, edit documents or make corrections as needed to document project and engineering/construction history and maintain District mapping records in an up-to-date status.

Create and run queries and prepare format output for various routine and special reports required by District departments; update programs and systems with patches and service pack releases provided by outsourced vendors.

Respond at the public counter, by telephone electronic mail, or regular correspondence to inquiries from the general public, contractors, developers, landowners, consultants, and other agencies or utilities regarding availability of and requirements for water service and fire flow.

Work with consultants and private engineers relative to the design of water project facilities; prepare estimates for connection fees and construction meter installation; prepare a variety of technical and narrative reports.

Conduct field site investigations; verify conditions, measurements, and conformity to specifications; locate public utility lines and confirm adequate fire flow pressures; perform survey work and prepare field sketches and notes.

Assist in the design and preparation of plans for new or expanded District buildings; prepare plan specifications or modifications and ensure compliance with building and design codes and regulations.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

Work outdoors in a variety of weather conditions.

MINIMUM QUALIFICATIONS

Engineering Technician 1

Knowledge of:

Basic manual and computerized practices and methods used in civil engineering drafting, design, and mapping including CADD and GIS.

Principles of algebra, geometry, and trigonometry.

Basic surveying practices and related equipment.

Principles and practices of recordkeeping.

Computer software used in word processing, spreadsheet, and database applications.

English usage, spelling, punctuation, and grammar.

Principles and practices of good customer service.

Ability to:

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information, including engineering calculations; observe and problem solve operational and technical policy and procedure; and explain regulations and procedures to others.

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

Perform mathematical calculations with speed and accuracy.
Use a variety of computer software to draft and design engineering plans, maps; charts, spreadsheets, and other related documents; maintain databases and records.

Maintain and update a variety of electronic and hardcopy files.

Learn District policies and procedures and engineering standards.

Learn principles and practices of property research, including boundary determination and land title examination.

Work outside under a variety of climatic and geographic 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:

No experience is required.

Training:

Associate degree coursework in engineering, architecture, mathematics or related field.

License and Certificate

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

Possession of a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Engineering Technician 2

In addition to the qualifications for the Engineering Technician 1:

Knowledge of:

Advanced engineering computer software applications such as CADD and GIS used in the design and monitoring of civil engineering construction and maintenance projects.

Property research and real property legal descriptions.

District policies and procedures, engineering standards, and pertinent local, State, and Federal laws, ordinances and rules.

Principles and practices of technical report writing and data presentation.

Ability to:

Independently perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities improvement projects.

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 an Engineering Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering, architecture, mathematics, 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 Water Resources Control Board.

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

Engineering Technician 3

In addition to the qualifications for the Engineering Technician 2:

Knowledge of:

In addition to Engineering Technician 1 and 2 requirements:

Understand key concepts with regards to water system demand and supply needs.

Understand concepts regarding hydraulic grade line and distribution pressure zones.

Understand treatment systems and required design concepts.

Ability to:

In addition to Construction Inspector 1 and 2 requirements:

Perform technical engineering support duties in the design, construction and maintenance of District's treatment, booster and well facility projects.

Provide oversight of Engineering Technician 1 and 2 work for consistency with District and industry standards.

Communicate effectively with developers and contractors.

Oversight over District projects including contract agreements, invoicing, and compliance with District's standards.

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 Engineering Technician 1 with the Palmdale Water District.

Training:

Equivalent to an Associate degree from an accredited college with major course work in engineering, architecture, mathematics, or a related field and BS Coursework.

License and Certificate

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

Possession of Engineer-in Training Certification from the Board for Professional Engineers, Land Surveyors, and Geologists.

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

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

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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

CONSTRUCTION INSPECTOR 1
CONSTRUCTION INSPECTOR 2
CONSTRUCTION INSPECTOR 3

FLSA Status: Non-Exempt

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Construction Inspector 1 - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector 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.

Construction Inspector 2 - This is the journey level class in the Construction Inspector 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.

Construction Inspector 3 - This is the advanced journey level class in the Construction Inspector series and is distinguished from the 2 level by the assignment of the 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 fully aware of the operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

SUPERVISION RECEIVED AND EXERCISED

All levels receive supervision from the Project Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Inspect construction methods and materials to ensure compliance with approved plans and specifications.

Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

Complete field sketches of projects and maintain accurate as-built plans.

Maintain a detailed daily diary of inspections.

Make field measurements and calculations as necessary.

Prepare periodic progress reports from accumulated data.

Review construction plans and specifications for pipelines, pumps and associated facilities.

Prepare correspondence related to inspection functions.

Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.

Advise and confer with the general public concerning problems as a result of projects adjacent to their property.

Account for all contract bid items in preparation of progress payment to contractors.

Participate in all phases of District-wide activities and operations as assigned.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Construction Inspector 1

Knowledge of:

Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.

Construction workplace safety practices and procedures.

Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.

Mathematics and physics as applied to engineering, topography, construction and design of structures.

Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.

Basic operations of a water distribution system.

Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

Ability to:

Inspect construction projects and detect flaws in construction methods and materials.

Read and interpret designs, plans and construction specifications.

Maintain detailed records and information.

Develop reports outlining problems with construction projects.

Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.

Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.

Learn, correctly interpret and apply the policies and procedures of the District. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Operate various office equipment.

Recognize health and safety problems related to construction projects.

Work outside under a variety of climatic and geographic conditions.
Prepare and maintain complete records and logs of inspection activities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

Ability to:

Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.

Construction Inspector I

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 increasingly responsible construction experience.

Training:

High School Diploma or equivalent.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Must having driving record acceptable to the District.

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

Ability to obtain a Backflow Tester Certification within 18 months.

Construction Inspector 2

In addition to the qualifications for the Construction Inspector 1:

Knowledge of:

Advanced methods and practices of mechanical installation, including process piping, pumps, valves, and related appurtenances.

Operations of a water distribution system.

Principles and practices of construction contract administration.

Ability to:

Independently perform field construction inspection duties related to a water distribution system.

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 construction inspection experience performing duties similar to a Construction Inspector 1 with the Palmdale Water District.

Training:

High School Diploma or equivalent.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Must have a driving record acceptable to the District.

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

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

Cross-Connection Control Specialist.

Construction Inspector 3

In addition to the qualifications for the Construction Inspector 2:

Knowledge of:

In addition to Construction Inspector 1 and 2 requirements:

Operations of a water treatment plant

Electrical and control systems for water systems.

Ability to:

In addition to Construction Inspector 1 and 2 requirements:

Perform construction inspection of electrical system for water system facilities.

Perform construction inspection of control system for water system facilities.

Perform Construction inspection of systems at water treatment plant.

Experience and Training

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

Experience:

Seven years of increasingly responsible construction experience or two (2) years of construction inspection experience performing duties similar to a Construction Inspector 1 with the Palmdale Water District.

Training:

High School Diploma or equivalent.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License. Must have a driving record acceptable to the District.

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

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

Cross-Connection Specialist Certification

Construction Management Certification

Supplemental Information:

Physical Requirements and Working Conditions

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

Approved:

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

ENGINEERING ANALYST

FLSA Status: Non-Exempt

DEFINITION

To plan, organize and direct water distribution/treatment system projects, mechanical projects, motor equipment projects, and electronic and electrical system projects within the Engineering Department; and to ensure regulatory compliance and reporting for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering/Grant Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Research, analyze and make recommendations on various technical documents and agreements both internal and external including but not limited to studies, reports, master plans, budgets, agreements, contracts, ordinances, codes, standards, and groundwater basin judgments.

Ensure compliance with OSHA standards throughout the District by creating SOPs and instructional training for all District sites.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Review daily production reports; make recommendations regarding availability of water to meet immediate production demands; recommend system operational changes as needed to meet demand and improve system efficiencies.

Generate detailed, logical scope of work and budget estimates; perform troubleshooting during project development stages; prepare various District reports including the associated budget flow forecast, activity reports, compliance and regulatory reports.

Analyze problems related to various District issues and make recommendations to resolve said issues; review established programs to refine procedures and make modifications to correct errors, reduce operating costs, and maximize service levels.

Stay aware of new trends and innovations affecting water and recycled water issues and changes to Federal and State regulations; conduct internet research and review printed literature describing engineering and water distribution/treatment related processes.

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 mechanized/automated water treatment and distribution systems.

General knowledge of electrical systems, and electronic monitoring and automated control systems.

Current and emerging water issues and regulations.

Principles of budget monitoring.

Principles and practices of safety management.

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

Ability to:

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.

On a continuous basis, 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 25 pounds.

Interpret and explain pertinent District and department policies and procedures.

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

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Five years of responsible journey level experience in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems.

Training:

High School Diploma or equivalent.

License and Certificate

Possession of, or ability to obtain, 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.

PHYSICAL REQUIREMENTS:

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

Approved:

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.

MANAGEMENT ANALYST

FLSA Status: Non-Exempt

DEFINITION

To perform technical level administrative and/or program related duties in assistance to the Facilities and Engineering Departments; to research, collect, and analyze data and prepare draft reports; to perform payroll related functions; to provide some highly responsible administrative duties in support of the Department heads and supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Engineering/Grant Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed. Review verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, and other specialized documents based on area of assignment. Track, plan and oversee a preventative maintenance program for fleet, heavy equipment, generators, pumps, motors/engines, certification and permits for buildings and grounds.

Prepare various reports on operations and activities of assigned departments.

Provide or coordinate staff training.

Coordinate with District inspectors regarding scheduled construction work; coordinate with other utilities and agencies about scheduled work and/or field site problems and issues.

Prepare written estimates for property owners regarding cost of new services, fire hydrants, and service up-grades.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence, and compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Assist with maintenance and implementation of new software technologies and systems.

Assist supervisor with a variety of administrative operations and prepare or recommend procedural modifications.

Coordinate and assist in the development and administration of a department or division budget; prepare budget reports; compile annual budget requests; monitor and control expenditures; and, track and reconcile invoices. Prepare cost estimates for budget recommendations; submit justifications for materials, equipment and supplies; monitor and control expenditure.

Independently respond to letters, electronic mail, and general correspondence based on areas of assignment.

May perform a wide variety of complex, responsible, secretarial and administrative duties for executive staff and other management personnel; provide routine analytical support.

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 administrative and/or technical area to which assigned including, but not limited to, claims, legislation, budget, grants, and personnel.

Ability to understand contracting requirements and develop contracts with vendors.

Principles and practices of intermediate analytical research methods, project coordination, training, budget monitoring, safety management, and report writing techniques.

Modern office equipment, procedures computer hardware, and software, including word processing, database, spreadsheet and accounting applications.

Techniques and principles of effective written and oral communication.

Pertinent local, State and Federal laws, codes, ordinances, District functions, policies, rules and regulations.

General functions and objectives of governmental utility services.

English usage, basic mathematical calculations and statistical methods.

Ability to:

Perform technical level administrative and/or program related duties.

Assist with the compliance of prevailing wage requirements by the California Department of Industrial relations.

Assist with the compliance of the District's insurance requirements.

On a continuous basis, know and understand all aspects of the job; intermittently review documents related to department or division operations; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve office operations and procedures; understand, interpret and explain policies and procedures; explain operations and problem solve office issues for the public and with staff; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk or stand in the field and sit while driving in vehicle or operating equipment; twist and reach office equipment; write and use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift or carry weight up to 20 pounds.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Interpret and explain pertinent water system construction, installation, repair, and maintenance practices and department policies and procedures.

Perform independent research in carrying out technical administrative and technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Review budget submissions and revisions for mathematical and accounting accuracy. Assist in the development and monitoring of an assigned program budgets.

Understand District policies and practices to objectively analyze situations to determine proper course of action.

Understand and interpret complex policies, procedures and regulations of outside agencies as necessary to assume assigned technical responsibilities.

Obtain information through interview; handle multiple project assignments; deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses, schedule appropriate staff training.

Compose professional quality correspondence; write highly detailed technical and analytical reports.

Maintain a high level of confidentiality of a wide range of sensitive information.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of responsible administrative support or technical experience preferably in the subject area to which assigned.

Education:

Bachelor Degree in Public Administration, Business Administration, or a related field based on area of assignment from an accredited college or Associate's degree with three additional years of experience.

License and Certificate

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

May be required to obtain special certifications, depending on area of assignment.

Approved: 1/1/2016

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

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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PALMDALE WATER DISTRICT

JUNIOR ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under direct and close supervision, to do the less complex office and field professional engineering work; and to do other work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the professional water engineering series. Incumbents receive office and field assignments of a less complex nature on a training basis. They are expected to develop a variety of engineering skills and abilities and are gradually given more difficult and responsible assignments.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from Assistant Engineer and/or Engineering/Grant Manager and/or higher-level classes, may receive technical and functional supervision from other Engineering staff as directed by the Engineering/Grant Manager. Incumbents in this class do not routinely exercise supervision.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Learns to perform and assists in the design and planning of water infrastructure improvements, facilities, and structures by preparing plans, profiles, and establishing tentative alignments and elevations.

Assists in conducting water quality and water rights studies, and other modeling-oriented studies; may participate in inspections during construction.

Assists in the preparation of contracts, cost estimates, and specifications for water projects; assists in the review of bids and contract documents; assists in the coordination of bid openings.

Learns to review plans, parcel maps, specifications, and other information for accuracy and format; reviews for conformance to established water engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare conditions of approval for proposed developments.

Assist in performing engineering calculations, hydraulic calculations, and water modeling for domestic and fire flows; variety of field surveys; research studies for reporting, compliance and other informational purposes; and CAD drafting.

Learns how to responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May assist in preparing GIS, water pipeline plan and profile, and water model maps.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of water production wells, water treatment, transmission and distribution facilities; principles and practices of project development, administration and management; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; understanding of applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper business communication, English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

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:

No experience is required.

Training:

OPTION I - Education:
The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering or a closely related field.

OPTION II - Experience:
Current employment in the classification of Engineering Intern, enrollment in university with an accredited engineering program, and possession of a valid certificate as an Engineer-in-Training issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

License/Certificate:

Possession of a valid Class C California Driver's License.

Engineer-in-Training issued by the California State Board of Registration for Professional Engineers.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling,

bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

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PALMDALE WATER DISTRICT

ASSISTANT ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office water engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Water Engineer is the journey-level classification in the professional water engineering series. Incumbents are expected to perform less complex work with little supervision, while closer control would be exercised over more difficult work. Responsibilities may include providing technical direction and guidance to sub-professionals. As experience is gained, a greater independence of action is established within guidelines. Incumbents may advance to the higher level after gaining the requisite experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision or direction from the Engineering/Grant Manager and/or higher-level classes. Incumbents in this class will periodically exercise supervision of lower classifications.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Learns to perform and performs a variety of water engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects water lines, water meters, hydrants, service lines, fire lines, cross connection control devices, related water operations and storm drains, sewers as related to water facilities, and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum system pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic computer model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Establishes positive professional working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

<u>OTHER DUTIES:</u> (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or

projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly, professionally, and concisely, both orally and in writing; establish and maintain effective working relationships.

Experience and Training:

Experience:
Possess three years of progressively responsible journey-level experience in water infrastructure engineering or civil engineering equivalent to the Junior Water Engineer classification.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License/Certificate:
Possession of a valid Class C California driver's license.

Possession of a valid certificate of Engineer-in-Training issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists;

Possession of a Grade D2 Certificate within 18 months from date of appointment.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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PALMDALE WATER DISTRICT

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general supervision, learns to perform and performs field and office engineering work involved in the design, construction, and maintenance of water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Associate Engineer is the fully qualified working level classification in the professional engineering series. Incumbents are expected to perform work of average difficulty. It differs from the Assistant Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. Incumbents may promote to the Senior Engineer only through competitive recruitment and examination.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Senior Engineer and/or Engineering/Grant Manager. May provide technical and functional supervision over training personnel or staff.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Learns to perform and performs a variety of engineering and design activities such as construction and maintenance of water systems, including transmission mains, pump stations, pressure regulating facilities, reservoirs, water treatment plants and related water supply facilities.

Inspects storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related water operations and structures for various types of construction projects; re-inspects for compliance.

Assists in the decision making process and operational process for operating pumps, related flow and pressure control, water model and storage facilities by using a system control and data acquisition (SCADA) system; analyze and make recommendations for adjusting system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.

Reviews plans and estimates for construction and maintenance of water systems, review environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; administers contracts and coordinates inspections.

Participates in major water system planning and water supply management; assists making recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, status reports, the annual Consumer Confidence Report for water utility, Annual Notice of Extraction and Provisions of water as required by the California Water Code and other federal, state and/or local jurisdictional reports and form and preparation of Water Rights Information Management Systems (WRIMS).

Performs plan checks for Water Improvement Plans; maintains hydraulic software model and performs hydraulic calculations for domestic and fire flow; assist with SCADA programming, monitoring and operations support.

Liaison to contractor representatives in coordinating contract projects; monitors project construction activity; coordinates project inspections; coordinates the review of related invoices and progress payments; prepares change orders if necessary, for alteration of plans and specifications.

Participates in contract negotiations and administration; reviews work for conformity with standards and project requirements; prepares and monitors project schedules and project budgets.

Responds to inquiries and provide technical assistance to developers, contractors, and the public regarding fee schedules, procedural guidelines and standards, plans and specifications; provides information as appropriate and resolves service complaints.

Utilize all skills, specialties, and experience to serve both internal and external customers including language skills, certifications, and knowledge.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

OTHER DUTIES: (include but are not limited to the following)

May attend meetings and participate in discussions regarding engineering activities or projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of construction of water production, water treatment, transmission and distribution facilities; principles and practices of project development and administration; principles and practices of water systems engineering design and construction management; mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry; principles and practices of project budget development and administration; methods and techniques of scheduling work assignments; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, and software applications.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective, professional working relationships.

Experience and Training

Experience:

Five years of progressively responsible professional experience in water facility or civil engineering equivalent to that of an Assistant Engineer classification at the Palmdale Water District.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Civil Engineering.

License/Certificate:

Possession of a valid Class C California driver's license.

Professional Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

OPERATIONS SUPERVISOR – Construction Inspection

FLSA Status: Exempt

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering/Grant Manager.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following: Inspect construction methods and materials to ensure compliance with approved plans and specifications.

Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.

Complete field sketches of projects and maintain accurate as-built plans.

Maintain a detailed daily diary of inspections.

Make field measurements and calculations as necessary.

Prepare periodic progress reports from accumulated data.

Review construction plans and specifications for pipelines, pumps and associated facilities.

Prepare correspondence related to inspection functions.

Represent the District in coordination with other utilities, engineering firms, developers, regulatory agencies, governmental bodies, planning agencies and technical groups.

Advise and confer with the general public concerning problems as a result of projects adjacent to their property.

Account for all contract bid items in preparation of progress payment to contractors.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction inspection.

Plan, prioritize, assign, supervise and review the work of staff involved in construction inspection.
Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee daily operation of Construction Inspection.

Participate in all phases of District-wide activities and operations as assigned.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.

Construction workplace safety practices and procedures.

Latest version of the Palmdale Water District's Standard Specifications for Water Distribution System Construction.

Mathematics and physics as applied to engineering, topography, construction and design of structures.

Contract administration as related to construction projects, i.e. Scope of Work, quality of Work, Prosecution and Progress, Legal Relations and Responsibilities, Contractors Insurance, and Estimates and Payments.

Basic operations of a water distribution system.

Use of personal computers to prepare reports, compile data, and communicate electronically. Microsoft Outlook, Word, Excel, and Access.

Ability to:
Inspect construction projects and detect flaws in construction methods and materials.

Read and interpret designs, plans and construction specifications.

Maintain detailed records and information.

Develop reports outlining problems with construction projects.

Use computer systems and software packages related to construction analysis and specifications, and GIS mapping.

Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.

Learn, correctly interpret and apply the policies and procedures of the District.
Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.

Develop and recommend complex revisions to plans and specifications to meet field conditions as necessary.

Operate various office equipment.

Recognize health and safety problems related to construction projects.

Work outside under a variety of climatic and geographic conditions.
Prepare and maintain complete records and logs of inspection activities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

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

Training:

The required qualification is to possess an Associate's Degree in construction, business, or applicable field from an accredited college or university or the equivalent thereof.

License and Certificate

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

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Construction Management Certification.

PHYSICAL REQUIREMENTS

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

Approved:

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

_____ _____

Employee Signature Date

_____ _____
Supervisor Signature Date

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PALMDALE WATER DISTRICT

SENIOR ENGINEER

FLSA Status: Non-Exempt

DEFINITION:

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Water Engineer class by its responsibility for more complex engineering projects requiring independent engineering analysis. This classification is classification is distinguished from the next higher class of Principal Water Engineer in that the latter has responsibility for administering and overseeing a variety of water operations functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Engineer Manager/Grant. May provide technical and functional supervision over training personnel or staff

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Receives general supervision from the Engineering Manager/Grant. Provides technical, functional and training supervision over lower level staff.

(include but are not limited to the following)

Performs professional engineering work for water production and distribution facilities ensuring technical competence and compliance with all current codes and criteria.

Assists with preparation of the Five-Year Capital Improvement Plan and budget.

Reviews plans, maps, specifications, reports and other information for accuracy and format; reviews for conformance to established engineering practices, and compliance with state and county laws, ordinances, and regulations; may prepare engineering conditions of approval for proposed developments.

Performs plan checks for private development composite utility plans and water plans; hydraulic calculations for domestic and fire protection water systems; collects plan

check and inspection fees; prepares bond agreements for public water improvements; prepares cost estimates for bonding.

Designs or coordinates the design of various water works projects such as production wells, monitoring wells, reservoirs, booster stations, water mains, pressure regulating stations and water treatment facilities. Coordinates utility relocation projects.

Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and SCAQMD regarding reporting requirements and compliance.

Performs routine inspections of water wells, pump stations, reservoirs and other water facilities; tests for fire flow capacity and pressure of the water distribution system.

Prepares contracts and specifications for water works projects; prepares engineering cost estimates; holds bid openings, reviews bids and contract documents and maintains appropriate records; administers contracts, coordinates inspections and authorizes progress payments. Prepares change orders as necessary for the alteration of plans and specifications.

Performs a variety of field surveys; conducts research studies for reporting, compliance and other informational purposes; performs CAD drafting.

Responds to inquiries and provides technical assistance to developers, contractors, and the public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations; conducts research studies and surveys and prepares reports.

Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

Maintain the District's hydraulic water model, perform hydraulic analyses for planning purposes, assist with optimizing operations using the water model's energy module.

Coordinate upgrades and improvements to the District's SCADA system, schedule relevant training for operations staff, maintain a working relationship with local SCADA integrators; help troubleshoot SCADA related problems as they arise.

Coordinate with the Information System Department’s GIS Technician; this includes data gathering and management, reviews and approve updates to the GIS maps, spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.

<u>OTHER DUTIES: (include but are not limited to the following)</u>

As a designated representative, attends meetings and may participate in discussions regarding the District and external engineering activities or projects.

Provides supervision, training and input for staff evaluations

Performs other related duties as required.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Knowledge of:

Engineering principles and practices as applied to the planning, design and construction of municipal public works projects; engineering design principles, strengths of materials, stress analysis methods and techniques utilized in the preparation of public works projects, designs, and related plans, specifications and cost estimates; the principles, equipment, and methods utilized in surveying and materials testing; plan check; compliance and reporting requirements; NPDES; CEQA, applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper supervision and training methods; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, drafting, database, and hydraulic modeling software applications. Perform complicated engineering design work.

Ability to:

Perform professional engineering work, including project design; compile, analyze and synthesize engineering and other technical information; prepare accurate plans, specifications, cost estimates, and engineering reports; conduct technical and engineering research work; conduct inspections and evaluate construction relative to approved plans and specifications; prepare and maintain records and prepare reports for compliance; interpret and apply related laws, ordinances, and regulations; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Experience and Training:

Experience:

Possess seven years of progressively responsible professional, municipal experience in water and/or wastewater engineering equivalent to that of an Associate Water Engineer classification.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License/Certificate:

Possession of a valid Class C California driver's license.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 18 months from time of appointment; OR Possession of a Grade D3 Distribution Certificate and a Grade T2 Treatment Certificate.

REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

ENGINEERING MANAGER

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Engineering Department including planning, design and construction of water treatment, conveyance/distribution systems and related facilities, technical engineering support, project coordination, construction inspection, and engineering records; to plan, organize, and direct the District's grant writing program from identification of possible opportunities through post-award management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager/CEO and Assistant General Manager/COO.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager/CEO and Assistant General Manager/COO.

Exercises direct supervision over assigned supervisory and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Directors, General Manager/CEO, and Assistant General Manager/COO; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide oversight and review of technical reports, designs and approval/acceptance; assess design plans and specifications relative to District infrastructure.

Research and prepare highly complex engineering technical and administrative reports and studies.

Negotiate and oversee administration of contracts with engineering consultants and construction contractors.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Ensure accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.

Develop and maintain all grant agreements and MOUs pertaining to grant awards.

Oversee District's grant making process including all grant administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure controls.

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 utility operations and related facilities.

Principles and practices of engineering as applied to the planning, design, construction, installation, and inspection of a variety of water utility facilities.

Principles and practices of the California Environmental Quality Act (CEQA).

Principles and practices of grant administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Engineering Department.

Plan and administrate all aspects of the grant process.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently walk and stand while visiting field sites; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District and department policies, procedures, rules and regulations.

May occasionally perform field site visits.

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:

Ten years of increasingly responsible experience in engineering/grant management related to water utility operations including five years of administrative and management responsibility.

Training:

The required qualification is to possess a Bachelor of Science degree from an accredited college or university in Engineering.

License and Certificate

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

Possession of a valid certificate of registration as a Professional Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 18 months from time of appointment.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files,

paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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

P A L M D A L E W A T E R D I S T R I C T

B O A R D M E M O R A N D U M

DATE: April 6, 2021 **April 15, 2021**

TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**

FROM: Jennifer Emery, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***AGENDA ITEM NO. 4.3 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION ON DIRECTOR COMPENSATION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

Recommendation:

Staff recommends that the Committee review the compensation survey of twelve similar Districts to determine a competitive reimbursement/compensation package for the District's Directors.

Alternative Options:

The alternative is to leave the current compensation.

Background:

Historically, the District reviews twelve similar water districts to determine a fair and competitive compensation package. These districts are of similar size or have similar facilities and have been consistently used over the past eight years.

Strategic Plan Initiative / Mission Statement:

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

Budget:

No additional cost to budget.

Supporting Documents:

- Survey to be presented at the meeting