



PALMDALE WATER DISTRICT

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www.palmdalewater.org

Board of Directors

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Attorneys



June 14, 2012

*Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Gloria Dizmang
to be held at the District's office at 2029 East Avenue Q, Palmdale*

Wednesday, June 20, 2012

6:30 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x103 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. Please call Dawn Deans at 661-947-4111 x103 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.

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.
- 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 June 4, 2012.

- 4.2) Reconsideration and possible action on approval of minutes of meeting held April 23, 2012 to add Director Alvarado's attendance.
- 4.3) Presentation on Facilities Department operations and staffing. (Facilities Manager Moore)
- 4.4) Review and possible action on Palmdale Water District grievance policy. (Chair Mac Laren)
- 4.5) Discussion and possible action on Human Resources Manager position. (Chair Mac Laren)
- 5) Information items.
 - 5.1) Update on ACWA/JPIA review of Palmdale Water District Fraternization Policy. (Human Resources Manager Burns)
 - 5.2) Update on changing the District's medical coverage from the Association of California Water Agencies/Health Benefits Authority (ACWA/HBA) plans to the CalPERS medical plan. (Human Resources Manager Burns)
 - 5.3) Update on CalPERS Two-Year Service Credit Retirement Program. (General Manager LaMoreaux)
 - 5.4) Update on employee benefit cost savings measures. (Human Resources Manager Burns)
- 6) Board members' requests for future agenda items.
- 7) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

FACILITIES DEPARTMENT

<u>POSITION</u>	<u>STEP 1 MINIMUM</u>		<u>STEP 9 MAXIMUM</u>	
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker I	\$20.26	per hour	\$24.63	per hour
Service Worker II				
Service Worker II	\$24.63	per hour	\$29.93	per hour
Service Worker II	\$24.63	per hour	\$29.93	per hour
Service Worker II	\$24.63	per hour	\$29.93	per hour
	\$23.08	per hour		
Senior Service Worker	\$29.93	per hour	\$36.38	per hour
Senior Service Worker	\$29.93	per hour	\$36.38	per hour
Senior Service Worker	\$29.93	per hour	\$36.38	per hour
Warehouse Technician	\$28.51	per hour	\$34.65	per hour
Warehouse Technician	\$28.51	per hour	\$34.65	per hour
Equipment Mechanic Supervisor	\$36.38	per hour	\$44.22	per hour
Equipment Mechanic II	\$25.86	per hour	\$31.43	per hour
Equipment Mechanic II	\$25.86	per hour	\$31.43	per hour
Equipment Mechanic II	\$25.86	per hour	\$31.43	per hour
Equipment Mechanic II	\$25.86	per hour	\$31.43	per hour
Construction Supervisor	\$34.65	per hour	\$42.12	per hour
Facilities Manager	\$44.22	per hour	\$53.76	per hour
	\$43.48	per hour		

PALMDALE WATER DISTRICT

SERVICE WORKER 1 SERVICE WORKER 2

FLSA Status: Non-Exempt

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

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

This class is distinguished from Senior Service Worker in that the latter performs difficult and complex work in the construction, installation, maintenance, and repair of water service distribution systems and provides technical and functional supervision to lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Service Worker 1

Receives immediate supervision from the Construction Supervisor; receives technical and functional supervision from an assigned Senior Service Worker.

Service Worker 2

Receives general supervision from the Construction Supervisor; receives technical and functional supervision from an assigned Senior Service Worker.

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

Install, maintain, and repair components of a water service distribution system, including valves, mains, fire hydrants, and a variety of meters, gauges, and flow monitoring devices.

Install and replace water mains and lay ductile iron, steel, or plastic pipe; drill and tap water mains; dig and backfill trenches through use of mechanized equipment or manually, as needed.

Locate and fix water main leaks, including repair of pipes; flush mains to clear lines and provide water clarity and provide sufficient water pressure.

Set up and work traffic control related to water service assignments.

Perform masonry tasks such as building forms, mixing, pouring and finishing concrete structures; patch asphalt pavement as needed for temporary use.

Perform a variety of welding tasks, including flaring and fitting copper pipe to ensure water tight assemblies; may fabricate parts as necessary.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; repair security breaches as necessary or report to supervisor, as appropriate.

Inspect and maintain the District's water supply source and canal conveyance; replace meters, repair and maintain meters at inlet housing.

Operate, maintain, repair and paint air operated vacuum valves.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Service Worker 1

Knowledge of:

Basic construction methods, materials, and equipment.

Basic building and grounds maintenance techniques and methods.

Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

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

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Use various hand and power tools and equipment, including digging bar, push broom and drills.

Learn to operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers.

Learn to operate a forklift, small crane, and related field construction equipment such as an air compressor and jack hammer.

Learn to use pipe fitting and welding equipment.

Learn to read and understand distribution system maps and related drawings.

Learn to complete required reports related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

One year of water utility field experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Service Worker 2

In addition to the qualifications for the Service Worker 1:

Knowledge of:

Methods, materials, and equipment used in water distribution construction, installation, maintenance, repair, and operation.

Building and grounds maintenance techniques and methods.

Pipe fitting, welding, and fabrication techniques.

Safety practices and procedures related to construction work.

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

Ability to:

Independently install, maintain, and repair components of a water service distribution system.

Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.

Use pipe fitting and welding equipment to ensure water-tight assemblies.

Read and understand distribution system maps and related drawings.

Perform building and grounds maintenance work.

Experience and Training

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

Experience:

Two years of responsible journey experience performing duties similar to a Service Worker 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

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

Approved: 12/16/2009

12/16/09

PALMDALE WATER DISTRICT

SENIOR SERVICE WORKER

FLSA Status: Non-Exempt

DEFINITION

To organize, assign and review the work of assigned personnel engaged in semi-skilled work in the construction, installation, maintenance, and repair of a water service distribution system; to perform duties requiring specialized knowledge; and to provide administrative support to the Construction Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Service Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and assessing field site conditions to determine safe and appropriate construction methods and interacting with representatives of other utility or service providers to resolve field site problems. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Construction Supervisor.

Exercises technical and functional supervision over assigned service worker staff.

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

Plan, prioritize, and review the work of staff assigned to perform a variety of duties in the construction, installation, maintenance, and repair of a water service distribution system.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Senior Service Worker

- 2 -

Perform semi-skilled work in the installation, maintenance, and repair of components of a water service distribution system, including valves, mains, fire hydrants, and a variety of meters, gauges, and flow monitoring devices.

Determine safe traffic control set-up related to water service assignments and perform related duties as needed.

Ensure Underground Service Alert System areas (USA) are marked on maps prior to allowing work to begin; coordinate with other public service agencies and/or jurisdictions.

Install and replace water mains and lay ductile iron, steel, or plastic pipe; drill and tap water mains; dig and backfill trenches through use of mechanized equipment or manually, as needed.

Locate and fix water main leaks, including repair of pipes; flush mains to clear lines, provide water clarity, and provide sufficient water pressure.

Perform a variety of welding tasks, including flaring and fitting copper pipe to ensure water-tight assemblies; may fabricate parts as necessary.

Respond to customer concerns in the field to other District staff, as appropriate.

Perform the most difficult work related to construction, installation, maintenance, and repair of a water distribution system, including assessment and determination of safe and effective methods of accomplishing the work.

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 technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).

Methods, techniques, tools, equipment and materials used in construction, installation, maintenance, and repair of components of a water service distribution system.

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

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the construction, installation, maintenance, and repair of a water service distribution system.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

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.

Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.

Use pipe fitting and welding equipment, including fabrication of parts as necessary.

Read and understand distribution system maps and related blue prints, drawings, and sketches.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Keep records and make reports; use a personal computer to enter and retrieve data; track works status and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Two years of responsible journey experience performing duties similar to a Service Worker 2 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in water utility systems, methods, and procedures or related field is desirable.

License and Certificate

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

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

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Approved: 12/16/2009

12/16/09

PALMDALE WATER DISTRICT

WAREHOUSE TECHNICIAN

FLSA Status: Non-Exempt

DEFINITION

To maintain operation of the District's warehouse/stores facility; to maintain a related inventory control system; and to purchase and issue materials, parts, and supplies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Supervisor.

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

Organize and operate a warehouse/stores facility; ensure warehouse space is efficiently and safely organized; maintain an inventory control system, including costing of and availability of routine and emergency supplies and equipment.

Purchase supplies and equipment in accordance with appropriate authorizations and District policies; confirm authorizations, as necessary; issue purchase orders and fill requisitions.

Receive, issue, and distribute materials, parts and supplies; verify accuracy of quantities and types of delivered materials relative to ordered items; return inaccurate deliveries and/or items not in compliance with specifications or warranties.

Review invoices and post to a computerized inventory management control system; identify irregularities and report to supervisory or management staff with recommended solutions.

Work with vendors and suppliers regarding prices, discounts, availability of supplies and materials, delivery schedules and product problems/issues.

Obtain informal bids in accordance with District policies; provide information and make recommendations related to development of bid specifications; attend pre-job meetings and provide information regarding quality and availability of job supplies and materials.

Prepare and submit periodic reports regarding warehousing and purchasing, and related activities; maintain records and files and other required documentation.

Warehouse Worker

- 2 -

Store surplus supplies and materials and conduct sale and/or other disposal of surpluses in accordance with District policies and procedures.

Deliver supplies and materials; load/unload items and assemble as needed.

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 and practices of warehouse/stores operations.

Methods of taking and maintaining inventories of supplies, parts, and materials.

Methods and practices of purchasing.

Computer use for data entry, retrieval, recordkeeping, and report preparation.

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

Weights and measures.

Ability to:

Maintain the District's warehouse operations and inventory control system; and to purchase and issue materials, parts, and supplies.

On a continuous basis, know and understand the operations; observe safety rules; intermittently, analyze problem equipment, identify and locate necessary parts and supplies; interpret work orders; remember location of parts; and explain operations to others.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist while stocking parts and checking inventory; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight up to 50 pounds.

Receive, store, issue, and distribute materials, parts, and supplies.

Warehouse Worker

- 3 -

Take periodic and regular inventory of warehouse contents and maintain adequate materials, parts, and supplies; keep and maintain related records.

Purchase materials, parts, and supplies in accordance with District policies.

Use a computer to enter, retrieve, track inventory, and prepare and run regular and special reports.

Operate a variety of common hand and power tools and materials handling equipment, including a forklift.

May work outdoors in a variety of weather conditions; be available for call back.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Two years of responsible experience in receiving and storing materials, parts, and supplies in a warehouse environment, including inventory control duties. Experience in a water utility is highly desirable.

Training:

Equivalent to the completion of the twelfth grade.

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 of California Department of Public Health is desired.

Approved: 12/16/2009

12/16/09

PALMDALE WATER DISTRICT

EQUIPMENT MECHANIC SUPERVISOR

FLSA Status: Exempt

DEFINITION

To organize, assign and review the work of assigned personnel engaged in semi-skilled and skilled maintenance and repair of various vehicle and construction equipment, building maintenance and repair, various pumps, engines, and motors to perform duties requiring specialized knowledge; and to provide administrative support to the Facilities Manager.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series in performing preventive and priority repair and maintenance of vehicles and mechanical equipment and providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Manager.

Exercises technical and functional supervision over assigned equipment mechanic staff.

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

Plan, prioritize, and review the work of staff assigned to perform a variety of duties in the skilled repair and maintenance of buildings, grounds, automotive and heavy/light construction vehicles and equipment and various pumps, motors, and engines.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Plan and oversee a preventative maintenance program including developing equipment maintenance schedules for automobiles, trucks, heavy construction equipment, and various pumps, motors, and engines.

Senior Equipment Mechanic

- 2 -

Perform difficult and complex skilled work in the diagnosis, repair and maintenance of light/heavy vehicles and equipment and repair, maintenance, and installation of various pumps, motors, engines; develop repair methods used by equipment mechanic staff.

Responsible for completion of daily time sheets and recording of all man hours under proper work orders; provides information of completed work for permanent records.

Evaluates employee's job performances and makes recommendations for job performance improvement.

Assist in preparing specifications for vehicles and equipment; make recommendations regarding related purchases.

Prepare purchase requisitions; order parts and identify sources of supplies and parts; maintain fuel and lubricants inventory.

Respond to work orders on miscellaneous repairs and maintenance of Facilities, Buildings and Grounds, as well as performing routine adjustment and maintenance on HVAC systems.

Oversee the work of equipment mechanics in performing disinfection of wells; oversee the work of vendors performing repairs to wells and equipment; review time cards for assigned staff.

Perform the most difficult work related to preventive and priority repair and maintenance of vehicles, light/heavy equipment and various pumps, motors, and engines.

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 technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Methods, techniques, tools, equipment and materials used in skilled maintenance and repair of light/heavy vehicles and pumps, motors, and engines.

Operational characteristics of hydraulic systems.

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

Senior Equipment Mechanic

- 3 -

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to skilled maintenance and repair of light/heavy vehicles and pumps, motors, and engines.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

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.

Operate a variety of mechanized equipment such as backhoes, forklifts, cranes, and heavy equipment and trailers.

Diagnose mechanical and equipment problems of a difficult and complex nature.

Use welding equipment to perform repairs and fabricate parts.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Keep records and make reports; use a personal computer to enter and retrieve data; track works status and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Two years of responsible journey experience performing duties similar to an Equipment Mechanic 2 with the Palmdale Water District.

Senior Equipment Mechanic

- 4 -

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in water utility systems, methods, and procedures or related field is desirable.

License and Certificate

Possession of a valid Class "A" California driver's license. Must have a driving record acceptable to the District.

State of California Department of Public Health - Grade T2 Water Treatment Operator License, or the ability to obtain within three (3) consecutive testing dates.

State of California Department of Public Health - Grade D2 Water Distribution Operator License, or the ability to obtain within three (3) consecutive testing dates.

Possession of certification to operate mobile and overhead cranes.

Approved: 12/16/2009

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.

12/16/09

PALMDALE WATER DISTRICT

EQUIPMENT MECHANIC 1 EQUIPMENT MECHANIC 2

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled and skilled work in maintenance and repair of gasoline and diesel powered automotive and heavy/light construction vehicles; to perform a variety of mechanical work in installing, repairing, and maintaining treatment plant and field equipment, pumps, engines, and motors; and to perform grounds and maintenance work.

DISTINGUISHING CHARACTERISTICS

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

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

This class is distinguished from Senior Equipment Mechanic in that the latter performs difficult and complex work in the maintenance and repair of heavy/light automotive equipment and pumps and motors, and provides technical and functional supervision to lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Equipment Mechanic 1

Receives immediate supervision from the Senior Equipment Mechanic; may receive technical and functional supervision from a Equipment Mechanic 2.

Equipment Mechanic II

Receives general supervision from the Senior Equipment Mechanic.

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

Perform preventive maintenance and priority repair on a variety of automotive and construction equipment, and treatment/distribution mechanical equipment.

Inspect and diagnose problems with automobiles, light and heavy trucks, construction vehicles and other mechanical equipment; determine needed repairs, estimate time, materials, and equipment needed to perform the work.

Repair, clean, adjust, and install fuel, ignition, electrical, electronic, steering, suspension, cooling, braking, hydraulic, air conditioning, signaling and other systems.

Maintain, adjust, and repair transmission; road test vehicles/construction equipment for performance and safety; install, adjust, and balance tires; install, adjust and maintain smog devices, headlamps, and brakes to meet State-mandated inspection requirements.

Inspect, repair, maintain, and test various pumps, motors, and engines used in water treatment processes and distribution systems; remove such equipment as needed from site; re-install and follow procedures for disinfection/safety to the District's water supply.

Plan and/or perform rigging for moving and/or placing heavy machinery or equipment.

Coordinate with distribution and treatment plant staff regarding maintenance/repair to wells, booster stations, or treatment plant operations to ensure limited interruption/continued service to customers.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Perform repairs and maintenance to buildings and grounds such as well sites, fences, doors and roofs, as necessary; report breaches of security to supervisory and management staff.

Perform welding and fabrication work.

Perform building maintenance and grounds work as directed.

Maintain accurate and regular records of work performed.

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

Equipment Mechanic 1

Knowledge of:

Methods and practices used in the service, repair and adjustment of gas and diesel powered equipment, including automobiles, light/heavy trucks and construction equipment.

Methods and practices used in installing, maintaining and repairing mechanical pumps, motors, and engines.

Standard safety practices.

Basic building and grounds maintenance techniques and methods.

Basic computer usage to enter and retrieve data and maintain records.

Ability to:

Perform semi-skilled and skilled work in maintaining and repairing a variety of automotive and heavy/light construction vehicles and equipment, and pumps, engines, and motors.

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

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation, maintenance, or repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn to diagnose vehicle repair and pump, motor, engine problems.

Learn operational characteristics of hydraulic systems; learn to use various chemicals and disinfecting agents in the field.

Learn to use welding equipment to perform repairs and fabricate parts.

Learn to operate a variety of mechanized equipment such as backhoes, forklifts, cranes, and heavy equipment and trailers.

Use hand and power tools and equipment.

Read and understand shop drawings and plans; prepare rough sketches as needed.

Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Perform building and grounds maintenance work.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back emergencies.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

One year of semi-skilled work in mechanical repair, installation, or maintenance of automotive equipment and various pumps, motors, and engines.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Equipment Mechanic 2

In addition to the qualifications for the Equipment Mechanic 1:

Knowledge of:

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Operational characteristics of hydraulic systems.

Ability to:

Independently perform skilled work in maintaining and repairing a variety of automotive and heavy/light construction vehicles and equipment, and pumps, engines, and motors.

Operate a variety of mechanized equipment such as backhoes, forklifts, cranes, and heavy equipment and trailers.

Use welding equipment to perform repairs and fabricate parts.

Experience and Training

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

Experience:

Two years of responsible journey experience performing duties similar to an Equipment Mechanic 1 with the Palmdale Water District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

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

Possession of a Distribution Operator Grade 1 Certificate as issued by the State of California Department of Public Health.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

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

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

Approved: 12/16/2009

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

CONSTRUCTION SUPERVISOR

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise construction, installation, maintenance, and repair of water service distribution system operations within the Facilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Manager.

Exercises direct supervision over assigned construction field staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction, installation, maintenance, and repair of a water distribution system; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in construction, installation, maintenance, and repair of a water distribution system.

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 materials, equipment and supplies; monitor and control expenditure.

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

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.

Construction Supervisor

- 2 -

Ensure proper and safe repair of water leaks, new service installation, and maintenance of adequate water pressure throughout the system.

Respond to routine and emergency line breaks or leaks, including re-assigning field crews and ensuring availability of adequate supplies, materials, and equipment; provide temporary repairs and schedule full repair work.

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

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 field construction and maintenance work related to a water service distribution system.

Equipment, tools and materials used in construction, installation, repair, and maintenance of a water service distribution system.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

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

Ability to:

Organize, implement and direct construction, installation, maintenance, and repair of water service distribution system operations/activities.

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

Construction Supervisor

- 3 -

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 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 50 pounds.

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

Supervise, train and evaluate assigned staff.

Work outdoors in a variety of weather conditions; be available for call back.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

Three years of increasingly responsible experience in construction, installation, maintenance, and repair of a water system distribution system; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in building and construction techniques, methods, and procedures or a related field.

License and Certificate

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

12/16/09

Construction Supervisor

- 4 -

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

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

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

Approved: 12/16/2009

12/16/09

PALMDALE WATER DISTRICT

FACILITIES MANAGER

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Facilities Department including construction operations and maintenance activities; 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 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 Facilities 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.

Facilities Manager

- 2 -

Provide oversight to maintenance and construction activities, including pump repair/maintenance; various vehicle and motor equipment repair/maintenance, and installation and maintenance of electronic and electrical systems.

Coordinate and oversee work schedules in construction and maintenance activities of the Facilities Department as related to testing, maintenance and repair work.

Participate in review of distribution and well development system design, changes and improvements.

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.

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 distribution and operational systems.

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 Facilities Department.

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 twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

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.

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 water utility construction and maintenance, including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental studies, resource management 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 5 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 3 Certificate as issued by the State of California Department of Public Health is highly desired.

Approved: 12/16/2009