



PALMDALE WATER DISTRICT

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March 26, 2015

*Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale
Thursday, April 2, 2015*

9:00 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.

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 March 2, 2015.
- 4.2) Presentation on Learn for Life participation in the District's Internship Program. (John Fleming, Learn for Life Director)
- 4.3) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 4.4) Discussion and review on Customer Care Certification Program. (Human Resources Director Emery)
- 4.5) Consideration and possible action on approval of job description and salary range for Operations Technician I/II which will include our current Pump Operator I/II, Equipment Mechanic I/II, Plant Maintenance Mechanic I/II, and Senior Plant Maintenance Mechanic. (Human Resources Director Emery)
- 4.6) Consideration and possible action to provide for an independent employment law firm for staff consultation on an as-needed basis. (General Manager LaMoreaux)
- 4.7) Consideration and possible action on scheduling a President's Dinner for informal discussions on the Strategic Plan. (General Manager LaMoreaux)
- 5) Project Updates:
 - 5.1) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)
 - 5.2) Status on Organizational Assessment. (General Manager LaMoreaux)
 - 5.3) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: March 26, 2015 **April 2, 2015**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF JOB DESCRIPTION AND SALARY RANGE FOR OPERATIONS TECHNICIAN I/II WHICH WILL INCLUDE OUR CURRENT PUMP OPERATOR I/II, EQUIPMENT MECHANIC I/II, PLANT MAINTENANCE MECHANIC I/II, AND SENIOR PLANT MAINTENANCE MECHANIC.***

Recommendation:

Staff recommends that the Board approve the consolidation of the following job descriptions into the attached Operations Technician I/II job description: Equipment Mechanic I/II, Pump Operator I/II, Plant Maintenance Mechanic I/II, and Senior Plant Maintenance Mechanic.

Alternative Options:

The alternative is to maintain the current individual job descriptions.

Background:

The Board of Directors expressed interest in consolidating the maintenance work of the District in order to gain efficiencies. This is the last stage of that process which brought the majority of the maintenance positions into the Facilities Department. This would standardize our requirements across our maintenance positions and allow for flexibility among specialty groups, which would allow us to assign staffing where most needed rather than have them confined to their specialty areas.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative #2: Increased Efficiency.

Budget:

The additional cost this year would be \$8,200. This would include a promotion of one employee to the Operations Technician I category from Plant Maintenance Mechanic I/II. Four employees would move from salary range 24 to 26, and one employee would move from salary range 27 to 26. This would not increase budget this year but would allow additional step increases in the future.

Supporting Documents:

- Operations Technician I/II Job Description
- Salary Survey

OPERATIONS TECHNICIAN 1
OPERATIONS TECHNICIAN 2

FLSA Status: Non-Exempt

DEFINITION

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

District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Services Emergency Worker.

The performance of this team is essential to providing quick and efficient response to ensure reliability in water delivery. The team performs semi-skilled and skilled work in the installation, maintenance and repair of the District's distribution system as well as the District's equipment and fleet.

Systems Team:

The Systems Team has primary responsibility for the installation, maintenance, and repair of wells, boosters, tanks, PRV's, Littlerock Dam, and Hypo-generation.

Equipment Mechanic Team:

The Equipment Mechanic Team has primary responsibility for the maintenance and repair of the fleet, District buildings, engines, generators, fabrication and HVAC systems.

Treatment Plant Team:

The Treatment Plant Team has primary responsibility for maintenance, repair, operation, construction and inspection tasks in connection with operating and maintaining facilities and equipment associated with the District's Treatment Plant, Little Rock Dam, and Lake Palmdale.

DISTINGUISHING CHARACTERISTICS

Operations Technician 1 - This is the entry level class in the Operations 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 Operations Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties

assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

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

SUPERVISION RECEIVED AND EXERCISED

Operations Technician 1

Systems Team:

Receives immediate supervision from the Systems Supervisor; may receive technical and functional supervision from an Operations Technician 2 or Equipment Mechanic Supervisor, as appropriate.

Equipment Mechanics Team:

Receives immediate supervision from the Equipment Mechanic Supervisor; may receive technical and functional supervision from an Operations Technician 2 or Systems Supervisor, as appropriate.

Treatment Plant Team:

Receives immediate supervision from the Operations Manager; may receive technical and functional supervision from an Operations Technician 2.

Operations Technician 2

Systems Team:

Receives immediate supervision from the Systems Supervisor.

Equipment Mechanics Team:

Receives immediate supervision from the Equipment Mechanic Supervisor.

Treatment Plant Team:

Receives immediate supervision from the Operations Manager.

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

The Operations Technicians are responsible for ensuring Title 17, 22, and AWWA standards are upheld.

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

Inspect and monitor well sites, reservoirs, and tanks; check pumps/pump structures and motor operations, and make adjustments/repairs as needed; check well levels and measure tank and reservoir levels, including collection of water production and related data.

Adjust and maintain chlorine feed rates at reservoirs and wells, as needed; maintain sodium hypochlorite generators; collect samples for water quality analysis; flush and disinfect wells, pumps, and tanks.

Inspect, service, and maintain oil and air filters, magnetic starters, fuses, circuit breakers, probes, circuits, time delays, coils, switches, bearings, mechanical packings, seals, oil lines, drippers, and gages.

Perform a variety of preventive maintenance on pump engines, gas engines, generators and equipment; perform maintenance and repair related to a variety of water distribution/treatment facilities and systems, and pump buildings.

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

Keep and maintain computerized and written work-related records.

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. Assists in servicing, maintaining, troubleshooting, and repairing varied and complex plant equipment and structures.

Plan and/or perform rigging and crane operations for moving and/or placing heavy machinery or equipment. Operate a variety of construction equipment, compressors, hand and power tools in a safe and effective manner.

Operations Technician 1/2

- 4 -

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.

Systems Team Specialized Job Duties:

Maintain and repair pumps and related control systems related to liquid level controls, and a variety of automatic, check, globe, gate, and pressure relief valves; check and maintain seismic valves.

Conduct periodic inspection and perform maintenance work at reservoirs, including checking inlet control valves; conduct inspection and perform repair and maintenance on pressure relief stations and altitude valves.

Equipment Mechanic Team Specialized Job Duties:

Perform preventive maintenance and priority repair on a variety of automotive and construction equipment.

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

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

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

Treatment Plant Team Specialized Job Duties:

Performs preventative and corrective maintenance of plant equipment and facilities.

Inspects, maintains, repairs, and operates aqueduct valves, dams, outlet structure, and other lake facilities.

Installs, maintains, and repairs fences, gates, sprinkler systems, sprays, cuts, mulches, and burns brush and weeds; removes debris, maintains poisons and pest controls.

Perform a variety of lake management tasks; including but not limited to; application of herbicides and algaecides.

MINIMUM QUALIFICATIONS

Operations Technician 1

Knowledge of:

Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair and adjustment of mechanical equipment, gas and diesel powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.

Machine shop procedures and practices.

Basic practices relating to buildings and grounds maintenance techniques and methods.

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

Safe work practices.

Ability to:

Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.

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

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

Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.

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

Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.

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

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

Disassemble and reassemble pumps, motors, and valves.

Use hand and power tools and equipment.

Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.

Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.

Keep and maintain records related to work activities, including well sounding, production, flows and volume; available capacity of storage tanks and reservoirs, and chemical usage.

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

Work outdoors in a variety of weather conditions.

Perform building and grounds maintenance work.

Work assigned shift schedules; be available for after-hours or call back emergencies.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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

Experience:

One year of responsible experience repairing and maintaining pumps, motors, and engines.

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

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.

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

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

Operations Technician 2

In addition to the qualifications for the Operations Technician 1:

Knowledge of:

Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Operational characteristics of hydraulic systems and treatment plant processes.

Ability to:

Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, buildings, grounds, landscaping, and related water facilities.

Operate a variety of mechanized equipment including, but not limited to, backhoes, forklifts, cranes, loaders, skid steers, sprayers, and heavy equipment and trailers.

Weld and fit water tight pipelines and assemblies.

Exercise resourcefulness in the field and work without immediate supervision.

Experience and Training

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

Experience:

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

Training:

Equivalent to the completion of the twelfth grade.

Adequate training which ensures the ability to weld and fit water tight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

License and Certificate

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

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

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

Possession of a Service Truck Crane 10,000 Lb Capacity Certification is required.

Equipment Mechanic Team Additional Certification

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

Approved:

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

Employee Signature

Date

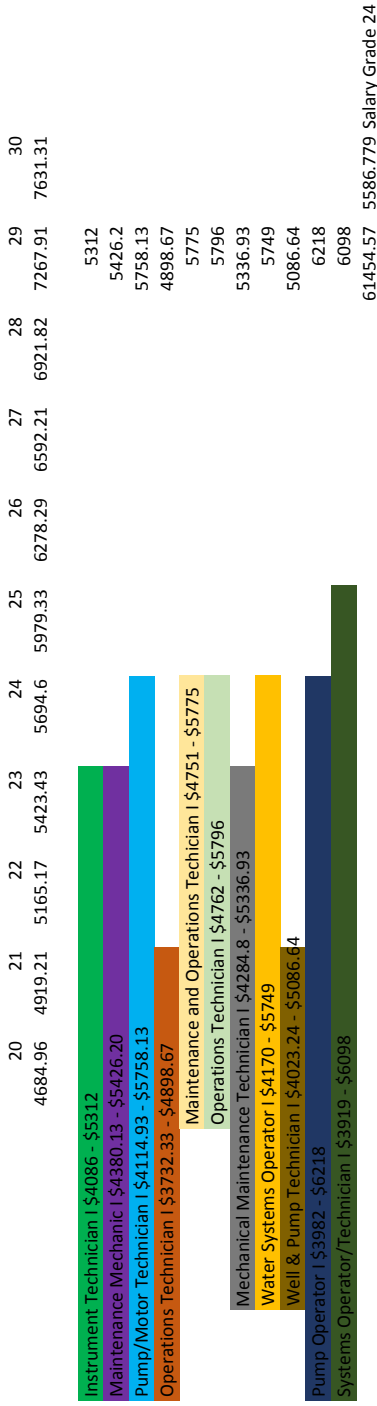
Supervisor Signature

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.

Recommended

Operations Technician I



Operations Technician II

