PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

October 9, 2024

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

Committee Members: Scott Kellerman-Chair, Kathy Mac Laren-Gomez

WEDNESDAY, OCTOBER 16, 2024
8:30 a.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Danielle Henry at 661-947-4111 x1059 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale or on the District's website at https://www.palmdalewater.org/governance/committee-activity/2023-committee-agendas-and-minutes/ (Government Code Section 54957.5). Please call Danielle Henry at 661-947-4111 x1059 for public review of materials.

PUBLIC COMMENT GUIDELINES: **The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to conduct its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)**

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

1) Roll call.

2) Adoption of agenda.

3) Public comments for non-agenda items.

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

4.1) Consideration and Possible Action on Approval of Minutes of Meeting held August 6, 2024.

4.2) Consideration on a Recommendation to Approve Principal Engineer Position. (No Budget Impact – Human Resources Director Garcia)

4.3) Consideration on a Recommendation to Approve Changes to Associate Engineer and Senior Engineer Job Descriptions. (No Budget Impact – Human Resources Director Garcia)

5) Reports.

5.1) Human Resources Director Garcia:

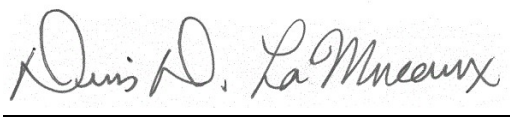
a) Update on Employee Events.

b) Other.

6) Board Members' Requests for Future Agenda Items.

7) Date of Next Committee Meeting.

8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dh

COMMITTEE MEMORANDUM

DATE: October 16, 2024

TO: **PERSONNEL COMMITTEE**

FROM: Mrs. Angelica Garcia, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***CONSIDERATION ON A RECOMMENDATION TO APPROVE PRINCIPAL ENGINEER POSITION. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Committee recommend that the full Board approves the addition of a Principal Engineer position as part of the Engineer classifications, and that this item be presented to the full Board for consideration at the October 28, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The struggle to recruit a Senior Engineer position will remain.

Background:

The Engineering Department currently has three engineers: two at a Junior level, and one vacant position at a Senior level. The proposed addition of a Principal Engineer is to provide flexibility for recruitment from an Associate level to a Principal level. The Principal Engineer position would not be an addition to the headcount of the Department, but rather an addition to the progression of the Engineer classifications. This change would allow two engineers at maximum of Assistant level, and one engineer at a maximum of Principal level. The Junior, Assistant, Associate, and Senior Engineers are at salary ranges 31, 33, 35, and 37, respectively. The recommended salary range for the Principal Engineer is 39.

Strategic Plan Initiative/Mission Statement:

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

Budget:

This item has no budget impact.

Supporting Documents:

- Principal Engineer Job Description Draft Version
- Current Organizational Chart
- Proposed Organizational Chart

PALMDALE WATER DISTRICT

PRINCIPAL ENGINEER

FLSA Status: Non-Exempt

DEFINITION

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; assumes responsibility for the more difficult and complex tasks related to the design, construction, and maintenance of municipal water and related facilities; and performs related duties as required.

Distinguishing Characteristics
The Principal Water Engineer is the advanced, journey-level professional class responsible for administering and overseeing a variety of functions in the Engineering Department and for providing technical guidance to staff engineers, engineering consultants, engineering technicians, and support staff. This classification differs from the Senior Engineer class by its responsibility for administering and overseeing a variety of complex water engineering and water resources planning functions. This classification is distinguished from the next higher class of Engineering Manager, in that the latter has overall responsibility for the Engineering Department.

Supervision Received and Exercised
Receives direction from the Engineering Manager, the Assistant General Manager, or General Manager. May exercise technical and functional supervision over other engineering staff, including but not limited to, engineers and inspectors.

Essential Functions
Functions include, but are not limited to, the following:

- Serves as head of the Engineering Department in the absence of the Engineering Manager.
- Performs complex assignments requiring application of civil, structural, mechanical, electrical engineering principles in the planning, design, construction, operation and maintenance of water systems (production, transmission, distribution, pumping and storage facilities).
- Anticipates and solves complex engineering problems; develops and updates standards and guides for diverse engineering activities; and develops and updates District Standards, including coordinating with others on matters related to material and construction standards.
- Leads, oversees, reviews, and performs work activities and duties assigned to the engineering staff; performs a variety of difficult engineering and design activities such as

capital improvements and utility relocations, preparation of plans and specifications, cost estimates, grading plans, and hydraulic modeling and analysis.

- Plans, coordinates, prioritizes, supervises, and participates in the work of assigned engineering staff; discusses job progress with staff; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality and accuracy; and participates in the hiring and evaluation of assigned staff.
- Resolves conflicts or problems between staff and developers; makes presentations to the District Board; serves as the District's engineering liaison with City of Palmdale, Los Angeles County Public Works, Caltrans, and other organizations to plan and coordinate capital project work; and leads or participates in discussions regarding engineering projects.
- Prepares District's Five-Year Capital Improvement Plan and budget; manages the acquisition of grants and other external funding to supplement the District's Capital Improvement budget; writes and presents grant proposals to review committees; and assists in preparing the annual budget for the Engineering Department.
- Reviews and makes recommendations on technical reports and studies; performs studies requiring analysis of issues; prepares reports or correspondence, including staff reports, status reports, and other Federal, State and/or local jurisdictional reports and forms.
- Coordinates with City of Palmdale, water agencies, and outside consultants for a variety of project design work and related private development activities; reviews traffic and environmental reports, tentative maps, subdivision maps, site improvements and grading plans; and reviews legal descriptions and deeds for easements, quitclaim and rights-of-way as well as water improvement agreements and bond releases.
- Manages construction projects, including advertising the work, preparing contracts and specifications, preparing and processing addendums, reviewing and recommending the award of bids, and preparing agenda reports for the award of construction and design projects and other related public works matters.
- Interprets and enforces construction codes, plans, and specifications; determines right-of-way and easement requirements for construction projects; prepares engineering cost estimates; reviews public works bids and contract documents; coordinates inspections and authorizes progress payments.
- Develops negotiation strategies; participates in contract negotiations and administration; reviews work for conformity with District standards and project requirements.
- Performs plan checks and field engineering and construction staking; determines work procedures; prepares work schedules; signs engineering plans and specifications; implements, manages and coordinates the updating, maintaining, and archiving of engineering design documents, to include but not limited to, planning studies, record drawings and specifications, work procedures, and standard drawings.
- Serves as District's in-house expert on issues such as development standards, Master Plans or related planning studies, groundwater sustainability, recycled water development, computer-aided design, and environmental documentation required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

- Manages and/or assists with plan check services and the processing of developer-led water improvement projects; manages and/or assists with the formation of assessment districts, and the determination of rates, fees, and charges for water improvements.
- Responds to and resolves difficult and complex inquiries and complaints from developers, contractors and the general public regarding fee schedules, engineering design, utility locations, policies, ordinances, and regulations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Education
The required qualification is a bachelor's degree from an accredited college or university in Civil Engineering or a related field.

Experience
The required qualification is a minimum of 8 years of progressively responsible professional experience including experience in directing the work of others involved in water and/or wastewater engineering.

License/Certificate:

- Possession of a valid Class C California driver's license.
- Possession of a certificate of registration as a Civil Engineer or other engineering discipline issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate within 6 months.

KNOWLEDGE/SKILLS/ABILITIES

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Engineering principles and practices as applied to the planning, design and construction of water production, water treatment, transmission, and distribution facilities.
- Principles and practices of project development and administration.
- Complex 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 capital budget development and administration.
- Operational characteristics of engineering design and construction management standard equipment.
- Methods and techniques of supervision, training, and motivation.
- 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.

Ability to:

- Oversee and participate in engineering design and construction management programs.
- Participate in the operations and activities of engineering design professional, technical, and support staff.
- Courteously respond to community issues, concerns, and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and administer a municipal budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Plan, organize, train, evaluate, and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- 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 and follow written and oral directions.
- Observe safety principles, and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.
- Operate an office computer and a variety of word processing, drafting, and software applications, and perform complicated engineering design work.

REQUIREMENTS

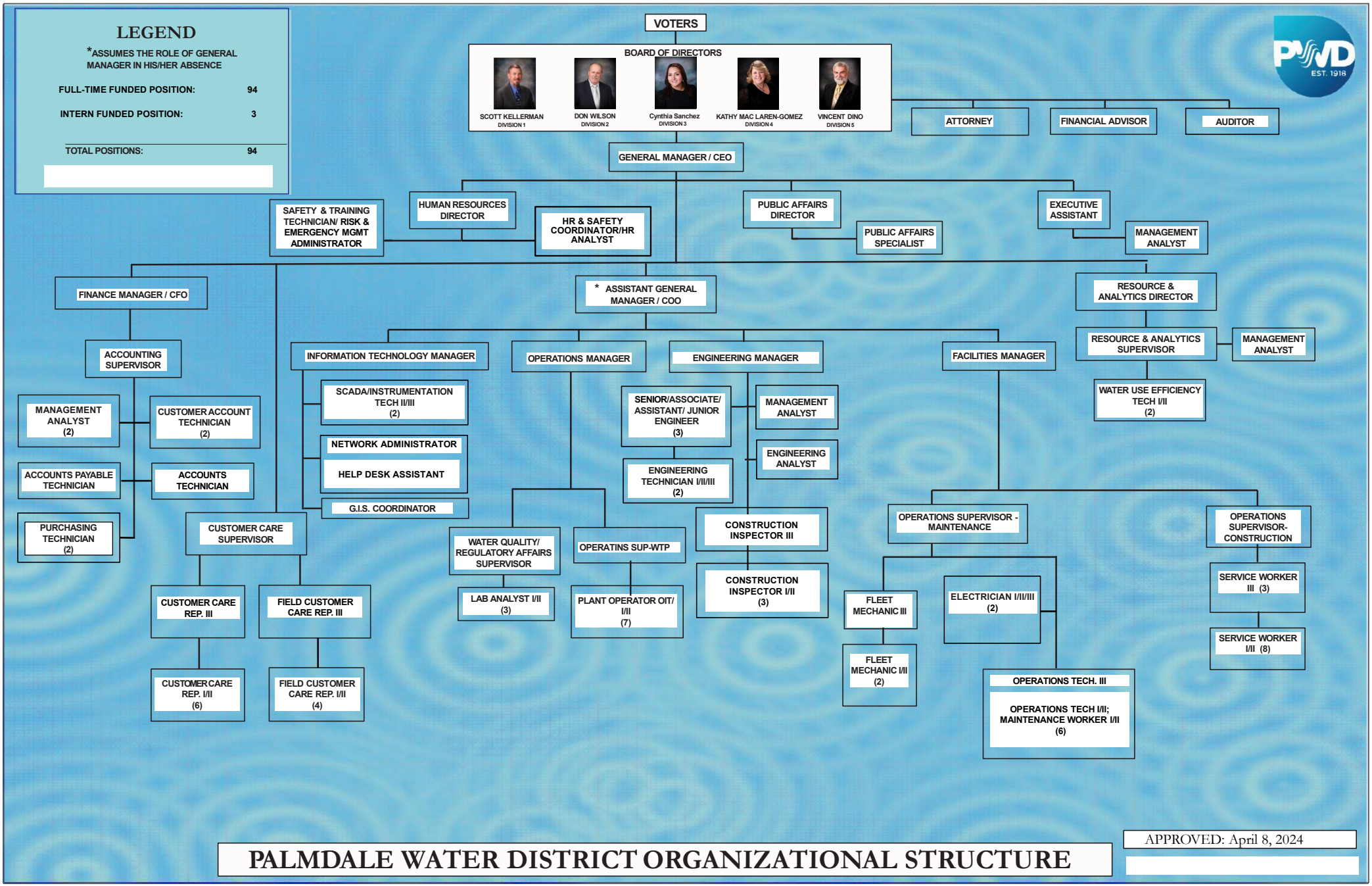
Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a 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

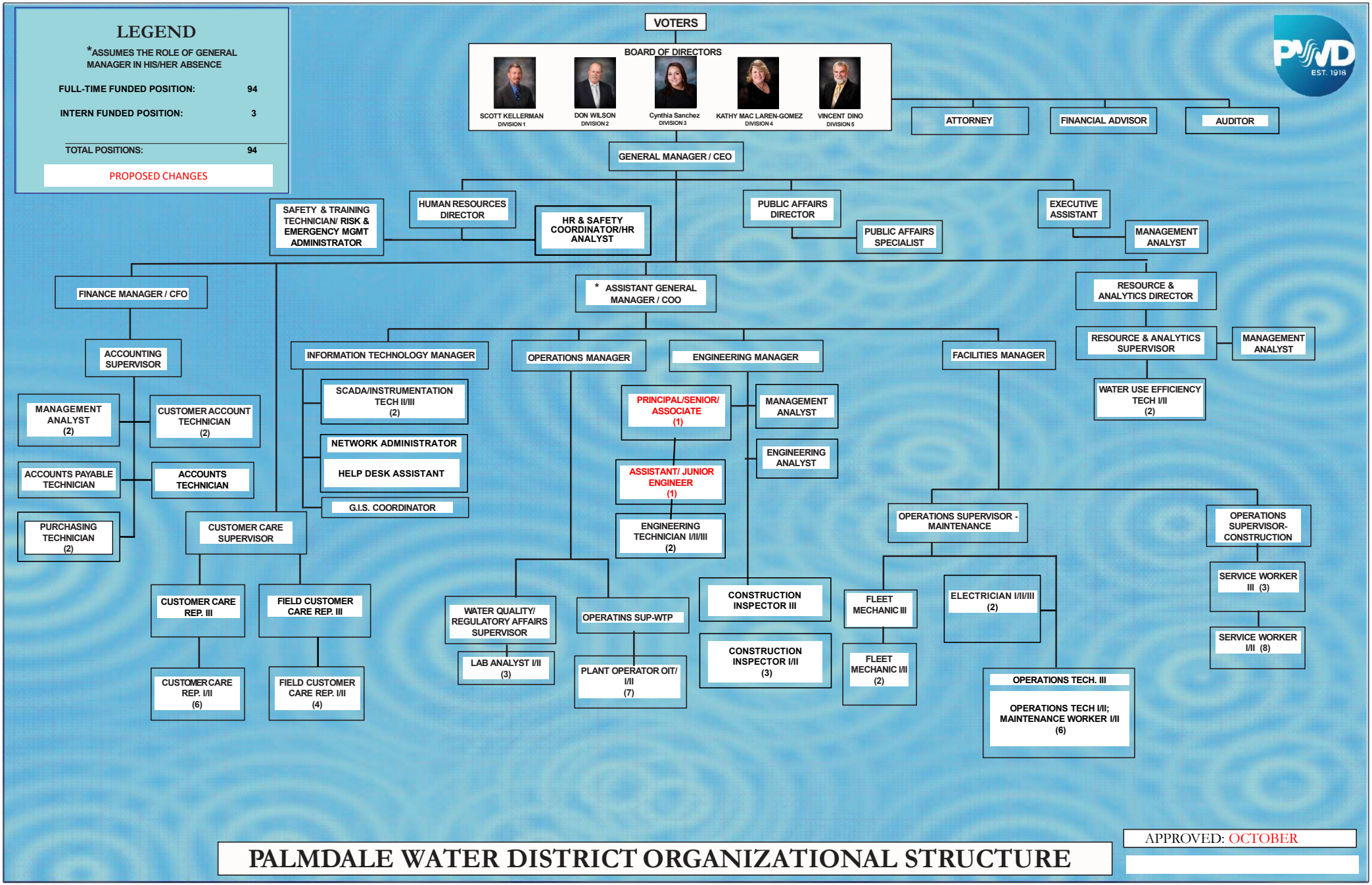
with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved:

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

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date


LEGEND
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE
FULL-TIME FUNDED POSITION: 94
INTERN FUNDED POSITION: 3
TOTAL POSITIONS: 94
VOTERS
BOARD OF DIRECTORS
SCOTT KELLERMAN DIVISION 1
DON WILSON DIVISION 2
Cynthia Sanchez DIVISION 3
KATHY MAC LAREN-GOMEZ DIVISION 4
VINCENT DINO DIVISION 5
ATTORNEY
FINANCIAL ADVISOR
AUDITOR
GENERAL MANAGER / CEO
SAFETY & TRAINING TECHNICIAN/ RISK & EMERGENCY MGMT ADMINISTRATOR
HUMAN RESOURCES DIRECTOR
HR & SAFETY COORDINATOR/HR ANALYST
PUBLIC AFFAIRS DIRECTOR
PUBLIC AFFAIRS SPECIALIST
EXECUTIVE ASSISTANT
MANAGEMENT ANALYST
FINANCE MANAGER / CFO
* ASSISTANT GENERAL MANAGER / COO
RESOURCE & ANALYTICS DIRECTOR
ACCOUNTING SUPERVISOR
MANAGEMENT ANALYST (2)
CUSTOMER ACCOUNT TECHNICIAN (2)
ACCOUNTS PAYABLE TECHNICIAN
ACCOUNTS TECHNICIAN
PURCHASING TECHNICIAN (2)
CUSTOMER CARE SUPERVISOR
CUSTOMER CARE REP. III
FIELD CUSTOMER CARE REP. III
CUSTOMER CARE REP. I/II (6)
FIELD CUSTOMER CARE REP. I/II (4)
INFORMATION TECHNOLOGY MANAGER
SCADA/INSTRUMENTATION TECH II/III (2)
NETWORK ADMINISTRATOR
HELP DESK ASSISTANT
G.I.S. COORDINATOR
OPERATIONS MANAGER
WATER QUALITY/ REGULATORY AFFAIRS SUPERVISOR
LAB ANALYST I/II (3)
OPERATINS SUP-WTP
PLANT OPERATOR OIT/ I/II (7)
ENGINEERING MANAGER
SENIOR/ASSOCIATE/ ASSISTANT/ JUNIOR ENGINEER (3)
MANAGEMENT ANALYST
ENGINEERING ANALYST
ENGINEERING TECHNICIAN I/II/III (2)
CONSTRUCTION INSPECTOR III
CONSTRUCTION INSPECTOR I/II (3)
FACILITIES MANAGER
OPERATIONS SUPERVISOR - MAINTENANCE
FLEET MECHANIC III
FLEET MECHANIC I/II (2)
ELECTRICIAN I/II/III (2)
OPERATIONS TECH. III
OPERATIONS TECH I/II; MAINTENANCE WORKER I/II (6)
RESOURCE & ANALYTICS SUPERVISOR
MANAGEMENT ANALYST
WATER USE EFFICIENCY TECH I/II (2)
OPERATIONS SUPERVISOR- CONSTRUCTION
SERVICE WORKER III (3)
SERVICE WORKER I/II (8)
PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE
APPROVED: April 8, 2024


LEGEND
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE
FULL-TIME FUNDED POSITION: 94
INTERN FUNDED POSITION: 3
TOTAL POSITIONS: 94
PROPOSED CHANGES
VOTERS
BOARD OF DIRECTORS
SCOTT KELLERMAN DIVISION 1
DON WILSON DIVISION 2
Cynthia Sanchez DIVISION 3
KATHY MAC LAREN-GOMEZ DIVISION 4
VINCENT DINO DIVISION 5
ATTORNEY
FINANCIAL ADVISOR
AUDITOR
GENERAL MANAGER / CEO
SAFETY & TRAINING TECHNICIAN/ RISK & EMERGENCY MGMT ADMINISTRATOR
HUMAN RESOURCES DIRECTOR
HR & SAFETY COORDINATOR/HR ANALYST
PUBLIC AFFAIRS DIRECTOR
PUBLIC AFFAIRS SPECIALIST
EXECUTIVE ASSISTANT
MANAGEMENT ANALYST
FINANCE MANAGER / CFO
* ASSISTANT GENERAL MANAGER / COO
RESOURCE & ANALYTICS DIRECTOR
ACCOUNTING SUPERVISOR
MANAGEMENT ANALYST (2)
CUSTOMER ACCOUNT TECHNICIAN (2)
ACCOUNTS PAYABLE TECHNICIAN
ACCOUNTS TECHNICIAN
PURCHASING TECHNICIAN (2)
CUSTOMER CARE SUPERVISOR
CUSTOMER CARE REP. III
FIELD CUSTOMER CARE REP. III
CUSTOMER CARE REP. I/II (6)
FIELD CUSTOMER CARE REP. I/II (4)
INFORMATION TECHNOLOGY MANAGER
SCADA/INSTRUMENTATION TECH II/III (2)
NETWORK ADMINISTRATOR
HELP DESK ASSISTANT
G.I.S. COORDINATOR
OPERATIONS MANAGER
WATER QUALITY/ REGULATORY AFFAIRS SUPERVISOR
LAB ANALYST I/II (3)
OPERATINS SUP-WTP
PLANT OPERATOR OIT/ I/II (7)
ENGINEERING MANAGER
PRINCIPAL/SENIOR/ ASSOCIATE (1)
MANAGEMENT ANALYST
ENGINEERING ANALYST
ASSISTANT/ JUNIOR ENGINEER (1)
ENGINEERING TECHNICIAN I/II/III (2)
CONSTRUCTION INSPECTOR III
CONSTRUCTION INSPECTOR I/II (3)
FACILITIES MANAGER
RESOURCE & ANALYTICS SUPERVISOR
MANAGEMENT ANALYST
WATER USE EFFICIENCY TECH I/II (2)
OPERATIONS SUPERVISOR - MAINTENANCE
FLEET MECHANIC III
FLEET MECHANIC I/II (2)
ELECTRICIAN I/II/III (2)
OPERATIONS TECH. III
OPERATIONS TECH I/II; MAINTENANCE WORKER I/II (6)
OPERATIONS SUPERVISOR- CONSTRUCTION
SERVICE WORKER III (3)
SERVICE WORKER I/II (8)
PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE
APPROVED: OCTOBER

COMMITTEE MEMORANDUM

DATE: October 16, 2024

TO: **PERSONNEL COMMITTEE**

FROM: Mrs. Angelica Garcia, Human Resources Director

VIA: Mr. Dennis D. LaMoreaux, General Manager

RE: ***CONSIDERATION ON A RECOMMENDATION TO APPROVE CHANGES TO ASSOCIATE ENGINEER AND SENIOR ENGINEER JOB DESCRIPTIONS. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR GARCIA)***

Recommendation:

Staff recommends that the Committee recommend that the full Board approves the proposed changes to the Associate Engineer and the Senior Engineer job descriptions, and that this item be presented to the full Board for consideration at the October 28, 2024 Regular Board Meeting.

Alternative Options:

The Committee can choose not to approve this recommendation.

Impact of Taking No Action:

The current job descriptions may restrict the pool of candidates for Engineer openings.

Background:

The Engineering Department currently has three Engineers: two at a Junior level, and one vacant position at a Senior level. The proposed changes to the job descriptions clarify the license and certification requirements and minimize the years of experience.

Strategic Plan Initiative/Mission Statement:

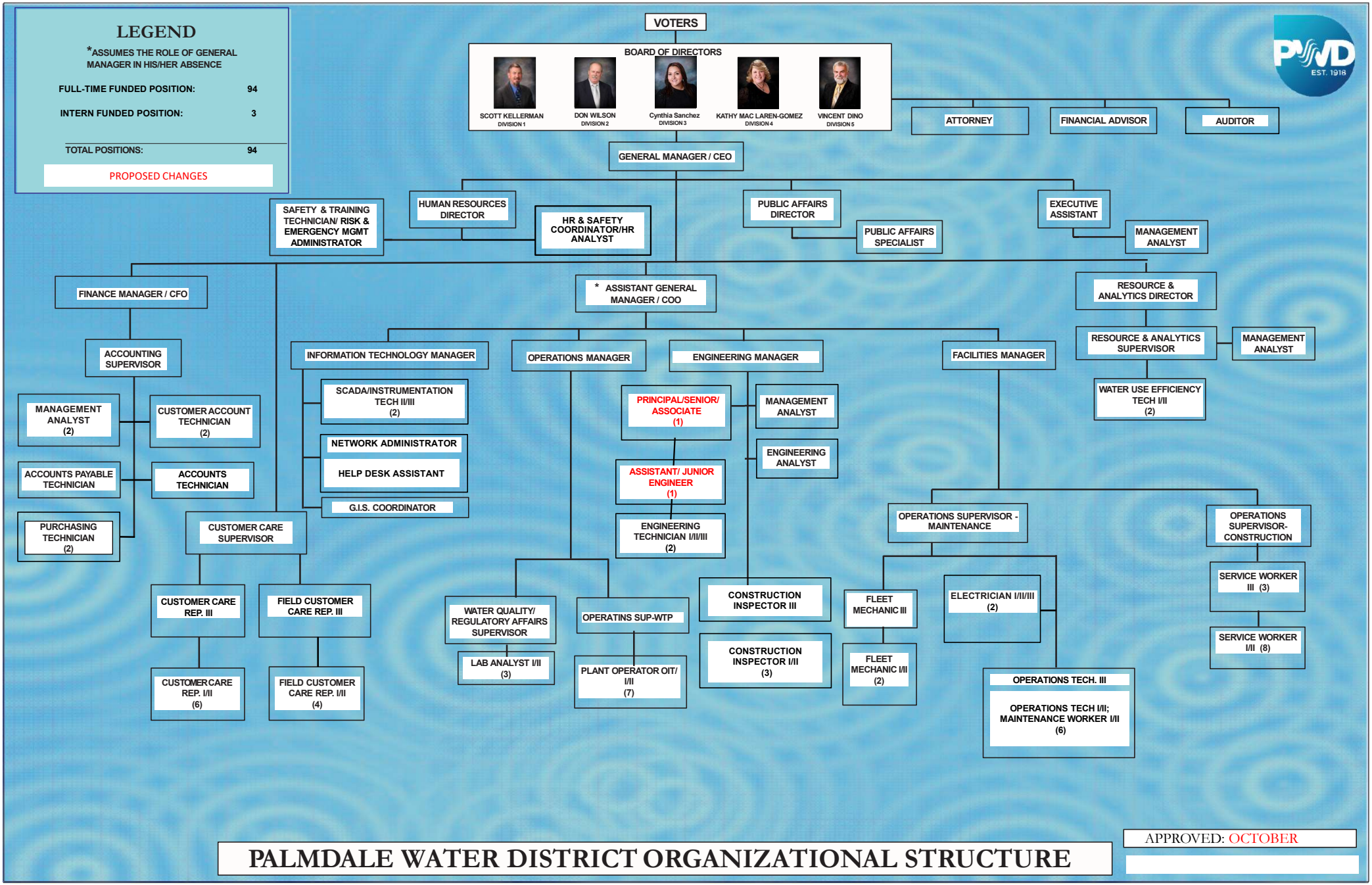
This item is under Strategic Initiative No. 2 – Organizational Excellence.
This item directly relates to the District's Mission Statement.

Budget:

This item has no budget impact.

Supporting Documents:

- Proposed Organizational Chart
- Redline Job Descriptions
- Draft Job Descriptions


LEGEND
*ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE
FULL-TIME FUNDED POSITION: 94
INTERN FUNDED POSITION: 3
TOTAL POSITIONS: 94
PROPOSED CHANGES
VOTERS
BOARD OF DIRECTORS
SCOTT KELLERMAN DIVISION 1
DON WILSON DIVISION 2
Cynthia Sanchez DIVISION 3
KATHY MAC LAREN-GOMEZ DIVISION 4
VINCENT DINO DIVISION 5
ATTORNEY
FINANCIAL ADVISOR
AUDITOR
GENERAL MANAGER / CEO
SAFETY & TRAINING TECHNICIAN/ RISK & EMERGENCY MGMT ADMINISTRATOR
HUMAN RESOURCES DIRECTOR
HR & SAFETY COORDINATOR/HR ANALYST
PUBLIC AFFAIRS DIRECTOR
PUBLIC AFFAIRS SPECIALIST
EXECUTIVE ASSISTANT
MANAGEMENT ANALYST
FINANCE MANAGER / CFO
* ASSISTANT GENERAL MANAGER / COO
RESOURCE & ANALYTICS DIRECTOR
ACCOUNTING SUPERVISOR
MANAGEMENT ANALYST (2)
CUSTOMER ACCOUNT TECHNICIAN (2)
ACCOUNTS PAYABLE TECHNICIAN
ACCOUNTS TECHNICIAN
PURCHASING TECHNICIAN (2)
CUSTOMER CARE SUPERVISOR
CUSTOMER CARE REP. III
FIELD CUSTOMER CARE REP. III
CUSTOMER CARE REP. I/II (6)
FIELD CUSTOMER CARE REP. I/II (4)
INFORMATION TECHNOLOGY MANAGER
SCADA/INSTRUMENTATION TECH II/III (2)
NETWORK ADMINISTRATOR
HELP DESK ASSISTANT
G.I.S. COORDINATOR
OPERATIONS MANAGER
WATER QUALITY/ REGULATORY AFFAIRS SUPERVISOR
LAB ANALYST I/II (3)
OPERATINS SUP-WTP
PLANT OPERATOR OIT/ I/II (7)
ENGINEERING MANAGER
PRINCIPAL/SENIOR/ ASSOCIATE (1)
MANAGEMENT ANALYST
ENGINEERING ANALYST
ASSISTANT/ JUNIOR ENGINEER (1)
ENGINEERING TECHNICIAN I/II/III (2)
CONSTRUCTION INSPECTOR III
CONSTRUCTION INSPECTOR I/II (3)
FACILITIES MANAGER
RESOURCE & ANALYTICS SUPERVISOR
MANAGEMENT ANALYST
WATER USE EFFICIENCY TECH I/II (2)
OPERATIONS SUPERVISOR - MAINTENANCE
FLEET MECHANIC III
FLEET MECHANIC I/II (2)
ELECTRICIAN I/II/III (2)
OPERATIONS TECH. III
OPERATIONS TECH I/II; MAINTENANCE WORKER I/II (6)
OPERATIONS SUPERVISOR- CONSTRUCTION
SERVICE WORKER III (3)
SERVICE WORKER I/II (8)
PALMDALE WATER DISTRICT ORGANIZATIONAL STRUCTURE
APPROVED: OCTOBER

PALMDALE WATER DISTRICT

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

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 be promoted to Senior Engineer only through competitive recruitment and examination.

Supervision Received and Exercised

Receives general supervision from the Senior Engineer and/or Engineering 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.
- Develops and coordinates the preparation of funding applications and reporting for awarded funding.
- 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; assists 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 provides 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.
- 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 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

Four~~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, Mechanical, Electrical, Chemical or Environmental Science.~~.~~

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. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

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 is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Approved: October 2024~~December 11, 2023~~

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

SENIOR ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

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 Principal Engineer.~~Engineer Manager~~. May provide technical, functional, and training supervision over training personnel or lower-level staff.

Examples Of Essential Duties

Duties may 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 document 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.
- 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 six~~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 Civil Engineering, Mechanical, Electrical, Chemical or Environmental Science.

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 6~~18~~ months from time of appointment.~~;~~
- ~~OR~~ Possession of a Grade D2 Distribution Certificate and a Grade T2~~3~~ Treatment Certificate required within 6 months.

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.

Approved: ~~April 26, 2021~~October 2024

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

PALMDALE WATER DISTRICT

ASSOCIATE ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, learns to perform field and office engineering work involved in the design, construction, and maintenance of water facilities; and 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 be promoted to Senior Engineer only through competitive recruitment and examination.

Supervision Received and Exercised
Receives general supervision from the Senior Engineer and/or Engineering 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 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; and 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; and 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; reviews environmental reports; prepares contracts and specifications for projects; prepares engineering cost estimates; holds bid openings and maintains appropriate records; and administers contracts and coordinates inspections.
- Develops and coordinates the preparation of funding applications and reporting for awarded funding.

- Participates in major water system planning and water supply management; assists and makes 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; and assists 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; and 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; and prepares and monitors project schedules and project budgets.
- Responds to inquiries and provides 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.
- 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 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; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and 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

Four years of progressively responsible professional experience in a 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, Mechanical, Electrical, Chemical Engineering or Environmental Science.

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. Current out of state Professional Engineer Certificate holders must obtain the California Professional Engineer Certificate within 6 months from time of appointment.

- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

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, and 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 is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold with extreme sun exposure. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Approved: October 2024

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

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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

PALMDALE WATER DISTRICT

SENIOR ENGINEER

FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction, performs field and office civil engineering work involved in the design, construction, and maintenance of municipal water facilities; and 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 Principal Engineer and/or Engineering Manager. May provide technical, functional, and training supervision over training personnel or lower-level staff.

Examples Of Essential Duties
Duties may 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 and hydraulic calculations for domestic and fire protection water systems; collects plan check and inspection fees; prepares bond agreements for public water improvements; and 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; and 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.
- Maintains the District's hydraulic water model, performs hydraulic analyses for planning purposes, and assists with optimizing operations using the water model's energy module.
- Coordinates upgrades and improvements to the District's SCADA system, schedules relevant training for operations staff, maintains a working relationship with local SCADA integrators; and helps troubleshoot SCADA related problems as they arise.
- Coordinates with the Information Systems Department’s GIS Technician; this includes data gathering and management, reviewing and approving updates to the GIS maps, conducting spatial analysis and working with professional GIS consultants to maintain the IWA's GIS-centric asset management system.
- 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, and 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; and interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately; and organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team; make sound decisions within established guidelines; and follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.

EXPERIENCE AND TRAINING

Experience

Possess six 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 Civil, Mechanical, Electrical, Chemical Engineering or Environmental Science.

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 6 months from time of appointment.
- Possession of a Grade D2 Distribution Certificate and a Grade T2 Treatment Certificate required within 6 months.

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 accommodation.

Approved: October 2024

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

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date