

OLIVEHURST PUBLIC UTILITY DISTRICT**WASTEWATER COLLECTION SYSTEM OPERATOR II**
/DISTRICT INSPECTOR II**DEFINITION**

Under the direction of the Chief Plant Operator, participates and leads in the activities of wastewater collection system and inspection of public construction and repairs. Performs manual, semi-skilled, and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems and related service activities.

EXAMPLES OF DUTIES – WASTEWATER COLLECTION SYSTEM

Duties may include but are not limited to the following:

- Maintain wastewater collection system lines.
- Clean wastewater collection system; open clogged lines; clean manholes, wet wells and lift stations.
- Oversee the operation of line locating and the use of video inspection equipment.
- Oversee inspection of installation of new manholes and line installation.
- Respond to various wastewater related emergencies in the district's infrastructure.
- Operate a variety of heavy equipment including backhoe/loader, dump truck and vacuum truck and have the ability to perform preventative maintenance on the same.

Maintain accuracy of collection systems maps, cleaning records and inspections records.

EXAMPLES OF DUTIES – DISTRICT INSPECTOR II

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, contractors and all members of the general public.
- Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, and other public works projects and programs. Assures compliance with federal, state and local codes and standards and contractual provisions.
- Inspects and approves all phases of public construction and improvement work contracted by the District, as requested, to assure that the appropriate construction

is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations.

- Issues correction notices or approvals as required.
- Inspects and approves construction and installation of sewers, water lines, water meters, water treatment plants and appurtenances, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
- Inspects construction work under excavation, clearing and grading permits.
- Inspects to assure compliance with local, State or Federal standards for any right-of-way, street use, other permits issued to private utilities or contractors.
- Performs inspections for District FOG (Fats, Oils, and Greases) Program.
- Coordinates activities and schedules with utility companies, contractors, property owners, other municipalities and other District departments.
- Resolves conflicts within scope of authority.
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to contractor employees, work assignments and inspection activities.
- Performs work in accordance with safety policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction equipment.
- Preventative maintenance techniques and procedures.
- Operational characteristics of a wastewater collections system.
- Tools and equipment used in the maintenance of wastewater collection system.
- Basic civil engineering principles, practices and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to construction, inspection, safety and traffic control.
- Public works inspection methods.
- Safe work practices and regulations.

Skill in:

- Reading and interpreting construction drawings, plans and specifications, and contract documents.
- Applying material testing procedures.

- Operating tape measure, pipe locator, pressure gauges, testing equipment, engineering calculator, motor vehicle, phone, and mobile or portable radio sufficient to perform job duties.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Stay abreast of new products and procedures.
- Maintain records and prepare reports.
- Read and interpret blueprints and maps.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Prepare, organize and maintain inspection field and office data, reports and systems.
- Perform required mathematical computations.
- Effectively communicate complex technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, District officials and the general public.
- Use calculator, phone, fax and copy machine, computer (desktop and laptop) and operate motor vehicles.
- Operate personal computer, including word processing, spreadsheet, and data base software. Establish and maintain cooperative working relationships with other employees and the public.
- Communicate clearly and concisely both orally and in writing.
- Obtain California Water Environmental Association Collection System Maintenance Certificate, Grade II.

REQUIREMENTS

- Graduation from a high school or GED
- Must have a current and valid class A or B California driver's license with tank endorsement.

- Minimum of five years related experience, or any equivalent combination of education and experience in the construction field.
- Must be insurable by the District's auto liability insurer.
- Meets the physical requirements necessary to safely and effectively perform required duties.
- Must have California Water Environmental Association; Collection System Maintenance Certificate, Grade I.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

OLIVEHURST PUBLIC UTILITY DISTRICT
UTILITY WORKER/DISTRICT INSPECTOR I

DEFINITION

Under guidance of District Inspector II, this position performs a variety of tasks in the operation, repair, maintenance and construction of any/all District facilities.

EXAMPLE OF DUTIES – UTILITY WORKER

- Assist in inspecting and maintaining domestic water system, including pumps, motors, controls, distribution system, pipelines, fire hydrants, meters, and appurtenances.
- Inspects, installs and maintains new water services and water meters.
- Assists in maintaining wastewater treatment facility and lift station structures and equipment.
- Assists in maintaining and inspecting wastewater collection lines and appurtenances, including pumps, motors and controls.
- Inspects, installs and maintains new sewer laterals.
- Assists with inspection of tanks, pumps, equipment and connections into District water and wastewater systems.
- Assists with basic maintenance on pumps, electrical and plumbing repair.
- Assists in inspecting and maintaining parks and recreational facilities including tennis courts, ball fields, swim pool and building maintenance with regards to water/wastewater infrastructure.
- Develop and maintain positive public relations with emphasis on customer service.

EXAMPLE OF DUTIES – DISTRICT INSPECTOR I

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, contractors and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department and the District.
- Assist with routine semi-skilled and technical construction inspection work for environmental, water, sewer, and other public works projects and programs. Assures compliance with federal, state and local codes and standards and contractual provisions.
- Performs inspections for District FOG (Fats, Oils, and Greases) Program.
- Inspects and approves all phases of public construction and improvement work contracted by the District, as requested, to assure that the appropriate

construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations.

- Issues correction notices or approvals as required.
- Inspects and approves construction and installation of sewers, water lines, water meters, water treatment plants and appurtenances, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
- Inspects construction work under excavation, clearing and grading permits.
- Inspects to assure compliance with local, State or Federal standards for any right-of-way, street use, other permits issued to private utilities or contractors.
- Coordinates activities and schedules with utility companies, contractors, property owners, other municipalities and other District departments.
- Resolves conflicts within scope of authority.
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to contractor employees, work assignments and inspection activities.
- Performs work in accordance with safety policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The use, purpose, care and hazards associated with certain chemicals used in the water and wastewater field.
- The use and purpose of hand tools and the ability to maintain and use them safely.
- General construction and maintenance materials, methods and terminology.
- General carpentry, plumbing, and mechanical systems.
- Basic arithmetic.
- Hand and power tool operations.
- Understanding of civil engineering principles, practices and methods as applicable to a municipal setting.

- Public works inspection methods. Basic computer skills.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including co-workers, customers, etc.

- Reading and interpreting construction drawings, plans and specifications, and contract documents.
- Safe driving practices.

Ability to:

- Use and develop proficiency for use of dump truck, air compressor, jackhammer, earth auger and hand tools (i.e. plumbers tools, pipe threaders, shovels, etc.).
- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Trouble shoot a variety of problems.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Prepare, organize and maintain inspection field and office data, reports and systems.
- Perform required mathematical computations.
- Use calculator, phone, fax and copy machine, computer (desktop and laptop) and operate motor vehicles.
- Effectively communicate complex technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, District officials and the general public. Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- High School diploma or equivalent.
- Valid California driver's license.
- Must be insurable by the District's auto liability insurer.
- Minimum of three years related experience, or any equivalent combination of education and experience in the construction field.

Preferred qualifications

- Experience or special courses in welding, plumbing, and mechanical maintenance.

- Class B license.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, manual dexterity sufficient to grasp and hold and operate objects or tools with full range of motion; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

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MEMORANDUM



From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator

DATE : December 16, 2020

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Wastewater Collection Operator II/District Inspector II and Utility Worker/District Inspector I

Included in your board package is a draft position description for a Wastewater Collection Operator II/District Inspector II and Utility Worker/District Inspector I position. Both position descriptions and proposed salary ranges were brought to the Board at the October Board meeting and were approved subject to meet and confer. The Union requested some changes to the draft position descriptions and to the proposed salary range.

Attached is the final drafts for both the position descriptions and salary range agreed upon by both the District and Union.

The proposed hourly range for these positions is as follows:

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| Wastewater Collection System Op II/ District Inspector II | \$24.82 | \$26.06 | \$27.36 | \$28.73 | \$30.17 |
| Utility Worker/District Inspector I | \$17.72 | \$18.60 | \$19.53 | \$20.51 | \$21.54 |