



Serving Our Community Since 1902

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SERGIO RAMIREZ
General Manager

In reply, please refer to our
File No.

Staff Classification List

Management Employees (exempt):

General Manager
Projects Manager
Operations Superintendent
Water Quality Manager
Finance Manager
Office & Communications Manager

Un-Represented Employees:

Assistant Operations Superintendent (Supervisory)
Operations Supervisor
Pump Facility Supervisor
Water Quality Supervisor/Operator
Information Technology Analyst
Associate Engineer
Personnel & Accounting Specialist
Administrative Technician
Part-Time Clerical Assistant

Represented Employees:

Construction Inspector
Source Control Inspector
Field Supervisor (including CCTV, and Rehab Field Supervisor)
Rehabilitation Technician
Pipeline Inspection Technician
Pump Station Maintenance Mechanic
Utility Worker
Maintenance Worker
Temporary Maintenance Worker

WEST BAY SANITARY DISTRICT
Job Description
GENERAL MANAGER

DEFINITION

Under policy direction of the District Board, to manage and coordinate the field, plant and business affairs of the Sanitary District; to enforce Federal, State and District laws relating to sanitary health and safety, and Title 22 requirements as related to Recycled Water, and to do related work as required. Exercises general supervision and management over all District personnel.

EXAMPLES OF DUTIES

Carry out policy as directed by the Board of Directors. Maintains the system of District accounts, receiving and disbursing funds; manages the preparation of the annual budget and periodic financial statements of accounts for the Board; authorizes purchase orders; plans and arranges the holding of annexation, bond and general District elections; meets the public to disseminate information regarding District regulations; charges assessments and taxes. Review and approve payment of claims. Attends meetings of the Board. Hire competent staff and supervise District employees. Administers personnel plans, policies, and all related personnel matters, and co-negotiates labor agreements, and compensation plans.

Directs and personally assists in the preparation of specifications for construction and repair of District Facilities; supervises the inspection of plans and specifications for compliance with accepted standards, regulations and safety codes; confers with property owners, contractors, public officials and other persons, to coordinate inspection, maintenance and operational services. Oversee pursuit of and compliance with the terms of State and Federal grant and loan funding.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and fiscal management.
- Objectives, methods, materials and equipment used in design, construction and maintenance of sewage collection and treatment systems and related appurtenances.
- Pertinent Federal, State and District laws, rules and regulations.
- Field survey and construction practices, mathematics, mechanics and strength and properties of materials of engineering construction.
- Current social, political, and economic trends and operating problems of sanitary districts.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Coaching and Mentoring principles, result oriented goal setting, constructive feedback and delegating duties.

Ability to:

- Provide effective leadership and coordinate the activities of a sanitary district.
- Effectively administer a variety of District-wide programs and administrative activities.
- Identify and respond to public and Board of Directors issues and concerns.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize, plan, assign, coordinate and supervise the work of the District.
- Review plans and specifications.
- Understand, interpret and apply laws, rules and regulations to actual situations.
- Negotiate and work with contractors, union officials, public officials, property owners and the public in general.
- Write reports, keep records and establish and maintain office procedures.
- Gain cooperation and consensus through discussion and persuasion.
- Select, supervise, train, and evaluate assigned staff.
- Prepare and administer a large budget.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SKILL to:

- Operate a motor vehicle safely.
- Operate modern office equipment, including computer equipment.
- Maintain and enhance a collaborative work culture promoting initiative and excellence.

Five years of progressively responsible experience as a Senior Manager in two or more of the following fields:

- Technical engineering work in the design, construction or inspection of public works.
- Construction or maintenance supervision of public works projects.
- Management of a business enterprise involving wide public contact and supervision of personnel.

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, civil engineering, or other related fields.

License:

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with District's required driving standards.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some exposure to the outdoors, electrical hazards, vibration, chemicals, dust, domestic waste, and mechanical hazards.

Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date:

July 2022

Position Status: Unclassified Employee, Exempt

WEST BAY SANITARY DISTRICT
Job Description
PROJECT MANAGER

DEFINITION

Under general direction of the General Manager, this position classification directs the activities of the engineering department engaged in capital improvement projects and other district programs. The position plans, organizes, and coordinates all assigned capital projects and programs of the District in order to facilitate efficient and timely completion. Responsibilities include acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to the District's Master Plan and Strategic Goals.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the General Manager.

Responsibilities include direct and indirect supervision of the Associate Engineer, Construction Inspector, and other staff as assigned.

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

1. Maintains multiyear budget for capital projects in line with the District's Master Plan and continuing maintenance of the District's infrastructure.
2. Analyzes statistical data, prepares reports, and makes recommendations in order to coordinate the departments of the District, contractors, agencies and persons.
3. Completes diverse project tasks on wastewater and recycled water projects.
4. Communicates at a high level with District Staff, Consultants, Vendors, Contractors, and other agencies.
5. Resolves issues or problems concerning conflicting design requirements, specifications and/or difficult coordination.
6. Participates in Flow Studies.
7. Compiles data on on-going projects and disseminates information to appropriate departments within the District or other parties.
8. Plans, schedules, conducts, and/or coordinates detailed phases of engineering work as a part of a major project or small-moderate scope projects.
9. Oversees the bid evaluation and procurement process.
10. Follows District Rules, Regulations, and Policies.
11. Analyzes special studies and drafts various reports.
12. Effectively works with various outside stakeholders and agencies.
13. Prepares performance evaluations with designated staff.

OTHER JOB RELATED DUTIES

1. Assumes the duties and responsibilities of the General Manager in their absence, as assigned.
2. May serve as staff support to various commissions, boards, and committees.
3. Assists with the Solid Waste and Recycling Franchise.
4. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

1. Principles and practices of engineering and public administration.
2. Methods and techniques of project management.
3. Principles and practices to prepare and review bids and contracts.
4. Principles in scheduling and budgeting projects.
5. Objectives, methods, materials and equipment used in the design, construction and maintenance of sewage collection and treatment systems and related appurtenances.
6. Pertinent Federal, State, County, and District laws, Rules, and Regulations.
7. Field survey and construction practices, engineering mathematics, mechanics, and strength and properties of materials of engineering construction.
8. Principles of water chemistry, hydraulics, physics, and other engineering sciences.
9. Specific knowledge and practice of design, construction, operation, pipelines analysis.

Ability to:

1. Organize, plan, assign, coordinate, and supervise the work of the District.
2. Prepare plans, project drawings, and specifications.
3. Communicate clearly and concisely in English, both orally and in writing.
4. Oversee the design and construction/ implementation of projects and function as the Project Manager.
5. Solicit and review bids and recommend contract awards.
6. Monitor contractor performance.

7. Review and process submittals and change orders, and carry out related activities associated with project construction.
8. Maintain accurate and current project budgets and manage cost and quality controls.
9. Prepare and administer agreements for professional services related to Capital Projects.
10. Prepare agreements for Annexation into Wastewater Disposal Zone.
11. Work with San Mateo and Santa Clara County Staff on Easements, Plats, and Documentation.
12. Understand, interpret, and apply laws, rules, and regulations to actual situations.
13. Negotiate and work with contractors, public officials, property owners, and the general public.
14. Write Staff Reports, keep records, understand agreements, establish and maintain office procedures.
15. Prepare Staff Reports and presentations for the General Manager and District Board.
16. Follow all District Policies and Procedures.
17. Ability to work well with others
18. Ability to supervise and manage the Associate Engineer, ensuring timely response to public requests for annexations, and customer project reviews.
19. Ability to assist in the supervision and management of the Construction Inspector, to ensure timely inspections are performed and that the Code of General Regulations is enforced.

Five Years' Experience in:

- Technical engineering design, construction, and inspection of public works projects.
- Management of a business enterprise involving wide public contacts and supervision of personnel.

Education:

Requires graduation from an accredited college or university with a bachelor's degree in civil engineering; and Five (5) years of professional engineering experience, including experience in public wastewater/recycled water/utility design, and construction.

Required Licenses and Certifications:

Possession of, or ability to obtain prior to appointment, a certificate of registration as a professional engineer in civil engineering in the State of California; and a valid California driver's license with the ability to maintain insurability under the District's Vehicle Insurance Policy.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate plotter and other engineering equipment, and remove manhole lids (up to 150 pounds) in the event of an emergency. Ability to work non-standard hours to include nights, weekends, and holidays as needed to address project and business related needs.

Must be able to respond to emergencies.

Employees of West Bay Sanitary District are by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale, or your own community.

Effective Date: October, 2022

Position Status: Unclassified, Exempt (Management Employee)

WEST BAY SANITARY DISTRICT
Job Description
OPERATIONS SUPERINTENDENT

DEFINITION

Under general direction of the General Manager, this position directs the activities of Maintenance & Operations Department engaged in the maintenance and repair of the Sanitary Sewer Collection System and to do related work as required. Plans, organizes, and directs the operations and maintenance activities, establishes and implements a preventive maintenance program for the collection system to include inspection, cleaning, and repair of Collection System assets, including managing maintenance contracts with outside agencies.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the General Manager.

Responsibilities include direct and indirect supervision of supervisory and technical personnel for assigned department.

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

- Develop and implement goals, objectives, policies, and priorities.
- Plan, organize, direct, supervise, review, and evaluate operations and assigned projects for the Maintenance & Operation Department.
- Approve and direct implementation of specific activities, projects, plans, and procedures prepared by staff for the maintenance and operation of the sanitary sewer collection system.
- Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
- Plan, schedule, prepare, supervise, and monitor the departmental budget.
- Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.
- Develop and implement systems and procedures for the repair, inspection, and maintenance of the sanitary sewer collection system including the sewer mains, pump stations, STEP and grinder systems, Flow Equalization Facility and other appurtenances of the collection system.
- Coordinate activities with other District departments and divisions and with outside agencies, and respond to citizen's inquiries.
- Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.
- Select, supervise, train, and evaluate subordinates, including the equitable execution of the disciplinary procedures.
- Develop and coordinate supervisory and technical training and development programs.

- Implement an ongoing Health, Safety, and Wellness program.
- Ensure that the District is in continuing compliance with applicable Federal, State and local laws and regulations, such as, but not limited to EEOC, SB198, WDR 2006-003, and ADA.
- Through subordinates, direct staff in the daily operations of customer service response, lateral and main cleaning and inspection, main repairs, pumping systems, and USA marking services.
- Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District collection systems.
- Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.
- Supervision and implementation of the Sewer System Management Plan (SSMP). Plan requires implementation of action steps in the event of a Sewer System Overflow (SSO), implementation of required reporting requirements, and improved and increased maintenance of the sewer collection system to reduce SSO's.
- Evaluate and prepare Maintenance performance reports for General Manager, and Board approval.
- Represent the Department on Silicon Valley Clean Water (SVCW) Technical committees, BACWA committee, and Safety committee. Interacting and networking with agencies to ensure regulatory compliance of programs.
- Assist the District Safety Officer in implementing SB198 (IIPP) guidelines. Maintain safety logs, coordinate safety meetings to include accident review and the processing of workers' compensation documents, and coordinate the scheduling of safety training.
- Ensure compliance with applicable Federal, State, and County regulations.
- Assign vehicles to operating programs, analyze level of usage and appropriate fleet size, develop efficient methods of equipment utilization, and manage purchase of vehicles and equipment.
- Review operational records, mileage and maintenance records, and field inspections of equipment.
- Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.
- Identify strategies and prepare long range systems improvement plans including budget forecasts.
- Direct and monitor customer service functions and programs, such as courtesy cleaning of sewer laterals.

OTHER JOB RELATED DUTIES

- Assume the duties and responsibilities of the General Manager in his/her absence, as assigned.
- May serve as staff support to various commissions, boards, and committees.
- Develop, test, and monitor the District's emergency response plan for the Maintenance & Operations Group and ensure timely response to events that may have negative impacts on District customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS Knowledge of:

Contemporary methods, techniques, principles, and practices of civil engineering and public administration, collection system maintenance and operations as applied to the construction and maintenance of utilities and facilities; technical inspection services, plan review, and customer service/education program.

- Principles of organization, administration, budget, financial, and personnel management.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions.
- Safe driving principles and practices.
- Applied computerization/automation.
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment and of the plant and equipment used in such work.
- The proper methods of maintaining related hydraulic and electrical equipment.
- The trades and crafts utilized in utility and street construction and maintenance work.

Ability to:

- Select, supervise, train, and evaluate subordinate personnel.
- Communicate clearly and concisely, both orally and in writing in English.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports.
- Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
- Manage professional, managerial, technical staff and skilled workers.
- Prepare or assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.
- Develop and administer a comprehensive utilities operation and maintenance program.
- Operate PC and related software applications.

- Interview applicants and employees
- Establish and maintain communications with employees, government officials, and the public.

Skill to:

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.

License or Certificate:

- Possession of, and the ability to maintain, a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards, Class A Driver License desirable.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Collection Systems Maintenance Operator's certificate Grade IV, within one year of assignment.

Experience and Training Guidelines:

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

Experience:

Through completion of the twelfth grade or its equivalent accompanied by some college course work and seven years' increasingly responsible experience in sewer maintenance, repair, construction, and rehabilitation work for a public wastewater collection system; three years' experience must have been in a supervisory capacity.

Training:

Equivalent to an Associate's Degree from an accredited college or university with major course work in public or business administration, management, or a related field is preferred.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate sewer cleaning equipment and remove manhole lids (up to 150 pounds) in the event of an emergency.

Must be able to respond to emergencies

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Effective Date: May, 2020

Position Status: Unclassified, Exempt (Management Employee)

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WEST BAY SANITARY DISTRICT
Job Description
WATER QUALITY MANAGER

DEFINITION:

Under the general direction of the General Manager, performs technical, supervisory and administrative duties related to industrial & commercial wastewater control, environmental compliance, recycled water; is designated as a Legally Responsible Officer (LRO) for reporting & certifying Sanitary Sewer Overflows (SSO's), monitors federal and state regulations, prepares regulatory reports, manages the Safety & Health Program, is responsible for maintaining related business plans and manages the operation of the Recycled Water Treatment Facility. The Water Quality Manager manages the Water Quality Department to ensure compliance with the District's Code of General Regulations and all applicable federal, state, and local environmental regulations and permits.

EXAMPLES OF DUTIES:

- Prepares and manages the annual budget for the Water Quality Department,
- Provides Technical guidance and supervises the Water Quality Supervisor and Source Control Inspectors,
- Manage the inspection and startup of flow & level metering systems and sampling schedules,
- Review and Approve Non-Routine Discharge i.e., Groundwater Discharge Permits,
- Manage the inventory and maintenance programs for the flow metering and level monitoring equipment for the District and private businesses to ensure accurate billing on discharges to the sanitary sewer system and District flows,
- Monitors and tracks Local, State and Federal Environmental, Water Quality, Air Quality, Recycled Water, and Safety and Health Regulations; ensures compliance,
- Initiates FOG enforcement when necessary,
- Manages the District's Safety Program, maintains records of Safety Training, provides Safety Training and performs New Employee Orientation and prepares related reports,
- Shares the Safety Committee Chair Role on a rotational basis with other management staff,
- Manages the maintenance and repair of related safety equipment; ensures tools, supplies, and related departmental equipment is kept in safe operating condition,
- Prepares written and oral reports and manages a variety of records and reports including a portion of the asset management database,
- Responds and directs others to respond to collection system and treatment plant monitoring alarms after hours as required,
- Maintains and updates the Sewer System Management Plan (SSMP), Overflow Emergency Response Plan (OERP), and the Annual SSO Report. Also, ensures updates to the State Water Board Website (CIWQS) on District related SSO's and SSMP changes,
- Maintains and updates the Regional Board's Volumetric GeoTracker website for monthly and annual reporting requirements,

- Ensures conformance to the District's Overflow Emergency Response Plan (OERP),
- Maintains District; Hazardous Material Business Plan(s) (HMBP) through the California Environmental Reporting System (CERS) website, updates the Bay Area Air Quality Management District facility permits and Environmental Protection Agency DTSC permits,
- Performs a variety of other duties as assigned.
- Manage and enforce the Record Retention policy, including the destruction and archive of records/documents.
- Performs Plan Checks, reads and interprets schematics and building drawings.

KNOWLEDGE OF:

- District Policies and Procedures, and Code of General Regulations
- Local, State and Federal Regulations
- Inspection and Enforcement Procedures
- Setting clear expectations through SMART goals including professional development through education and certification.
- Requirements governing the treatment, control, discharge, and use of recycled water and wastewater into sanitary sewers, storm drains and watercourses,
- Operation and maintenance of equipment used for the flow monitoring and control of wastewater prior to their discharge into sewers and watercourses and is familiar with the methods of installation and inspection of such devices,
- Analytical Equipment, chemical analysis, field test kits and instruments, for both wastewater and recycled water,
- Sampling and Chain-of-Custody procedures
- Office equipment such as computers, printers, fax machine, photo-copier
- Purchasing procedures, cost control techniques and inventory techniques.
- Word processing, excel and other vocationally related software applications.
- Safety practices and procedures including occupational hazards and standard safety precautions. Safe driving principles and practices.
- The methods and techniques of recycled water and wastewater disposal and treatment, and equipment used in such work.

ABILITY TO:

- Review and interpret lab reports.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised, the public and those contacted in the course of work.

- Plan, communicate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports and operate District-specific computer systems. Prepare and make presentations to the District Board.
- Evaluate operations and identify problems; recommend and implement efficiency and productivity improvements.
- Assist with preparation of quotes for purchase of equipment and materials within the constraints of a departmental budget including purchasing.
- Assist with the securing of consultant agreements for recycled water operations and oversee these agreements and consultant's performance,
- Use English effectively to communicate both orally and in writing, with District Board and staff, suppliers, contractors, and the public. Cooperate and work with technical staff and skilled workers.
- Keep accurate records and make reports of work in progress,

Skill to:

- Recommend Best Management Practices and placement of environmental compliance equipment for new and retrofitted commercial and industrial developments.
- Operate contemporary office equipment including computer systems and vocational software.
- Operate a motor vehicle safely.
- set clear expectations through SMART goals including professional development through education and certification.
- Effectively communicate both orally and in writing, with District Board and staff, suppliers, contractors, consultants, and the public.
- Promote team building

LICENSE OR CERTIFICATES:

- Possession of, and the ability to maintain, a valid Class "C", Driver's License from the California Department of Motor Vehicles.
- Must possess a valid California Water Environment Association (CWEA) Environmental Compliance Inspector Grade-1,
- Possession of an Environmental Compliance Inspector Grade 2 certificate within 24 months of appointment is desirable.

EXPERIENCE AND TRAINING GUIDELINES:

- Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Five (5) years as an Industrial Source Control Inspector, Environmental Compliance Inspector, treatment plant operator, or two (2) years Supervisory experience in the above mentioned fields, with a Grade-1 Environmental Compliance certificate from CWEA or Operators license Grade II from the State Water Resources Control Board.
- (5) years of increasingly responsible experience in Safety and Health, with a Safety Managers Certificate

- Five (5) years of increasingly responsible experience in wastewater, or recycled water maintenance, repair, construction
- Cal-OSHA Safety Training certification is desirable
- High school diploma or its equivalent is required. Equivalent to Associates degree in environmental sciences, business administration or civil engineering is highly desirable.
- Training in pertinent areas such as Industrial Pre-treatment, Environmental Compliance Inspection, Collection System Maintenance, Treatment Plant Operation, Construction, Project Management and Leadership, Biology or Chemistry,. In addition to any related college course work.

SPECIAL REQUIREMENTS:

Must possess the physical characteristics to perform the critical and important duties of the class. Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment: Requires mobility, frequent use of keyboard, frequent sitting for long periods of time, and occasional bending or squatting.
- lifting frequently up to 25 pounds; occasionally up to 150 pounds (i.e. manhole covers);
- constant use of overall vision; frequent reading and close-up work; occasional color and depth vision;
- Frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; frequent hearing and talking, in person and on the phone.
- Ability to drive to different sites. Frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from Collection System cleaning and repair equipment and emergency equipment.
- Ability to work a flexible schedule including extended hours and/or nights and weekends as required.
- Frequent decision-making and concentration; frequent public and/or coworker contact; occasionally working alone.
- As an Exempt employee, receives no overtime but may be eligible for some administrative leave and may be required to respond to and supervise emergency overflows and District emergencies.
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster, are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: January 1, 2020

Position Status: Unclassified Employee, Exempt (Management)

WEST BAY SANITARY DISTRICT
Job Description
FINANCE MANAGER

DEFINITION

Under general direction of the General Manager, the Finance Manager is responsible for managing all finance and accounting functions, including but not limited to financial reporting, budgets, audits, short/long-range economic forecasts and analysis, investment management, long-term debt issuance, revenue, and cash flow in accordance with regulatory and governmental accounting and financial reporting standards. This position works directly with the General Manager and Board to recommend, develop, implement, and manage District-wide goals, objectives, and strategic planning initiatives. The Finance Manager also provides lead supervision and/or technical direction to staff performing accounting and/or clerical functions.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the General Manager, and the Finance Manager position may provide lead supervision and/or technical direction to staff performing accounting and/or clerical functions.

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

- Ensures compliance with regulatory and governmental accounting and financial reporting standards, including the Internal Revenue Service (IRS), Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), Institute of Cost Management Accountants (ICMA), and other legal requirements, relating to sound financial and administrative operations and consistency of financial operations with the District's strategic initiatives. Provides recommendations to the General Manager and Board for appropriate revisions to the District's financial policies including investment, fiscal reserves, and debt policy.
- Develops and administers the District's Annual Operating and Capital budget; establishes financial controls and monitors expenditures for conformance with approved budgets; prepares and reviews monthly financial statements, account reconciliations, and fiscal analyses; and presents budget recommendations to the General Manager and Board for approval.
- Manages the District's investments and portfolio to maximize income and safety through daily and long-range investment policies; administers bond programs and secures tax-exempt and other types of financing; and evaluates and implements improvements to administrative and financial internal control systems and procedures to ensure audit compliance.
- Maintains the General Ledger by ensuring the accurate transfer of data and prepares and inputs journal entries on a routine basis, including but not limited to insurance amortizations, interest accruals, and fund transfers; and reconciles all major asset, liability, revenue, and expense accounts for accurate financial statement reporting.
- Conducts District banking and maintains current reconciliations of all cash and investment accounts; initiates required wire transfers for tax, investment, and benefit payment purposes; maintains the petty cash fund; and prepares a Cash Receipts and a Cash and Investments report to accompany each Withdrawal Order for District Board review.
- Prepares Internal Financial Statement packages for the District Board and staff, and addresses and details any revenue and/or expense line items that are significantly under/over budget.

- Coordinates and directs the completion of the District's annual audit, including inputting audit adjustment journal entries and preparing a final Internal Financial Statement package for the General Manager and Board following the audit to accompany the externally prepared Audited Financial Statement package; and ensures the Comprehensive Annual Financial Report and other regulatory annual reports are completed in a timely manner.
- Plans, prepares, and/or directs the cash receipts, accounts payable, and accounts receivable functions and activities according to the District's Purchasing Policy and vendor payment terms; inputs A/R receipts, generates reports, and follows up on all past due accounts with the invoice initiator; prepares the Withdrawal Order for District Board approval twice per month; verifies the reconciliation of vendor accounts; and prepares all 1099's annually.
- Maintains all employee payroll data files in accounting software program sub-ledger; distributes, collects, and computes timesheets; calculates and inputs data into payroll system producing a semi-monthly payroll; makes all payroll tax deposits and prepares quarterly and annual tax reports including the preparation and distribution of W-2s; maintains all payroll related hardcopy files including individual employee files.
- Manages the District's Fixed Assets by inputting additions, changes, and retirements of all depreciable assets into the computer system sub-ledger; assigning depreciation life to each asset according to acceptable accounting practices; and calculating and reconciling depreciation annually.
- Analyzes financial operations by researching, compiling, and preparing financial and project reports as requested by the General Manager or Board.
- Provides lead supervision over professional, technical accounting, and/or clerical staff as assigned; reviews the work of staff performing accounting related work for accuracy, proper work methods, and compliance with applicable standards; and ensures adherence to safe work practices and procedures.
- Works on a variety of special projects and other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Financial management principles and practices, including financial planning, accounting, budgeting, investments, debt financing (i.e., bonds, state revolving fund loans and grants, lines of credit, etc.), purchasing, economic analysis, and forecasting procedures.
- Principles and practices of general fund, cost, governmental accounting, auditing, Generally Accepted Accounting Principles (GAAP), and financial control.
- Pertinent federal, state, and local laws, codes, and regulations, including those related to investments.
- Financial research and report preparation methods and techniques.
- Office procedures, methods, and equipment, including computers and applicable fiscal management software applications, as well as as word processing, spreadsheets, and databases.
- Payroll systems, wage and hour law, tax withholding, and filing requirements.

- Public retirement systems, including defined benefit plans and defined contribution plans.
- Principles of lead supervision and training.

Ability to:

- Manage a public agency finance program, including the preparation and administration of large and complex budgets.
- Research, analyze, and evaluate financial, accounting, cost, and statistical data.
- Identify and facilitate improvements to budgeting, cash flow analysis, and long-term financial forecasting.
- Understand the organization and operation of the District and of other agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Deliver effective presentations and oral reports.
- Communicate clearly, effectively, and diplomatically with internal and external clients.
- Promote a positive, cooperative working relationship with management and co-workers.
- Multi-task, organize, and prioritize duties with minimal supervision.
- Lead, organize, and review the work of staff.
- Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards.

EXPERIENCE AND TRAINING GUIDELINES

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

Education:

- Bachelor's degree with major coursework in accounting, finance, public administration, business administration, or a closely related field.

Experience:

- A minimum of five years of increasingly responsible experience in accounting, budgeting, or finance. Supervisory experience is desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities, which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: December 2018

Classification: FLSA exempt, Management Employee

WEST BAY SANITARY DISTRICT
Job Description
OFFICE AND COMMUNICATIONS MANAGER

DEFINITION

Under the direction of the General Manager, manages the expedient flow of business affairs and cooperative working relationships with the District's administrative staff, customers, and contractors; represents the District in a variety of community outreach activities and public information/education programs; performs a full range of varied and responsible administrative and analytical duties including report preparation and other analytical support to assigned functions; and coordinates assigned activities with other functions, divisions, outside agencies, and the general public.

EXAMPLES OF DUTIES

- Oversees, plans, organizes, administers, reviews, and evaluates the work of assigned administrative/clerical support staff; assists in the development, implementation, and monitoring of work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems, and procedures to achieve goals, objectives, and work standards; assists in recruiting, hiring, and training administrative staff as assigned; evaluates employee performance and recommends promotions, transfers, and disciplinary action.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area; provides supervision to assigned clerical/administrative staff including assisting in developing and implementing methods and procedures for monitoring work; plans and assigns work and contributes to administrative staff employee development; establishes or adjusts work procedures to meet department deadlines; recommends measures to improve methods, performance, and quality of service, and suggests changes in working conditions to increase efficiency; coordinates, structures, and oversees on-going or special programs as assigned.
- Develops, writes, edits, designs, and produces press releases, brochures, fact sheets or talking points, newsletters, public service announcements, customer communications, web pages, and a variety of documents to disseminate information and create public awareness of District goals and activities, including monthly press releases and construction updates.
- Performs a variety of research, administrative, operational, and analytical duties in support of assigned functions; conducts studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Coordinates with local newspaper for coverage and publication of District information, activities, and events; and facilitates interface with appropriate contacts.
- Participates in a variety of community outreach activities; and participates in designated community events. Attends local Chamber of Commerce events.
- Produces and coordinates artwork, documents, and presentations for special events including posters, invitations, photos, and specialty items, such as newsletter, and other customer communications.

- Conducts or participates in studies of new and existing programs and special projects; researches and analyzes organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consults with District personnel and outside agencies; develops recommendations; assists with the development of policies and procedures; participates in program implementation and monitoring activities.
- Provides assistance in resolving operational and administration problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.
- Manages the preparation, publication, and distribution of printed materials with outside vendors. Works with City building departments to disseminate information to customers and contractors. Ensures communications to customers, and the general public are effective, and created in a positive manner. Assists in designing programs and materials to enhance the District's image and maximize public awareness of programs and services.
- Provides primary administrative support to the General Manager; performs a full range of complex duties in support of administrative processes, functions and areas; reviews and analyzes reports; prepares staff reports as necessary; works on a variety of special projects as assigned; assists in assuming the administrative duties of the General Manager in his/her absence.
- Coordinates assigned services and project activities with other District programs, functions, boards, committees, and task forces as well as external organizations and agencies and the general public; coordinates with, interacts with, and shares knowledge, issues, and status with appropriate parties.
- Performs a variety of administrative duties for the Board including Board clerk duties; edits, compiles and distributes the District's Board agenda package as required by law; ensures historical maintenance of agenda files and the completion of any actions required as a result of the Board's direction including but not limited to the timely legal filings of certain documents and the timely publishing of public notices as prescribed by law; updates and post General Code of Regulations in conjunction with Board action. Writes and compiles Board meeting minutes.
- Obtains data necessary for the processing of commercial/industrial applications for sewer permits and invoices including calculation and collection of fees and charges used to prepare Estimated Volume Permits and Annual Supplemental Entitlement Sewer Service Charge Billing; generates invoices for sewer connection charges.
- Serves as primary contact for customers for billing questions for residential and commercial accounts; notifies property owners of delinquent permits.
- Participates in scheduling of inspections and initiates correspondence and notices to ensure adherence to the District Code of General Regulations; transmits status information verbally and in writing on permits and projects to District personnel, customers and contractors; prepares draft correspondence and written reports based on research and analysis of situation or as prepared by other District personnel; addresses customer concerns regarding regulations and District actions.
- Assists administrative staff with filing and reception assistance including but not limited to telephones, dispatch, and issuance of permits and inspection scheduling.
- Provides primary customer service support to customers and trains and mentors front office staff on effectively providing help to the public and resolving problems.
- Attends and participates in professional group meetings; stays abreast of new trends and

innovations in the fields of business and public administration and issues related to areas of assignment.

- May assist the General Manager with other public outreach activities, works on a variety of special projects and other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of assigned program areas.
- Principles of supervision, training, and performance evaluation.
- General principles, practices and procedures of business administration and public administration.
- Principles, techniques, and methods of preparing and disseminating public information and community relations materials.
- Standard and accepted English composition, spelling, grammar, vocabulary, and punctuation for written and oral communications; the publication and distribution of press releases, media and marketing materials, and public service announcements.
- Principles, structure, and organization of public sector agencies.
- Principles and practices of effective public/community relations, communications, customer service, and information presentation methods and procedures.
- Professional and/or technical knowledge of business/industry principles and practices for the area of responsibility.
- Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical analysis.
- Principles and applications of critical thinking and analysis.
- Principles and practices of record keeping and records management.
- Modern office procedures, methods and equipment including computers and supporting applications.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Direct, coordinate, and review the work of assigned support staff.
- Supervise, train, and evaluate assigned personnel.

- Perform a full range of analytical and administrative duties in support of assigned programs and functions.
- Collect, evaluate, and interpret information and data from multiple sources.
- Analyze the impact of activities on proposed projects, identify potential problem areas, understand and interpret maps, plans, laws, regulations and technical information; problem solve difficult to complex situations; remember details, and communicate to others effectively.
- Successfully communicate and interact with individuals and groups at all organizational and social levels; instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.
- Conduct research and analysis and provide appropriate recommendations based on findings.
- Conduct or participate in various organizational and administrative studies and analyses including those on new and existing programs and special projects.
- Prepare clear and concise analytical and administrative reports.
- Develop recommendations for problematic areas and implement and monitor changes.
- Provide information and organize material in compliance with laws, regulations, and policies.
- Participate in the development and administration of policies and procedures.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Manage multiple tasks, set objectives/goals, and re-prioritize as needed.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate and use modern office equipment including a computer and various software packages.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

- Three years of increasingly responsible administrative experience including experience performing research, analysis, and project coordination duties. Some experience in public relations and/or community outreach functions in either a public or private organization.

Education:

- Equivalent to graduation from a recognized four year college or university with emphasis in

public administration, business administration, communication studies, marketing, or a related field.

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards.

Classification: FLSA exempt, Management Employee

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WEST BAY SANITARY DISTRICT
Job Description
ASSISTANT OPERATIONS SUPERINTENDENT

DEFINITION:

Under the general direction of the Operations Superintendent to assist in the supervision of a department engaged in operation, maintenance, repair and replacement of the sewerage system and to do related work as required.

EXAMPLES OF DUTIES

Makes construction and field repair inspection and supervises a crew engaged in maintenance and repair work on the sanitary sewer mains, laterals, wyes, pumping station, valves and other lines and appurtenances of the collection system. Responds to technical questions regarding maintenance and service requests. Supervises the work of a maintenance crew in excavating and filling trenches, laying pipe, setting joints, rodding lines and cleaning of manholes; Reports violations of District Regulations to appropriate authority; prepares reports of construction, TV inspections and maintenance services performed; prepares connection records in conjunction with building permits for new construction; checks building permits that may conflict with District easements; assists in updating record survey and parcel maps; assists in updating District block map system; keeps vehicle maintenance records updated for the State of California vehicle B.I.T. program; assists in preparations of annual budget; schedules routine and emergency work assignments; recommends purchases of supplies, tools and equipment; makes recommendations regarding personnel matters; acts as Operations Superintendent in his absence.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in the construction and maintenance of sewage collection system and related appurtenances; tools and equipment used in pipe line work; experience in record keeping; computer skills; budget preparations; personnel matters; pertinent State and District Laws, rules and regulations.

Ability to:

- Detect, analyze and take appropriate action to correct construction and functional faults; understand, interpret and apply laws and regulations to actual situations; read and interpret maps, drawings, work orders, plans and specifications; effectively plan, direct and supervise the work of others; keep accurate records of work performed; promote and maintain cooperative working relationships with the constituents of the district, public officials, contractors and fellow employees.

Experience:

- Five years of experience in sewage pipe line or general building construction and maintenance, of which at least two years shall have been in a supervisory capacity.

Education:

- Equivalent to graduation from high school supplemented by schooling and training as required and applicable.

License Required:

- Possession of a valid California Department of Motor Vehicle Class A, B or C Driver License; driving record in conformance with the adopted driving standards; State of California Wastewater Collection System Class II is desirable.

WEST BAY SANITARY DISTRICT
Job Description
OPERATIONS SUPERVISOR

DEFINITION

Under general direction of the Operations Superintendent and/or the Assistant Operations Superintendent, the Operations Supervisor plans, coordinates, supervises, and performs maintenance and construction on the District's collection system and collection system appurtenances, and performs other related duties. The position also assists in the planning and implementation of the preventive maintenance program and repairs for the collection system and appurtenances to include CCTV inspection, cleaning, and repair of assets.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Operations Superintendent and/or the Assistant Operations Superintendent.

Responsibilities include direct and indirect supervision of technical personnel for assigned department.

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

1. Supervises and performs maintenance and repairs on District collection system and other related appurtenances.
2. Follows proper safety precautions related to maintenance and repair; maintains tools, supplies, equipment, and the work site in a safe condition; participates in the District and divisional safety program; ensures staff comply with safety processes and procedures.
3. Assists in the development and implementation of systems and procedures for the repair, inspection, and maintenance of the collection system and other appurtenance.
4. Gives instructions in proper work procedures, resolves work problems, interprets administrative policies, and determines the best approach to accomplish work objectives.
5. Prepares written and oral reports and supervise the maintenance of a variety of records and reports including the monthly Operations & Maintenance (O&M) Report.
6. Supervises, trains, mentors, evaluates, and disciplines subordinates.
7. Schedules and assists with routine maintenance, preventative maintenance, and emergency work.
8. Diagnoses problems, repairs and supervises or coordinates repairs on various equipment, in all weather conditions and under adverse conditions.
9. Responds to and directs others to respond to after hour calls for system failures. Work evenings and weekends as required.
10. Assists in the development and implementation of departmental budget, goals, objectives, policies and procedures.

11. Reviews plans and specifications for facilities improvement, maintenance projects, and capital improvement projects.
12. Assists in the implementation of the Sewer System Management Plan (SSMP).
13. Represents the District in California Water Environmental Associations (CWEA) committees to network and ensure regulatory compliance on programs.
14. Assists the District Safety Officer in implementing SB198 (IIPP) guidelines.
15. Ensures and enforces compliance with applicable Federal, State, and County regulations.
16. Determines the need for materials, supplies, and equipment and prepares specifications as necessary, to purchase equipment and supplies as needed. Obtains estimates and makes purchases of maintenance and construction supplies and materials.
17. Performs Computer Maintenance Management Systems (CMMS) duties such as generating work orders, completion accuracy and data management.

OTHER JOB RELATED DUTIES

1. Assists in the development, testing, and monitoring of the District's emergency response plan for the Operations & Maintenance Group and ensure timely response to events that may have negative impacts on the District's customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.
2. Assists in preparing Performance Appraisals, ensure and enforce District policy, safety policies and regulations. Initiate disciplinary measures as appropriate.
3. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

- Functions, characteristics, and proper use and care of tools, equipment, and materials used in basic wastewater pump stations and related facilities.
- Tools, techniques, and procedures used in basic carpentry, metal, electrical, hydraulic, and mechanical work; basic mathematics; general maintenance, repair, and grounds-keeping techniques.
- The standard methods, practices, materials, tools, and equipment used in the installation, calibration, maintenance, and repair of telemetry systems, communication systems, and data logging equipment common to pumping facilities.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions. Safe driving principles and practices.
- Applies computerization/automation.

- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment, and equipment used in such work.
- Chemical Root Control programs.

Ability to:

- Supervise, train, and evaluate subordinate personnel.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports and operate District-specific computer systems.
- Evaluate operations and problems, recommend, and implement efficiency and productivity improvements.
- Assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.
- Assist to develop and administer a comprehensive maintenance program.
- Periodically assist to diagnose and either make necessary repairs or schedule others to conduct repairs for pumps, motors, valves, and mechanical, electrical, and electronic difficulties in instrumentation, solid state control apparatus, and related equipment.
- Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment; properly care for tools and equipment; read and record readings of meters and instruments.
- Read and interpret electrical and electronic diagrams and details; design, alter, and fabricate equipment and schematic wiring diagrams;
- Communicate effectively, both orally and in writing, in English, with District staff, suppliers, contractors, and the public.
- Differentiate between colors as related to cable and resistor color codes; keep accurate records and make reports of work in progress.

Skill to:

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.
- Perform repairs to collection systems related to the wastewater industry; use diagnostic equipment related to the field.
- Read and interpret diagrams and plans common to wastewater collection system facilities.

License and Certificate:

- Possession of a valid Class "B" Commercial Driver's License (CDL) through the California Department of Motor Vehicles. Must obtain a Class "A" CDL within 6 months of appointment. Must be able to meet DOT Class A driving requirements on a continual basis.
- Must possess a valid California Water Environment Association Collection System Maintenance Technologies Certificate Grade I; a Grade II is required within 1 year of appointment, and a Grade III is highly desirable within 2 years of appointment.

Experience and Training Guidelines:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Five (5) years in the Collection System Maintenance Field or underground pipeline construction, with two (2) years as a Field Crew Leader/Foreman.
- Five (5) years of increasingly responsible experience in wastewater maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.
- High school diploma or its equivalent is required.
- Training or college course work in pertinent areas such as Maintenance, Construction, Project Management and Leadership is desired.

Special Requirements:

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient strength to lift parts and equipment weighing up to 75 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards. Must be willing to work overtime as needed. May be required to be clean shaven in order to wear respiratory protection equipment.
- Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.
- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: August, 2017

Position Status: Un-Classified, FLSA and Non-Exempt Employee

WEST BAY SANITARY DISTRICT
Job Description
PUMP FACILITY SUPERVISOR

DEFINITION

Under general direction of the Operations Superintendent and/or the Assistant Operations Superintendent, the Pump Facility Supervisor plans, coordinates, supervises and performs the maintenance on the District's pump stations, STEP systems, grinder systems, flow equalization facility, flow meters, telemetry systems, recycled water plants and other collection system appurtenances, and perform any other assigned related duties. Plans, establishes and implements a preventive maintenance program for the above mentioned pumping systems and appurtenances to include inspection, cleaning, and repair of pump facilities assets.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Operations Superintendent and/or the Assistant Operations Superintendent.

Responsibilities include direct and indirect supervision of technical personnel for assigned department.

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

- Supervises and performs maintenance and repairs on District pumps, motors, control systems, electric panels, auxiliary generators and other related appurtenances.
- Follows proper safety precautions related to instrumentation and electrical maintenance (including High Voltage circuits) and repair; maintains tools, supplies, equipment and the work site in a safe condition; participates in the District and divisional safety program.
- Assist in the development and implementation of systems and procedures for the repair, inspection, and maintenance of the pump stations, STEP and grinder systems, Flow Equalization Resource Recovery Facility (FERRF), may assist with recycled water plants and other appurtenances of the collection system.
- Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
- Assist in the preparation of, and supervise and monitor the divisional budget.
- Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.
- Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.
- Supervise, train, and evaluate subordinates, including the initiation of equitable disciplinary procedures.

- Troubleshoots and repair and coordinate the repair of solid state motor controls, relays, switches, and motor circuits.
- Schedule routine maintenance, preventative maintenance and emergency work.
- Diagnose problems, repair and supervise repairs on mechanical and electrical failures of pumping facilities, in all weather conditions and under adverse conditions.
- Respond and direct others to respond to after hour calls for system failures. Work evenings and weekends as required; participates in the On-call emergency response program.
- Assist in the development and implementation of departmental goals, objectives, policies and procedures.
- Assist departmental staff and direct subordinate staff in the daily operations of customer service response, lateral and main cleaning and inspection, main repairs, pumping systems, and USA marking services.
- Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District pumping systems.
- Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.
- Implementation of the Sewer System Management Plan (SSMP). The Plan requires implementation of action steps in the event of a Sanitary Sewer Overflow (SSO), implementation of required reporting requirements, and improved and increased maintenance of the sewer collection system to reduce SSO's.
- Prepare Maintenance performance reports for the Maintenance Superintendent.
- Represent the Department on SBSA Technical committees and Safety committee. Interacting and networking with agencies to ensure regulatory compliance on programs.
- Assist the District Water Quality Manager in implementing SB198 (IIPP) guidelines.
- Ensure compliance with applicable Federal, State, and County regulations.
- Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.
- Clean, repair and adjust electrical control systems, mechanical equipment, hydraulic control valves, pump control valves, and various related instruments. Read electrical schematics for troubleshooting.
- Remove vegetation, debris and trash from immediate vicinity at FERRF, pumping facilities and former WWTP site.
- Installs, calibrates, and repairs instruments found in a wastewater pumping facility such as ultrasonic, magnetic, turbine, frequency-generated, thermal flow meters; pH meters; gas detecting equipment; differential pressure transmitters; pressure to current transducers; and recording devices.
- Upgrade existing instrumentation as new technology dictates.

OTHER JOB RELATED DUTIES

- Assume the duties and responsibilities of the Assistant Operations Superintendent in his/her absence, as assigned.
- Assist in the development of and, test, and monitor the District's emergency response plan for the Maintenance & Operations Group and ensure timely response to events that may have negative impacts on District customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

- Functions, characteristics and proper use and care of tools, equipment and material used in basic wastewater pump stations and related facilities.
- Tools, techniques and procedures used in basic carpentry, metal, electrical, hydraulic and mechanical work; basic mathematics; general maintenance, repair and grounds-keeping techniques.
- The standard methods, practices, materials, tools, and equipment used in the installation, calibration, maintenance, and repair of telemetry systems, communication systems, and data logging equipment common to pumping facilities.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions. Safe driving principles and practices.
- Applied computerization/automation.
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment and of the plant and equipment used in such work.

Ability to:

- Supervise, train, and evaluate subordinate personnel.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports and operate District-specific computer systems.

- Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
- Manage technical staff and skilled workers.
- Assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.
- Develop and administer a comprehensive pumping facilities maintenance program.
- Diagnose and either make necessary repairs or schedule others to conduct repairs for pumps, motors, valves, and mechanical, electrical, and electronic difficulties in instrumentation, solid state control apparatus, and related equipment.
- Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment; properly care for tools and equipment; read and record readings of meters and instruments.
- Read and interpret electrical and electronic diagrams and details; design, alter, and fabricate equipment and schematic wiring diagrams;
- Communicate effectively, both orally and in writing, in English, with District staff, suppliers, contractors, and the public.
- Differentiate between colors as related to cable and resistor color codes; keep accurate records and make reports of work in progress.

Skill to:

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.
- Perform mechanical and electrical repairs to pumping systems related to the wastewater industry; familiar with diagnostic equipment related to the field.
- Reading and interpreting electrical and electronic schematic diagrams; diagnosing defects in a variety of electronic, pneumatic, and electrical equipment common to instrumentation and electrical apparatus common to a wastewater pumping facility.

License or Certificate:

- Possession of, and the ability to maintain, a valid Class "A" California Department of Motor Vehicles Driver License within 1 year of appointment. Must be able to meet DOT Class A driving requirements on a continual basis.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Mechanical Technologies certificate Grade I, within one year of assignment.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Mechanical Technologies certificate Grade 2, within three years of assignment.
- Other California Water Environment Association Certification will be considered

Education:

- Equivalent to graduation from high school.
- Some college course work in the O&M of treatment plants or collection systems is desirable.

Experience:

- Any combination of experience and training that would likely provide the required knowledge and abilities may qualify.
- Five (5) years of increasingly responsible experience in wastewater pumping facilities and electrical component maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.
- Electrical instrumentation experience and background desired.

Training:

- Training in pertinent areas such as Basic and High Voltage electrical training, instrumentation repair and calibration training, pump, motors and valve diagnostic and repair training etc.

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties.
- Must live close enough to the District to respond to after hour and emergency service calls in the District within 45 minutes of receiving the call.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient strength to lift parts and equipment weighing up to 75 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must possess good color discrimination related to cable color coding. Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards. Must be willing to work overtime as needed. May be required to be clean shaven in order to wear respiratory protection equipment.

Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.

Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: September, 2020

Position Status: Unclassified Employee, Non-Exempt

WEST BAY SANITARY DISTRICT

Job Description

Water Quality Supervisor/Operator (Chief Plant Operator)

DEFINITION:

Under general direction of the Water Quality Manager, acts as Supervisor and hands-on Chief Plant Operator for the operation and routine maintenance of the 0.5 MGD recycled water treatment plant (RWTP) and related pump facilities; performs a variety of skilled tasks such as; electrical, electronic, pneumatic and mechanical instrumentation and controls. Performs installation, troubleshooting and repair of computerized automation control work at a modern MBR wastewater treatment facility and remote pumping stations, and assists in the development of maintenance programs for the preventive maintenance and improvements of all instrumentation and control system; supervises and provides leadership to OIT's, subordinate Operators, and Source Control Inspectors for the operations of the RWTP as well as other water quality functions for the District such as; sampling and monitoring, Industrial pretreatment, commercial discharge and inspections, Fats, Oils, & Grease management etc.

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

- Independently responsible for administration, operation, and maintenance of MBR wastewater treatment plant along with tributary pumping plants for producing recycled water production and distribution.
- Exercises direct authority over all plant functions and personnel, in accordance with approved policies and procedures.
- Inspects plant(s) regularly.
- Reviews plant process data and makes wastewater process decisions.
- Conducts on-site and oversees off-site laboratory analysis of wastewater and sludge to measure BOD5, TSS, dissolved oxygen, turbidity, total coliform and other relevant parameters.
- Analyzes and evaluates operation and maintenance functions; initiates or recommends new or improved practices.
- Coordinates data and prepares or reviews and approves operation reports.
- Controls expenditure of budgeted funds and requests approval for major expenditures when required.
- Recommends specifications for major equipment and material purchases.
- Maintains effective communications and working relationships with employees, government officials, and the general public.
- Follow all WBSD safe work practices and policies.
- Operates pumps, valves, and other equipment by hand controls, electronic, or mechanical means; monitors equipment function.
- Leads operational activities in accordance with established procedures, regulations, and safety requirements; provides direction to OIT's, subordinate Operators, and Source Control Inspectors; and organizes work for the shift.

- Reads, records, interprets, and acts on information taken from gauges and other instruments.
- Makes the more complex operating adjustments.
- Prepares oral and written reports as required by regulatory agencies, users, and internal and external customers
- Writes new and revises existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, and other work and safety procedures to ensure a safe and efficient operating treatment plant.
- Orders chemicals; processes and verifies invoices and billing for utilities, chemicals and supplies.
- Provides staff with ongoing technical and safety training.
- Regulates wastewater flow through MBR treatment processes. Provides production and usage reports recycled water delivered to customers and fill stations.
- Operate the recycled water treatment plant utilizing the plant SCADA system on-site or remotely. Re
- Performs standardized control tests, including basic lab analysis of recycled water quality and taking or supervising the taking of daily lab samples, recording sampling data for the odor control process and scheduling required air samples for lab analysis.
- Cleans, lubricates, and performs routine maintenance of plant equipment, facilities and grounds.
- Inspects plant equipment, performs preventative maintenance tests, reports failures and/or operating difficulties.
- Initiates work orders and repair requests in WBSD's Computerized Maintenance Management System (CMMS).
- Collects data and keeps records; maintains log, prepares reports, performs data entry.
- Participates in emergency response.
- Uses common hand and power tools.
- Drives motor vehicles on WBSD and public roadways.
- Safely enters and works in confined spaces and assists the WBSD Confined Space Entry Team.
- Performs "Lock Out Tag Out" on equipment to be repaired.
- Acts as a First Aid responder.
- Reviews daily plant records to ensure compliance with established operating conditions and sampling parameters.
- Performs a variety of other duties as assigned.
- Manage personnel problems through conflict resolution, and evaluate personnel performance.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

- WBSD policies and procedures.
- Principles, materials, and equipment used in the operation and routine maintenance of an MBR wastewater treatment plant and related pump stations.
- Processes and equipment involved in primary, secondary and tertiary wastewater treatment, including basic, chemical and biological processes.
- Safety regulations and practices; emergency response procedures and safety policies normal operating parameters and guidelines.
- Principles and objectives of laboratory analysis for treatment and process control.
- Maintenance of pumps, motors, and metering equipment.
- Programmable logic controllers, supervisory control, and data acquisition systems.
- Modern office methods and procedures.
- Contemporary office equipment including computer systems.
- Word processing, spreadsheet and other related software applications.
- Wastewater NPDES permit and certification regulations.
- Recycled water treatment, production and Title 22 regulations.
- Confined Space and Fall Protection regulations.
- Flow Monitoring and Sampling.
- Understanding of managerial, administrative, and accounting practices and procedures involved in successful plant operation.
- Industrial wastes and their effects on treatment processes and equipment.

Ability to:

- Supervise, train, and evaluate subordinate personnel.
- Plan activities for staff.
- Lead Operators, OIT's, and Source Control Inspectors.
- Perform heavy manual labor.
- Maintain records and prepare reports.
- Maintain technical and regulatory compliance.

- Communicate effectively verbally and in writing in English.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.
- Drive and operate motor vehicles including cranes and fork lifts.
- Able to apply principles of logic to define problems, collect and analyze data, and draw valid conclusions. Deal with a variety of concrete and abstract variables.
- Perform ordinary arithmetic, algebraic, and geometric procedures in standard practical applications.
- Evaluate and interpret engineering and other technical data.
- Plan, direct, and evaluate plant operation and maintenance functions.
- Interview applicants and employees
- Establish and maintain communications with employees, government officials, and the public.
- Assist in performing Performance Appraisals, enforce policies and safety procedures. Including taking disciplinary measures to enforce policies, procedure and guidelines as appropriate.
- Prepare or supervise preparation of clear, concise reports, work requests and budget recommendations.

Skill to:

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.
- Perform mechanical and electrical repairs to pumping systems related to the wastewater industry; familiar with diagnostic equipment related to the field.
- Reading and interpreting electrical and electronic schematic diagrams; diagnosing defects in a variety of electronic, pneumatic, and electrical equipment common to instrumentation and electrical apparatus common to a wastewater pumping facility.
- Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.
- Diagnose and operate MBR treatment plant compliant with Title 22 requirements and all other regulations pertinent to a RWTP.

License or Certificate:

- California Grade III SWRCB Wastewater Treatment Plant Operator certificate required.
- Valid California Class C Driver's License is required.
- Obtain certificate in CPR and basic first aid.

Experience:

- Minimum five years' experience in sewage treatment plant operations and maintenance. One year working with membrane bio-reactors and one year supervisory experience is desirable.

Education:

- Equivalent to graduation from high school, with some college course work in the O&M of treatment plants, biology or chemistry.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to walk long distances and climb stairs and ladders. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is occasionally required to stand and sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, and differentiate colors related to electrical work, pipelines, SCADA, and water quality work.

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties.
- Must live close enough to the District to respond to after hour and emergency service calls in the District within 45 minutes of receiving the call.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient strength to lift parts and equipment weighing up to 150 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must possess good color discrimination related to cable color coding.

Must be willing to work outdoors in a variety of weather conditions with exposure to noise, fumes and mechanical hazards. Must be willing to work overtime as needed, and on-call, including weekends and holidays as assigned or as required.

May be required to be clean shaven in order to wear respiratory protection equipment including a full-body protection suit and SCBA weighing approximately 32 pounds and must maintain a face seal while using the self-contained breathing equipment.

Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.

Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: February 12, 2020

Position Status: Unclassified Employee, Non-Exempt

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WEST BAY SANITARY DISTRICT
Job Description
INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under the direction of the General Manager, performs a variety of technical duties involved in installing, maintaining, testing, and maintenance of the District's computerized information systems including all computer workstations and peripherals, network equipment, applications, software, cell phone systems, pagers, alarm systems, tablets, and audio/visual systems used by District departments; responds to requests for assistance from system users and resolves operational problems; troubleshoots, analyzes, and resolves complex systems, internal and internet e-mail systems, and application problems; and performs various diagnostic testing and maintenance on system hardware.

EXAMPLES OF DUTIES

- Provides day-to-day operational support for the District's computer systems including the District's network, hardware and software, applications, and related equipment; ensures networks, workstations, operating systems, and software applications are operational.
- Installs, configures, upgrades, troubleshoots, and repairs computers, computer components, software, and peripheral devices; maintains, installs, and upgrades file servers and other network hardware.
- Provides information system user support; responds to questions and inquiries on various hardware and software issues; assists staff in understanding and using technology; conducts regular staff technology presentations and trainings.
- Installs, tests, and supports computer hardware and software applications; performs routine preventive maintenance on hardware and software.
- Performs and implements systems maintenance, making program modifications as necessary to meet user requirements; reviews and modifies programs to correct errors and improve efficiency and cost effectiveness.
- Perform network administration functions such as maintaining user accounts and passwords, installing, upgrading, and maintaining software on servers, upgrading server hardware, installing and maintaining routers, assessing and reporting operational status, and troubleshooting and resolving network connectivity issues; performs back-ups and restores as necessary.
- Administers and maintains the District's internal and internet email systems; installs, configures, and sets up user accounts and client upgrades; troubleshoots and resolves mail hardware and software problems.
- Oversees the acquisition, installation, and maintenance of the District's local area network hardware and software; creates and maintains LAN/WAN maintenance logs.
- Implements, administers, and maintains databases.
- Designs, develops, and maintains web-based applications including websites and intranets; updates and improves the District's website and Intranet including adding new functionality and improving user ability.

- Operates, troubleshoots, implements, supports, and maintains cell phone systems, pagers, tablets, and audio/visual systems.
- Ensures compliance with all software licensing agreements; manages and safeguards software media and associated licenses; tracks software versions; maintains centralized software use log.
- Conducts technology orientation and exit briefing for all staff; prepares technology and systems for new and exiting staff.
- Oversees technology inventory including procurement and disposal; analyzes technology requirements and develops functional specifications; conducts comparative analysis and competitive bidding as necessary.
- Develops and oversees technology budget and monitors and approves related expenditures; reviews and approves cost pool expenditures.
- Serves as primary contact with outside vendors in the generation of RFPs, bids, contracts, agreements, and other major vendor interactions.
- Maintains a variety of records and logs and prepares a variety of manuals and special reports; ensures technology documents/certificates related to technology operations such as product registrations, SSL certificates, maintenance agreements, and service contracts are evaluated, updated, and processed.
- Maintain current knowledge of information technology trends and innovations; attends and participates in job-related seminars, committees and professional group meetings; reads applicable industry publications.
- Provide analytical support with tax roll preparation and integrate related water use data.
- Works on a variety of special projects and other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operational characteristics of information services systems, hardware, and software.
- Principles and practices of computer science and information systems.
- Computer operating systems and local area network applications.
- Methods and techniques of training and instruction.
- Principles and practices of systems analysis.
- Principles, practices, methods, and techniques used in the installation, troubleshooting, and maintenance of systems, networks, and applications.
- Characteristics and limitations of computer systems and related equipment.
- Wireless networking technology including access and security.
- Methods and techniques of installing and maintaining network devices including switches, routers, and hubs.

- Network email systems.
- Various commercially packaged software including word processing, spreadsheet, database, graphics applications and asset management databases.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Analyze, design, program, and maintain information systems and peripherals.
- Install computer equipment, related peripherals, and software.
- Troubleshoot hardware and software problems.
- Analyze data and develop logical solutions to complex computer application problems.
- Make recommendations in information system selection and software application packages.
- Instruct and train staff in information systems operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

- Up to three years or more of information systems analysis and network administrative experience.

Education:

- Equivalent to graduation from a recognized four year college or university with emphasis in computer science, information systems, or a related field.

License Required:

- Possession of a valid Class C California Driver License.

Classification: Unrepresented, FLSA, non-exempt.

WEST BAY SANITARY DISTRICT
Job Description
ASSOCIATE ENGINEER

DEFINITION:

Under general direction of the Project Manager, perform basic engineering tasks with an emphasis on project management, capital improvement projects, plan reviews, annexations, easement documents, mapping, and construction inspection. The position coordinates all assigned capital projects and programs of the District in order to facilitate efficient and timely completion. Responsibilities include coordinating efforts with the team and third-party contractors or consultants, and supervises and facilitates with the Construction Inspector on capital projects, District facilities, pipeline assets, and other sewer construction and rehabilitation. Assists in the enforcement of State laws and District's Code of General Regulations relating to sanitary health and safety and performs other work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Project Manager

Responsibilities include direct and indirect supervision of the Construction Inspector, and other staff as assigned.

EXAMPLES OF DUTIES – may include, but not limited to, the following;

1. Performs initial plan reviews on capital projects, new development, remodels, and tenant improvements for compliance with State laws and District Code of General Regulations and modern construction techniques.
2. Participates in the bid evaluation and procurement process.
3. Completes diverse project tasks on wastewater and recycled water projects.
4. Communicates at a high level with property owners, contractors, and other agencies to explain requirements and to induce compliance to District Regulations.
5. Maintains records of changes to plans and specifications.
6. Conducts surveys, drafts plans, and updates diagrams.
7. Performs GIS updates and manages the Computer Maintenance Management Systems (CMMS) including data verification and reporting.
8. Enforces the District's requirements for safe working practices during inspection duties.
9. Performs video reviews of public sewer main and lateral pipelines to prioritize repairs, replacements, and rehabilitation.
10. Assists in managing the District's Linear Asset Management Program (LAMP).
11. Assist homeowners and developers in the administration and calculation of reimbursement agreements and annexation to the District.

12. Interprets and assist in drafting legal description drawings; prepares sketches of designs; interprets and converts survey notes to various types of drawings.
13. Provides customer service to the public, engineers, architects, developers, and representatives of other governmental agencies regarding permit policies, procedures, and determine proper processing.
14. Makes field checks of project sites as needed; performs title searches, research right-of-way and easements based on legal descriptions.
15. Calculates records and reconciles fee collections and credits; coordinates fee collection with finance staff; initiates, coordinates and maintains department records, files and other reference materials including retention of permits, master file drawings, plans and specifications.
16. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.
17. Performs performance evaluations with designated staff.

OTHER JOB RELATED DUTIES

1. Assume the duties and responsibilities of the Project Manager in his/her absence, as assigned.
2. Conduct inspections if Construction Inspector is unavailable.
3. May serve as staff support to various commissions, boards, and committees.
4. Assist with the Solid Waste and Recycling Franchise.
5. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

1. Principles and practices of engineering including land surveying, legal descriptions, pipeline construction, materials, and inspection related to underground utilities.
2. Methods and techniques of project management.
3. Principles and practices to prepare and review bids and contracts.
4. MS Office (Word, Excel, and Outlook.)
5. Underground line locating and Common Ground Alliance (CGA) standards.
6. Engineering and architectural drawings, construction specifications, technical reports and studies.
7. Pertinent Federal, State, County, and District Laws, Rules, and Regulations.
8. Applicable local laws and regulations, building codes, standards, policies, and procedures related to the design, construction, maintenance, permitting, use of public and private wastewater collection systems and facilities.
9. Cal OSHA Construction Safety Orders, and District Safety Plans and Procedures.

10. Computerized Maintenance Management Systems (CMMS.)
11. Geographic Information Systems (GIS) and AutoCAD.
12. Principles of supervision, public relations, and customer service.
13. Basic math and mathematic principles including geometry and trigonometry.

Ability to:

1. Accurately interpret, explain and apply applicable laws, codes and regulations.
2. Prioritize, organize, and complete multiple concurrent tasks within established timeframes.
3. Communicate clearly and concisely in English, both orally and in writing.
4. Keep accurate and concise records
5. Prepare plans and specifications, drawings, scope of work narratives, technical reports, spreadsheets, and charts in a neat and accurate form.
6. Resolve challenging issues and situations when interacting with staff, the public, and other government agencies with professionalism, tact and diplomacy to reach mutually acceptable outcomes.
7. Promote and maintain cooperative working relations with the public, contractors and fellow personnel.
8. Properly drive an assigned motorized vehicle in a safe and responsible manner, and with requisite care.
9. Remain current on emerging technologies related to engineering, administration, construction and inspection.
10. Write Staff Reports, correspondences, and draft agreements.

Overtime/On-Call:

- Must be willing to work overtime as needed.
- Must live close enough to respond to emergencies within a two hour notice.

Experience:

- Engineering related to civil engineering or closely related field
- Technical engineering design, construction, and inspection of public works projects.
- Surveying, wastewater, water and/or recycled water systems operations.

Education:

A Bachelor of Science Degree in Civil or Traffic Engineering from a recognized college or university

Required Licenses and Certifications:

- Possession of a valid California driver's license with the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Ability to obtain an Engineer-In-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers within one year of hire.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate plotter and other engineering equipment, and remove manhole lids (up to 150 pounds) in the event of an emergency. Ability to work non-standard hours to include nights, weekends, and holidays as needed to address project and business related needs.

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Effective Date: January, 2023

Position Status: Unclassified, FLSA and Non-Exempt Employee

WEST BAY SANITARY DISTRICT
Job Description
PERSONNEL AND ACCOUNTING SPECIALIST

DEFINITION

Under the supervision and general direction of the Office & Communications Manager, this position will perform technical work in the areas of personnel file management, benefits administration, payroll processing and administration, general accounting activities, and other related functions.

EXAMPLES OF DUTIES

- Serves as Employee Benefits Administrator for health, dental, vision, life, and disability benefit programs; enroll employees, explain benefits, and follow up on enrollment and eligibility issues; administers Flexible Spending Accounts (FSA); Deferred Compensation, tuition reimbursement Commuter Benefit programs, and ICMA retirement plans
- Maintains confidential personnel, medical and worker's compensation files and handles all new hire, termination, and recruiting documentation
- Coordinates employee evaluations and employee self-evaluations for District, follows up on missing evaluations with supervisors
- Prepares or reviews payroll records on a bi-weekly basis and analyzes computer printouts for accuracy; works with the payroll vendor to resolve any issues; documents and forwards all employee status changes impacting payroll including salary, benefits, and address changes to District Finance Manager; assists in issuing annual W-2s and 1099s; responds to questions regarding paychecks, time sheets, payroll deductions, tax holding reports, and other related matters
- Provides information to the union on new and existing employees pursuant to AB119, job description changes for review, and revisions and additions to Personnel Rules
- Serves as a liaison with the Worker's Compensation third party Administrator for the District and administers the Employee Injury Prevention Program; manages employees' leaves of absence, modified duty, and accommodation requests
- Initiates recruitment efforts for District positions and oversees offer letters, employment ads, screening applicants, acquiring panelists, pre-employment physicals, background checks, DOT drug screening, DMV physical and driving records; on-boards new employees
- Serves as liaison for California Public Employee Retirement System (CalPERS) for District employees; organizes retirement accounting information and produces and maintains related spreadsheets and reports
- Prepares bi-weekly withdrawal orders for the Board meetings, summarizing bills paid and transfers made; and provides other financial statements to the Board as requested
- Serves as liaison to administer mandatory drug testing policy between medical provider by coordinating appointments and communicating requirements and instructions with candidates and existing staff
- Provides back-up support as necessary; edits, compiles, and distributes the District's Board agenda package as required by law, set-up Board room for meetings, etc.

- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; assists in the coordination of annual audits and annual budget preparation for area of responsibility
- Provides general office support, such as handling mail, preparing correspondence, filing, answering phones, issuing permits, greets public, answers questions or directs them to proper office personnel
- Works on a variety of special projects and other duties as assigned
- Assists in opening the Administration office each workday and secure the office for the evening.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Human Resources laws, regulations and practices including basic human resources functions, principles and procedures for employee benefits administration, personnel records management and payroll
- Basic arithmetic and statistical techniques
- Concepts of financial accounting for budgeting, coding expenditures, and reading financial statements and Generally Accepted Accounting Principles (GAAP), and financial control.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
- Proper business correspondence format and etiquette
- Methods and techniques of proper phone etiquette and customer service
- English usage, spelling, vocabulary, grammar, and punctuation
- General filing systems and procedures

Ability to:

- Perform a variety of general and specialized human resources duties including employee benefits administration and perform related accounting support work
- Review, post, balance, reconcile, and maintain accurate and complete payroll and accounting documents and records
- Maintain a high level of integrity and confidentiality when privy to, and/or dealing with management or employees on sensitive personnel, pay, or benefit issues
- Read, research, interpret, apply, explain, and ensure compliance with applicable federal, state and local laws, regulatory codes, District ordinances, MOUs, and procedures relevant to assigned area of responsibility
- Effectively communicate orally and in writing; composing correspondence, reports, or procedures

- Effectively present information and respond to questions from other employees, management, customers, vendors, and members of the public
- Establish, maintain, and promote positive and cooperative working relationships with those contacted during work
- Organize work and prioritize duties with minimal supervision to meet critical time deadlines
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; and adapt to changing technologies and learn functionality of new equipment and systems
- Implement and maintain personnel records and other filing systems
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Use applicable office terminology, forms, documents, and procedures during the work
- Understand and follow oral and written instructions
- Work well independently and/or in a team environment

Experience:

- Two years of relevant work experience in payroll administration, accounting or a closely related field; experience in a public agency is desirable

Education:

- Bachelor's Degree highly desirable or equivalent to completion of two years of college (60 semester or 90 quarter units) with major coursework in accounting, bookkeeping or a related field. Additional experience as outlined above may be substituted for the education on a year for year basis.

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards

Special Requirements:

Essential duties require the following physical abilities and work environment:

- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.
- Load copy and printer machines, occasionally lift boxes of files, and/or reams of paper.

Classification: Unrepresented, FLSA non-exempt

WEST BAY SANITARY DISTRICT
Job Description
ADMINISTRATIVE TECHNICIAN

DEFINITION

Under the supervision and general direction of the Office and Communications Manager provides varied clerical support for the Administration and Collections staff and for the administrative needs of the District's customers; and performs a variety of clerical and technical accounting duties including accounts payable and receivables, payroll, and cash receipts.

EXAMPLES OF DUTIES

- Performs a variety of front office reception duties including answering phones, greeting customers/visitors, issuing permits, scheduling inspections and dispatching emergency service.
- Edits, compiles and distributes the District's Board agenda package as required by law.
- Inputs service requests as received into District's Lucity facilities maintenance computer program.
- Assists in the input of completed maintenance data into the Lucity computer program from forms completed by the Collections staff.
- Makes all travel arrangements as required by District staff and District Board.
- Types and edits original and form letter correspondence as required by Administrative or Collections staff including the regular mailings of "New Owner Letters".
- Sends out "Customer Service Response" forms.
- Performs a variety of accounts payable duties; prepares vendor invoices for processing and input into the accounting system; assists in preparation of the semi-monthly disbursements report; prepares and mails vendor payments; prepares fiscal year vendor files and maintains filing of invoices.
- Performs a variety of accounts receivable duties including preparing quarterly customer invoices and following up as needed with collection of past due accounts.
- Performs a variety of payroll duties; prepares and distributes payroll time sheets for District employees; assists in preparation of semi monthly payroll processing; sets up and maintains employee payroll files.
- Assists in preparation of the District's annual audit.
- Issues cash receipts, maintains numerical log book and forwards moneys to Accountant for deposit; prepares bank deposit as necessary.
- Sets up boardroom prior to all District Board meetings.
- Assists in keeping current all APN, Admin and Projects filing.
- Maintains the office supply inventory and orders supplies as needed.

- Maintains the postage meter.
- Coordinates quarterly District Employee/Board luncheons.
- Works on a variety of special projects and other duties as assigned.
- Assists in opening the Administration office each workday promptly at 8:00 A.M. and secure the office for the evening at 4:30 P.M.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles, procedures, and methods used in the performance of clerical and technical accounting duties.
- Mathematical principles.
- Proper business correspondence format and etiquette.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar and punctuation.
- Basic methods and techniques of public relations.
- General filing systems and procedures both electronic and hard copy.
- Basic principles and procedures of record keeping.

Ability to:

- Perform varied office and clerical support duties and tasks.
- Perform a variety of clerical and technical accounting duties.
- Read and interpret the District's Code of General Regulations as it applies to the issuance of permits, fees charged and scope of maintenance services provided by the District.
- Communicate clearly, effectively and diplomatically with customers over the phone or in person.
- Promote a positive, cooperative working relationship with management and co-workers.
- Multi-task, organize and prioritize duties with minimal supervision.
- Review and interpret accounting transactions and records.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain filing systems.
- Independently prepare correspondence and memoranda.
- Respond to requests and inquiries from the general public.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Compose correspondence and compile and arrange data in a readable and comprehensible manner.
- Establish and maintain record keeping systems.
- Understand and follow instructions.
- Work well independently and/or in a team environment.

Experience:

- Two years experience in clerical duties including proficiency in MS Word and Excel computer programs, correspondence preparation and editing, and customer service.

Education:

- Equivalent to graduation from high school supplemented by schooling and training as required and applicable.

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License issued by the; driving record in conformance with adopted driving standards.

Classification: Unrepresented, non-exempt.

WEST BAY SANITARY DISTRICT
Job Description
PART TIME CLERICAL ASSISTANT

DEFINITION

Under direct supervision, provides varied clerical support primarily for the Administrative Department. The incumbent receives and responds to verbal or written directions.

EXAMPLES OF DUTIES

- Sorts, files, and copies material as directed in compliance with policies and procedures.
- Provides telephone coverage, answering and directing calls, and taking messages.
- Provides front office coverage to assist customers.
- Composes and sends email messages.
- Performs basic proofreading.
- Enters information into spreadsheets.
- Schedules inspections; communicates about appointments with staff and customers.
- Modifies PowerPoint presentations.
- Operates a variety of office equipment including copiers, fax, computer, mail room, and other equipment.
- Stocks supplies and materials inventory for copiers, mail room, and breakroom.
- Delivers and processes incoming and outgoing mail, supplies, and materials to appropriate locations.
- Uses department software applications to maintain records, or perform related duties, including data entry.
- Sets up and breaks down for meetings.
- Files and scans documents.
- Performs other duties, as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and presentation software.
- Basic principles, procedures, and methods used in the performance of clerical duties.
- Proper written and oral English usage; written English spelling, grammar, and punctuation.
- Methods and techniques of proper phone etiquette.

- Basic methods and techniques of customer service.
- General filing systems and procedures, both electronic and hard copy.
- Basic principles and procedures of record keeping.

Ability to:

- Perform varied office and clerical support duties and tasks.
- Communicate clearly, effectively, and diplomatically with customers over the phone or in person.
- Promote a positive, cooperative working relationship with management and co-workers.
- Multi-task, organize work, and prioritize duties with minimal supervision.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Maintain filing systems.
- Respond to requests and inquiries from the general public.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Compile and arrange data in a readable and comprehensible manner.
- Establish and maintain record keeping systems.
- Understand and follow instructions.
- Work well independently and/or in a team environment.

Experience:

A minimum of six months of experience performing clerical duties, and demonstrated basic proficiency in MS Office products, including Word, Excel, and PowerPoint programs; basic proofreading; and customer service.

Education:

Coursework in modern office procedures, typing, and English is highly desirable but not required. Must have an understanding of the Microsoft Office Suite.

Special Requirement:

All District employees are Emergency Workers and must be prepared to respond and report to work in an emergency, after ensuring the safety of their family.

Classification: Unrepresented, non-exempt.

WEST BAY SANITARY DISTRICT
Job Description
CONSTRUCTION INSPECTOR

DEFINITION:

Under the supervision and general direction of the Project Manager; assists in the enforcement of state laws and District Regulations relating to sanitary health and safety; performs other work as required.

ESSENTIAL FUNCTIONS:

Duties and Responsibilities

Duties may include, but are not limited to, the following:

Review construction plans, specifications, encroachment permits, and other plans affecting assigned projects; participate in meetings to discuss construction details and resolve issues with contractors and other agencies; attend and monitor contractor field safety tailgates on a regular basis or as directed.

Record and track all permits issued by local agencies.

Conduct on-site inspections of construction materials, grade elevations, underground facilities, construction safety precautions, minor concrete structures, and erosion to determine compliance with contract plans and specifications, and with District and other governmental regulations;

Make field measurements; ensure conformance with applicable safety standards and regulations; assist in coordinating materials testing; identify problems and monitor the correction of project deficiencies; identify and recommend approval of necessary contract and/or plan adjustments to accommodate field conditions; maintain daily diary and field records of material and quantities used; calculate and recommend formal approval of appropriate progress payments to contractors for work completed; investigate citizen complaints related to sanitary sewer construction activities.

Conducts surveys; does drafting and CAD work, laying out and correcting of maps, plans and diagrams; does assigned duties related to administration or maintenance as required. Enforces the District's requirements for safe working practices during inspection duties.

ESSENTIAL QUALIFICATIONS:

Knowledge, Skills, and Abilities

Basic Knowledge of: surveying and construction staking (grade-setting) practices; standard construction practices including specifications, methods, materials and equipment; mathematics through plain geometry and trigonometry; methods and techniques of materials testing; soil types and characteristics; standard specifications and construction details book (District; Counties, Cities, and Towns within the District's jurisdiction; and State); construction safety standards; OSHA and CalTrans Traffic Control Devices Manual; traffic safety. Skill: to drive an automobile on paved and unpaved surfaces; to operate surveying equipment; to prepare field sketches.

Ability to: evaluate quality of construction and construction materials; determine safety implications of construction techniques; perform mathematical calculations through plain geometry and trigonometry; read blueprints; read public works construction and topography maps and grading plans; determine and verify elevations using hand level and calculator; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; identify problems, evaluate alternatives and arrive at logical decisions; read and interpret complex regulations and technical documents, including plans and specifications; understand and use standard engineering and hand held tools used in Public Works Construction Inspection. Must possess the

physical and mental capacity to work under the conditions described by the special requirements section of this document and to perform the duties required by their assigned position.

Experience:

- Three years (5 years desirable) of increasingly responsible experience in pipeline and pumping station construction or inspection work, including and or supplemented by experience in the engineering field, surveying and systems operations. 60 semester units of college education in engineering, construction techniques and methodologies or building inspection may be substituted for two years' experience in construction.
- Must obtain public works inspector certificate from APWA, ACIA or other program approved by the District Manager.

Education:

- Equivalent to graduation from high school supplemented by schooling and training as required and applicable.

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards. A California Water Environment Association Collection System Maintenance Grade I certification is mandatory (within 24 months of appointment), and Grade II certification is highly desirable. Must obtain a California Department of Motor Vehicles Class A Driver License within two years of appointment.

Overtime/On-Call:

- Must be willing to work overtime as needed.
- Must live close enough to the District to respond to after hour and emergency sewer service calls in the District within 45 minutes of receiving the call. Employees who live further must submit written explanation, for District Manager approval, as to what arrangements will be made for a timely response and how the employee will ensure their ability to respond to calls within a 45 minute time period when on-call.

Special Requirements:

- *Essential duties require the following physical abilities and work environment:*
- Ability to stand and/or walk for long periods of time; work outdoors during all seasons; bend, stoop, squat, and crawl into pipes to inspect for proper installation; climb fences and ladders; walk on graded and un-graded slopes; and step and jump over physical barriers to complete assignments.
- Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.
- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale, or your own community.

Effective Date: November, 2015

Position Status: Represented Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
SOURCE CONTROL INSPECTOR

DEFINITION:

Under the supervision of the Water Quality Manager, performs detailed inspection of industrial and commercial facilities, which discharge to the sanitary sewer system, ensuring compliance with the District's Code of General Regulations and all applicable federal, state, and local environmental regulations.

EXAMPLES OF DUTIES:

- Inspects at commercial and industrial establishments discharging to the wastewater conveyance system.
- Inspects facilities for conformance to codes and ordinances.
- Reviews written plans and inspects mechanical drawings.
- Observes operations and maintenance of equipment at facilities used in the control and disposal of wastewater.
- Calculates waste-stream volume and content of wastewater strength discharge.
- Inspects watercourses; makes field tests and collects samples for laboratory analysis.
- Maintains records of inspection activities and prepares related reports; explains the purpose of a wastewater program to commercial and industrial managers and other interested parties.
- Follows proper safety precautions related to maintenance and repair of related equipment; maintains tools and supplies, ensures equipment and work site are kept in a safe condition; participates in the District's safety program.
- Prepares written and oral reports and manages a variety of records and reports including a portion of the asset management database.
- Responds and directs others to respond to after hour calls for system failures. Works evenings and weekends as required.
- Assists in the implementation of the Sewer System Management Plan (SSMP). The Plan requires implementation of action steps in the event of a Sanitary Sewer Overflow (SSO), implementation of required reporting requirements, and accurately reporting SSO details on the State's CIWQS online reporting database.
- Performs Computer Maintenance Management Systems (CMMS) duties such as; data input, completing work orders, data management. And completion accuracy.
- Reviews Hazardous Material Business Plan(s) (HMBP).
- Reviews & confirms compliance of Non-Routine Discharge Permits with Supervisor.
- Ensures conformance to the District's Overflow Emergency Response Plan (OERP).
- Performs commercial and industrial facility site inspections to verify regulation compliance.
- Perform Maintenance, calibration, programming and installation of flow meters and portable samplers

- Performs other duties as assigned.

KNOWLEDGE OF:

- Requirements governing the treatment, control and discharge of wastewater into sanitary sewers, storm drains and watercourses.
- Operation and maintenance of equipment used for the flow monitoring and control of wastewater prior to their discharge into sewers and watercourses and is familiar with the methods of installation and inspection of such devices.
- Functions, characteristics and proper use and care of tools, equipment and material used in basic wastewater collection systems, pump stations and related facilities.
- Tools, techniques and procedures used in basic carpentry, metal, electrical, hydraulic and mechanical work; basic mathematics; general maintenance, repair and grounds-keeping techniques. Applied computerization/automation.
- Diagnostic equipment related to the field.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions. Safe driving principles and practices.
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment, and equipment used in such work.

ABILITY TO:

- Ability to determine the pollutants of concern upon review of Material Safety Data Sheets and determine the analytical testing procedure of toxic constituents of wastewater.
- Ability to interpret laboratory analytical reports.
- Capable of programming portable samplers and flow meters and be able to remove and move manhole covers and install equipment up to 100 pounds.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised, the public and those contacted in the course of work.
- Plan, communicate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports and operate District-specific computer systems.
- Evaluate operations and identify problems; recommend and implement efficiency and productivity improvements.
- Assist with preparation of quotes for purchase of equipment and materials within the constraints of a departmental budget including purchasing.

- Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment; properly care for tools and equipment; read and record readings of meters and instruments.
- Read basic electrical and mechanical diagrams and details pertaining to equipment used.
- Use English effectively to communicate both orally and in writing, with District staff, suppliers, contractors, and the public. Cooperate and work with technical staff and skilled workers.
- Distinguish colors and shades of color related to cable color coding.
- Keep accurate records and make reports of work in progress.

SKILLS TO:

- Operate contemporary office equipment including computer systems.
- Operate a motor vehicle safely.
- Perform basic to moderate mechanical and electrical repairs to sampling and monitoring equipment related to the wastewater industry.

LICENSE OR CERTIFICATES:

- Possession of, and the ability to maintain, a valid Class "C", Driver's License from the California Department of Motor Vehicles.
- Must possess a valid California Water Environment Association (CWEA) Environmental Compliance Inspector Grade I within 1 year of assignment, and a Grade II is highly desirable within two (2) years of assignment.

EXPERIENCE AND TRAINING GUIDELINES:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two (2) years as an Industrial Source Control Inspector or Environmental Compliance Inspector, or five (5) years in the Collection System Maintenance Field or related underground pipeline construction, with an Environmental Compliance Inspector certificate from CWEA.
- Five (5) years of increasingly responsible experience in wastewater maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.
- High school diploma or its equivalent is required.
- Training in pertinent areas such as Industrial Pre-treatment, Environmental Compliance Inspection, Collection System Maintenance, Construction, Project Management and Leadership, Biology or Chemistry. In addition to any related college course work.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient

strength to lift parts and equipment weighing up to 100 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must be able to distinguish colors and shades of colors related to cable color coding. Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards. Must be willing to work overtime as needed. May be required to be clean shaven in order to wear respiratory protection equipment.

- Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.
- Employees of West Bay Sanitary District are, by state and federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Effective Date: November 13, 2017

Position Status: Classified Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
FIELD SUPERVISOR

DEFINITION:

Under the supervision and general direction of the Operations Superintendent and/or the Assistant Operations Superintendent; performs skilled work in the field of wastewater collection and supervises other classifications of District personnel and other pertinent duties as assigned.

EXAMPLES OF DUTIES

The Field Supervisor has primary responsibilities in one or more of the following areas:

- Sewer line cleaning operations
- CCTV inspection of District facilities and system rehabilitation and repair. This includes assistance and supervision as assigned.
- Crews engaged in maintenance and repair work on the District's sanitary sewer mains, building sewers and wye connections
- Pumping station facilities and other line appurtenances of the collection system
- Assists in supervising the work of a maintenance crew cleaning lines, manholes and other related tasks
- Reporting of violations of the District Regulations to appropriate authority
- Preparation of reports of line maintenance operations and construction repair work performed
- Operation of power driven and hand operated sewer cleaning machinery, air compressors, soil compaction equipment, saw cutting equipment and electronic detection equipment to locate buried pipelines, manholes and lampholes
- Direct and participate in appropriate response to sewer overflows including mitigation, clean up and reporting
- Constructs and repairs wastewater facilities and performs associated field inspections
- Performs system rehabilitation's and supervises crews in excavating and filling trenches, laying pipe and setting joints
- Skilled in mechanical, electrical and welding repairs to equipment
- Uses shop and hand tools; works from sketches and drawings; performs and supervises repair work under adverse conditions
- Operates backhoes, both heavy duty and light duty vehicles
- Available twenty-four hours a day for response to after hour sewer service emergencies relating to sanitary sewer mains, building sewer or pump station failures
- This position will come into contact with raw sewage and must take appropriate precautions and protective measures including wearing of personal protective equipment, vaccinations, and training and understanding of pertinent standard operating procedures related to the wastewater industry.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Methods, materials and equipment used in the construction and maintenance of sewage collection systems and related appurtenances; tools and equipment used in pipe line work; have basic math skills.

Ability to:

- Detect, analyze, troubleshoot and have appropriate actions to correct construction and functional faults; understand, interpret and apply laws, specifications, drawings, work orders and plans; effectively plan, direct and supervise the work of others; keep accurate records of work performed; promote and maintain cooperative working relations with the public, contractors and fellow personnel. To perform heavy manual labor; ability to provide accurate information to assist in employee performance evaluations.
- Read and write; perform routine mechanical and maintenance work requiring the frequent use of hand tools; to perform heavy manual labor; to understand and follow oral and written directions; work cooperatively with constituents of the District and fellow employees
- Effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service
- Lead and foster a Positive Team Environment

Experience:

- Minimum five years experience in sewage pipeline maintenance, general building construction and maintenance or related field. One year supervisory experience is desirable.

Education:

- Equivalent to graduation from high school

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment,
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis.
- Lift pump parts and tools weighing up to 40 pounds.
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed.

- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed.
- Sufficient stamina to perform strenuous work for extended periods of time.
- Possess good color discrimination related to cable color coding.
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards.
- Must be willing to perform confined space entries.
- May be required to be clean shaven in order to wear respiratory protection equipment.
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must be within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform on-call and standby duties.

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties

License Required:

- Possession of a valid California Department of Motor Vehicles Class A Driver License and driving record in conformance with adopted driving standards. The employee will participate in the California Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.
- California Water Environment Association Collection System Maintenance Grade II certification is mandatory, and Grade III certification is highly desirable

Effective Date: September 2021

Position Status: Represented Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
REHABILITATION TECHNICIAN

DEFINITION

Under the general supervision of a Field Supervisor to perform pipeline repairs and performs maintenance and rehabilitation on the District's sanitary sewer collection system and related appurtenances.

EXAMPLES OF DUTIES

Loads and unloads materials and supplies; assists in replacement of pipelines; perform trenchless repairs; reconditioning of existing manholes; excavates and refills trenches; assists in replacement of concrete sidewalks and permanent asphalt surfaces; uses mechanical devices to clear sewer obstructions; drives heavy duty and light duty vehicles; operates backhoes, concrete saws, soil compaction equipment, jackhammers and other related tools and equipment relating to this industry; responds to after hour sewer service calls, and emergency call out requests.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools and equipment used in general construction, sewer line maintenance and repair work

Ability to:

- Read and write, perform basic math skills, perform routine mechanical and maintenance work requiring the frequent use of hand tools; performs heavy manual labor; understand and follow oral and written directions; ability to work cooperatively with others

Experience:

- Two years of experience in pipeline maintenance
- One year of experience in or assisting with pipeline construction; two years of experience is preferred.

Education:

- High School diploma or its equivalent is required
- CWEA Wastewater Collection System Maintenance Grade I is required. CWEA Wastewater Collection System Maintenance Grade II is highly desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding and/or USA markings etc.
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing and able to perform confined space entries including the donning of safety and respirator equipment
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform on-call and standby duties, and respond to District collection system emergencies

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties

License Required:

- Possession of a valid California Department of Motor Vehicles Class A Driver License. The employee will participate in the U.S. Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.

Effective Date: May 2019

Classification: Represented Employee, Non-Exempt

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WEST BAY SANITARY DISTRICT
Job Description
PIPELINE INSPECTION TECHNICIAN

DEFINITION

Under the general supervision of a field supervisor, operate CCTV inspection equipment, complete Pipeline inspection surveys, and perform skilled maintenance of the District's sanitary sewer collection system and related appurtenances.

EXAMPLES OF DUTIES

Loads and unloads TV inspection equipment; Schedules and set-up inspections of sanitary sewer mains; inspects manholes; arranges CCTV traffic control plans; uses mechanical devices to clear sewer obstructions; drives heavy duty and light duty vehicles; inspects and services CCTV inspection equipment and keeps CCTV equipment clean and organized at all times; operates Hydro flushers, Vacuum trucks, Power Rodders, and other related tools and equipment relating to this industry; responds to after hour sewer service callout, and emergency call out requests. Coordinates daily CCTV activities in the absence of the Field Supervisor.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Tools and equipment used in CCTV inspections, sewer line maintenance and operation procedures. As well as, knowledge of Computer and be proficient with equipment repairs.

Skills:

- Written Communication; Observe and record accurate data derived from CCTV process, including exact footages, proper use of PACP codes, disseminating observations of defects with the pipeline, make recommendations for repairs and follow up requests.
- Public Relation; provide proper notice to property residents when necessary.
- Computer Skills; such as Excel, Word, and Specialized CCTV Software.
- Uploading Files and Video into Network.

Ability to:

- Read and write, perform basic math skills, perform routine mechanical and maintenance work requiring the frequent use of hand tools; performs manual labor; understand and follow oral and written directions; have a strong understanding of District's policies to identify unrecorded and/or illegal taps such as industrial, storm water or surface drainage; and the ability to work cooperatively with others.
- Evaluate operations and problems; recommend and implement efficiency and productivity improvements

- Read and interpret documents such as Safety Rules, O & M instruction and procedure manuals.
- Create spreadsheets and maintain spreadsheets on Excel.
- Create CMMS Maintenance Reports and Work Orders.
- Create letters of correspondence on Word.
- Respond to after hour calls within 45 minutes of receiving the call
- Maintain accurate records of work performed.

Experience:

- Two years of experience in pipe line maintenance.
- One year assisting the CCTV inspection crew.

Education:

- Equivalent to graduation from high school.
- The candidate is required to complete the CCTV manufacture's Technical Training Course within 12 months of employment.
- The candidate is required to complete the NASSCO PACP Certification process within 6 months of employment.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards

- Must be willing to perform confined space entries
- Must be willing to work overtime as needed
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform standby duties

License Required:

- Possession of a valid California Department of Motor Vehicles Class A Driver License with air brake and tanker endorsements and driving record in conformance with adopted driving standards. The employee will participate in the California Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.
- CWEA Wastewater Collection System Maintenance Grade I. CWEA Wastewater Collection System Maintenance Grade II is highly desirable.

Classification: Represented Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
Pump Station Maintenance Mechanic

DEFINITION

Under general direction of the Pump Facility Supervisor, the Pump Station Maintenance Mechanic performs the maintenance on the District's pump stations, Septic Tank Effluent Pump (STEP) systems, grinder systems, Flow Equalization Resource Recovery Facility, flow meters, telemetry systems, and other collection system duties as assigned.

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

- Performs maintenance and repairs on District pumps, motors, control systems, electric panels, auxiliary generators and other related appurtenances.
- Follows proper safety precautions related to instrumentation and electrical maintenance (including High Voltage circuits and Lock-Out/Tag-Out procedures) and repair; maintains tools, supplies, equipment, and the work site in a safe condition; participates in the District and divisional safety program.
- Assists in the development and implementation of systems and procedures for the repair, inspection, and maintenance of the pump stations, STEP and grinder systems, Flow Equalization Facility, and other appurtenances of the collection system.
- Prepares written and oral reports.
- Troubleshoots, repairs, and coordinates the repair of solid state motor controls, relays, switches, and motor circuits.
- Performs routine maintenance, preventative maintenance, and emergency work.
- Repairs and supervises repairs on mechanical and electrical failures of pumping facilities, in all weather conditions and under adverse conditions.
- Responds to after hour calls for system failures. Works evenings and weekends as required; participates in the On-call emergency response program.
- Assists in the implementation of departmental goals, objectives, policies, and procedures.
- Assists departmental staff in the daily operations of customer service response, lateral and main cleaning and inspection, main repairs, pumping systems, and USA marking services.
- Supervises and monitors projects in the upgrading and maintenance of the District pumping systems.
- Reviews plans and specifications for facilities improvement, maintenance projects, and capital improvement projects.
- Assists in implementing the Sewer System Management Plan (SSMP) and the District's Overflow Emergency Response Plan (OERP) as needed.
- Determines the need for materials, supplies, and equipment; prepares specifications as necessary, to purchase equipment and supplies.

- Read electrical schematics for troubleshooting.
- Removes vegetation, debris, and trash from immediate vicinity of Flow Equalization Resource Recovery Facility, pumping facilities and the former wastewater treatment plant (WWTP) site.
- Installs, calibrates, cleans, and repairs instruments, equipment, and systems found in a wastewater pumping facility such as ultrasonic, magnetic, turbine, frequency generated, thermal flow meters; pH meters; gas detecting equipment, differential pressure transmitters; pressure to current transducers; and recording devices.
- Assists in the upgrade of existing instrumentation as new technology dictates.

OTHER JOB RELATED DUTIES

- Assumes the duties and responsibilities of the Pump Facility Supervisor, when absent.
- Assists in the development, testing, and monitoring of the District's emergency response plan for the Maintenance and Operations group.
- Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

- Functions, characteristics and proper use and care of tools, equipment and material used in basic wastewater pump stations and related facilities
- Tools, techniques, and procedures used in basic carpentry, metal, electrical, hydraulic and mechanical work
- Basic mathematics
- General maintenance, repair, and grounds-keeping techniques
- The standard methods, practices, materials, tools, and equipment used in the installation, calibration, maintenance, and repair of telemetry systems, communication systems, and data logging equipment common to pumping facilities
- Principles and procedures of emergency response preparedness
- Safety practices and procedures including occupational hazards and standard safety precautions including electrical safety and Lock-Out/Tag-Out procedures
- Safe driving principles and practices
- Applied computerization/automation to pump station electronics and controls
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system
- The methods, techniques, and equipment related to wastewater disposal and treatment

Ability to:

- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work
- Plan, communicate, delegate, and monitor a variety of concurrent projects
- Prepare, maintain, and interpret records and reports and operate District-specific computer systems
- Evaluate operations and problems; recommend and implement efficiency and productivity improvements
- Administer a comprehensive pumping facilities maintenance program
- Diagnose and either make necessary repairs or schedule others to conduct repairs for pumps, motors, valves, and mechanical, electrical, and electronic difficulties in instrumentation, solid state control apparatus, and related equipment. Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment
- Operate sewer cleaning equipment and remove manhole lids in the event of an emergency
- Properly care for tools and equipment
- Read and record readings of meters and instruments
- Read and interpret electrical and electronic diagrams and details; design, alter, and fabricate equipment and schematic wiring diagrams. Communicate effectively, both orally and in writing, in English, with District staff, suppliers, contractors, and the public
- Maintain accurate records and make reports of work in progress
- Perform and train lower level personnel on safe confined space procedures, both permitted and non-permitted.

Skill to:

- Operate contemporary and modern office equipment including computer systems
- Safely operate a motor vehicle
- Perform mechanical and electrical repairs to pumping systems related to the wastewater industry; use diagnostic equipment related to the field
- Read and interpret electrical and electronic schematic diagrams; diagnose defects in a variety of electronic, pneumatic, and electrical equipment common to instrumentation and electrical apparatus common to a wastewater pumping facility

License or Certificate:

- Possession of, and the ability to maintain, a valid Class "A" California Department of Motor Vehicles Driver License within 1 year of appointment. Must be able to meet DOT Class A driving requirements

on a continual basis

- Possession of, or ability to obtain, and maintain, a California Water Environment Association Mechanical Technologies certificate Grade I, within two years of assignment.
- Possession of a California Water Environment Collection System Maintenance Operator certificate, Grade 1, is highly desirable.
- Possession of Flygt certification within one year of appointment.

Experience:

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

- Two (2) years of increasingly responsible experience in wastewater pumping facilities and electrical component maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.

Training:

- Basic electrical, High Voltage electrical, low voltage trouble shooting, instrumentation calibration and repair
- Telemetry systems
- Pump, motors, and valve diagnostic and repair

Education:

- High school diploma or its equivalent is required

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed

- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing to perform confined space entries
- Must be willing to work overtime as needed
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform Pump Station on-call and standby duties

Effective Date: January 2019

Position Status: Classified Employee, Non-Exempt

WEST BAY SANITARY DISTRICT

Job Description

Utility Worker

DEFINITION

Under general direction of the Pump Facility Supervisor and/or the Water Quality Supervisor/Operator as assigned, performs the maintenance on the District's pump stations, Recycled Water Plants, Septic Tank Effluent Pump (STEP) systems, grinder systems, Flow Equalization Resource Recovery Facility (FERRF), flow meters, telemetry systems, and other collection system duties.

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

- Performs maintenance and repairs on District pumps, motors, control systems, electric panels, auxiliary generators and other related appurtenances.
- Performs maintenance and repairs at District recycled water treatment plants.
- Follows proper safety precautions related to instrumentation and electrical maintenance (including High Voltage circuits and Lock-Out/Tag-Out procedures) and repair; maintains tools, supplies, equipment, and the work site in a safe condition; participates in the District and divisional safety program.
- Assists in the development and implementation of systems and procedures for the repair, inspection, and maintenance of the pump stations, STEP and grinder systems, FERRF, and other appurtenances of the collection system.
- Prepares written and oral reports.
- Troubleshoots, repairs, and coordinates the repair of solid state motor controls, relays, switches, and motor circuits.
- Performs routine maintenance, preventative maintenance, and corrective maintenance on a variety of equipment.
- Repairs and supervises repairs on mechanical and electrical failures of pumping facilities, in all weather conditions and under adverse conditions.
- Operating and exercising valves, pumps and automated controls to regulate the flow of wastewater.
- Responds to after hour calls for system failures. Works evenings and weekends as required; participates in the On-call emergency response program.
- Assists in the implementation of departmental goals, objectives, policies, and procedures.
- Performs Underground Service Alert (USA) markings for public and private pump stations and treatment plant related issues.
- Supervises and monitors projects in the upgrading and maintenance of the District pumping systems.
- Reviews plans and specifications for facilities improvement, maintenance projects, and capital improvement projects.

- Assists in implementing the Sewer System Management Plan (SSMP) and the District's Overflow Emergency Response Plan (OERP) as needed.
- Determines the need for materials, supplies, and equipment; prepares specifications as necessary, to purchase equipment and supplies.
- Read electrical schematics for troubleshooting.
- Removes vegetation, debris, and trash from immediate vicinity of FERRF, pumping facilities, Recycled Water Plants and the former wastewater treatment plant (VVVTP) site.
- Installs, calibrates, cleans, and repairs instruments, equipment, and systems found in a wastewater pumping facility such as ultrasonic, magnetic, turbine, frequency generated, thermal flow meters; pH meters; gas detecting equipment, differential pressure transmitters; pressure to current transducers; and recording devices.
- Assists in the upgrade of existing instrumentation as new technology dictates.
- Collecting and performing standard lab tests on various wastewater flows and bio solids.

OTHER JOB RELATED DUTIES

- May assume the duties and responsibilities of the Pump Facility Supervisor, when absent.
- Assists in the development, testing, and monitoring of the District's emergency response plan for the Maintenance and Operations group.
- Performs related duties and responsibilities as assigned.
- Performs drum screen cleanings and other maintenance at the recycled water facilities.
- Performs maintenance and inspections of air relief valves (ARVs).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Functions, characteristics and proper use and care of tools, equipment and material used in basic wastewater pump stations and related facilities
- Tools, techniques, and procedures used in basic carpentry, metal, electrical, hydraulic and mechanical work
- Basic mathematics
- General maintenance, repair, and grounds-keeping techniques
- The standard methods, practices, materials, tools, and equipment used in the installation, calibration, maintenance, and repair of telemetry systems, communication systems, and data logging equipment common to pumping facilities
- Principles and procedures of emergency response preparedness
- Safety practices and procedures including occupational hazards and standard safety precautions including electrical safety and Lock-Out/Tag-Out procedures
- Safe driving principles and practices

- Applied computerization/automation to pump station electronics and controls
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system
- The methods, techniques, and equipment related to wastewater disposal and treatment

Ability to:

- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work
- Plan, communicate, delegate, and monitor a variety of concurrent projects
- Prepare, maintain, and interpret records and reports and operate District-specific computer systems
- Evaluate operations and problems; recommend and implement efficiency and productivity improvements
- Administer a comprehensive pumping facilities maintenance program
- Diagnose and either make necessary repairs or schedule others to conduct repairs for pumps, motors, valves, and mechanical, electrical, and electronic difficulties in instrumentation, solid state control apparatus, and related equipment. Perform semi-skilled and skilled preventative maintenance activities related to areas of assignment
- Operate sewer cleaning equipment for use with Pump Stations and Treatment plant maintenance related duties.
- Remove manhole lids.
- Understand process control at the recycled water facilities.
- Properly care for tools and equipment
- Use a variety of hand and power tools and testing equipment.
- Read and record readings of meters and instruments
- Read and interpret electrical and electronic diagrams and details; design, alter, and fabricate equipment and schematic wiring diagrams. Communicate effectively, both orally and in writing, in English, with District staff, suppliers, contractors, and the public
- Maintain accurate records and make reports of work in progress
- Perform and train lower level personnel on safe confined space procedures, both permitted and non-permitted.
- Work cooperatively with others.

Skill to:

- Operate contemporary and modern office equipment including computer systems
- Safely operate a motor vehicle
- Perform mechanical and electrical repairs to pumping systems related to the wastewater industry; use diagnostic equipment related to the field
- Read and interpret electrical and electronic schematic diagrams; diagnose defects in a variety of electronic, pneumatic, and electrical equipment common to instrumentation and electrical apparatus common to a wastewater pumping facility

License or Certificate:

- Possession of, and the ability to maintain, a valid Class "A" California Department of Motor Vehicles Driver License within 1 year of appointment. Must be able to meet DOT Class A driving requirements on a continual basis.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Mechanical Technologies certificate Grade I, within two years of assignment.
- Possession of a California Water Environment Collection System Maintenance Operator certificate, Grade 1, is highly desirable.

Experience:

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

- Two (2) years of increasingly responsible experience in wastewater pumping facilities and electrical component maintenance, repair, construction, and rehabilitation work for a public wastewater collection system.
- Or, One-year experience with coursework in treatment plant operation and maintenance or mechanical technology.

Training:

- Basic electrical, High Voltage electrical, low voltage trouble shooting, instrumentation calibration and repair
- Telemetry systems
- Pump, motors, and valve diagnostic and repair

Education:

- High school diploma or its equivalent is required

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations as needed. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing to perform confined space entries
- Must work holidays as needed.
- Must be willing to work overtime as needed
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform Pump Station or Plant on-call and standby duties.

Effective Date: March 2022

Position Status: Classified Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
MAINTENANCE WORKER

DEFINITION

An entry level position under general supervision to perform semi-skilled tasks in the maintenance of the sewage collection system, flow equalization facility, lift stations, buildings and grounds maintenance and to perform related work as required.

EXAMPLES OF DUTIES

Loads and unloads materials and supplies; assists in reconditioning of used pipe, fittings and equipment; excavates and refills trenches, ditches and holes; assists in pipe laying, pavement and concrete repair work; uses mechanical cleaning devices to clear sewer obstructions in building and main line sewers; repairs machines, pipes and structures; cleans equipment, machinery and tools; Drives both heavy duty and light duty vehicles and other related equipment; Twenty-four hour availability to respond to after hour sewer service emergencies relating to sanitary sewer mains, building sewer or pump station failures or any other related work.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools and equipment used in general construction, sewer maintenance and repair work.

Ability to:

- Read and write; perform routine mechanical and maintenance work requiring the frequent use of hand tools; to perform heavy manual labor; to understand and follow oral and written directions; work cooperatively with constituents of the District and fellow employees
- Work independently and under general supervision; may be expected to enter customer's exterior property to evaluate and/or service sewer lines
- Ability to effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service

Experience:

- Entry level position; previous work experience desirable

Education:

- High School diploma or equivalent; obtaining a CWEA Collection System Grade 1 Certification is required within two years of employment

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the

physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing to perform confined space entries
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement, in order to perform Pump Station on-call and standby duties

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License, with ability to obtain Class A license within first year of employment and driving record must be in conformance

with adopted driving standards. Upon the successful completion of obtaining a Class A license, the employee will participate in the U.S. Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.

Effective Date: April 2019

Classification: Represented Employee, Non-Exempt

WEST BAY SANITARY DISTRICT
Job Description
TEMPORARY MAINTENANCE WORKER

DEFINITION

An entry level position under general supervision to perform semi-skilled tasks in the maintenance of the sewage collection system, flow equalization resource recovery facility, lift stations, buildings and grounds maintenance and to perform related work as required.

EXAMPLES OF DUTIES

Loads and unloads materials and supplies; assists in reconstruction of damaged pipes, fittings and equipment; excavates and refills trenches, ditches and holes; assists in pipe laying, pavement and concrete repair work; uses mechanical cleaning devices to clear sewer obstructions in building and main pipeline sewers; repairs machines, pipes and structures; cleans equipment, machinery and tools; Drives both heavy duty and light duty vehicles and other related equipment; Twenty-four hour availability to respond to after hour sewer service emergencies relating to sanitary sewer mains, building sewer or pump station failures or any other related work.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools and equipment used in general construction, sewer maintenance and repair work

Ability to:

- Read and write; perform routine mechanical and maintenance work requiring the frequent use of hand tools; to perform heavy manual labor; to understand and follow oral and written directions; work cooperatively with constituents of the District and fellow employees
- Work independently and under general supervision; may be expected to enter customer's exterior property to evaluate and/or service sewer lines
- Ability to effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service

Experience:

- Entry level position; previous work experience desirable

Education:

- High School diploma or equivalent

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing to perform confined space entries
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community. Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the District Manager detailing how you will meet the 45-minute response time requirement

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License, and the ability to maintain a good driving record

Effective Date: April 2019

Classification: Non-Represented Employee, Non-Exempt