WEST BAY SANITARY DISTRICT

Staff Classification Listing

**Management Employees:**

District Manager  
Projects & IT Manager  
Operations Superintendent  
Regulatory Compliance Coordinator  
Accountant  
Office & Communications Manager

**Unrepresented Employees:**

Assistant Operations Superintendent (Supervisory)  
Pump Facility Supervisor  
Operations Supervisor  
Information Technology Analyst  
Engineering Technician  
Senior Administrative Technician  
Administrative Technician  
Part-Time Clerical Assistant

**Represented Employees:**

Construction Inspector  
Source Control Inspector  
Field Supervisor  
Rehabilitation Technician  
Pipeline Inspection Tech II  
Maintenance Mechanic  
Pipeline Inspection Tech I  
Maintenance Worker
DEFINITION

Subject to the administrative direction of the District Board, to manage and coordinate the field, plant and business affairs of the Sanitary District; to enforce State and District laws relating to sanitary health and safety; and to do related work as required.

EXAMPLES OF DUTIES

Maintains the system of District accounts, receiving and disbursing funds; prepares the annual budget for the Board and prepares periodic financial statements of accounts; prepares 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. Attends meetings of the Board. Administers personnel plans and policies, compensation plans and all related personnel matters.

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.

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 State and District laws, rules and regulations.
- Field survey and construction practices, mathematics, mechanics and strength and properties of materials of engineering construction.

Ability to:

- Organize, plan, assign, coordinate and supervise the work of the District.
- Prepare plans and specifications.
- Understand, interpret and apply laws, rules and regulations to actual situations.
- Negotiate and work with contractors, public officials, property owners and the public in general.
- Write reports, keep records and establish and maintain office procedures.
Experience of five years 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 graduation from recognized four-year college or university with emphasis engineering and business administration subjects or 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.
DEFINITION
Under the direction of the District Manager, will plan and coordinate all assigned projects/programs of the District in order to facilitate their efficient and timely completion.

EXAMPLES OF DUTIES
- Analyzes statistical data, prepares reports, and makes recommendations in order to coordinate the departments of the District and contractors, agencies and persons.
- Conducts Flow Equalization Program.
- Conducts On-Site Wastewater Management.
- Compiles data on on-going projects and disseminates information to appropriate departments within the District or other parties.
- Operates according to District Rules and Regulations and Policies.
- Performs special studies and prepares reports on the collection system.

DESIRABLE QUALIFICATIONS
Knowledge of:
- Principles and practices of engineering and public administration.
- Objectives, methods, materials and equipment used in the design, construction and maintenance of sewage collection and treatment systems and related appurtenances.
- Pertinent State and District laws, Rules and Regulations.
- Field survey and construction practices, engineering mathematics, mechanics and strength and properties of materials of engineering construction.
- Principles of water chemistry, hydraulics, physics and other engineering sciences.

Ability to:
- Organize, plan, assign, coordinate and supervise the work of the District.
- Prepare plans and specifications.
- Understand, interpret and apply laws, rules and regulations to actual situations.
- Negotiate and work with contractors, public officials, property owners and the public in general.
• Write reports, keep records and establish and maintain office procedures.

**Experience of five years 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.

• Operation of a large sewage or water treatment facility.

**Education:**

• Equivalent to graduation from a recognized four-year college or university with emphasis on science, engineering and administration subjects or related fields.

**License:**

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

Under general direction of the District Manager, this position directs the activities of Maintenance & Operation 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.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the District 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:

1. Develop and implement goals, objectives, policies, and priorities.
2. Plan, organize, direct, supervise, review, and evaluate operations and assigned projects for the Maintenance & Operation Department.
3. 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.
4. Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
5. Plan, schedule, prepare, supervise, and monitor the departmental budget.
6. Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.
7. 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.
8. Coordinate activities with other District departments and divisions and with outside agencies, and respond to citizen's inquiries.
9. Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.
10. Select, supervise, train, and evaluate subordinates, including the equitable execution of the disciplinary procedures.
11. Develop and coordinate supervisory and technical training and development programs.
12. Implement an ongoing Health, Safety, and Wellness program.
13. 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.

14. 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.

15. Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District collection systems.

16. Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.

17. 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.

18. Evaluate and prepare Maintenance performance reports for District Manager, and Board approval.

19. Represent the Department on SBSA Technical committees, BACWA committee, and Safety committee. Interacting and networking with agencies to ensure regulatory compliance of programs.

20. 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.

21. Ensure compliance with applicable Federal, State, and County regulations.

22. 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.

23. Review operational records, mileage and maintenance records, and field inspections of equipment.

24. Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.

25. Identify strategies and prepare long range systems improvement plans including budget forecasts.

26. Direct and monitor customer service functions and programs, such as courtesy cleaning of sewer laterals.

OTHER JOB RELATED DUTIES

1. Assume the duties and responsibilities of the District Manager in his/her absence, as assigned.

2. May serve as staff support to various commissions, boards, and committees.

3. 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.

4. 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.
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.
- 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, with at least two years at a level comparable to or higher than an Assistant Superintendent or Assistant Manager.

Training:
Equivalent to an Associate of Arts 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 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: August, 2010
Position Status: Unclassified, Exempt (Management Employee)
DEFINITION:

Under the general direction of the Maintenance 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 all Technical 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 Maintenance Superintendent in absence of the Maintenance Superintendent.

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:

- A valid motor vehicle Class A, B or C Driver License issued by the California Department of Motor Vehicles; driving record in conformance with the adopted driving standards; State of California Wastewater Collection System Class two is desirable.
DEFINITION

Under general direction of the Maintenance Superintendent and/or the Assistant Maintenance 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, 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 Maintenance Superintendent and/or the Assistant Maintenance 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 pumps, motors, control systems, electric panels, auxiliary generators and other related appurtenances.

2. 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.

3. 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 Facility and other appurtenances of the collection system.

4. Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.

5. Assist in the preparation of, and supervise and monitor the divisional budget.

6. Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.

7. Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.

8. Supervise, train, and evaluate subordinates, including the initiation of equitable disciplinary procedures.

9. Troubleshoots and repair and coordinate the repair of solid state motor controls, relays, switches, and motor circuits.

10. Schedule routine maintenance, preventative maintenance and emergency work.
11. Diagnose problems, repair and supervise repairs on mechanical and electrical failures of pumping facilities, in all weather conditions and under adverse conditions.

12. 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.

13. Assist in the development and implementation of departmental goals, objectives, policies and procedures.

14. 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.

15. Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District pumping systems.

16. Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.

17. 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.


19. Represent the Department on SBSA Technical committees and Safety committee. Interacting and networking with agencies to ensure regulatory compliance on programs.

20. Assist the District Safety Officer in implementing SB198 (IIPP) guidelines.

21. Ensure compliance with applicable Federal, State, and County regulations.

22. Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.

23. Clean, repair and adjust electrical control systems, mechanical equipment, hydraulic control valves, pump control valves, and various related instruments. Read electrical schematics for troubleshooting.

24. Remove vegetation, debris and trash from immediate vicinity of Flow Equalization Facility, pumping facilities and former WWTP site.

25. 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.

26. Upgrade existing instrumentation as new technology dictates.

**OTHER JOB RELATED DUTIES**

1. Assume the duties and responsibilities of the Assistant Maintenance Superintendent in his/her absence, as assigned.
2. 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.

3. 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 II, 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:

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.

Training:

Through completion of the twelfth grade or its equivalent and 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.

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: August, 2010

Position Status: Unclassified Employee
DEFINITION:

Under the supervision and general direction of the Maintenance Superintendent and/or the Assistant Maintenance 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 of crews engaged in maintenance and repair work on the District’s sanitary sewer mains, building sewers, wyes, 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.

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 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.

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 I certification is mandatory, and Grade II certification is highly desirable.

Classification: Represented Employee, Non-Exempt
DEFINITION

Under the supervision and general direction of the District Manager, has responsibility for all general accounting duties to be administered in accordance with the “Governmental Generally Accepted Accounting Practices” in order to provide District Staff and the District Board with the historical and comparative financial data they require to make sound fiscal decisions on behalf of the District and its constituents.

EXAMPLES OF DUTIES

- **Accounts Payable**: Prepares invoices for payment adhering to District’s Purchasing Policy and vendor payment terms; assigns GL accounts and vendor codes and inputs into Accounting computer system sub-ledger; prints checks, obtains signatures and mails payments; maintains vendor hard copy files; twice monthly prepares Withdrawal Order for District Board approval; responds to any vendor questions and reconciles vendor accounts; prepares all 1099’s annually.

- **Accounts Receivable**: Assigns GL account and customer codes to invoices and inputs into Accounting computer system sub-ledger; inputs A/R receipts, generates reports and follows up on all past due accounts with the invoice initiator.

- **Payroll**: 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-2’s; maintains all payroll related hardcopy files including individual employee files.

- **Fixed Assets**: Inputs additions, changes and retirements of all depreciable assets into computer system sub-ledger; assigns depreciation life to each asset according to acceptable accounting practices; calculates and reconciles depreciation annually.

- **General Ledger**: Verifies the accurate transfer of data from the four sub-ledgers (listed above) to the General Ledger; prepares and inputs journal entries on a quarterly basis including but not limited to insurance amortizations, interest accruals and fund transfers; account codes and inputs revenue receipts (not A/R related); reconciles regularly all major Asset, Liability, Revenue and Expense accounts for accurate financial statement reporting.

- **Cash and Investments**: Handles 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; prepares a Cash Receipts and a Cash and Investments report to accompany each Withdrawal Order for District Board review.

- **Financial Statements and Annual Audit**: Quarterly prepares an Internal Financial Statement package for District Board and Staff; addresses and details any revenue and/or expense line items that are significantly under/over budget; annually provides outside audit team with detailed schedules including a hard copy detail reconciliation of each asset and liability account; works closely with outside audit team pulling sample data and answering procedural questions; upon completion of annual audit, inputs any audit adjustment journal entries and prepares a final Internal Financial Statement package for District Staff and Board to accompany the externally prepared Audited Financial Statement package.
• Work with District Manager to develop Annual Operating and Capital Budget.

• Prepares various financial related special projects or analyses as requested by District Manager.

• Provides lead supervision over technical and clerical staff as assigned; verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards; ensures adherence to safe work practices and procedures.

• Provides occasional assistance with front office reception, phones and dispatch.

• Works on a variety of special projects and other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

• General accounting principals and procedures from sub-ledger maintenance to financial statement reporting.

• Principles and practices of automated financial systems.

• Principles of municipal budget preparation and control.

• Principles and procedures of record keeping.

• Principles of business letter writing and report preparation.

• Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

• Payroll systems, wage and hour law, tax withholding and filing requirements.

• Principles of lead supervision and training.

• Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

• Read and interpret the District’s Personnel Policy as it applies to payroll (e.g., earning classifications; rates of pay and the recording of employee benefit accruals and use.)

• Understand the basic integration of sub-ledgers to general ledger in complex accounting software packages.

• Examine and verify financial documents, reports, and transactions.

• Prepare a variety of financial statements, reports, and analyses.

• Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

• Analyze and draw conclusions from financial data.
• Understand the organization and operation of the District and of outside 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.

• Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

• Communicate clearly, effectively and diplomatically with vendors and customers.

• 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.

Experience:

• Five years minimum of increased responsibility in General Accounting including Accounts Payable, Payroll and Financial Statement preparation.

Education:

• Equivalent to graduation from a recognized four year college or university with emphasis in accounting, finance, public administration, business administration, 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
DEFINITION

Under the direction of the District Manager, manages the expedient flow of business affairs and cooperative working relationships with the District’s administrative staff, customers, and contractors; 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; performs a full range of varied and responsible administrative and analytical duties including providing research, analysis, 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; coordinates, structures, and oversees on-going or special programs as assigned.

- 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.

- 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.

- Provides primary administrative support to the District 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 District 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.

• 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, structure, and organization of public sector agencies.

• 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.

• 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.

Education:

• Equivalent to graduation from a recognized four year college or university with emphasis in public administration, business administration, 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
DEFINITION

Under the direction of the Projects & IT 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
SENIOR ADMINISTRATIVE TECHNICIAN

DEFINITION
Under the supervision and general direction of the Office Manager provides varied clerical support for the Administration and Collections staff and for the administrative needs of the District’s customers.

EXAMPLES OF DUTIES
- Serves as Employee Benefits Administrator.
- Maintains confidential personnel files and handles all new hire, termination and recruiting documentation.
- Documents and forwards all employee status changes impacting payroll including salary, benefits, and address to District Accountant.
- Performs data input into the GBA facilities maintenance computer program from documents generated by Collections staff.
- Ensures historical maintenance of agenda files and completes 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.
- Provides back-up support to the Administrative Technician as necessary; edits, compiles and distributes the District’s Board agenda package as required by law; performs reception assistance including but not limited to telephones, dispatch, and issuance of permits and inspection scheduling.
- Edits and types correspondence as required by Administrative or Collection staff; maintains and updates a wide variety of reports, forms, posters, and related materials. completes benefit surveys for outside agencies as requested.
- Coordinates quarterly District Employee/Board luncheons.
- Assists in keeping current all APN, Admin and Projects filing.
- 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:
- Basic human resources functions and procedures including employee benefits administration.
- 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.
• English usage, spelling, grammar and punctuation.
• Methods and techniques of public relations.
• General filing systems and procedures both electronic and hard copy.
• Principles and procedures of record keeping.

**Ability to:**

• Perform a variety of general and specialized human resources duties including employee benefits administration.
• 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.
• Apply and/or refer to general regulations as necessary to assume assigned or policies responsibilities.
• 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.
• Implement and 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:

- Five years of increasingly responsible experience in clerical duties including proficiency in MS Word and Excel computer programs, correspondence preparation and editing, customer service and employee benefits and human resources administration.

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.

Classification: Unrepresented, non-exempt.
WEST BAY SANITARY DISTRICT
Job Description
ADMINISTRATIVE TECHNICIAN

DEFINITION
Under the supervision and general direction of the Office 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 GBA facilities maintenance computer program.
- Assists in the input of completed maintenance data into the GBA 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.
DEFINITION:

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

EXAMPLES OF DUTIES

Assists as directed in representing the interest of the District in all field operations; inspects installation of sanitary sewer systems and connections made for conformance to approved plans and specifications; confers with property owners and contractors to explain requirements and to induce compliance; maintains records of changes of plans and specifications, obtains the data necessary for establishing sewer connection permits and changes and maintains the records pertaining there to; assists the maintenance superintendent in matters relating to maintenance operations; conducts surveys; does drafting work, laying out and correcting of maps, plans and diagrams; does assigned duties related to administration or maintenance as required. Enforces Districts requirements for safe working practices during inspection duties.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Applicable regulations, codes and methods of materials and equipment used in surveying, pipeline construction, engineering, field and office practices.
- Pertinent State laws and District Regulations, specifications and policies.

Ability to:

- Read and interpret plans and specifications; make accurate arithmetical computations; understand, interpret and apply laws, specifications, regulations and policies; keep accurate and concise records; promote and maintain cooperative working relationships with the public, contractors, district personnel, other public utilities and others; make neat drawings using pen and ink; keep organized notes and records.

Experience:

- Three years 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.

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 State of California Wastewater Collection System Class II Certification is desirable.
DEFINITION:
Under the supervision of the Projects Manager, performs detailed inspection of industrial and commercial facilities ensuring compliance with the District’s Code of General Regulations and all environmental regulations.

EXAMPLES OF DUTIES:
- Inspects commercial and industrial establishments discharging to the wastewater conveyance system.
- Inspects facilities for conformance to codes and ordinances.
- Reviews written plants 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.

RESPONSIBLE FOR:
- Hazardous Material Business Plan (HMB P) Compliance
- Non-Routine Discharge Permits
- Conformance to District’s Spill Response Plan
- Commercial and industrial facility site inspections to verify Regulation compliance
- Maintenance, calibration, programming and installation of flow meters and portable samplers

DESIRABLE QUALIFICATIONS:
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 control of wastewater prior to their discharge into sewers and watercourses and is familiar with the methods of installation and inspection of such devices.

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.

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 A or B Driver License and driving record in conformance with adopted driving standards.
WEST BAY SANITARY DISTRICT
Job Description
REHABILITATION TECHNICIAN

DEFINITION

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

EXAMPLES OF DUTIES

Loads and unloads materials and supplies; assists in replacement of old pipe fittings; 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 callout 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:

• One year of experience in pipe line construction and maintenance.

Education:

• Equivalent to graduation from high school. State of California Wastewater Collection System Class I certification is desirable.

License Required:

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

Under the general supervision of a field supervisor to 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; 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; operates Jetter flushers, vacuum trucks, power rodders, and other related tools and equipment relating to this industry; responds to after hour sewer service callout, and emergency requests.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Tools and equipment used in CCTV inspections, sewer line maintenance and operation procedures.

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.

Experience:

- Two years of experience in pipe line maintenance.
- Pre-requisite: Pipeline Inspection Technician I for 1 year.

Education:

- Equivalent to graduation from high school. State of California Wastewater Collection System Grade II certification is desirable.
- Pre-requisite: Completion of Pearpoint’s “Field Training Certification”, and the “Labeled & Listed Technical Training Course.”
- Will complete the NASSCO PACP Certification process.

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.
DEFINITION:
Under the general supervision of the Pump Facility Supervisor, to perform skilled maintenance, repairs, dismantling and overhauling of pumping stations, step systems, grinder systems, the Flow Equalization Facilities and any other assigned duties.

EXAMPLES OF DUTIES
Under supervision assists in diagnosing mechanical and electrical pump problems; makes field adjustments and repairs to District facilities consisting of pumps, motors, electrical panels, float systems and other related equipment; maintenance and repairs on pipe and valves; performs minor electrical repairs on electrical control panels; takes weekly hour meter readings on pumps and auxiliary generators; operates mechanical equipment such as hoist systems in the course of work; fabricates or modifies parts of equipment; keeps accurate records and gives information to the pump facility supervisor and maintenance superintendent; available to work odd hours in case of emergencies; assists in inventory and recommends ordering of parts and supplies; performs annual maintenance and certification on water backflow preventers; can assist with sanitary sewer main line routine maintenance in the case of emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:
- Pumping and electrical systems regarding a sewage collection system facility; familiar with gravity sewer and force main systems; tools and related equipment for mechanical and electrical maintenance on a pump station system.

Ability to:
- To detect mechanical or electrical problems; to improvise and make repairs under adverse conditions; to be able to work without close supervision; to use electrical diagnostic equipment; to keep and maintain accurate records; implement safe work practices; ability to successfully complete the Flygt Pump Certification School within two years of employment; ability to successfully complete County of San Mateo Water Backflow Preventor Certification School; ability to promote and maintain cooperative working relations with contractors and fellow employees.

Experience:
- Desirable to have one year experience in the maintenance of pumps, electrical panels, valves and related equipment similar to that found in a sewage collection system.

Education:
- Equivalent to graduation from high school.
License Required:

- Possession of a valid California Department of Motor Vehicles Class A or B Driver License and driving record in conformance with adopted driving standards. Flygt Certification within two years of employment. Backflow Preventor Certification within two years of employment. A State of California Wastewater Collection System Class I Certification is desirable.
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.

REQUIREMENTS:

Education:

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

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.

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 California Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.

Classification: Represented Employee, Non-Exempt