



## WEST BAY SANITARY DISTRICT

### Staff Classification Listing

#### **Management Employees:**

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

#### **Unrepresented Employees:**

Assistant Operations Superintendent (Supervisory)  
Operations Supervisor  
Pump Facility Supervisor  
Information Technology Analyst  
Engineering Technician  
Personnel & Accounting Specialist  
Administrative Technician  
Part-Time Clerical Assistant

#### **Represented Employees:**

Construction Inspector  
Source Control Inspector  
Field Supervisor  
Rehabilitation Technician  
Pipeline Inspection Technician  
Maintenance Mechanic  
Maintenance Worker

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**DISTRICT MANAGER**

**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.

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**PROJECTS & IT MANAGER**

**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.
- Conducts I/I Study – Wet Weather Flow 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.

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**OPERATIONS SUPERINTENDENT**

**DEFINITION**

Under general direction of the District 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.

**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)

# WEST BAY SANITARY DISTRICT

## Job Description

### FINANCE MANAGER

#### **DEFINITION**

Under general direction of the District 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 District 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 District 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 District 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 District 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 District 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 District 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 District 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 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.
- May assist the District 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

**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.

## **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 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.
18. Prepare Maintenance performance reports for the Maintenance Superintendent.
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

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**INFORMATION TECHNOLOGY ANALYST**

**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**  
**ENGINEERING TECHNICIAN**

**DEFINITION:**

Under the supervision and general direction of the Projects & IT Manager, perform basic engineering tasks with an emphasis on project management, capital projects management, mapping and construction inspection. Supervise the Construction Inspector on capital projects, District facilities and assets, and sewer lateral construction and rehabilitation in the public right-of-way and in easements. Assists in the enforcement of State laws and District Regulations relating to sanitary health and safety and performs other work as required.

**EXAMPLES OF DUTIES**

1. Performs initial plan checks on new development, capital projects, remodels, and tenant improvements for compliance with State laws and District Regulations and modern construction techniques.
2. Participates, supervises and monitors inspectors in representing the interest of the District in all field operations; the inspection of the installation of sanitary sewer systems, recycle water systems, and connections made for conformance to approved plans and specifications.
3. Confers with property owners and contractors to explain requirements and to induce compliance to District Regulations.
4. Maintains electronic and paper records of changes of plans and specifications, manages the data necessary for establishing sewer connection permits and changes and maintains related records pertaining there to; conducts surveys; does drafting work, laying out and correcting of maps, plans and diagrams; prepare reports and additional assigned duties related to administration or maintenance as required.
5. Enforces the District's requirements for safe working practices during inspection duties.
6. Performs GIS map updates and modifications and manages the District's Computer Maintenance Management Systems (CMMS) including data verification and reporting.
7. Performs video review and condition assessment of laterals and mainline sewers for prioritization of repairs, replacement and rehabilitation in relation to managing the District's Linear Asset Management Program (LAMP).
8. Assists the Projects & IT Manager with the management and successful completion of Capital Improvement projects, Recycled Water projects, Flow Equalization land development and consolidation efforts; acts on behalf of the Projects & IT Manager in his absence; assist homeowners and developers in the administration and calculation of reimbursement agreements and annexation to the District.
9. Demonstrates all facets of District project management in order to fulfill the objectives of succession planning within the overall strategic plan.

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

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

- Field safety practices, including but not limited to; traffic control, trench shoring, construction site safety, backhoe and loader operations, confined space etc.
- Microsoft Office, GIS, (AutoCAD/ArcView), other modern engineering software programs, and database platforms including Access and SQL server.

**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.
- Exercise good analytical and organizational skills.
- Successfully utilize Microsoft Office, GIS, (Autocad/Arcview), other modern engineering software programs, and database platforms including Access and SQL server.
- Effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service, work with other government agencies.
- Detect, analyze, troubleshoot and take 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.
- Lead and foster a positive team environment.
- Remain current on emerging technologies related to engineering, administration, construction and inspection.

**Experience:**

- Two years of increasingly responsible experience in engineering and inspection work related to pipeline and pumping station construction/inspection including and/or supplemented by experience in the engineering field, surveying and wastewater, water and/or recycled water systems operations.

**Education:**

- Equivalent to Bachelor's degree in civil, mechanical, hydraulic or electrical engineering by schooling and training as required and applicable.

**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's 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 and Certificate:**

- Possession of a valid Class “C” Driver License issued through the California Department of Motor Vehicles is required and a 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 a Grade II certification is highly desirable.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

- Ability to work in a standard office environment and 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:** September, 2017

**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 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.

**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 Projects & IT 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

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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 Regulatory Compliance Coordinator, 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 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

**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.

**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.
- 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 6 months of employment.
- The candidate is required to complete the NASSCO PACP Certification process within 6 months of employment.

**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**  
**MAINTENANCE MECHANIC**

**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 one years of employment; ability to successfully obtain a CWEA Mechanical Technologist Grade I within two years; ability to promote and maintain cooperative working relations with contractors and fellow employees.
- Live within 45 minutes of West Bay Sanitary District boundaries in order to perform Pump Station on-call and standby duties.
- Perform and teach safe confined space procedures; both permitted and non-permitted.

**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 Driver License and driving record in conformance with adopted driving standards. Flygt Certification within one years of employment. CWEA Mechanical Technologist Grade I within two years of employment. A CWEA Collection System Maintenance Grade I Certification is required.

**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.

**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