SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 19-07, REVISING AND CREATING JOB DESCRIPTION

MARCH 7, 2019
JOB DESCRIPTIONS
MEETINGS

DISTRICT’S PERSONNEL ADVISORY COMMITTEE
• DECEMBER 18, 2018, JANUARY 14, AND 21, 2019, AND FEBRUARY 6, 2019

MEET AND CONFERENCE
• FEBRUARY 19, 2019

ALL EDITS AND COMMENTS HAVE BEEN INCORPORATED
JOB DESCRIPTIONS

GENERAL CHANGES

- JOB DESCRIPTIONS ARE STANDARDIZED AND FORMATTED
- CHANGED HEADINGS AND EXPANDED UPON ESSENTIAL JOB FUNCTIONS, KNOWLEDGE & SKILLS AND CURRENT UTILITY SOFTWARE; IE TYLER, LUCITY, AUTOCAD...
- PROBATIONARY PERIOD IS NOW 12 MONTHS FOR NEW HIRES AND 6 MONTHS FOR CURRENT EMPLOYEES MOVING WITHIN THE CLASS
- ADDED AMERICANS WITH DISABILITIES ACT (ADA) APPROVED LANGUAGE FOR REASONABLE ACCOMMODATIONS
- APPENDICES: WILL BE ADDING ADDITIONAL PHYSICAL NEEDS AND RETURN TO SERVICE CRITERIA UPON COMPLETION OF STUDY
- DOES NOT IMPACT INCUMBENTS, ONLY NEW HIRES AND PROMOTIONS
JOB DESCRIPTIONS
SPECIFIC CHANGES

ADMINISTRATIVE SERVICES
ASSISTANT I/II/III

• ADDED THE NEED FOR A VALID CALIFORNIA DRIVE LICENSE

• BROADENED BOTH KNOWLEDGE & ABILITY SECTIONS, WITH LESS SPECIFIC TASKS ALLOWING FOR CROSS TRAINING BETWEEN THE THREE LEVELS OF POSITIONS.

• EXPANDED PHYSICAL DEMANDS AND WORKING ENVIRONMENT TO INCLUDE SAFELY PERFORM THE NECESSARY FUNCTIONS OF THE POSITION.

ENGINEERING TECHNICIAN I/II

• COMPLETE/POSSESS AN ASSOCIATE’S DEGREE
JOB DESCRIPTIONS
GENERAL CHANGES

INSPECTOR I/II

• NO LONGER REQUIRES A CLASS B DRIVER’S LICENSE.
• NO LONGER STATES THAT A CWEA GRADE III CERTIFICATION IN COLLECTION SYSTEM MAINTENANCE IS DESIRABLE.
• NO LONGER REQUIRED TO PERFORM DUTIES OF A MAINTENANCE WORKER II.
• NO LONGER REQUIRED TO RESPOND TO CUSTOMER SERVICE CALLS AND EMERGENCY CALLS.
• NO LONGER REQUIRED TO TAKE STAND-BY DUTY.
• REMOVED REFERENCE TO SUPERVISING INSPECTOR AND CONSTRUCTION MANAGER.
• NO LONGER REQUIRED TO RESIDE WITHIN 30 MILES OF THE DISTRICT CORPORATION YARD

ASSOCIATE CIVIL ENGINEER

• ADDED REQUIREMENT TO ACT AS DISTRICT ENGINEER IN DISTRICT ENGINEER’S ABSENCE.
• REMOVED REQUIREMENT FOR “OTHER SUB-PROFESSIONAL TECHNICAL CERTIFICATIONS ARE HIGHLY DESIRABLE”.

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[Contact Information]
FIELD SUPERVISOR

• ADDED COMPLETION OF ASSOCIATES DEGREE. EDUCATION REQUIREMENTS MAY BE SUBSTITUTED BY EVIDENCE OF APPROPRIATE EXPERIENCE.

• MUST POSSESS A CWEA GRADE III AND OBTAIN A GRADE IV W/IN 18 MONTHS.

• DELETED REQUIREMENT FOR A COMMERCIAL CLASS A LICENSE.

• UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

LEAD WORKER

• MUST DEMONSTRATE COMPETENCY USING OFFICE PRODUCTIVITY SOFTWARE.

• COMPLETION OF ENGLISH 1A AT THE COMMUNITY COLLEGE LEVEL WITH GRADE OF C OR HIGHER.

• UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

• MUST POSSESS A CWEA COLLECTION SYSTEM MAINTENANCE CERTIFICATION, GRADE III.
MAINTENANCE WORKER I, II

• COMPLETION OF VOLUME 1 “OPERATION OF WASTEWATER COLLECTIONS SYSTEMS” PUBLISHED BY THE OFFICE OF WATER PROGRAMS, CSUS WITHIN 6 MONTHS OF APPOINTMENT;

• COMPLETION OF VOLUME 2 “OPERATION OF WASTEWATER COLLECTIONS SYSTEMS” PUBLISHED BY THE OFFICE OF WATER PROGRAMS, CSUS WITHIN 12 MONTHS OF APPOINTMENT.

• UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

MAINTENANCE WORKER / INSPECTOR

• UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.
JOB DESCRIPTIONS
SPECIFIC CHANGES

DISTRICT ENGINEER
• EXPANDED ESSENTIAL JOB FUNCTIONS
• EXPANDED SPECIFIC KNOWLEDGE AND ABILITIES TO MEET CURRENT REQUIREMENTS
• ADDED ABILITY TO ACT AS GENERAL MANAGER IN THEIR ABSENCE

ADMINISTRATIVE SERVICES MANAGER
• COMPLETION OF AN ASSOCIATE DEGREE IN BUSINESS OR RELATED FIELD WITH PREFERENCE FOR A BACHELOR’S DEGREE
• TEN (10) YEARS OF EXPERIENCE
• EXPANDED ESSENTIAL JOB FUNCTIONS WITH EMPHASIS ON OFFICE MANAGER, FINANCE, HUMAN RESOURCES AND BOARD SECRETARY
• ELIMINATED NON-ESSENTIAL JOB FUNCTIONS
• EXPANDED SPECIFIC KNOWLEDGE AND ABILITIES TO MEET CURRENT REQUIREMENTS
• ADDED ABILITY TO ACT AS GENERAL MANAGER IN THEIR ABSENCE
SUPERINTENDENT

• Added requirement for a 4-year degree or associates degree and 10 years of experience

• Must possess a Grade III certification in collection systems as issued by C.W.E.A. Must possess Grade IV within 12 – 18 months

• Expanded specific knowledge and abilities to meet current requirements

• Added ability to act as general manager in their absence

ASSISTANT SUPERINTENDENT

• Revised job description to align with superintendent

• To remain vacant

• Temporary appointment - 6 months

• Seamlessly transition to superintendent
GENERAL MANAGER

• CREATED NEW DESCRIPTION

• ESSENTIAL JOB FUNCTIONS TIED TO FUNCTIONS IN THE MUD ACT

• KNOWLEDGE AND ABILITIES TIED TO ORIGINAL JOB CIRCULAR DEVELOPED BY BOB MURRAY AND ASSOC

• COMPARABLE TO OTHER LOCAL UTILITY GENERAL MANAGER JOB DESCRIPTION
STAFF RECOMMENDS THAT THE BOARD OF DIRECTORS ADOPT RESOLUTION 19-07, REVISING AND CREATING JOB DESCRIPTIONS