

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

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POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

2300.10 DESCRIPTION:

The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The GM position is a public relations position; he or she is the voice of the District and will keep the public informed of District operations.

2300.11 DEFINITION:

Under administrative direction of the Board of Directors, to be in charge of the administrative affairs, water treatment operations, and capital improvement activities of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

2300.12 EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the Lake Don Pedro Community Services District;
Provides advice and consultation on the development of District programs and policies;
Coordinates the preparation of the agenda for Board of Directors meetings;
Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services;
Represents the Board's policies and programs with employees, community representatives, and other government agencies;
Reviews budget requests; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels;
Maintains continuous awareness of administrative practices and recommends changes to increase the efficiency and economy of District operations;
Responsibility for District personnel matters, including employment procedures, grievances, and employer-employee relations;
Assists in Long Term Capital Improvement plans;
Oversees construction activities;
Serves as District representative with other government agencies, boards, and commissions;

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General responsibility for day-to-day management of the District;
May serve as the Treasurer;
Will assist in emergency repairs;
Must be able to operate all the equipment the District owns;
Must be "On-Call" rotation.

2300.13 TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

2300.14 TYPICAL WORKING CONDITIONS:

Work is generally performed in an office; some outdoor work during construction projects; continuous contact with staff and the public.

2300.15 EMPLOYMENT STANDARDS:

Knowledge of:
Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
Laws, rules, ordinances, and legislative processes controlling special district functions, programs, and operations;
Organization, operations, and problems of special districts;
Research and evaluation methodologies;
Budgeting principles and practices;
Personnel programs and procedures;
Water and Wastewater Treatment and Distribution systems;
Construction planning and administration;
Cost estimating;
Principles of supervision, training, and management;
Ability to:
Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals;
Direct, oversee, and administer the District budgeting and fiscal control process;
Perform Capital Improvement planning and administer construction activities;
Collect and analyze data on a variety of topics;
Prepare concise and comprehensive reports;
Coordinate the preparation of Board agendas;
Evaluate and make recommendations on improvements to existing District

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operations, programs, and services;
Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies;
Exercise leadership, authority, and supervision tactfully and effectively;
Communicate well during public presentations;
Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government agencies;
Establish and maintain cooperative working relationships.

2300.16 SPECIAL REQUIREMENTS:

Possession of a valid and current California Driver's License as issued by the California Department of Motor Vehicles. Must be physically active.

2300.17 TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations.

At least two years of the experience should be in a management or supervisory capacity.

2300.18 DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Must have a current CDPH T2 and D2 License.

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POLICY TITLE: Job Description – WATER OPERATIONS SUPERVISOR

POLICY NUMBER: 2310

2310.10 Description:

2310.101 Primary:

Position is responsible for all work performed in the Operations Department. This position is considered a working Supervisor position. Position will allocate approximately 33% of time meeting administrative / supervisory requirements and 66% physically performing work. Position will ensure proper operation of Water Treatment Plant and Distribution System, installation, maintenance and repair of all Water System Facilities. Utilizing subordinate staff in a coordinated effort will assign, review, evaluate and schedule all work. Position ensures that vehicles, equipment and facilities are in proper working order. Position consults with the General Manager on general priorities, plans and policies of the District. Will communicate professionally

2310.102 Secondary:

Position will ensure administrative functions of the department are carried out promptly. Administrative functions include: Submitting required reports to the appropriate State Agencies and Manager, maintaining chemical, material, supply inventories, budgeting, and approving invoices for payment. Position will attend and prepare for meetings as assigned. Further position will operate on a rotating "On-Call" basis as needed or under emergency conditions or in the event of absences.

2310.103 Reporting to:

This position reports to the General Manager.

2310.20 Responsibilities:

2310.201 Evaluates daily work load and determines priorities of Department.

2310.202 Efficiently directs the work required of the Operations Department.

2310.203 Timely filing of required reports.

- 2310.204 Ensures completion of daily work of subordinate staff.
- 2310.205 Communicates with subordinate staff to plan activities and give direction for the upcoming week's "Things to Do list".
- 2310.206 Ensures accurate biweekly Time Sheet submittals including approval of subordinate staff to General Manager.
- 2310.207 Submittals on a timely basis of accounts payable items, with appropriate documentation utilizing known information in coding to proper account.
- 2310.208 Attendance at Operations, Board, or other meetings as requested.
- 2310.209 Effectively communicates with General Manager on issues that come up in between the weekly Operations Meeting.
- 2310.210 Ensures that the District's preventative maintenance (tanks, boosters, PRV's, pneumatics, intake, plant, hydrants, valves, flushing mains, vehicles and equipment) and safety programs are routinely followed.
- 2310.211 Ensures that repairs found during preventative maintenance or safety inspection are scheduled for repair.
- 2310.212 Performs calculations to ensure adequate water supply to meet day to day demands.
- 2310.213 Performs and documents laboratory analysis.
- 2310.214 Adjusts system operations as necessary.
- 2310.215 Observes treatment processes and collects samples for analysis.
- 2310.216 Performs scheduled maintenance and calibrations of lab equipment.
- 2310.217 Determines optimum chemical dosages to produce a high quality effluent "Jar Testing".
- 2310.218 Adjusts chemical dosages accordingly.

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- 2310.219 Performs customer service related duties including but not limited to: Meter installation, turning services on or off, lock-offs and unlocks, quality complaints.
- 2310.220 Performs repairs and construction projects as needed including but not limited to: underground piping and road repairs.
- 2310.221 Performs emergency repairs after normal working hours.
- 2310.222 Responds promptly if assigned to “On-Call Duty”
- 2310.223 Ensures subordinate staff has clear direction in order to minimize disciplinary actions.
- 2310.224 Carries out policies of the District regarding disciplinary actions after discussion with the G.M. ensuring proper notification to employee.
- 2310.225 Other duties as assigned.

2310.30 Must Possess:

- 2310.30 **Experience:** A minimum period of (60) months as a Water Operator 3 at this district or a minimum (36) of increasingly responsible water treatment plant and distribution operations and maintenance experience, including (24) months of lead or supervisory responsibility.
- 2310.301 **Education:** High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.
- 2310.302 **Licenses:** Valid California Driver’s License appropriate to job and satisfactory driving record.

2310.303 Certifications:

- 2310.303.1 Water Treatment Operator Grade 3 or Grade 2 respectfully
- 2310.303.2 Water Distribution Operator Grade 3 or Grade 2 respectfully
- 2310.303.3 Coursework Waste Water 1

- 2310.304 **Physical Condition:** Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical

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requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

2310.40 Must competently demonstrate within a 12 month period:

2310.401 Abilities:

- 2310.401.1** To establish and maintain an effective working relationship with the public and other employees.
- 2310.401.2** To work weekends, holidays, shifts and overtime as necessary.
- 2310.401.3** To promptly respond if assigned to “On-Call Duty”.
- 2310.401.4** To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.
- 2310.401.5** To operate and/or retrieve information from the District’s SCADA computer.
- 2310.401.6** To understand and follow oral and written instructions quickly and accurately.

2310.40 Must competently demonstrate within a 12 month period (continued):

- 2310.401.7** To read and understand District’s Maps, plans, schematics and manuals.
- 2310.401.8** To maintain construction equipment, including backhoe, bobcat, asphalt saw, jack hammer etc.
- 2310.401.9** To successfully carry out responsibilities listed in 2310.20.

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POLICY TITLE: Job Description – Water Operator 2
POLICY NUMBER: 2330

2330.10 Description:

2330.101 Primary:

Position will operate treatment plant and distribution system. Further position will operate on a rotating basis as needed or under emergency conditions or in the event of absences as dictated by superior. Will communicate professionally.

2330.102 Secondary:

Will perform routine maintenance and repair of the district's distribution system, treatment plant, equipment, appurtenances and vehicles.

2330.103 Reporting to:

This position reports to the Water Operations Supervisor or the Lead Operator.

2330.20 Responsibilities:

2330.201 Ensures that the District's preventative maintenance and safety programs are routinely followed.

2330.202 Ensures that repairs found during preventative maintenance or safety inspection are scheduled for repair with superior.

2330.203 Performs calculations to ensure adequate water supply to meet daily demands.

2330.204 Performs and documents laboratory analysis.

2330.205 Adjusts system operations as necessary.

2330.206 Observes treatment processes and collects samples for analysis.

2330.207 Performs scheduled maintenance and calibrations of lab equipment.

POLICY TITLE: Job Description – Water Operator 2
POLICY NUMBER: 2330

2330.208 Determines optimum chemical dosages to produce a high quality effluent.

2330.209 Adjusts chemical dosages accordingly.

2330.20 Responsibilities

2330.210 Performs customer service related duties including but not limited to: Meter Reading, meter installations, turning services on or off, lock-offs and unlocks.

2330.211 Performs repairs and construction projects as assigned including but not limited to: underground piping and road repairs.

2330.212 Performs emergency repairs after normal working hours.

2330.213 Responds promptly if assigned to “On-Call Duty”

2330.214 Other duties as assigned.

2330.30 Must Possess:

2330.301 Experience: A minimum period of (60) months as a Water Operator 1

2330.302 Education: High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.

2330.303 Licenses: Valid California Driver’s License appropriate to job and satisfactory driving record.

2330.304 Certifications:

2330.304.1 Water Treatment Operator Grade 2

2330.304.2 Water Distribution Operator Grade 2

2330.305 Physical Condition: Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician

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indicating medical ability to perform job. Successful completion of
CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING
(Appendix C).

2330.40 Must Attain: None

2330.50 Must competently demonstrate within a 12 month period:

2330.501 Knowledge:

2330.501.1 Of tools, equipment, materials, and methods used in
general construction and maintenance.

2330.502 Skills:

2330.502.1 In underground piping construction and repair.

2330.502.2 General plumbing and repair techniques.

2330.503 Abilities:

2330.503.1 To establish and maintain an effective working
relationship with the public and other employees.

2330.503.2 To work weekends, holidays, shifts and overtime as
necessary.

2330.503.3 To promptly respond if assigned to “On-Call Duty”.

2330.503.4 To routinely handle hazardous chemicals, work on
elevated tanks, work on a floating barge, work in a noisy
environment.

2330.503.5 To operate and/or retrieve information from the District’s
SCADA computer.

2330.503.6 To understand and follow oral and written instructions
quickly and accurately.

2330.503.7 To read and understand District’s Maps, plans, schematics
and manuals.

2330.503.8 To maintain construction equipment, including backhoe,

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POLICY TITLE: Job Description- Water Operator 2

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2330.503.8 Abilities: (continued)

bobcat, asphalt saw, etc.

2330.503.9 To weld and fabricate components as necessary.

2330.60 Promotional Opportunities after ALL of the following criteria has been accomplished:

2330.601 Successful completion of a period of (60) months of satisfactory performance as a Water Operator 2, in all areas outlined in this job description as determined by the Supervisor.

2330.602 Promotion of Water Operator 2 to Water Operator 3 (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Water Operator 3 - LEAD
POLICY NUMBER: 2340

2340.10 Description:

2340.101 Primary:

Following training and certification will operate treatment plant and distribution system. Further position will operate on a rotating basis as needed under emergency conditions or in the event of absences as dictated by superior. Will communicate professionally.

2340.102 Secondary:

Will perform routine maintenance and repair of the distribution system, treatment plant, equipment, appurtenances and vehicles. This position is considered a Lead Operator position, which will assume and fulfill the duties of Operations Supervisor in the event of absences or under emergency situations.

2340.103 Reporting to:

This position reports to the Water Operations Supervisor.

2340.20 Responsibilities:

2340.201 Creates, implements and ensures that the District's preventative Maintenance and safety programs are routinely followed.

2340.202 Ensures that repairs found during preventative maintenance or safety inspections are scheduled for repair with superior.

2340.203 Performs calculations to ensure adequate water supply to meet daily demands.

2340.204 Performs and documents laboratory analysis.

2340.205 Adjusts system operations as necessary.

2340.206 Observes treatment processes and collects samples for analysis.

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POLICY TITLE: Job Description – Water Operator 3 - LEAD
POLICY NUMBER: 2340

2340.207 Performs scheduled maintenance and calibrations of lab equipment.

2340.208 Determines optimum chemical dosages to produce a high quality effluent.

2340.209 Adjusts chemical dosages accordingly.

2340.20 Responsibilities

2340.210 Performs customer service related duties including but not limited to: Meter Reading, meter installation, turning services on or off, lock-offs and unlocks.

2340.211 Performs repairs and construction projects as assigned including but not limited to: underground piping and road repairs.

2340.212 Performs emergency repairs after normal working hours.

2340.213 Responds promptly if assigned to “On-Call Duty”

2340.214 Other duties as assigned.

2340.30 Must Possess:

2340.301 **Experience:** A minimum period of (60) months as a Water Operator 2 at this district or a minimum period of (36) months increasingly responsible water treatment plant and distribution operations and maintenance experience, including (24) months of lead or supervisory responsibility.

2340.302 **Education:** High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.

2340.303 **Licenses:** Valid California Driver’s License appropriate to job and satisfactory driving record.

2340.304 Certifications:

2340.304.1 Water Treatment Operator Grade 3 or Grade 2 respectfully

2340.304.2 Water Distribution Operator Grade 3 or Grade 2 respectfully

POLICY TITLE: Job Description – Water Operator 3 – LEAD
POLICY NUMBER: 2340

2340.305 Physical Condition: Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

2340.40 Must Attain:

2340.401 Coursework Waste Water Grade 1 within (24) months

2340.50 Must competently demonstrate within a 12 month period:

2340.501 Knowledge:

2340.501.1 Of tools, equipment, materials, and methods used in general construction and maintenance.

2340.502 Skills:

2340.502.1 In underground piping construction and repair.

2340.502.2 General plumbing and repair techniques.

2340.503 Abilities:

2340.503.1 To establish and maintain an effective working relationship with the public and other employees.

2340.503.2 To work weekends, holidays, shifts and overtime as necessary.

2340.503.3 To promptly respond if assigned to “On-Call Duty”.

2340.503.4 To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.

2340.503.5 To operate and/or retrieve information from the District’s SCADA computer.

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POLICY TITLE:

Job Description – Water Operator 3 – LEAD

POLICY NUMBER:

2340

- 2340.503.6 To understand and follow oral and written instructions quickly and accurately.
- 2340.503.7 To read and understand District's Maps, plans, schematics and manuals.
- 2340.503.8 To maintain construction equipment, including backhoe, bobcat, asphalt saw, etc.
- 2340.503.9 To weld and fabricate components as necessary.

2340.60 Promotional Opportunities after ALL of the following criteria has been accomplished:

- 2340.601 Successful completion of a period of (60) months of satisfactory performance as a Water Operator 3-Lead, in all areas outlined in this job description as determined by the Supervisor.
- 2340.602 Possession of Certifications/Licenses listed in section 2340.40
- 2340.603 Promotion of Water Operator 3-Lead to Water Operations Supervisor (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Water Operator 1
POLICY NUMBER: 2350

2350.10 Description:

2350.101 Primary:

Position will operate treatment plant and distribution system. Further position will operate on a rotating basis as needed or under emergency conditions or in the event of absences as dictated by superior. Will communicate professionally.

2350.102 Secondary:

Will perform routine maintenance and repair of the district's distribution system, treatment plant, equipment, appurtenances and vehicles.

2350.103 Reporting to:

This position reports to the Water Operations Supervisor or the Lead Operator

2350.20 Responsibilities:

2350.201 Ensures that the District's preventative maintenance and safety programs are routinely followed.

2350.202 Ensures that repairs found during preventative maintenance or safety inspection are scheduled for repair with superior.

2350.203 Performs calculations to ensure adequate water supply to meet daily demands.

2350.204 Performs and documents laboratory analysis.

2350.205 Adjusts system operations as necessary.

2350.206 Observes treatment processes and collects samples for analysis.

2350.207 Performs scheduled maintenance and calibrations of lab equipment.

POLICY TITLE: Job Description – Water Operator 1
POLICY NUMBER: 2350

2350.208 Determines optimum chemical dosages to produce a high quality effluent.

2350.209 Adjusts chemical dosages accordingly.

2350.20 Responsibilities:

2350.210 Performs customer service related duties including but not limited to: Meter Reading, meter installation, turning services on or off, lock-off and unlocks.

2350.211 Performs repairs and construction projects as assigned including but not limited to: underground piping and road repairs.

2350.212 Performs emergency repairs after normal working hours.

2350.213 Responds promptly if assigned to “On-Call Duty”

2350.214 Other duties as assigned.

2350.30 Must Possess:

2350.301 Education: High School or General Education Diploma (GED) and ability to complete college level coursework in water treatment and distribution.

2350.302 Licenses: Valid California Driver’s License appropriate to job and satisfactory driving record.

2350.303 Certifications:

2330.303.1 Water Treatment Operator Grade 1

2330.303.2 Water Distribution Operator Grade 1

2350.304 Physical Condition: Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

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POLICY TITLE:

Job Description – Water Operator 1

POLICY NUMBER:

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2350.40 Must Attain: None

2350.50 Must competently demonstrate within a 12 month period:

2350.501 Knowledge:

2350.501.1 Of tools, equipment, materials, and methods used in general construction and maintenance.

2350.502 Skills:

2350.502.1 In underground piping construction and repair.

2350.502.2 General plumbing and repair techniques.

2350.503 Abilities:

2350.503.1 To establish and maintain an effective working relationship with the public and other employees.

2350.503.2 To work weekends, holidays, shifts and overtime as necessary.

2350.503.3 To promptly respond if assigned to “On-Call Duty”.

2350.503.4 To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.

2350.503.5 To operate and/or retrieve information from the District’s SCADA computer.

2350.503.6 To understand and follow oral and written instructions quickly and accurately.

2350.503.7 To read and understand the District’s maps, plans, and manuals.

2350.503.8 To maintain construction equipment, including backhoe, bobcat, asphalt saw, etc.

2350.503.9 To weld and fabricate components as necessary.

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POLICY TITLE: Job Description- Water Operator 1

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2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished:

2350.601 Successful completion of a period of (60) months of satisfactory performance as a Water Operator 1, in all areas outlined in this job description as determined by the Supervisor.

2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished: (continued)

2350.602 Must possess valid Grade 2 Treatment and Grade 2 Distribution license given by the California Dept. of Public Health

2350.603 Promotion of Water Operator 1 to Water Operator 2 (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Temporary/Part-Time General Laborer
POLICY NUMBER: 2365

2365.10 Description:

2365.101 Primary:

Will perform routine maintenance and repair of the district's distribution system, treatment plant, equipment, appurtenances and vehicles. Will read water consumption meters and record volume used by residential and commercial consumers. Will communicate professionally.

2365.102 Secondary:

Will perform other various tasks related to the maintenance of the Lake Don Pedro Community Services District.

2365.103 Reporting to:

This position reports to the Water Operations Supervisor.

2365.20 Responsibilities:

- 2365.201** Accurately read and record consumption on meters used by residential and commercial consumers.
- 2365.202** Walk or drive company vehicle over established routes to take readings.
- 2365.203** Return route book to business office for billing purposes.
- 2365.204** Inspect meters and connections for defects, damage, leaks, and unauthorized connections.
- 2365.205** Indicate irregularities on forms for necessary action by the servicing department.
- 2365.206** Verify readings to locate abnormal consumption and record reason for fluctuations.

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POLICY TITLE: Job Description – Temporary/Part-Time General Laborer
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- 2365.207 Turn off service for non-payment of charges on vacant premises.
- 2365.208 Turn on service for new customers.
- 2365.209 Perform maintenance tasks to include: painting, landscape maintenance, general cleanup, shoveling, emptying trash, policing district property, and any other maintenance related items requested.
- 2365.210 Other duties as assigned.

2365.30 Must Possess:

2365.301 Education: High School or General Education Diploma (GED) and ability to complete college level coursework in Water Treatment/Water Distribution fields.

2360.302 Licenses: Valid California Driver's License appropriate to job and satisfactory driving record.

2360.303 Certifications: None

2360.304 Physical Condition: Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

2360.305 Physical Requirements:

- Lifting (approximately 50 lbs)
- Climbing (ladders, stairs, etc.)
- Bending or stooping
- Extended periods of walking
- Regular exposure to weather conditions
- Operating a motor vehicle
- Operating power & hand tools
- Exposure to potentially harmful chemicals or materials
- Shoveling or Digging

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POLICY TITLE: Job Description – Secretary
POLICY NUMBER: 2400

2400.10 DESCRIPTION:

2400.101 Primary:

Under the general direction of the Board of Directors and General Manager to serve as Board Secretary / District Clerk for the Board of Directors, with the responsibility for the maintenance of official Board records, minutes, and legal postings.

2400.102 Secondary:

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with officials from other government and private organizations, legal counsel, employees, public, and assists in communicating the District's activities to the public.

2400.103 Reporting to:

This position reports to the General Manager and the Board of Directors.

2400.20 RESPONSIBILITIES:

2400.201 Administer, schedule and file the Sworn Oath of Office to Board members.

2400.202 Submits completed documents to the County Board of Elections.

2400.203 Attends Board meetings.

2400.204 Maintenance of all Board minutes and legal posting.

2400.205 Maintains official Board records of proceedings.

2400.206 Proper preparation, signing, and filing of Board ordinances and resolutions.

2400.207 Insures proper posing of legal notices.

2400.208 Maintains official board records and files.

2400.209 Arranges committee meetings and special meetings.

2400.2010 Assists with the preparation, scheduling and distribution of the Board agenda.

2400.2011 Collate, print and prepare given information for Board packet.

2400.2012 Performs a variety of complex office and administrative support functions for the District.

2400.2013 Receives calls and inquiries from the public.

2400.2014 Performs related duties as assigned.

2400.30 MUST POSSESS:

2400.301 Education:

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution. Attend periodic Secretary training for Special Districts. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

2400.302 Certification:

Certification of Appointment of Deputy

2400.303 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2400.304 Experience:

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

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, is 60 months of experience working with the functions and responsibilities of a public agency governing board.

2400.305 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (APPENDIX A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C)

2400.40 QUALIFICATIONS:

2400.401 Advanced training and experience in secretarial and business office skills.

2400.402 Knowledge of policies, procedures and functions of the District.

2400.403 Knowledge of functions and responsibilities of the Board Secretary / District Clerk.

2400.404 Knowledge of ordinances, laws and regulations governing Board meetings.

2400.405 Knowledge of Board postings.

2400.406 Demonstrates a professional image of the District. The ability to communicate and evaluate information received is paramount importance in the operation of the District's maintenance of good public relations.

2400.407 Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, copy machine, and fax.

2400.408 Ability to input data into computer systems.

2400.409 Promotion to Secretary (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Accounts Clerk I
POLICY NUMBER: 2410

2410.10 DESCRIPTION:

2410.101 Primary:

Under the supervision of the Office Supervisor who provides guidance and review as needed. This position includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

2410.102 Reporting to:

This position reports to the Office Supervisor and General Manager.

2410.20 RESPONSIBILITIES:

2410.201 Maintains correct records and prepares and completes proper input into the computer system and assists in preparation of billings for water usage.

2410.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2410.203 Receives and opens District mail daily. Retains most billing correspondence for reply, deposits various payments, posts receivables and provides the balance of the mail to the Office Supervisor.

2410.204 Retains most billing correspondence for the reply, deposits various payments, posts receivables and balances receivables at the end of the month and provides them to the Office Supervisor.

2410.205 Types billing correspondence and assists the General Manager, Office Supervisor and Secretary as needed.

2410.206 Interacts with the general public in the office and by telephone calls to the District: refers such contacts beyond the scope of this position to the proper person.

2410.207 Orders office supplies with the GM's final approval. Responsible for organizing and keeping an inventory of such supplies if the Part-Time Office Staff / Receptionist position is not filled.

2410.208 Researches and compiles information from a variety of sources for the Office Supervisor and General Manager.

2410.209 Filing and other clerical procedures.

2410.210 May perform any or all duties of Temporary Office Staff.

2410.211 Performs related duties as assigned

2410.30 MUST POSSESS:

2410.301 Education:

High School or General Education Diploma (GED)

2410.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2410.303 Experience:

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

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously two year of customer service, data entry, and clerical, financial record keeping experience.

2410.304 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM- DRUG/ALCOHOL TESTING (Appendix C).

2410.40 QUALIFICATIONS:

2410.401 Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, scanner, copy machine and fax.

2410.402 Ability to input data into computer systems.

2410.403 Interacts with other employees and the public and demonstrates a professional image of the District.

2410.404 Previous customer service or financial record keeping experience.

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POLICY TITLE: Job Description – Accounts Clerk II
POLICY NUMBER: 2420

2420.10 Description:

2420.101 Primary:

Under the supervision of the Office Supervisor who provides guidance and review as needed. This position includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

2420.102 Secondary:

Position may include routine to difficult clerical work in the preparation and maintenance of finance, accounting, and billing records.

2420.103 Reporting to:

This position reports to the Office Supervisor and General Manager.

2420.20 Responsibilities:

2420.201 Maintains correct records and prepares and completes proper input into the computer system to prepare billings for water usage.

2420.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2420.203 Receives and opens District mail daily. Retains most billing correspondence for reply, deposits various payments, posts receivables and provides the balance of the mail to the Office Supervisor as required.

2420.204 Retains most billing correspondence for the reply, deposits various payments, posts receivables and when necessary, balance receivables at the end of the month and provides them to the Office Supervisor.

2420.205 Types billing correspondence and assists the General Manager, Office Supervisor and Secretary as needed.

2420.206 Interacts with the general public in the office and by telephone calls to the District: refers such contacts beyond the scope of this position to the proper person.

2420.207 Researches and compiles information from a variety of sources for the General Manager, Office Supervisor and Secretary as needed.

2420.208 Balances receipts and prepares bank deposits.

2420.209 Filing and other clerical procedures.

2420.210 Performs related duties as assigned.

2420.30 MUST POSSESS:

2420.301 Education:

High School or General Education Diploma (GED).

2420.302 Certification:

Customer Service

2420.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2420.303 Experience:

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

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously three years of customer service, data entry, and clerical, financial record keeping experience. Minimum of three years of Accounts Clerk I experience.

2420.303 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG / ALCOHOL TESTING (appendix C).

2420.30 QUALIFICATIONS:

2410.301 Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, scanner, copy machine and fax.

2420.302 Ability to input data into computer systems.

2420.303 Customer service or financial record keeping experience.

2420.304 Interacts with other employees and the public and demonstrates a professional image of the District.

2420.305 Minimum of 60 months knowledge and experience as an Account Clerk I.

2420.306 Promotion of Account Clerk 1 to Account Clerk 2 (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Billing / Property Specialist
POLICY NUMBER: 2430

2430.10 DESCRIPTION:

2430.101 Primary:

Under the supervision of the General Manager who provides guidance and review as needed. This position includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

2430.102 Secondary:

Position may include routine to difficult clerical work in the preparation and maintenance of finance, accounting and billing records.

2430.103 Reporting to:

This position reports to the Office supervisor and General Manager.

2430.20 RESPONSIBILITIES:

2430.201 Prepare billings such as, monthly UB billing, final billings, yearly availability billing, and accounts payable billing.

2430.202 Maintain correct records and prepare and complete proper input to the computer system to prepare billings for water usage.

2430.203 Reconciles monthly UB billing ledger and provides General Manager / Treasurer the financial results and activities.

2430.204 Obtains information to begin and discontinue water service.

2430.205 Provides other agencies with property information such as realtors, banks, owners association etc. as needed.

2430.206 Provides title companies and other agencies with requested demands for collection purposes, and to transfer properties to the new owner or renter.

2430.207 May prepare liens for collection.

2430.208 Processes necessary account adjustments.

2430.209 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2430.210 Receives and opens District mail. Retains most billing correspondence for reply, deposits various payments, posts receivables.

2430.211 Retains most billing correspondence for the reply, deposits various payments, posts receivables and when necessary, balance receivables at the end of the month and presents them to the General Manager.

2430.212 Balances receipts and prepares deposits.

2430.213 May process book transfers from savings account to checking account.

2430.214 Types billing correspondence.

2430.215 Receives general public regarding personal office visits and telephone calls to the District; refers such contacts beyond the scope of this position to the proper person.

2430.216 Filing and other clerical procedures.

2430.217 Perform related duties as assigned.

2430.30 MUST POSSESS:

2430.301 Education:

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

2430.302 Certification:

Customer Service, Accounts Payable / Receivable

2430.303 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2430.304 Experience:

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

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously three years of customer service, data entry, and clerical, financial record keeping experience. Minimum of 60 months of Accounts Clerk II experience.

2430.304 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG / ALCOHOL TESTING (appendix C).

2430.40 QUALIFICATIONS:

2430.401 Knowledge and experience reading of our District water system map.

2420.402 Some customer service and financial record keeping experience.

2420.403 Knowledge of parcels information such as properties APN, acreage, meter status, etc.

2430.404 Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, scanner, copy machine and fax.

2430.405 Ability to input data into computer systems.

2430.406 Interacts with other employees and the public and demonstrates a professional image of the District.

2430.407 Minimum of 60 months knowledge and experience as an Account Clerk II.

2430.408 Promotion to Billing/ Property Specialist (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).

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POLICY TITLE: Job Description – Temporary Part-Time Office Staff / Receptionist
POLICY NUMBER: 2440

2440.10 DESCRIPTION:

Under the supervision of the Office Supervisor who provides guidance and review as needed. This position includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

2440.101 Primary:

Part-Time duties include, but not limited to: clerical duties, light accounting, filing, typing, data input into computers, and office procedures to support the administrative functions of the District.

2440.102 Reporting to:

This position reports to the Office Supervisor, Billing Property Specialist, Account Clerks, and or General Manager.

2440.20 RESPONSIBILITIES:

2440.201 Maintains correct records and prepares and completes proper input into the computer system.

2440.202 Operates District computers and maintains all pertinent data relative to this phase of the accounting work.

2440.203 Types correspondence and assists all Office Staff and General Manager as needed.

2440.204 Interacts with the general public in the office and by telephone calls to the District: refers such contacts beyond the scope of this position to the proper person.

2440.205 Responds to or resolves customer complaints as necessary. Sends inputs and files computer data such as service requests and responds accordingly.

2440.206 Receives and opens District mail and distributes it accordingly.

2440.207 Posts receivables and provides the daily balances of the accounts receivable to the Billing / Property Specialist.

2440.208 Orders office supplies with the GM's final approval; responsible for organizing and keeping an inventory of such supplies.

2440.209 Researches and compiles information from a variety of sources for the Office Supervisor and General Manager.

2440.210 Filing and other clerical procedures are required in this position.

2440.211 Performs related duties as assigned.

2440.30 MUST POSSESS:

2440.301 Education:

High School or General Education Diploma (GED)

2440.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2440.303 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM- DRUG/ALCOHOL TESTING (Appendix C).

2440.40 QUALIFICATIONS:

2440.401 Must have computer and basic software skills, as well as, office machines including typewriters, calculators, computers, scanner, copy machine and fax.

2440.402 Ability to input data into computer systems.

2440.403 Must have oral and written communication skills. Ability to interact with other employees and the public.

2440.404 Demonstrates a professional image of the District.

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POLICY TITLE: Job Description – Office Supervisor
POLICY NUMBER: 2450

2450.10 DESCRIPTION:

Under the general direction of the General Manager; this position classification is singularly unique in that due to the size of our work force we require multiple duties over a wide spread area of responsibility. This position requires a high level of discretion, initiative, independent judgment and confidentiality.

2450.101 Primary:

Under the supervision of the General Manager who provides guidance and review as needed. This position oversees basic functions of Office Staff, Billing / Property Specialist, Accounts Clerk I & II, and Secretary. It includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

2450.102 Secondary:

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with management from other government and private organizations, legal counsel, employees, and the public.

2450.103 Reporting to:

This position reports to the General Manager.

2450.20 RESPONSIBILITIES:

2450.201 Supervises and evaluates office staff.

2450.202 Reviews office staff's work for accuracy.

2450.203 Organizes work schedules and priorities for office staff.

2450.204 Reconciles monthly UB billing ledger and provides General Manager / Treasurer the financial results.

2450.205 Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public.

2450.206 Attends meetings of the Board of Directors when requested by the General Manager.

2450.207 Provides CPA timecards for each payroll bi-weekly, distributes payroll checks to personnel and properly files paperwork.

2450.208 Provides CPA with requested financial information in order for him/her to complete monthly financial report and monthly treasurer's report.

2450.209 Provides CPA with copies of weekly accounts payables, receive payments, and distribute them appropriately.

2450.210 May process book transfers from savings account to checking account.

2450.211 Provides support for computer usage and performs the functions associated with the maintenance of the District's computer network.

2450.212 Attempts at all times, to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration.

2450.213 This position and duties may also be combined with additional office classifications.

2450.30 MUST POSSESS:

2450.301 Education:

Preferred minimum education requirement is Associate of Arts degree from an accredited educational institution. An individual may be permitted to gain the former and/or latter degree while serving in the position, on a schedule agreed upon by the General Manager.

2450.302 Certification:

Supervisor course / Academy

2450.302 Licenses:

Valid California Driver's License appropriate to job and satisfactory driving record.

2450.303 Experience:

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

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously three years of customer service, data entry, and clerical, financial record keeping experience. Minimum of five years of working with the functions and responsibilities of a public agency.

2450.304 Physical Condition:

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG / ALCOHOL TESTING (appendix C).

2450.40 QUALIFICATIONS:

2450.401 Knowledge of policies, procedures and functions of the District.

2450.402 Customer service or financial record keeping experience.

2450.403 Demonstrates a professional image of the District. The ability to communicate and evaluate information received is paramount importance in the operation of the District's maintenance of good public relations.

2450.404 Knowledge of function, responsibilities, and experience in Accounts Clerk I & II, and Billing/Property Specialist and or knowledge of functions and responsibilities of a public agency.

2450.405 Must be proficient in computer and software skills, as well as, office machines including typewriters, calculators, computers, copy machine, and fax.

2450.406 Ability to input data into computer systems.

2450.407 Promotion to Office Supervisor (if the position is available and as District requirements deem necessary subject to the G.M.'s discretion).