

CASITAS MUNICIPAL WATER DISTRICT  
PERSONNEL COMMITTEE

Brennan/Word

**April 9, 2019 - 4:30 p.m.**

**District Office**

**Board Room**

1055 Ventura Ave.  
Oak View, CA 93022

1. Roll Call
2. Public comments
3. Board/Manager comments
4. Review of Proposed Job Classification Adjustments and Related New Job Descriptions:
  - a. Distribution Foreman to Distribution Supervisor.
  - b. Utility Foreman to Utility Supervisor.
  - c. District Maintenance Foreman to District Maintenance Supervisor.
  - d. Lake Casitas Recreation Area (LCRA) Maintenance Foreman to LCRA Maintenance Supervisor.
5. Review of Proposed Additional Positions and Related New Job Descriptions:
  - a. Chief Financial Officer.
  - b. Customer Service & Accounting Supervisor.

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of §54954.2 of the Government Code.

If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt. Code Section 65954.1 and 54954.2(a)). Please be advised that members of the Board of Directors of Casitas who are not members of this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6))

# MEMORANDUM

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TO: Personnel Committee  
From: Michael L. Flood, General Manager  
RE: **Update Regarding Proposed Staffing and Organizational Changes**  
Date: April 5, 2019

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## RECOMMENDATION:

The Personnel Committee recommend the proposed staffing and organizational changes as presented by staff to the Board of Directors.

## BACKGROUND:

The Casitas Municipal Water District underwent changes in its organizational and staffing levels in response to the acquisition of the Ojai Water System eighteen months ago with staffing increases in the Operations and Maintenance Department as well as in the Engineering Department.

There is currently a need to review staffing levels to where the District is now in response to not only the staffing demands of the Ojai Water System but also issues of foreman job responsibilities, District finance, and drought-related customer service needs.

Staff presented information at the February 12, 2019 and March 12, 2019 Personnel Committee meetings regarding these proposed staffing changes, answered questions and set a schedule for future updates.

At the March 27, 2019 Board Meeting, the Board of Directors approved additional positions in both the Administration and Public Relations/Water Conservation departments.

## DISCUSSION:

The General Manager will provide an updated PowerPoint presentation during the Committee meeting that will provide an update on the next set of proposed changes.

The update will include specific information in regard to additional positions and job reclassifications that have new job descriptions. Pending Committee concurrence, these

proposed positions and the associated job descriptions would be expected to go to the Board of Directors at the April 24, 2019 meeting for approval.

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Supervisor  
REPORTS TO: Operations & Maintenance Manager  
FLSA STATUS: Non-Exempt  
SALARY LEVEL: S-34  
DATE: 3/29/2019

### **Definition**

Under the general direction of the Operations and Maintenance Manager, supervises, plans and coordinates the operation and maintenance of the district's water distribution systems; including the installation, repair and maintenance of pipeline systems, service laterals and appurtenant facilities along with the routine operation of the distribution system. Acts as lead facility operator for the Robles diversion and fish passage facilities. Coordinates assigned activities with other district departments, outside agencies and the general public; and performs related work as required; ensures work quality and adherence to established policies and procedures. This position supervises all Distribution Tech Operators, I through V and the Distribution Foreperson.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Serve as the district's principal "chief" distribution operator and assume responsibility for overseeing the day-to-day, hands on operation of the water distribution system; perform shift duties in addition to supervising the organization, staffing, and operational activities for water distribution facilities.
- Oversee and coordinate the repair, maintenance and installation of pipelines, valves, service lines; meters, pressure regulators, relief valves, and other distribution related assets.
- Respond to and direct emergencies related to the District's distribution system; plan and coordinate scheduled and unscheduled water system outages for installation and repairs; including temporary water main and service connections for affected areas; disinfect and flush as needed.
- Ensure that working conditions are safe and employees are trained in safe work practices and procedures.

- Prepare requisitions and other procurement methods for materials, supplies and equipment; maintain a working yard and vehicle inventory.
- Direct and set work routines, develop and follow through with work schedules to ensure smooth flow and timely completion of work assignments and projects.
- Initiate, attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Interview, select, train, motivate and evaluate distribution staff; perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- Assist with and support Utility section preventative maintenance programs, such as valve, hydrant, vault, meter box, and other distribution system asset maintenance; assist other O&M sections with troubleshooting operational problems.
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, and street sweeper.
- Develop the annual operating budget for the distribution section; forecast funds needed for staffing, equipment, materials, supplies, maintenance, and capital improvements.
- Respond to customer reports of leaking pipes and service issues; work directly with the public and foster good public relations; provides direction and assistance to Distribution staff in maintaining and providing the 11 Commandments of good customer service.
- Monitor water quality by performing field tests for chlorine residual, turbidity, pH, hardness, odors and other tests as necessary to maintain water quality; investigates water quality complaints in the distribution system.
- Familiarity with monitoring and operating the district's SCADA system.
- Participate in the development of goals and procedures for distribution activities; assist with planning of any needed special projects; gather and analyze data; develop reports; recommend changes as necessary.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Facilitate operations of the Robles diversion facility and fish passage during river flow conditions; perform off-season maintenance and repair activities.
- Direct, supervise and train staff on Robles diversion facility and fish passage operations as needed.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition.
- As needed, perform the full range of duties of the Distribution section series (Distribution Tech I-V and Foreperson)

- Perform special projects and assignments as requested.

### **Knowledge, Skills, and Abilities**

Thorough knowledge in the operation and maintenance of distribution facilities; water science principles, methods and practices; safety regulations and OSHA requirements including principles and practices of work safety; knowledge of managerial skills, proper work safety standards and procedures, customer service standards and procedures; methods, equipment, materials and tools used in the construction, installation, operation and maintenance of the water distribution field. Knowledge of federal, state and local regulations pertinent to public water systems and the environment.

Ability to operate and instruct others in the safe operation of tools and heavy equipment used by the district; such as welding and cutting tools, forklift, backhoe, front-end loader, excavator, dozer, dump truck and crane operation. Ability to plan, schedule and coordinate field operation and preventive maintenance programs; read and draw prints and sketches. Communicate oral and written instruction clearly and effectively, analyze situation effectively and adopt the effective course of action. Ability to prepare reports, budgets and contract documents. Read and interpret manuals, policies and procedures; operate and maintain a variety of hand and power tools required for day to day operations; ensure work is performed in a safe manner; comply with safety and health policies, procedures and practices.

Skilled in communication tactfully, professionally, effectively and efficiently with the public, governmental agencies, district management and co-workers. Skilled in handling customer complaints in an effective and efficient manner, establishing and maintaining effective relations with others; ability to provide oral safety direction and assists with maintaining the written safety programs of the District. Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

### **Education and Experience:**

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the knowledge and skills and abilities would be:

- Experience: Eight years of progressive experience in the operation of potable water utility and distribution facilities, including five years of experience as a certified Grade V distribution shift operator and two years of supervisory responsibility.
- Training: A minimum of 12 units of college level course work in water science, construction technology or other a water-related field that includes at least one

course in supervision.

### **Certificates, Licenses, and Registrations:**

Possession of the following:

- Grade V Water Distribution Operator's certificate issued by the California State Water Resources Control Board.
- Grade II Water Treatment Operator certificate issued by the California State Water Resources Control Board.
- California Class A driver's license.
- Mobile Crane Operator Certificate (NCCCO)
- Forklift Operator Certificate
- CPR/First Aid certificate.

### **Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

**Working Conditions:**

Incumbents must be willing to work overtime as needed during emergency conditions, which may include nights, weekends and holidays in a continuous (24/7) operations environment; must be willing to participate in the customer service/distribution standby schedule for emergency callback response.

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Utility Supervisor  
REPORTS TO: Operations & Maintenance Manager  
FLSA STATUS: Non-Exempt  
SALARY LEVEL: S-24  
DATE: 4/3/2019

### **Definition**

Under the general direction of the Operations and Maintenance Manager, supervises the activities related to the Utility section, meter reading, customer service work requests and preventive maintenance programs for District assets. Coordinate assigned activities with other district departments, outside agencies and the general public; perform related work as required; and ensure work quality and adherence to established policies and procedures. This position supervises all Utility Workers I-III.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Supervise the work of others on an assigned basis including training of others.
- Direct and set work routines, develop and follow through with work schedules to ensure smooth flow and timely completion of work assignments and projects.
- Oversight and supervision of the meter, hydrant, valve and vault preventive maintenance programs.
- Full knowledge of automated meter reading/billing system.
- Perform the repair of water meters by disassembling, inspecting, replacing parts as needed, reassembling, and testing for accuracy.
- Perform preventative maintenance of valves, hydrants, vaults, meter boxes, and other distribution system assets.
- Respond to customer reports of leaking pipes and service issues; work directly with the public and foster good public relations; provides direction and assistance to Utility staff in maintaining and providing the 11 Commandments of good customer service.
- Monitor water quality by performing field tests for chlorine residual, turbidity, pH, hardness, odors, and other tests as necessary to maintain water quality; investigates

water quality complaints in the distribution system.

- Ensure working conditions are safe and employees are trained in safe work practices.
- Prepare requisitions and other procurement methods for materials, supplies and equipment; maintain a working yard and equipment inventory.
- Initiate, attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Interview, select, train, motivate and evaluate Utility staff; perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- Develop the annual operating budget for the Utility section; forecasts funds needed for staffing, equipment, materials, supplies, maintenance, and capital improvements.
- Participate in the development of goals and procedures for utility activities; assist with the planning of any needed special projects; gather and analyze data; develop reports; recommend changes as necessary.
- Assist with operations, facility inspections, maintenance, and special projects at the treatment plant and all groundwater well treatment facilities.
- Provide journey level assistance to the distribution crew.
- Assist with operations of the Robles diversion facility and fish passage during river flow conditions.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition.
- Perform all of the duties of Utility Workers I, II and III.
- Perform special projects and assignments as requested.
- Assists in emergencies and special circumstance events.

### **Knowledge, Skills, and Abilities**

Knowledge in the practices of customer service, proper safety standards; methods, equipment, materials and tools used in the construction and installation of meter services and automated meter reading programs. Knowledge of safety regulations and OSHA requirements including principles and practices of work safety; knowledge of supervisory skills. Ability to instruct others in the safe operation of tools and equipment used by the District; such as cutting tools, valve turning machine, forklift, skid steer, and dump truck. Ability to plan, schedule and coordinate preventive maintenance programs. Communicate oral and written instructions clearly and effectively, analyze situation effectively and adopt an effective course of action. Ability to prepare reports, budgets and contract documents. Read and interpret manuals, policies and procedures; operate and maintain a variety of hand and power tools required for day to day operations; ensure work is performed in a safe manner; comply with safety and health policies, procedures and practices. Skilled in communicating tactfully, professionally, effectively and efficiently with the public, governmental agencies, district management and co-workers. Skilled in maintaining effective relations with others; ability to provide oral safety direction and assists with maintaining the written safety programs of the District. Skilled in modern computer applications such as email applications, word processing, spreadsheets, calendar applications,

geographical information systems (GIS) and computerized maintenance management systems (CMMS).

## **Education and Experience**

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the knowledge and skills and abilities would be:

- Experience: Five years of progressive experience in the operation of potable water utility and distribution facilities, including three years of experience as a certified Grade 3 distribution shift operator and two years of supervisory responsibility.
- Training: A minimum of 12 units of college level coursework in water science, construction technology or other a water-related field that includes at least one course in supervision.

## **Certificates, Licenses, and Registrations**

- Possession of a valid California Class A Driver's License
- Grade 3 Water Distribution Operator's Certification issued by the California State Water Resources Control Board.
- Grade 2 Water Treatment Operator's Certification issued by the California State Water Resources Control Board.
- CPR/First Aid Certificate

## **Work Environment or Environmental Elements**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to

communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

### **Other Requirements**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

### **Working Conditions**

Incumbents must be willing to work overtime as needed during emergency conditions, which may include nights, weekends and holidays in a continuous (24/7) operations environment; must be willing to participate in the customer service/distribution standby schedule for emergency callback response.

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.*

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Maintenance Supervisor  
REPORTS TO: Operations & Maintenance Manager  
FLSA STATUS: Non-Exempt  
SALARY LEVEL: S-22  
DATE: 3/29/2019

### **Definition**

Under the general direction of the Operations and Maintenance Manager, supervises, plans and coordinates the maintenance of the district's facilities; including buildings, properties, grounds, and roads. Coordinates assigned activities with other district departments, outside agencies and the general public; performs skilled and semi-skilled maintenance and repairs on facilities and related work as required; and ensures work quality and adherence to established policies and procedures. This position supervises all employees in the Maintenance section including assigned part time employees.

### **Essential Functions:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Accept responsibility for the repair and maintenance of district facilities.
- Direct, supervise and train Maintenance staff on activities related to District facilities care and upkeep.
- Manage the district weed abatement program using Maintenance staff and outside services for both chemical and physical control methods.
- Operate heavy equipment, and other related machines (both District owned and rented) related to the maintenance and construction of facilities and roads.
- Supervise and perform skilled and semi-skilled work including; carpentry, cement work, torch cutting, plumbing and other related construction activities.
- Ensure working conditions are safe and employees are trained in safe work practices and procedures.
- Prepare requisitions and other procurement methods for materials, supplies and equipment; maintain a working yard and equipment inventory.

- Direct and set work routines, develop and follow through with work schedules to ensure smooth flow and timely completion of work assignments and projects.
- Initiate, attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Interview, select, train, motivate and evaluate maintenance staff; perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- Develop the annual operating budget for the maintenance section; forecasts funds needed for staffing, equipment, materials, supplies, maintenance, and capital improvements.
- Participate in the development of goals and procedures for maintenance activities; assist with the planning of any needed special projects; gather and analyze data; develop reports; recommend changes as necessary.
- Assist with operations of the Robles diversion facility and fish passage during river flow conditions; perform off-season maintenance and repair activities.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition.
- Performs special projects and assignments as requested.
- Assists in emergencies and special circumstance events.

### **Knowledge, Skills, and Abilities**

Thorough knowledge in the practices of facilities maintenance; methods, equipment, materials and tools used in the construction and repair of district assets, safety regulations and OSHA requirements including principles and practices of work safety; knowledge of supervisory skills, proper work safety standards and procedures; installation and maintenance of buildings, grounds, roads, and other district property.

Ability to operate and instruct others in the safe operation of tools and heavy equipment used by the district; such as welding and cutting tools, forklift, backhoe, front-end loader, and dump truck. Ability to plan, schedule and coordinate preventive maintenance programs; read and draw prints and sketches. Communicate oral and written instructions clearly and effectively, analyze situation effectively and adopt an effective course of action. Ability to prepare reports, budgets and contract documents. Read and interpret manuals, policies and procedures; operate and maintain a variety of hand and power tools required for day to day operations; ensure work is performed in a safe manner; comply with safety and health policies, procedures and practices.

Skilled in communication tactfully, professionally, effectively and efficiently with the public, governmental agencies, district management and co-workers. Skilled in maintaining effective relations with others; ability to provide oral safety direction and

assists with maintaining the written safety programs of the District. Skilled in modern computer applications such as email applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

### **Education and Experience:**

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the knowledge and skills and abilities would be:

- Experience: Five years of progressive experience with the maintenance and repair of buildings, grounds, and roads; including two years of experience of supervisory experience.
- Training: Education and study courses related to the California Department of Pesticide Regulation (DPR); construction technology, and supervision.

### **Certificates, Licenses, and Registrations:**

Possession of the following:

- Qualified Applicators Certificate from (DPR)
- California Class A driver's license
- CPR/First Aid certificate.

### **Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and

descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

**Other Requirements:**

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

**Working Conditions:**

Incumbents must be willing to work overtime as needed during emergency conditions, which may include nights, weekends and holidays in a continuous (24/7) operations environment.

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.*

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Employee Signature

\_\_\_\_\_  
Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Maintenance Supervisor  
REPORTS TO: Park Services Manager  
SALARY LEVEL: S-24  
FLSA STATUS: Non-exempt  
DATE: 04/04/19

### Definition

Under general direction, plans, organizes, directs, and controls maintenance operations for the Lake Casitas Recreation Area and related work as required.

### Classification and Career Path

This class differs from classifications in the Maintenance Worker series in that the incumbent has the overall responsibility for the maintenance operations of the Lake Casitas Recreation Area.

### Essential Functions

Supervises, trains, schedules and performs a full range of duties of Maintenance Workers related to Lake Casitas Recreation Area park maintenance and facility operation. Responsible for the operations and maintenance of public restrooms, public buildings, campgrounds; a public aquatic facility that includes a water playground and lazy river; developed and undeveloped roads and paths; trash and litter abatement; sewage removal and disposal to an off site location; grounds keeping including irrigation, mowing, trimming, and fertilizing; weed, pest and fire mitigation; perform boating/barge operation skills for the configurations of docks, booms, and buoys.

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

- Plans, organizes, directs, supervises and performs all phases of the park maintenance function and implementation of maintenance policies and procedures.
- Develop the annual operating budget for the park maintenance section; forecasts funds needed for staffing, equipment, materials, supplies, maintenance, and capital improvements.
- Interviews, recommends for hire and, provides direct supervision, evaluates personnel and coordinates staff work schedules, vacations and time off.
- Determines the most economic use of allocated resources.
- Works cooperatively with District staff, Bureau of Reclamation and customers of the park.
- Respond to concerns and complaints, investigate and resolve service problems.
- Recommend materials, supplies, and equipment for acquisition; determine type and quantity needed.
- Respond to reports of unsafe and hazardous conditions such as a sewage spill and/or illegal

activities in public areas such as illegal dumping.

- As needed, may be required to work after-hours including evenings, weekends and holidays and be assigned for stand-by duties and/or report to work on emergency callback.
- Enforce safety training schedules, policies and procedures.
- Conducts inspections of park facilities, ensures cleanliness of park area restrooms and campgrounds.

Knowledge of: Modern concepts of public administration and resource management; labor standards, capabilities and methods desirable for the maintenance of public facilities; the elements of supervision and basic training procedures; Cal/OSHA standards and practices, public laws, ordinances, rules and regulations pertaining to public land and facilities; trash and sewage removal.

Ability to: Plan and direct and perform the maintenance of facilities; operate heavy equipment such as dozer, front end loader, mower tractor, grader, sewage haul truck including manual transmissions; use an extensive assortment of hand tools; perform basic carpentry, perform basic welding and brazing, trouble shoot basic electrical issues; design, install and repair irrigation systems; provide assistance in a variety of maintenance activities; meet all safety regulations and requirements and comply with and maintain current records for Cal OSHA safety standards for MSDS; motivate employees and maintain professional interpersonal relationships; make arrangements with contractors and administer service contracts for jobs not performed by District staff, such as tree removal, pest control, electrical work, and capital projects; review blueprints for park construction and renovation; prepare budgetary estimates; effectively plan, coordinate, maintain records and reports; use computer programs such as Windows, Excel, Word and Gmail.

Education and Experience: Any combination equivalent to graduation from high school, some college level training, coursework in horticulture, park maintenance, or natural resources or related areas desired, and ten years of experience in facility and grounds maintenance operations with five in a supervisor role. Work experience as a general contractor is highly desirable.

Certificates, Licenses, and Registrations:

Possession of the following:

- Qualified Applicators Certificate from (DPR)
- California Class A driver's license
- California Pool Operator's Certification
- California pesticide applicators certificate.
- CPR/First Aid certificate.

Working Conditions:

Environment: works outdoors in seasonal climate and weather conditions on surfaces that may be wet and slippery, where dirt, dust, and odors are frequently encountered. Required to drive motorized vehicles to various locations.

Physical Abilities: hearing and speaking sufficient to exchange information in person or on the telephone; vision within normal range with or without correction; sitting, standing, walking on uneven and slippery surfaces, pushing, pulling, climbing, balancing, reaching/stretching. Twisting, turning, kneeling, bending, and stooping in the performance of daily activities; ability to lift/carry/push/pull up to 100 pounds. Use hands repetitively to handle, feel, grasp, and operate tools and equipment. Use power tools and equipment. Wear ear and eye protections and steel-toed safety boots.

Hazards: exposure to heavy dust, dirt, and pollen, odors, fumes, air contaminants, chemicals, herbicides, pesticides and noise.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

Rev. 04/19

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Chief Financial Officer – Exempt-Administrative Employee – At Will  
REPORTS TO: General Manager  
SALARY LEVEL: M 31  
FLSA STATUS: Exempt  
DATE: April 8, 2019

### **Definition**

Under general direction of the General Manager, supervises, directs, plans, and assumes responsibility for accounting, accounts payable, accounts receivable, data processing, purchasing; acts as District's Treasurer. The position is an exempt-administrative position because the incumbent primarily performs non-manual work directly related to management policies and the general business operations, exercises discretion and independent judgment in the account section, regularly assists the General Manager and supervises the work of the Accounting & Customer Service Supervisor. The position is at will in that the appointment and continued employment is at the discretion of the General Manager.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Certifies voucher authorization documents;
- Responsible for the investment of the District funds in accordance with Casitas' policies and the laws of the State of California;
- Prepares and analyzes financial reports and statements;
- Responsible for the completion of the audit in a successful manner;
- Responsible for obtaining the GFOA Award;
- Responsible for the posting, reconciliation, and balancing of the general ledger consisting of journal entries, labor cost reports, cash reports and month-end reports;
- Responsible for payment and reconciliation of the State Water Plan;
- Compiles and prepares preliminary and final budget data, and prepares and submits regular monthly Financial Statement reports within 15 days of the month end;
- Prepares and maintains various work papers, and submits technical reports;
- Maintains records on invested inactive funds and recommends investments after analyzing funds available versus fund requirements;
- Provides expertise in maintaining the computerized accounting program;
- Acts as District Treasurer, attends the Finance Committee;
- Set the tax rates for State Water Plan payment;
- Provide notification of the Mira Monte charges;

- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting;
- Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company.

### **Knowledge Skills, and Abilities**

Thorough knowledge of accounting and auditing principles, practices and procedures; governmental accounting and budgeting; fund accounting; data processing practices and procedures. Computer skills required including advanced skill in Excel, understanding of system design and general knowledge of MS Office products. Experience with Incode desired. Excellent management skills including staff management and customer service.

Ability to establish and maintain fiscal records and procedures; prepare verbal and written reports of a complex nature; exercise prudent and objective judgment regarding financial information; establish systems and procedures for fiscal control, efficient and satisfactory office management. Ability to deal tactfully and effectively while maintaining effective relationships with a variety of governmental officials, fellow workers, Board of Directors and the general public; follow written and oral safety practices and policies of the District.

### **Education and Experience:**

Any combination of education and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. Typical ways of acquiring the knowledge, skills and abilities are:

Bachelor's Degree required in Business Administration, Accounting, or Public Administration from an accredited university or college, plus a minimum of eight years of varied professional accounting experience with supervisory responsibilities. Four years of experience in utilizing data processing in an office environment for financial purposes is also required.

Or

A Master's degree in a related field and licensed as a Certified Public Accountant may substitute for some years of experience.

### **Certificates, Licenses and Registrations:**

Possession of the following:

- California Class C Driver license

### **Work Environment or Environmental Elements:**

Employees primarily work indoors in a typical office setting. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and

procedures.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in District buildings and facilities, strength, stamina and mobility to perform light physical work and work around typical office machines. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to effectively communicate in person in face-to-face, one-to-one and group settings and regularly communicate over the telephone. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers, and standard office machines such as fax, ten-key calculator by touch, telephone, copiers, etc. Positions in this classification may bend, stoop and reach and may sit for extended periods of time. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Rev.4/19

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Accounting and Customer Service Supervisor  
REPORTS TO: Chief Financial Officer  
SALARY LEVEL: S 23  
FLSA STATUS: Non-Exempt  
DATE: April 8, 2019

### **Definition**

Under general direction of the Chief Financial Officer, supervises the work and directs, plans, and assumes responsibility for; accounts payable, accounts receivable, data processing, purchasing, payroll, utility billing and customer service. Exercises discretion and independent judgment, regularly assists the Chief Financial Officer.

### **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Supervises employees of the Administrative Services Department including hiring, training and evaluation;
- Responsible for accounting, material procurement, record keeping, payroll, billing, accounts payable, cash receipts, and warehousing;
- Responsible for the operation of the business service office;
- Responsible for the posting, reconciliation, and balancing of the general ledger consisting of journal reports, labor cost reports, cash reports, meter reading reports and month-end reports;
- Responsible for the maintenance of various subsidiary systems, and their reconciliation to the general ledger;
- Responsible for the maintenance of the Projects as related to assigning, preparing, distributing of all projects, including completed projects;
- Prepares and maintains various work papers, and submits technical reports;
- Responsible for the follow-up on accounts receivable, bad debts, and collections and customer complaints concerning billings;
- Acts as bill hearing officer.
- Develops administration department budget.
- Oversees the production of other accounting personnel and arranges for substitutes during their absence or when required.
- Responsible for safety meetings for staff.
- Responsible to complete the bank reconciliations for General Fund, Accounts Payable Fund, Payroll Fund and Merchant Fund.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of accounting and auditing principles, practices and procedures, governmental accounting and budgeting, fund accounting, data processing practices and procedures. Skilled in basic computer skills including the ability to utilize word processing, databases, email and the internet. Advanced skill in Excel and experience with Incode by Tyler Technology desired. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Excellent supervisory skills including staff selection, and development and excellent customer service skills.

Ability to Prepare verbal and written reports of a complex nature; exercise prudent and objective judgment regarding financial information; efficient and satisfactory office management; establish and maintain effective relations with fellow workers, and the general public; follow written and oral safety practices and policies of the District.

### **Education and Experience:**

Any combination of education and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. Typical ways of acquiring the knowledge skills and abilities are:

Bachelor's Degree in Business Administration, Accounting, or Public Administration from an accredited university or college, plus a minimum of four years of varied professional accounting experience, and data processing in an office environment for financial purpose.

Or

Completion of two years of college resulting in graduation with major course work in accounting and business administration and a minimum of eight years of progressively responsible professional accounting experience. Previous work experience with a water utility in the areas of customer service, utility billing and accounting preferred.

### **Certificates, Licenses and Registrations:**

Possession of the following:

- California Class C driver license.

### **Work Environment or Environmental Elements:**

Employees primarily work indoors in a typical office setting. Employee may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in District buildings and facilities, strength, stamina and mobility to perform light physical work, and work around typical office machines. Specific vision abilities required by this job included close vision, distance vision, depth perception and color vision. Ability to effectively communicate in person in face-to-face, one-to-one and group settings and regularly communicates over the telephone. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers, and standard office machines such as fax, ten key calculators by touch, telephone, copiers, etc. Positions in this classification bend, stoop, and reach and may sit for extended periods of time. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Date: \_\_\_\_\_

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Employee Signature

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