



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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PERSONNEL COMMITTEE

(Directors John Merchant and Randy Jenco)

Regular Meeting

September 10, 2019 at 7:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

- 1. Call to Order**
- 2. Comments from the Public**
- 3. Review Environmental Compliance Worker Position Description**
- 4. Directors & Staff Comments/Suggestions**
- 5. Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is September 6, 2019. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: August 29, 2019
To: Personnel Committee
From: Paul Siebensohn, Director of Field Operations
Subject: Review and adopt Environmental Compliance Worker position description

RECOMMENDATION:

Adopt Environmental Compliance Worker job description.

DISCUSSION:

A new position was budgeted for under the Utility worker III payscale and this is the draft job description developed to fill it. This newly created position is needed to fill in to cover increased demands from expanding regulations and staffing demands for:

- Water Quality Sampling and reporting for all District utilities
- Municipal Separate Stormwater Sewer System (MS4) program compliance
- Sanitary Sewer Management Plan (SSMP) program compliance
- Underground Service Alerts response and marking
- Backflow Testing & Cross Connection inspections
- Water conservation program
- Recycled Water Standards compliance
- Assists with implementing and enforcement of water conservation program
- Filling in for Utility staff support as needed

Information for building this job description was pulled from various local businesses having a similar position such as the City of Roseville's – Environment Specialist, Sacramento Suburban Water District's - Environmental Compliance Technician, El Dorado Irrigation District's – Environmental Compliance Inspector.

Required certifications would be:

- Qualified SWPPP practitioner (QSP) certification within 18 months of hire;
- Possession and maintenance of a Backflow and Tester Certificate issued by the State of California or AWWA within 18 months of entering this position is required, registered for testing in Sacramento County.
- Water Distribution 1 Certificate issued by the State Water Resources Control Board within 18 months of entering this position.

A bonus for additional certification would be available for these certifications, at 2.5% each to a maximum of 5%.

- CWEA collections certification
- AWWA conservation coordinator certification
- Distribution 2 certification or higher

This position would be a represented position and eligible for OE-3 Union Representation, therefore the draft job description should be reviewed by OE-3. In my preliminary discussion with Daren Semore, District staff's OE3 representative, he requested to review the job description. We do not anticipate any issues with their approval of the description.

The job description was also reviewed by District staff. Personnel staff noted that we do not include the potential bonus certifications as it is considered a benefit and an item that is typically negotiated in the Memorandum of Understanding with the Union.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Environmental Compliance Worker

DEPARTMENT: FIELD OPERATIONS (WATER/WASTEWATER/RECYCLED WATER/DRAINAGE)

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - XXXX

SUMMARY: Position will keep informed of and completes required testing and reporting duties for: Municipal Separate Stormwater Sewer System (MS4) program compliance; Sanitary Sewer Management Plan (SSMP), Fats, Oils, & Grease program for sewer collection system; water system sampling; assist with implementing and enforcement of water conservation program; ensures District customers maintain compliance; maintain historical data for tracking and reporting purposes; may also fill in as necessary to perform a variety of skilled and semiskilled routine duties in the construction, repair, and maintenance of distribution and collection systems; drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water services; operate a variety of equipment; and to perform other related duties as required.

SUPERVISION: Receives direct supervision from the Director of Field Operations or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Inspect and test stormwater and other sources for MS4 program stormwater compliance; inspect and ensure Best Management Practices (BMPs) for stormwater compliance.
- Inspect on-site recycled water systems; review and provide approvals on recycled water applications; ensure compliance with various regulatory and District standards for use of recycled water; maintain logs and required documentation of activities; prepare regular and periodic reports and studies to meet compliance requirements.
- Conduct periodic water use surveys of residential, commercial, irrigation, industrial, multi-residential properties or accounts; identifies cross connection and/or backflow hazards that may impact the safety of the public water supply.
- Performs field investigations regarding discrepancies/inconsistencies on existing

backflow prevention assemblies; tests backflow prevention assemblies as necessary. Ensure compliance with regulatory and required annual testing of backflow assemblies; set up schedules for testing and maintains related records and databases.

- Collect water samples from treatment plants, distribution system, facilities, drainage system, and others as needed; perform a variety of tests in the field.
- Perform and document industrial pretreatment inspection of food service enterprises, commercial and industrial wastewater customers to identify the wastewater generating processes and wastewater pretreatment equipment.
- Provide information to facilitate public outreach programs for systems utilities; conduct training as necessary for program compliance.
- Use and care for instruments, tools, equipment, and software related to area of assignment.
- Use a personal computer and software programs to enter, maintain and analyze data; prepare reports and correspondence; track work activities on District's systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read and interpret engineering plans and mark out District utilities for Underground Services Alerts (USAs).
- Respond to customer complaints and or service requests.
- Ensure compliance with the District's utility regulations.
- Conduct sampling of industrial, commercial, and domestic wastewater in collection and treatment systems to ensure wastewater discharge complies with all applicable standards.
- Perform minor repairs and maintenance activities on monitoring equipment as necessary; test and calibrate sampling equipment; maintain inventory supply of materials and parts.
- Prepare chain of custody documents; prepare sample bottles with proper

preservatives; identify and label bottles; maintain records of tests and test results; prepare samples for shipment to outside laboratories; reviews invoicing for laboratory sampling; operate and maintain sampling and testing equipment.

- Review construction plans for and inspect required pretreatment devices to ensure devices are installed according to District design and construction standards and administrative regulations.
- Develop, initiate, and prepare non-compliance letters and enclosures in accordance with District policy and procedures.
- Confer with contractors, business owners and the general public on District's Pre-treatment and Pollution Prevention Program; explain and interpret requirements and restrictions.
- Assist with implementing and enforcement of water conservation program.
- Perform a wide variety of work according to District needs.

DISTINGUISHING CHARACTERISTICS:

Incumbents are expected to perform at a high level in carrying out technical assignments with minimum guidance and supervision and provide reports and information and assist the Director of Field Operations; to have daily responsibility for District compliance; provide information and submit it as necessary for regulatory reporting.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Must have the ability to perform a variety of tasks for the benefit of the District.

Ability to know and understand all aspects of the job, intermittently analyze data, work papers, reports and conduct special projects; operate sampling equipment; know and apply techniques and terminology; communicate clearly both in writing and verbally.

On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard or other means to communicate through written means; perform duties in collection and testing of stormwater and other related sample sources. Interpret and effectively apply federal, state and local laws, standards and regulations as they relate to National Pollutant Discharge Elimination Systems (NPDES) and Waste Discharge Requirement (WDR) compliance. Read and interpret infrastructure

plans and diagrams. Compile and analyze technical information and prepare technical documents and reports related to the area of assignment. Read and evaluate laboratory analytical results in order to detect errors and determine compliance with state and federal regulations. Prepare and conduct effective training presentations regarding regulatory compliance. Provide outreach and training for compliance of District's and regulatory requirements.

Read and interpret sewer, recycled water, drainage and water system maps and engineering drawings. Keep records and prepare reports as needed. Skillfully use hand and power tools. Safely operate equipment in and around other utilities. Use computer equipment and related peripheral equipment to enter and extract information. Perform strenuous manual labor in a variety of conditions. Insure proper use and maintenance of Personal Protective Equipment. Read and write at the level required for successful job performance. Follow and give written and oral instructions. Oversee the completion of tasks and projects independently and as a team. Work unusual shifts, weekends, evenings, and holidays when required, as well as potential to work standby and respond to emergency calls. Establish and maintain cooperative working relationships. Fill in for District Utility position and duties as necessary.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying;

Minimum Education: High School diploma and/or equivalent.

Preference is given to those with College or Associates Degree in Biological Sciences, Chemistry, Environmental Science or related studies.

Candidates must be 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession and maintenance of:

- Qualified Stormwater Pollution Prevention Program (SWPPP) practitioner (QSP) certification within 18 months of hire;
- Water Distribution 1 Certificate issued by the State Water Resources Control Board within 18 months of hire;

- Possession and maintenance of a Backflow and Tester Certificate issued by the State of California or AWWA within 18 months of entering this position is required, registered for testing in Sacramento County.

Possession of California Water Environment Association (CWEA) collection system operator I certification is highly desired and will be mandatory should the system change and require it.

Incumbent must complete the appropriate amount of continuing education hours as required by the State of California to maintain the certification.

Failure to obtain and maintain the appropriate credentials may constitute a cause for termination from this appointment.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must meet the rating capacity of equipment in order to perform duties of the position; frequently bend, stoop, squat, kneel, crouch and reach above the shoulder; wear personal protective equipment as needed to perform work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or hot, cold, humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals and vibration, risk of electrical shock. The noise level in the work environment may be loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed.

Appointment to this position falls under a one year probationary period with the District.

Utility III Wage Schedule

Steps

A B C D F G H
(See Utility III scale from MOU)

DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART

