



The Mission of the Las Gallinas Valley Sanitary District is to protect public health and the environment by providing effective wastewater collection, treatment, and recycling services.

DISTRICT BOARD
Megan Clark
Rabi Elias
Craig K. Murray
Judy Schriebman
Crystal J. Yezman

DISTRICT ADMINISTRATION
Mike Prinz,
General Manager
Michael Cortez,
District Engineer
Mel Liebmann,
Plant Manager
Greg Pease,
Collection System/Safety Manager
Dale McDonald,
Administrative Services Manager

SPECIAL BOARD MEETING AGENDA

March 10, 2021

In accordance with Government Code Section 54956

Crystal J. Yezman, Board President, has called for a Special Meeting

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the March 10, 2021 meeting of the LGVSD Board will be held via Zoom electronic meeting. There will be NO physical location of the meeting. Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting. Persons who wish to address the Board for public comment or on an item on the agenda are encouraged to submit comments in writing to the Board Secretary (tlerch@lgsd.org) by 6 am Wednesday, March 10, 2021. In addition, Persons wishing to address the Board verbally must contact the Board Secretary, by email (tlerch@lgsd.org) and provide their Name; Address; Tel. No.; and the Item they wish to address by the same date and time deadline for submission of written comments, as indicated above. Please keep in mind that any public comments must be limited to 3 minutes due to time constraints. Any written comments will be distributed to the LGVSD Board before the meeting.*

**Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to simplified instructions for use of the Zoom app is: <https://blog.zoom.us/wordpress/2018/07/03/video-communications-best-practice-guide/>*

REMOTE CONFERENCING ONLY

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/86849196378>

OR

By teleconference at: +16699009128 Meeting ID: 868 4919 6378

MATERIALS RELATED TO ITEMS ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION ON THE DISTRICT WEBSITE WWW.LGVSD.ORG

NOTE: Final board action may be taken on any matter appearing on the Agenda

Estimated Time

OPEN SESSION:

4:30 PM

1. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

4:35 PM

2. CLASSIFICATION DESCRIPTIONS UPDATE

Board to approve position title changes and approve job descriptions.

5:35 PM

CLOSED SESSION:

3. CONFERENCE WITH LABOR NEGOTIATOR – Agency designated representative : Gregory Ramirez, IEDA; Employee organization : IUOE Local 3;pursuant to Government Code Section 54957.6

7:00 PM

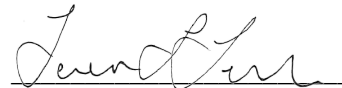
4. ADJOURNMENT

FUTURE BOARD MEETING DATES: MARCH 18 AND MARCH 25, 2021

AGENDA APPROVED:	Crystal J. Yezman, Board Director	Patrick Richardson, Legal Counsel
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CERTIFICATION: I, Teresa Lerch, District Secretary of the Las Gallinas Valley Sanitary District, hereby declare under penalty of perjury that on or before March 9, 2021 4:30 pm I posted the Agenda for the Board Meeting of said Board to be held March 10, 2021 , at the District Office, located at 101 Lucas Valley Road, Suite 300, San Rafael, CA.

DATED: March 9, 2021



Teresa L. Lerch
District Secretary

The Board of the Las Gallinas Valley Sanitary District meets regularly on the First and Third Thursday of each month. The District may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held at the District Office, 101 Lucas Valley Road, Suite 300, San Rafael, CA. 94903

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 472-1734 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

AGENDA ITEM 1

3/10/2021

PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board on matters not on the agenda and within the jurisdiction of the Las Gallinas Valley Sanitary District. Presentations are generally limited to three minutes. All matters requiring a response will be referred to staff for reply in writing and/or placed on a future meeting agenda. Please contact the General Manager before the meeting.

Agenda Summary Report

To: Mike Prinz, General Manager *MSP*
From: Dale McDonald, Administrative Services Manager *DM*
(415) 526-1519 dmcDonald@lgvsd.org
Meeting Date: March 10, 2021
Re: Classification Descriptions Update
Item Type: Consent _____ Action X Information _____ Other _____
Standard Contract: Yes _____ No _____ (See attached) Not Applicable X .

STAFF RECOMMENDATION

Board to approve title and classification descriptions developed by Koff & Associates as part of their Classification Study Final Report dated February 23, 2021, incorporating recommended changes presented with this summary report and tabling the approval of the Environmental Services Manager and Laboratory Analyst classifications.

BACKGROUND

In September 2020, Las Gallinas Valley Sanitary District (LGVSD) contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of LGVSD's classifications with the exception of the General Manager position. On March 3, 2021 Koff & Associates presented their Classification Study Final Report. The Board considered the report, discussed a few classifications, and asked for clarification on a few classifications. No action was taken at the March 3 meeting.

Classification Descriptions, included in the appendix of Classification Study, have gone through extensive feedback from employees and management along with being provided to Operating Engineers Local 3 (OE3) for comment. The following classifications were presented with no objections to the title changes or descriptions. One minor change since the prior Board meeting is to the Plant Operations Supervisor, allowing Grade III with requirement to obtain Grade IV within two certified testing cycles after employment has been added to licensing and certification section. Staff is recommending that the proposed title changes and descriptions for the following be approved, effective immediately.

- Administrative Services Manager
- Administrative Financial Specialist
- Plant Operator
- Lead Plant Operator
- Plant Operations Supervisor (*updated March 2021 – red-line version attached*) ^[1]

Operator Engineers 3 (OE3) representative Carl Carr communicated two recent requests for minor changes to the following Collection System classifications. Staff is recommending that the



proposed title changes and modified description (*red-line versions attached*) be approved:

- Collection System Operator [2]
- Lead Collection System Operator [3]

There was discussion on the role of the District Administrative Secretary classification at the last Board meeting. Title change to District Secretary has been made and addition to the educational section of the classification has been made (*red-line version attached*). Staff recommends adoption of the revised classification as presented:

- District Secretary [4]

Management classifications were reviewed as part of the restructuring of duties with the creation of the Environmental Services Manager and Maintenance Supervisor classifications. No additional changes are proposed for the following descriptions and staff is recommending that the title change and descriptions for the following be approved:

- Collection System / Maintenance / Safety Manager
- Plant Manager

The Environmental Services Manager and Laboratory classifications need some additional clarification around the implementation of NELAC Institute (TNI) Standards. Staff recommends tabling the approval of the following two classifications, to be brought back at a future Board meeting for approval:

- Environmental Services Manager
- Laboratory Analyst

The following classifications remained unchanged:

- Administrative Assistant (updated Classification Description)
- Assistant / Associate Engineer
- District Engineer
- Skilled Maintenance Worker I/II

Justification and funding for the new positions were developed during the budget process in mid-2020. Once the Board approves the classification descriptions management will begin developing recruitment material and fill the previously funded and approved positions.

PREVIOUS BOARD ACTION

N/A

ENVIRONMENTAL REVIEW

N/A

FISCAL IMPACT

None.



LAS GALLINAS VALLEY SANITARY DISTRICT

February-March 2021
FLSA: EXEMPT

PLANT OPERATIONS SUPERVISOR

DEFINITION

Under general direction of the Plant Manager, plans, directs, supervises and participates in the operations and preventative maintenance of equipment, facilities and related appurtenances as found in wastewater treatment plant and reclamation and recycled water facilities; coordinates operations activities with laboratory, collections, maintenance, administration and engineering and construction activities; ensures all federal, state and local regulatory requirements are met; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Plant Manager. Exercises direct supervision over operations staff.

CLASS CHARACTERISTICS

This is a full supervisory level classification exercising independent judgment on diverse operations and preventative maintenance matters. The incumbent oversees day-to-day operations and participates in all activities required to ensure that District wastewater treatment facilities are operated and maintained in a safe and effective working condition. The incumbent serves in the capacity of working supervisor by performing the most complex plant operational duties within the work unit and ensuring that the District meets all regulatory agency requirements. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Plant Manager in that the latter is a management class with responsibility for the oversight of all plant and facilities operations through subordinate levels of supervision.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Plans, schedules, assigns and supervises the operation and preventative maintenance of the wastewater treatment plant and reclamation and recycled water facilities; evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Assists in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures for routine and emergency operations and maintenance.

- Monitors activities of assigned operations staff; identifies opportunities for improving service delivery methods and standard operating procedures; makes recommendations for process changes; reviews with and/or notifies appropriate management staff; implements improvements.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements safety procedures and standards; ensures that tools, equipment and vehicles are safely operated, maintained and secured when not in use; schedules the service, repair and replacement of tools and equipment.
- Determines and recommends equipment, materials and staffing needs for assigned operations projects and activities; procures equipment, materials and tools required to perform the work; participates in the annual budget preparation; develops and administers construction, supply and service contracts; prepares detailed cost estimates with appropriate justifications, as required; monitors expenditures.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Reviews, investigates, identifies, and reports trends using supervisory control and data acquisition (SCADA) human machine interface (HMI) and Historian software applications.
- Participates in the design and construction of Capital Improvement Program and maintenance projects; may oversee the work of contractors and consultants to ensure compliance with District standards and regulatory requirements.
- Assists in planning, prioritizing and scheduling long-range capital improvement and maintenance projects in coordination with management.
- Assists in overseeing and implementing computerized maintenance management system/program.
- Monitors and ensures compliance with federal, state and local regulatory requirements including National Pollutant Discharge Elimination System (NPDES) permit.
- Assists Plant Manager and Environmental Services Manager in preparing and submitting operations, maintenance, supervisory and NPDES incident and regulatory reports.
- Maintains regulatory and operations data and records.
- Serves as point of contact to contractors, consultants, regulatory and external agencies and the public related to the operations and preventative maintenance of the wastewater treatment plant and reclamation and recycled water facilities and related facilities.
- Works in a collaborative effort with collection system staff and management, including responding to collection system emergencies or activities as required.
- Ensures District facilities are maintained in a clean, orderly and safe condition.
- Acts in the capacity of the Plant Manager in the individual's absences as needed.
- Supervises, ensures compliance with and observes all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned manager.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Methods and techniques related to the operation, cleaning and preventive and corrective maintenance of wastewater treatment plant and reclamation and recycled water facilities.
- Basic methods, tools and testing equipment used in the installation, operation, calibration and troubleshooting of electrical, electronic and mechanical equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Principles and practices of administering and maintaining an asset management program.
- Principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including handling and storage of hazardous chemicals and confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Plan, schedule, and supervise the operations of wastewater treatment plant and reclamation and recycled water facilities and equipment.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Analyze laboratory, operational and maintenance data for process control and equipment maintenance decisions.
- Interpret, apply, explain and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.
- Understand, interpret and successfully communicate both orally and in writing, pertinent department policies and procedures.

- Perform the most complex operations duties and operate related equipment safely and effectively.
- Prepare reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping and asset management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate degree from an accredited college in wastewater management, science, engineering or a related field and five (5) years of increasingly responsible experience in the operation and maintenance of wastewater treatment plant.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain a valid Grade IV Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB) or possess a valid Grade III certificate issued by the SWRCB and be able to obtain a Grade IV certificate within two consecutive certification test cycles.

PHYSICAL DEMANDS

Must possess mobility to work in a wastewater treatment plant setting and in the field; stamina and mobility to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate above-mentioned tools and equipment. 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 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in a wastewater treatment plant and in the field, and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LAS GALLINAS VALLEY SANITARY DISTRICT

February-March 2021
FLSA: NON-EXEMPT

COLLECTION SYSTEM OPERATOR

DEFINITION

Under immediate and general supervision of the Collection System/Maintenance/Safety Manager and Lead Collection System Operator, inspects, performs preventative and corrective maintenance and repairs District gravity wastewater collection system, sewage pump stations and sewage force mains; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary and mobile equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Collection System Operator-in-Training and Collection System Operator Grade I) and general (Collection System Operator Grade II and Grade III) supervision from the Lead Collection System Operator and Collection System/Maintenance/Safety Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Collection System Operator-in-Training (OIT): This is the trainee-level classification in the collection system operator series. Initially under immediate supervision, incumbents learn to inspect, maintain and repair District collection system infrastructure, pump stations and related facilities and equipment. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

Collection System Operator Grade I: This is the first working classification in the collection system operator series. Positions at this level usually perform most of the collection systems infrastructure, pump station and related facilities and equipment inspection, maintenance and repair duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

Collection System Operator Grade II: This is the experienced-level classification in the collection system operator series. Incumbents are expected to inspect, maintain and repair collections system infrastructure, pump stations and related facilities and equipment according to

prescribed guidelines and with assistance from more senior staff. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents receive instruction or assistance as new or unusual situations arise, and have working knowledge of District practices, procedures and policies. Employees are responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines. Incumbents will be assigned to roving maintenance crews and are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Collection System Operator III in that the latter independently performs a wide variety of collection system maintenance and repair work requiring advanced knowledge and skills, training, experience and certification.

Collection System Operator Grade III: This is the full journey-level classification in the collection system operator series. Incumbents perform the full range of duties required to ensure that District collection systems infrastructure, facilities and equipment are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of main sewer lines, laterals, pump stations and mobile equipment. Positions at this level work independently, exercise judgment and initiative and receive occasional instruction or assistance as new or unusual situations arise. Assignments may vary with the skill and training of the incumbent; however, incumbents are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Lead Collection System Operator in that the latter is responsible for providing technical and functional direction to collection system operations staff and is capable of performing the most complex duties assigned to the division.

Positions at the I-, II- and III-levels are normally filled by advancement from the OIT, I- and II-levels, respectively; progression in the class series is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification and (iv) management approval for progression.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Positions at the Collection System OIT, Collection System Operator Grade I and Collection System Operator Grade II may perform some of these duties in a learning capacity

- Constructs, inspects, maintains and repairs gravity wastewater collection system, sewage pump stations and sewage force mains.
- Operates specialized vehicles and a variety of light and, medium ~~and heavy~~ equipment such as is regularly used in the wastewater collection industry and hand and power tools to clean,

flush, maintain and repair the District's wastewater collection infrastructure, facilities and equipment.

- Inspects underground wastewater collection pipes, lateral connections and associated appurtenances using closed-circuit television equipment.
- Inspects pumping station equipment and facilities; reads and records flow meters and gauges; investigates, troubleshoots and performs preventative, corrective and emergency maintenance and repair of pumps, motors, valves and other mechanical and electrical equipment; responds to power outages and installs generators and bypass pumps, as necessary; refers complex electrical, instrumentation and/or mechanical maintenance and repair issues to appropriate maintenance staff and/or the Collection System/Maintenance/Safety Manager.
- Cleans manholes, clean-outs and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service television inspection and specialty hydro-cleaning equipment as needed.
- Receives underground service alert (USA) requests, notifies requestor; locates, identifies and marks the location of underground wastewater lines and completes and submits electronic positive notification when completed.
- Responds to customer complaints or problems; uses inspection equipment such as CCTV to identify causes and facilitate repair; mitigates overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses confined space and other safety equipment and observes all safety procedures as specified by the District.
- Notifies manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements utilizing computerized maintenance management system.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs on-call duties and special shift work as assigned; responds to emergency calls for service.
- Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Incumbents at the OIT, Grade I, and Grade II of the class series would not be expected to have the same level of knowledge and abilities as incumbents at Grade III and perform work in a learning capacity.

Knowledge of:

- Principles, practices, tools, equipment and supplies required to inspect, maintain and repair wastewater collection system infrastructure, facilities and equipment, including underground sewer lines and laterals and pump stations.
- Basic principles, practices and skill required to service and repair stationary and mobile equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and light to ~~heavy-medium~~ power equipment that is regularly used in the wastewater collection industry.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect, maintain and repair underground sewer lines and laterals and pump stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learn and perform troubleshooting and preventative maintenance of electrical issues.
- Safely use hand and power tools and operate ~~light, medium and heavy~~ equipment.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.

- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Collection System Operator: Equivalent to the completion of the twelfth (12th) grade.

Collection System Operator-in-Training: No prior experience is required.

Collection System Operator Grade I: One (1) year of general maintenance experience involving the use of a variety of tools and equipment, gas and air driven equipment, and the operation of light to heavy automotive vehicles or one (1) year of experience equivalent to the Collection System Operator-in-Training at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade II: One (1) year of experience equivalent to the Collection System Operator Grade I at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade III: Two (2) years of experience equivalent to the Collection System Operator Grade II at the Las Gallinas Valley Sanitary District.

Licenses and Certifications:

Collection System Operator

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

Collection System Operator Grade I

- Possess and maintain valid Grade I Wastewater Collection System certificate issued by California Water Environment Association (CWEA).

Collection System Operator Grade II

- Possess and maintain valid Grade II Wastewater Collection System certificate issued by CWEA.

Collection System Operator Grade III

- Possess and maintain valid Grade III Wastewater Collection System certificate issued by CWEA.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. 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 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vehicle traffic, vibration, confined workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.

LAS GALLINAS VALLEY SANITARY DISTRICT

February-March 2021
FLSA: NON-EXEMPT

LEAD COLLECTION SYSTEM OPERATOR

DEFINITION

Under direction of the Collection System Manager, provides direction and work instruction to assigned crew; organizes, plans and assists in scheduling all necessary resources to accomplish construction, maintenance and repair activities; performs the full range of tasks in the inspection, maintenance and repair of District gravity wastewater collection system, sewage pump stations, sewage force mains and stationary and mobile equipment; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Collection System/Maintenance/Safety Manager. Exercises technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the collection system operator series responsible for directing assigned crew and/or performing the most complex duties required to ensure that the District’s wastewater collection infrastructure, facilities and equipment are maintained in a safe working condition. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions rely on experience and judgment to ensure quality preventive and corrective maintenance services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the Collection System/Maintenance/Safety Manager in that the latter is responsible for the oversight of the construction, installation, inspection, cleaning and preventative and corrective maintenance of the District’s treatment plant, wastewater collection system, pump stations and related facilities and equipment.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Collection System Manager; evaluates work of crew members for completeness and

- quality; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Organizes, plans and schedules all necessary tools, equipment and vehicles needed to accomplish construction, maintenance and repair activities; maintains inventory of parts, tools and equipment for collection system operations.
 - Trains employees in work methods and procedures, use of tools and equipment and relevant safety precautions.
 - Notifies manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements utilizing computerized maintenance management system.
 - Troubleshoots and repairs problems in the wastewater collection system, including stationary and mobile mechanical and electrical equipment.
 - Performs the full range of construction, inspection, maintenance and repair work, as well as the more complex mechanical maintenance and repair duties on collection system equipment.
 - Administers special programs and projects as assigned.
 - Receives underground service alert (USA) requests, notifies requestor; locates, identifies and marks the location of underground wastewater lines and completes and submits electronic positive notification when completed.
 - Responds to customer complaints or problems; uses inspection equipment such as CCTV to identify causes and facilitate repair; mitigates overflow spills and damage as required.
 - Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses confined space and other safety equipment and observes all safety procedures as specified by the District.
 - Assists Collection System/Maintenance/Safety manager with computerized maintenance management system including creating and editing asset information, generating work orders and reviewing work orders upon completion; reviews data to plan, schedule and ensure regular inspection and proper maintenance of the collection system, pump stations, treatment plant, vehicles, mobile equipment and related assets.
 - Maintains accurate logs and records of work performed and materials and equipment used.
 - Performs on-call duties and special shift work as assigned; responds to emergency calls for service.
 - Serves as the Collection System/Maintenance/Safety Manager in that individual's absence by overseeing collection system operations staff.
 - Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
 - Observes safe work methods and makes appropriate use of related safety equipment as required.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of providing technical and functional direction and training.
- Principles, practices, tools, equipment and supplies required to maintain and service a wastewater collection system, including underground sewer lines and laterals and pumping stations.
- Principles, practices and skill required to service and repair stationary and mobile equipment.
- Mechanical, electrical and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps and circuitry.
- Traffic control procedures.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and light to ~~heavy-medium~~ duty equipment that is regularly used in the wastewater collection industry.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, assign and review the work of assigned crew members.
- Perform skilled work related to the installation, inspection and maintenance of underground sewer lines and laterals and pump stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Safely use hand and power tools and operate ~~light, medium and heavy~~ equipment.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.

- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience constructing, maintaining and repairing underground wastewater systems and facilities.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain valid Grade III Wastewater Collection System certificate issued by California Water Environment Association (CWEA).

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. 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 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.



LAS GALLINAS VALLEY SANITARY DISTRICT

February-March 2021

FLSA: NON-EXEMPT

DISTRICT ~~ADMINISTRATIVE~~ SECRETARY

DEFINITION

Under general supervision of the Administrative Services Manager, provides office administrative support to District management and staff; serves as ~~District-Board~~ Secretary providing support to the legislative body; and performs other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Incumbents regularly work on tasks which are varied, complex, sensitive and confidential requiring considerable discretion and independent judgment. Confidentiality is a primary characteristic required of this position that extends to internal District operations, management and actions by the Board of Directors. Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures, and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the Administrative/Financial Specialist in that the latter primarily performs specialized and technical duties in support of the District's accounting, finance, audit and human resources programs.

Incumbents are expected to perform complex responsible and sensitive duties related to functioning as Secretary to the Board of Directors; the ability to take initiative and appropriate steps and make independent decisions, as necessary in implementing Board of Directors requests; the ability to prepare records and official actions and to take responsibility for their maintenance.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Serves as Secretary to the Board of Directors: attends Board meetings; prepares meeting agendas and gathers background information for agenda items; assembles and posts agenda

- packets; sets up meeting room; takes, prepares and distributes minutes; prepares legal and informational notices on behalf of the District in compliance with notification requirements.
- Coordinates with the General Manager and Administrative Services Manager to ensure that required subsequent actions are taken; updates and distributes documents resulting from Board action.
 - Schedules and coordinates meetings for the Board of Directors and General Manager; schedules seminars, conferences, and training sessions as directed by the Administrative Services Manager and Board policy; assists Board Members with preparation of travel and expense reports.
 - Coordinates completion and filing of Conflict of Interest Reports, Officeholder and Statement, Statement of Facts Roster of Public Agencies and other required forms; works with the County to arrange elections and the filing of required statements by public officials; and monitors compliance with ethics and other required training.
 - Processes District resolutions and ordinances; maintains Board policies and procedures.
 - Prepares and maintains District contract documents; provides support to the Administrative/Financial Specialist in maintaining and administering executed contracts; coordinates with the Engineering Department to assist with public contract advertising, bidding and award processes.
 - Performs various research and special projects in support of the Board of Directors and District management and staff.
 - Provides administrative support to the General Manager in overseeing the daily operations of office activities including scheduling appointments and meetings, maintaining calendars and preparing and processing documents of a sensitive and/or confidential nature.
 - Updates and performs routine maintenance of the District's website; coordinates with vendors on web management; ensures website content is uploaded and updated in a timely manner; ensures accurate and effective communication of site information.
 - Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
 - Assists with District's records retention program including scanning records and files, maintaining records, tracking and maintaining schedules and filing and archiving permanent records including but not limited to District Ordinances, Resolutions and other key documents.
 - Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies and records information; retrieves information from District record systems.
 - Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of forms, records and files.
 - Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
 - Prepares, copies, collates and distributes a variety of documents; ensures proper filing of copies in District files.
 - Represents the District to callers and visitors in a professional and customer friendly manner.
 - Attends and participates in professional group meetings as District Secretary; stays abreast of new trends and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures, technology, equipment and communication tools used for business functions and program and task coordination, including word processing, basic web content management, and spreadsheet applications.
- Organization and function of public agencies, including the role of an elected District Board.
- Principles and practices of public meeting notifications, regular and special meeting posting requirements, and open and closed session protocols.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility including open meeting law under the Brown Act and rights of the public under the law, and familiarity with Board approved parliamentary procedures.
- Record keeping and filing systems and methods.
- Principles and practices of data research and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms and other documents specific to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Provide varied and responsible administrative and office support work requiring the use of judgment, tact and discretion.
- Enter data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Establish and maintain a variety of filing, record keeping and tracking systems.
- Follow and apply written and oral instructions.
- Respond to and effectively prioritize multiple phone calls, visitors and other requests.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise minutes, reports, correspondence and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of years of increasingly responsible administrative support and/or office management experience. Advanced 2 year associate degree or 4 year bachelor's degree from an accredited college with course work in public administration can be counted towards experience.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possession of a valid California Notary Public license is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites and perform miscellaneous errands; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

AGENDA ITEM 3

3/10/2021

CLOSED SESSION

- Separate Item to be distributed at Board Meeting
- Separate Item to be distributed prior to Board Meeting
- Verbal Report
- Presentation