

RESOLUTION NO. 18-10

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
AMENDING RESOLUTION 89-23 ADOPTING A
REVISED ORGANIZATION CHART AND JOB
DESCRIPTIONS FOR NEWLY CREATED EXEMPT
POSITIONS**

WHEREAS, the Twentynine Palms Water District approved Resolution 89-23, adopting an organizational chart and job descriptions for all employees; and

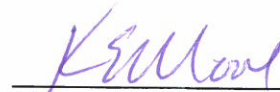
WHEREAS, the District is now revising the organizational chart and adopting newly created exempt positions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District, that attached to this Resolution as Exhibit "A", is hereby approved.

BE IT FURTHER RESOLVED that this Resolution shall take effect July 1, 2018 upon its adoption.


PASSED, APPROVED AND ADOPTED this 27th day of June 2018 by the following vote:

Ayes:	Directors Coghill, Giannini, Horn, Leazer, and Moore
Noes:	None
Abstain:	None
Absent:	None



Kerron E. Moore, President
Board of Directors

Attest:



Ray Kolisz, Board Secretary
Twentynine Palms Water District



EXHIBIT "A"

TWENTYNINE PALMS WATER DISTRICT

Treatment/Production Superintendent

STATUS: Exempt
DEPARTMENT: Management
SUPERVISOR: Director of Operations

SUMMARY: Under general direction of the Direction of Operations plans, organizes, directs and coordinates the day-to-day treatment and water production operations functions of the District. Monitor water quality data to ensure District's compliance with all State and Federal water quality standards. Does related work and duties as may be required. Serves as Chief Administrative Officer should both the Director of Operations and General Manager be absent.

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

- Serves as Chief Operator of the District's treatment facilities.
- Oversees the daily water production and treatment operations to meet water demand.
- Plans, organizes, directs and coordinates the treatment, water production, SCADA system, distribution system water sampling collection and monitoring, production wells and booster pump operations of the District. Provides support to the Maintenance Department when necessary.
- Provides management and administration of District's treatment and production operations and facilities, and electrical repair of said facilities.
- Assists in formulating maintenance management policies, operating procedures, projects and schedules necessary to maintain all District treatment facilities, storage reservoirs, wells and booster pumping equipment and support facilities.
- Oversees domestic water production and water quality functions.
- Provides supervision, training and work evaluation for Department's employees.
- Assists with long range planning of District's treatment facilities maintenance and operations functions.
- Assists in development of maintenance and operations budget and controls costs.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment and safety practices.
- Inspects materials for acceptability, inspects completed work of subordinates for workmanship, rejects unsatisfactory work.
- Prepares performance evaluations for all subordinate personnel. First level for disciplinary measures and grievances.
- Assists with preparation and execution of plans for expansion, reduction and shifting of treatment and production operations and maintenance functions of well and booster pumps.
- Participate in Emergency Response Planning of the District.

- Provides coordination of treatment and production activities with other District functions.
- Process and approve purchase order requests.
- Monitors employee certification, training and safety programs.
- Keeps Director of Operations advised on all aspects of District's ongoing work.
- Reviews time sheets and time cards each payroll period.
- Prepares and submits regulatory reports to respective agencies.
- Performs special projects as assigned.
- Represents District in dealings with the public, contractors and representatives of other government agencies in a professional and competent manner.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends and/or conducts safety meetings as required.
- Attends monthly Board Meetings.
- Prepare present reports for Board of Directors.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires and/or maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration and proof of insurance. The driving record will not contribute to an increase in the District's vehicle insurance rates. Must have a D-IV Water Distribution Certificate, a T-III Water Treatment Certificate from the State of California and a Cross Connection Control Specialist Certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. Ten years of increasingly responsible experience in the construction, operation and maintenance of a water utility or similar facility, at least 3 years of which should be in a supervisory or management capacity.

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Responsibilities and duties of the Director of Operations and General Manager as officers for the District.
- Principles, methods and practices used in water system maintenance, operations and construction work.
- Operation and use of a variety of light and heavy power equipment utilized in maintenance and construction work in a safe and skillful manner.
- Pertinent laws, codes and safety orders related to general industry and construction work.

- Principles, methods and practices used in building maintenance, grounds maintenance and landscaping.
- Principles, methods and practices used in communication control equipment, including installation, maintenance and repair.
- Principles, methods and practices used in treatment plant operations and maintenance work.
- District's work order and billing system.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.
- Principles of budget development and expenditure control.
- Geography of the District and location of District facilities.

ABILITY TO:

- Function effectively as Acting Director of Operations and Acting General Manager of the District as necessary.
- Plan, organize, manage and administer the maintenance and operations functions of the District.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment usage and time requirements.
- Ensure the proper maintenance, operation and repair of District equipment facilities.
- Climb and inspect reservoirs.
- Develop and control budgets.
- Effectively represent the District with the public, contractors and other organizations.
- Use computer systems and software related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Travels frequently by automobile in conducting daily District business.
- Occasionally travels by airplane in conducting District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Communicates orally with District management, Board members, co-workers and the public in face-to-face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges. Must be able to distinguish color on computer screens for process control.

TWENTYNINE PALMS WATER DISTRICT

Maintenance Superintendent

STATUS: Exempt
DEPARTMENT: Management
SUPERVISOR: Director of Operations

SUMMARY: Under general direction of the Director of Operations plans, organizes, directs and coordinates the day-to-day maintenance and operations functions of the District's distribution system, fleet maintenance program and Cross Connection Control Program. Does related work and duties as may be required. Serves as Chief Administrative Officer should both the Director of Operations and General Manager be absent.

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

- Serves as Chief Operator of the District's distribution system.
- Oversees the daily maintenance operations of the District's distribution system.
- Plans, organizes, directs and coordinates the maintenance, repair, new construction, water conservation measures, cross connection control program, customer service tasks of the District. Provides support to the Treatment/Production Department when necessary.
- Provides management and administration of District's distribution system, building and grounds maintenance, electrical repair and communications control installation and maintenance.
- Assists in formulating maintenance management policies, operating procedures, projects and schedules necessary to maintain all District structural, pipeline, easement, storage, and support facilities.
- Provides supervision, training and work evaluation for Maintenance employees.
- Assists with long range planning of District maintenance and operations functions.
- Assists in development of maintenance and operations budget and controls costs.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment and safety practices.
- Inspects materials for acceptability, inspects completed work of subordinates for workmanship, and rejects unsatisfactory work.
- Prepares performance evaluations for all subordinate personnel. First level for disciplinary measures and grievances.
- Assists with preparation and execution of plans for expansion, reduction and shifting of operations and maintenance functions.
- Participate in Emergency Response Planning of the District.
- Provides coordination of maintenance and operations activities with other District functions.

- Process and approve purchase order requests.
- Oversees District's fleet maintenance program.
- Obtains necessary permits for construction activities.
- Monitors employee certification, training and safety programs.
- Keeps Director of Operations advised on all aspects of District's ongoing work.
- Reviews time sheets and time cards each payroll period.
- Educating water customers on water conservation measures.
- Prepares and submits regulatory reports to respective agencies.
- Performs special projects as assigned.
- Represents District in dealings with the public, contractors and representatives of other government agencies in a professional and competent manner.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends and/or conducts safety meetings as required.
- Attends monthly Board Meetings.
- Prepare and present reports for Board of Directors.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires and/or maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration and proof of insurance. The driving record will not contribute to an increase in the District's vehicle insurance rates. Possession of a D-V Water Distribution Certificate, a T-II Water Treatment Certificate from the State of California and a Cross Connection Control Specialist Certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. Ten years of increasingly responsible experience in the construction, operation and maintenance of a water utility or similar facility, at least 3 years of which should be in a supervisory or management capacity.

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KNOWLEDGE OF:

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- Principles, methods and practices used in water system maintenance, operations and construction work.
- Operation and use of a variety of light and heavy power equipment utilized in maintenance and construction work in a safe and skillful manner.

- Pertinent laws, codes and safety orders related to general industry and construction work.
- Principles, methods and practices used in building maintenance, grounds maintenance and landscaping.
- Principles, methods and practices used in communication control equipment, including installation, maintenance and repair.
- Principles, methods and practices used in treatment plant operations and maintenance work.
- District's work order and billing systems.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.
- Principles of budget development and expenditure control.
- Geography of the District and location of District facilities.

ABILITY TO:

- Function effectively as Acting Director of Operations and Acting General Manager of the District as necessary.
- Plan, organize, manage and administer the maintenance and operations functions of the District.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment usage and time requirements.
- Ensure the proper maintenance, operation and repair of District equipment facilities.
- Climb and inspect reservoirs.
- Develop and control budgets.
- Effectively represent the District with the public, contractors and other organizations.
- Use computer systems and software related to the needs of the District.
- Establish and maintain cooperative working relationships.

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