

RESOLUTION NO. 18-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
APPROVING A SIDELETTER OF AGREEMENT
WITH TWENTYNINE PALMS WATER DISTRICT
EMPLOYEES CHAPTER, AFSCME LOCAL 1902
("AFSCME") REGARDING CLASSIFICATION,
ORGANIZATION, AND COMPENSATION
MODIFICATION**

WHEREAS, the attached sideletter of agreement regarding classification, organization, and compensation modification (Exhibit A) has been mutually bargained in good faith by the parties and has been ratified by AFSCME; and

WHEREAS, the District and AFSCME agree to implement, and attach to the 2016-2020 MOU, the attached sideletter of agreement

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Twentynine Palms Water District, that the sideletter of agreement 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"

SIDELETTER OF AGREEMENT:
CLASSIFICATION, ORGANIZATION AND COMPENSATION MODIFICATION

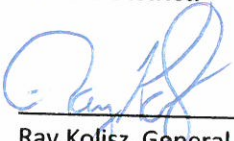
**BETWEEN THE TWENTYNINE PALMS WATER DISTRICT ("DISTRICT") and
TWENTYNINE PALMS WATER DISTRICT EMPLOYEES CHAPTER, AFSCME LOCAL 1902 ("AFSCME")**

WHEREAS, the attached classification, organization and compensation modification terms (*see attached*) have been mutually bargained in good faith by the District and AFSCME; and

WHEREAS, the District and AFSCME agree to implement, and attach to the 2016-2020 MOU, this sideletter and attachment, upon approval of the District Board of Directors; and

THEREFORE, the parties agree they have bargained and tentatively agreed to the attached terms.

For the District:

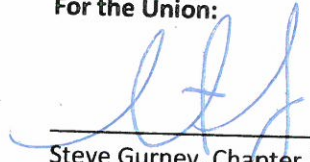


Ray Kolisz, General Manager
Twentynine Palms Water District

5/29/18

Date

For the Union:



Steve Gurney, Chapter President
AFSCME Local 1902

05/29/18

Date

The following signatures acknowledge ratification by the District Board and AFSCME Members and acceptance of the sideletter agreement to the MOU.

For the District:

Ray Kolisz, General Manager
Twentynine Palms Water District

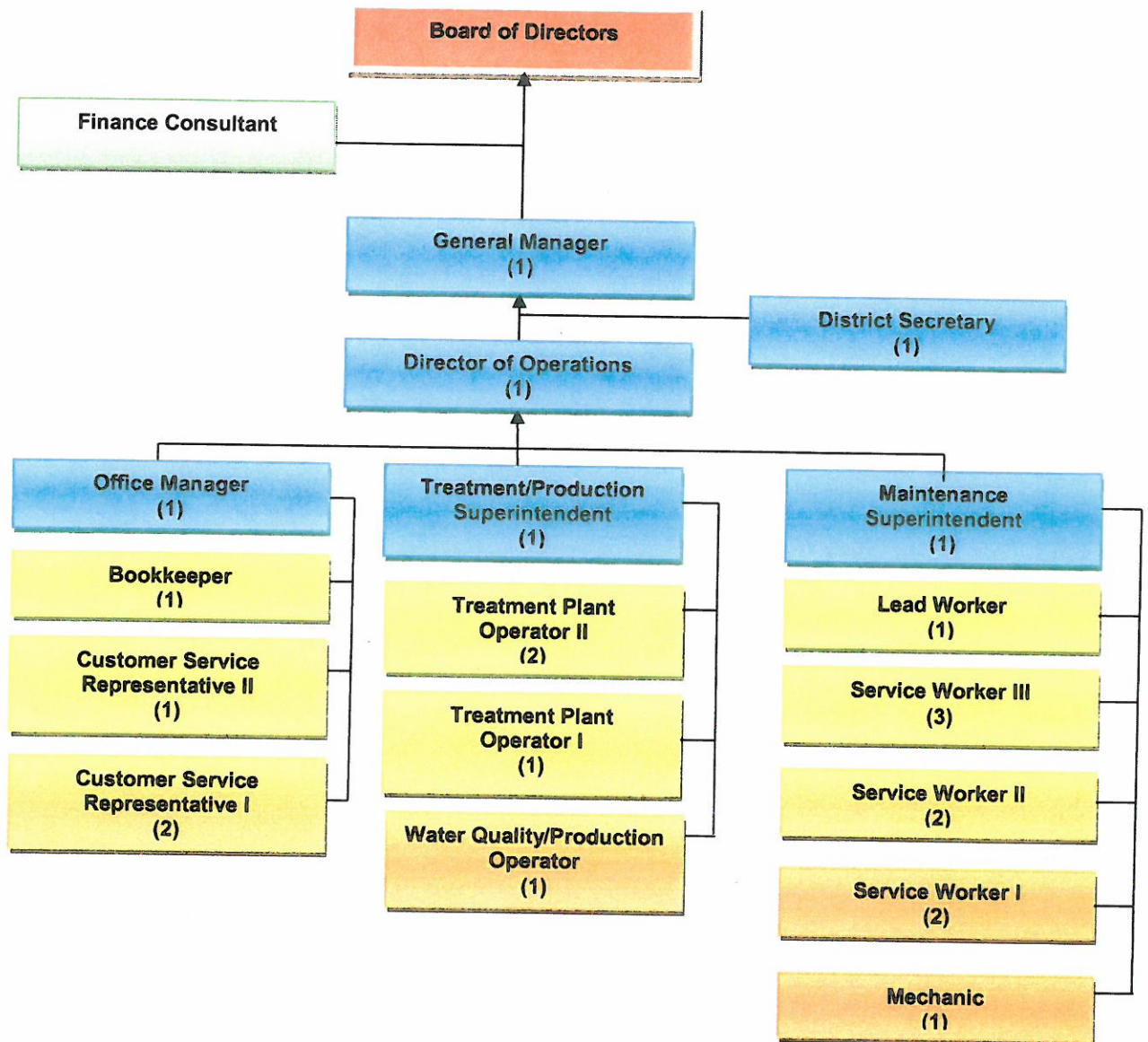
Date

For the Union:

Steve Gurney, Chapter President
AFSCME Local 1902

Date

TWENTYNINE PALMS WATER DISTRICT



TWENTYNINE PALMS WATER DISTRICT

Water Treatment Plant Operator I

STATUS: Non-exempt
DEPARTMENT: Treatment and Production
SUPERVISOR: Treatment\Production Superintendent

SUMMARY: Under supervision of the Treatment\Production Superintendent, performs a variety of assignments as a Plant Operator at the Fluoride Removal Plant and also field duties related to the distribution system. This includes installation, maintenance and repair of all elements of the transmission and distribution systems, water treatment/quality responsibilities; operation of the Fluoride Removal Plant with duties pertinent to plant operation, record keeping, testing and general plant maintenance; performance of related work and other duties as required. The regular working hours of this position include nights, holiday and weekend work. When necessary for the Plant Operator to remain on duty for a full 8 hours, a 30 minute paid meal period will be included in the 8 hour shift.

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

- Operates water treatment equipment and machinery including pumps, pressurized vessels, and chemical feeders.
- Inspects plant equipment, performs routine adjustments and preventative maintenance of plant equipment.
- Checks the operation of pumps, valves and water treatment equipment, regulates flow of water through plant.
- Performs regeneration of vessels.
- Calculates dosages and adjusts various chemical feed systems as needed.
- Reads meters, gauges, charts and instruments; interprets the meaning of various indicators and makes appropriate adjustments as necessary.
- Accurately reads and records data from gauges and meters, reads and interprets plant piping and instrumentation diagrams.
- Performs water quality tests and adjusts equipment.
- Operates SCADA system.
- Operates pilot plant system.
- Must be able to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Must be able to distinguish color changes on computer screens for control of processes.
- Ability to perform with minimal supervision.
- Keeps maintenance and operational records.

- Cleans inside and outside of buildings and reservoirs, including general maintenance of the plant, including, but not limited to, painting, general custodial work and upkeep of equipment.
- Unloads, stores and handles chemicals safely and properly.
- Operates and maintains telemetry system and computer system related to needs and requirements of the job.
- Fulfills continuing education requirements related to certifications and job requirements.
- Calculates flow rates and calibrates valves and feeder systems.
- Mixes and adds chemicals as needed to maintain appropriate levels.
- Collects liquid samples and performs a variety of laboratory tests.
- Performs a variety of maintenance and repair on water distribution system and appurtenances.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Conducts daily "pump run" as required.
- Properly uses hand and power tools and equipment.
- Safely operates heavy equipment as needed to perform job functions.
- Responds to customer inquiries (pressure, water quality, etc.).
- Deals effectively and courteously with internal and external customers and the general public.
- Proper knowledge and use of safety practices and safety gear and equipment.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquire and/or maintain 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. The driving record will not contribute to an increase in the District's insurance rates. Must have a T-2 Water Treatment Certificate and a D-II Distribution Certificate from the State of California.

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent; prefer a minimum of two years' experience with duties directly related to water quality requirements. Ability to apply standard principles of biology, chemistry and math as they relate to water treatment and water quality.

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 duties and responsibilities.

KNOWLEDGE OF:

- Principles and safe practices of water operations, treatment and distributions.
- Proper use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Chemical feed equipment.
- Hydraulics and pumping.
- Wells, pumps, telemetry controls, water transmission and distribution systems and appurtenances, water treatment processes and equipment including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform work assignments in the maintenance and repair of water treatment equipment and facilities.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in all phases of District operations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The level of 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 for perform the essential duties and responsibilities.

- Travels frequently by automobile/truck in conducting daily District business.
- May travel by plane.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, industrial chemicals, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, 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.

TWENTYNINE PALMS WATER DISTRICT

Water Treatment Plant Operator II

STATUS: Non-exempt
DEPARTMENT: Treatment and Production
SUPERVISOR: Treatment/Production Superintendent

SUMMARY: Under supervision of the Treatment/Production Superintendent, performs a variety of assignments as a Plant Operator at the Fluoride Removal Plant and also field duties related to the distribution system. This includes installation, maintenance and repair of all elements of the transmission and distribution systems, water treatment/quality responsibilities; operation of the Fluoride Removal Plant with duties pertinent to plant operation, record keeping, testing and general plant maintenance; performance of related work and other duties as required. The regular working hours of this position include nights, holiday and weekend work. When necessary for the Plant Operator to remain on duty for a full 8 hours, a 30 minute paid meal period will be included in the 8 hour shift.

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

- Operates water treatment equipment and machinery including pumps, pressurized vessels, and chemical feeders.
- Inspects plant equipment, performs routine adjustments and preventative maintenance of plant equipment.
- Checks the operation of pumps, valves and water treatment equipment, regulates flow of water through plant.
- Performs regeneration of vessels.
- Calculates dosages and adjusts various chemical feed systems as needed.
- Reads meters, gauges, charts and instruments; interprets the meaning of various indicators and makes appropriate adjustments as necessary.
- Accurately reads and records data from gauges and meters, reads and interprets plant piping and instrumentation diagrams.
- Performs water quality tests and adjusts equipment.
- Operates SCADA system.
- Operates pilot plant system.
- Must be able to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Must be able to distinguish color changes on computer screens for control of processes.
- Ability to perform with minimal supervision.
- Keeps maintenance and operational records.
- Cleans inside and outside of buildings and reservoirs, including general maintenance of the plant, including, but not limited to, painting, general custodial work and upkeep of equipment.
- Unloads, stores and handles chemicals safely and properly.

- Operates and maintains telemetry system and computer system related to needs and requirements of the job.
- Fulfills continuing education requirements related to certifications and job requirements.
- Calculates flow rates and calibrates valves and feeder systems.
- Mixes and adds chemicals as needed to maintain appropriate levels.
- Collects liquid samples and performs a variety of laboratory tests.
- Performs a variety of maintenance and repair on water distribution system and appurtenances.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Conducts daily "pump run" as required.
- Properly uses hand and power tools and equipment.
- Safely operates heavy equipment as needed to perform job functions.
- Responds to customer inquiries (pressure, water quality, etc.).
- Deals effectively and courteously with internal and external customers and the general public.
- Proper knowledge and use of safety practices and safety gear and equipment.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquire and/or maintain 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. The driving record will not contribute to an increase in the District's insurance rates. Must have a T-3 Water Treatment Certificate and a D-3 Distribution Certificate from the State of California.

EDUCATION AND/OR EXPERIENCE: High school diploma or equivalent; prefer a minimum of two years' experience with duties directly related to water quality requirements. Ability to apply standard principles of biology, chemistry and math as they relate to water treatment and water quality.

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 duties and responsibilities.

KNOWLEDGE OF:

- Principles and safe practices of water operations, treatment and distributions.
- Proper use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Chemical feed equipment.
- Hydraulics and pumping.
- Wells, pumps, telemetry controls, water transmission and distribution systems and appurtenances, water treatment processes and equipment including maintenance and repair.

- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform work assignments in the maintenance and repair of the water treatment equipment and facilities.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in all phases of District operations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The level of 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 for perform the essential duties and responsibilities.

- Travels frequently by automobile/truck in conducting daily District business.
- May travel by plane.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, industrial chemicals, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, 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.

TWENTYNINE PALMS WATER DISTRICT

Water Quality/Production Operator

STATUS: Non-exempt
DEPARTMENT: Treatment/Production
SUPERVISOR: Treatment/Production Superintendent

SUMMARY: Under general supervision of the Treatment/Production Superintendent, responsibilities include water systems maintenance, water production operations, water treatment/quality systems maintenance, SCADA system operation and repair, well and booster pump repair and maintenance, and Fluoride Plant operations; and to do related work as required. The regular working hours of this position include nights, holiday and weekend work.

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

- Flushing and testing water mains.
- Adjust and maintain chlorine equipment at various facilities.
- Respond to telemetry generated failures and monitors, distribution system, analyses and responds accordingly.
- Inspect reservoir water quality.
- Maintain and operate SCADA equipment.
- Respond to water quality complaints and customer complaints.
- Regularly monitor telemetry functions through reading gauges, graphs, meters and control panels.
- Perform and evaluate water sampling and chemical tests.
- Mix and add chemicals as needed to maintain appropriate levels.
- Collect liquid samples and perform a variety of laboratory tests.
- Document results and take appropriate action.
- Monitor chemical supplies and change chemical containers and storage drums as required.
- Calculate flow rates and calibrate valves and feeder systems.
- Assist Treatment Plant Operators in operation of Fluoride Plant.
- Compile equipment readings and test results into hourly, daily, weekly and monthly reports.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Proper knowledge and use of hand tools and test equipment.
- Attends safety meetings as required.
- Reports all accidents, violations or infractions to supervisor.
- Read flow meters, SCE meters, check oil levels and visual on-site checks.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class a California operator's license issued by the State Department of Motor Vehicles, along with proof

of insurance. 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. The driving record will not contribute to an increase in the District's automobile insurance rates. Possession of State of California Water Treatment Grade T-I certificate and a Distribution D-I certificate.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Standard principles of biology, chemistry and mathematics. Standard laboratory procedures, operational and safety regulations pertaining to water treatment and standard principles of hydraulics and plumbing.

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:

- Basic knowledge of principles and safe practices of water operations, treatment and distribution system operations of the District.
- Use of analytical measuring instruments.
- Standard laboratory procedures
- Standard principles of hydraulics and plumbing.
- State and Federal requirements and standards for potable water.
- Principles, methods, instruments and techniques used in water sampling.
- Ability to interpret instructions, construction plans and specifications.
- Geography of the District and location of District facilities.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.

ABILITY TO:

- Practices and principles of the most difficult and complex tasks and duties involved in water quality and treatment.
- Perform all treatment and production operations with minimal supervision.
- Maintain records and compile data into written reports.
- Adjust to changing processing needs.
- Assist with construction inspection of electronic installation.
- Use computer systems and software packages related to water quality analysis and functions.
- Effectively respond to the District's water quality functions with the public, other government agencies, contractors, developers as needed.
- 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by motor vehicle in conducting District business.
- Works in an environment with exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes between cold and heat.
- Stoops, kneels, crouches, crawls, bends, and climbs during field inspections on construction projects.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers, and the public in face to face, one on one, and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Sits for extended time periods.
- Frequently walks on uneven terrain in an outdoor environment.
- Hearing and vision within normal ranges.

TWENTYNINE PALMS WATER DISTRICT

Leadworker

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" to include transmission and distribution systems, backflow prevention and all appurtenances such as fire hydrants, services, air-vacs, cla-valv, storage, pumping, wells, buildings, etc. Provide work direction and coordination for a field crew and perform related work and other duties as required. Incumbents perform the full range of maintenance, installation and repair with minimal supervision and training.

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

- Provides work direction and training for field maintenance, repair and installations.
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Responds to customer inquiries, (pressure, water quality, etc.).
- Performs inspections for various departmental programs.
- Maintains all cross-connection control files.
- Prepares and distributes annual test forms to customers owning backflow devices.
- Conducts surveys on new installations, air gaps and follow-up surveys.
- Maintains Certified Testers list.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile insurance rates. Must have a D-4 Water Distribution Certificate, a T-1 Water Treatment Certificate and a Cross-Connection

Control Specialist Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three (3) years of responsible work experience in the installation, maintenance and repair of water systems, college courses in water treatment and distribution. Standard principles of biology, chemistry, mathematics, hydraulics and plumbing.

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:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Principles, methods and practices used in telemetry-control equipment for installation, repair and maintenance.
- SCADA system operations
- Backflow prevention.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- Principles of supervision and training.

ABILITY TO:

- Plan and schedule assigned work.
- Assist with planning and scheduling of department staff.
- Provide work direction, coordination, and training for other staff.
- Follow oral and written direction.
- Operate motor vehicles and power-driven equipment used in operations and maintenance department.
- Effectively represent the District with the public, contractors, and other organizations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages 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 functions.

- Travels frequently by automobile in conducting daily 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.
- Must be able to carry, push, pull, reach, lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally and in writing with District management, 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.

TWENTYNINE PALMS WATER DISTRICT

Service Worker I

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" transmission and distribution systems, meter reading activities, all appurtenances such as fire hydrants, services, air-vacs, cla-val, storage, pumps, wells, buildings etc. and to perform related work and other duties as required.

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

- Performs meter reading duties.
- Responds to customer inquiries, (pressure, water meters, etc.)
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- Properly uses hand and power tools and equipment.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Complies with the District's Injury and Illness Prevention Program.
- Attends safety meetings as required.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Must have or obtain within six months of appointment a Class A California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile rates. Must have or obtain within 18 months of appointment, a D-I Water Distribution Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: One (1) year responsible work in the installation, maintenance and repair of a water service system, including experience with field customer relations work.

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:

- Principles and safe practices of water operations and distribution.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance, installation and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of "the water system."
- Perform preventative maintenance on cla-val, storage, water meters, buildings and grounds.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- 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 functions.

- Travels frequently by automobile in conducting daily 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.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, 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.

TWENTYNINE PALMS WATER DISTRICT

Service Worker II

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" transmission and distribution systems, meter reading activities, all appurtenances such as fire hydrants, services, air-vacs, cla-val, storage, pumps, wells, buildings etc. and to perform related work and other duties as required.

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

- Responds to customer inquiries, (pressure, etc.)
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- Proper use of hand and power tools and equipment.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Attends staff, and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Complies with the District's Injury and Illness Prevention Program.
- Attends safety meetings as required.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile rates. Must have a D-II Water Distribution Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years of responsible work in the installation, maintenance and repair of a water service system, including experience with field customer relations work.

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:

- Principles and safe practices of water operations and distribution.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance, installation, and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform basic work assignments in the installation, maintenance and repair of "the water system".
- Perform preventative maintenance on cla-valv, storage, buildings, and grounds.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- Ensure compliance with District's Injury and Illness Prevention Program.
- 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 functions.

- Travels frequently by automobile in conducting daily 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 performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- 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.

TWENTYNINE PALMS WATER DISTRICT

Service Worker III

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system"; transmission and distribution systems, all appurtenances such as fire hydrants, services, air-vacs, cla-val, storage, pumping, wells, buildings etc. and to perform related work and other duties as required.

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

- Responds to customer inquiries, (pressure, etc.)
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Installs new services, fire hydrants, air-vacs, water mainline pipes, pressure reducing stations, and other tasks related to a water distribution system.
- Ability to perform and solve complex distribution system problems with minimal supervision.
- Performs a variety of repairs and maintenance to well and pump buildings.
- Performs inspections for various departmental programs.
- Required to be on call on a regular basis.
- Properly uses hand and power tools and equipment.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile rates. Must have a D-III Water Distribution Certificate, a T-I Water Treatment Certificate from the State of California.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Standard principles of hydraulics and mathematics. College courses in distribution.

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:

- Principles and safe practices of water operations, and distribution.
- Use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform the most difficult and complex duties related to the water distribution system.
- Maintain records and compile data into written reports.
- Develop and prepare water quality reports.
- Perform work assignments in the installation, maintenance and repair of "the water system".
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the maintenance department.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages 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 functions.

- Travels frequently by automobile in conducting daily 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.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- 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.

TWENTYNINE PALMS WATER DISTRICT

Mechanic

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent

SUMMARY: Under supervision of the Maintenance Superintendent; to perform skilled maintenance and repair work on heavy duty gasoline and diesel powered trucks and construction equipment; and to perform related work and other duties as required.

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

- Inspect, diagnose and repair mechanical problems on the District's fleet and equipment.
- Complete scheduled preventive maintenance checks and servicing.
- Maintain all necessary records and logs for vehicles and equipment.
- Perform emergency repairs as necessary.
- Maintain District compliance with State emissions control certification.
- Maintain District compliance with California Highway Patrol DOT and Type K programs.
- Proper use of hand and power tools and equipment.
- Operate computer system related to departmental needs and requirements.
- Deal effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Ensure compliance with the District's Injury and Illness Prevention Program.
- Proper knowledge of safety practices.
- Attend safety meetings as required.
- Obtain CPR and first aid training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile insurance rates. Must have or obtain within 18 months of appointment, ASE Grades A1, A6, and A8 certification.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three (3) years showing increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

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:

- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline powered equipment and trucks.
- State emissions and inspection requirements.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair and maintain equipment, trucks and other power equipment.
- Read mechanical diagrams.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Ensure compliance with District's Injury and Illness Prevention Program.
- 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 functions.

- Travels frequently by automobile in conducting daily 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.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- 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.

TWENTYNINE PALMS WATER DISTRICT

Customer Service Representative II

STATUS: Non-exempt
DEPARTMENT: Administrative Services
SUPERVISOR: Office Manager

SUMMARY: Under supervision of the Office Manager; responsible for assisting customers concerning water services, payment and inquiries, processes applications for water services; performs a variety of informational services for District customers; provides support to the Maintenance and Treatment/Production Superintendents, researches and provides information related to meter installation costs, fire hydrant flow information, parcel data management, property assessments report, maintains engineering files, and performs general clerical tasks; provides assistance and guidance to Customer Service Representatives, front desk coverage when needed, performs related work and other duties as required.

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

- Performs tasks associated with the Customer Service Representative position.
- Ability to assist with customer service tasks when required including but not limited to processing orders for initiation or disconnection of water service, handles a variety of customer inquiries, reception desk duties answering, screening, and directing incoming telephone calls.
- Receives and accepts payments for various District billings.
- Applies District policies and regulations regarding establishment and maintenance of services.
- Ability to resolve complex customer service concerns.
- Processes applications for water service, meter relocations, meter exchanges, waterline and fire construction and temporary water use.
- Assist with Maintaining all District water production records and records on all wells.
- Maintains assessor parcel data base for the District.
- Assist with maintaining records on water rates, fire suppression assessments and standby fees.
- Assists with maintaining all job files, historical data, District boundary documentation and permit requirements.
- Provides in depth information to the public and representatives of other agencies concerning existing and/or proposed water facilities, availability of domestic water service in specific areas, rates in specific areas, general rules and regulations, fees, fire hydrant deposits, construction meter deposits and charges.
- Collects plan check and inspection deposits.
- Researches legal ownership information for line extension cost estimates.
- Assists with a variety of engineering reports.
- Deals effectively and courteously with customers and the general public.

- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Complies with the District's Injury and Illness Prevention Program.
- Acquires and maintains CPR and First Aid Basic Training.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class C California operator's license issued by the State Department of Motor Vehicles. 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. The driving record will not contribute to an increase in the District's automobile rates.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be a variety of courses in business, 4 years of increasingly responsible experience in engineering support work and 3 years of progressive office related experience.

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:

- Proper usage of English, spelling, grammar, and punctuation.
- Good written composition skills, good spelling.
- Basic math skills.
- Rules and regulations as they relate to water service.
- Familiarity with ordinances controlling and/or prohibiting connections.
- Geography of the District and location of District facilities.
- Street and parcel locating nomenclatures.
- Assessor records, maps, topographical map and blueprint reading.
- Office equipment and their operation, including photocopy, scanner, fax, and computer work station.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.

ABILITY TO:

- Perform a variety of engineering support work.
- Follow oral and written instructions.
- Exercise tact and courtesy while effectively communicating with customers and staff.
- Assist with the development and preparation of engineering studies and reports.
- Maintain accurate and complete records and attention to detail.
- Work independently and well under pressure; meet deadlines.

- Use computer systems and software packages 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 functions.

- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Sits for extended time periods operating a computer work station.
- Communicates with District management, 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.
- Kneeling, stooping, and carry boxes under 10 lbs.

TWENTYNINE PALMS WATER DISTRICT
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935
760.367.7546 PHONE 760.367.6612 FAX

TO: STEVE GURNEY, LOCAL 1902 PRESIDENT
DATE: MAY 14, 2018
FROM: RAY KOLISZ, GENERAL MANAGER
SUBJECT: ORGANIZATIONAL CHART

SUMMARY AND DISCUSSION:

The current organizational chart has been in place with no significant changes in numerous years. The District desires to make changes to the organizational chart to accomplish the following goals: (a) to promote professional development, (b) provide more effective cross training, (c) provide growth through the organization, (d) and to more effectively manage departments. Currently there is one department head leading both the O&M and Treatment functions of the District. The proposed changes will separate the O&M and Treatment operations into two separate departments. This proposed change would also result in two new AFSCME Local 1902 bargaining unit positions, a Customer Service Representative 2 and Water Quality/Production Operator. There would also be one new exempt position created needed to create the two different Operation Departments. In addition there would be positions on the current organizational chart that would be eliminated as these have not been filled for many years due to the lack of need.

Treatment and Production operations will be headed up by a Treatment/Production Superintendent.¹ This department head will be responsible for and oversee the daily production and treatment of water to meet District demand. It will include all treatment and water quality functions of the District, operations and maintenance of all wells and booster pumps, maintain District SCADA system, develop short and long term goals for Capital Improvements, prepare State required reports, respond to customer generated water quality complaints, assist in preparation of annual budget, participate in Emergency Response Planning of the District, and participate in monthly Board Meetings. This Department will include the positions of Treatment Plant Operator 2, Treatment Plant Operator 1 and the creation of a Water Quality/Production Operator. All positions will directly report to the Treatment/Production Superintendent. The Water Quality/Production Operator will include water quality duties such as, but not limited to, weekly sampling, pump run, dead end flushing, responding to water quality complaints, pump and well maintenance, reservoir inspections and Fluoride Plant operations. The

¹ Current position of Operations Superintendent will be reclassified as the Treatment/Production Superintendent.

Water Quality/Production Operator is subject to working weekends, night shifts and holidays.

The Maintenance Department will be headed up by a Maintenance Superintendent. This department head will be responsible for and oversee the maintenance, repair, new construction, water conservation measures, cross connection control and customer service tasks related functions of the District as well as overseeing District fleet maintenance program. It will include all maintenance and customer service responsibilities of the District to include but not limited to, valve maintenance, meter reading activities, customer service tasks, educating customers on water conservation, fire hydrant installation and repair, leak repairs, new service installation, building maintenance, maintaining District's pressure stations, preparing required State reports, maintaining Cross Connection Control Program, developing short and long term goals for Capital Improvements, assist in preparation of annual budget, participate in Emergency Response Planning of the District and participate in monthly Board Meetings. This Department will include the positions of, Leadworker, Service Worker 3, Service Worker 2, Service Worker 1 and the Mechanic. All positions will directly report to the Maintenance Superintendent.

Both the Maintenance and Treatment/Production Departments will maintain a cooperative working affiliation to accomplish goals of both departments.

A Customer Service Representative 2 will be created and be a direct report to the Office Manager. Some duties of the Engineering Aide position will be incorporated into this new position. In addition to duties outlined in the Customer Service Representative 1 position the Customer Service Representative 2 will include, but not limited to, duties such as processing customer payments, assist customers with questions regarding their bills, provide support to the Customer Service Representative 1 position, assist Treatment/Production Superintendent and Maintenance Superintendent with data entry, maintain District engineering files, review parcel data maps, prepare meter cost sheets, provide fire flow information, assist with annual water assessment preparation and assist customers inquiring about water availability.

Salary Ranges For New Positions and Reclassified Position

	<u>Minimum</u>	<u>Maximum</u>
*Treatment/Production Superintendent	\$37.34	\$44.58
*Maintenance Superintendent	\$37.34	\$44.58
Water Quality/Production Operator	\$19.04	\$22.74
Customer Service Representative 2	\$19.04	\$22.74

*These positions are "at will" positions defined as employees who serve at the pleasure of the District and may be terminated at any time for cause or without cause. These positions are Exempt from overtime and are paid on a salary basis and are not part of the bargaining unit.

Salary Adjustments to Current Bargaining Unit Positions

	<u>Minimum</u>	<u>Maximum</u>
Treatment Plant Operator 1	\$22.55	\$26.94
Treatment Plant Operator 2	\$26.67	\$31.83
Bookkeeper	\$22.55	\$26.94

With the creation of the Water Quality/Production Operator position within the Treatment/Production Department, the pay scale of the Treatment Plant Operator 1 and 2 positions will be adjusted to maintain the consistent increase of salary when advancing.

Also, with the creation of the Customer Service Representative 2 position in the Office Administration Department, the pay scale of the Bookkeeper will be adjusted to maintain the consistent increase of salary when advancing.

Salary Adjustments to Current Management/Exempt Positions

	<u>Minimum</u>	<u>Maximum</u>
*Office Manager	\$29.31	\$35.02
*District Secretary	\$29.31	\$35.02

*These positions are "at will" positions defined as employees who serve at the pleasure of the District and may be terminated at any time for cause or without cause. These positions are Exempt from overtime and are paid on a salary basis and are not part of the bargaining unit.

(See attached Salary Compensation Plan for noted changes to positions)

The positions of Engineering Aid, Engineering Tech, Accounting Clerk, and Facilities Worker will be eliminated. There will be no impact to any staff members as these positions have been vacant for many years.

The title of Operations Manager will be changed to Director of Operations.

The job descriptions impacted by the organizational changes are attached with track changes and the new job descriptions for the positions of Maintenance Superintendent, Treatment/Production Superintendent, Water Quality/Production Operator and Customer Service Representative 2 are also included for review.

The District would like to move forward with presenting these organizational changes to the Board for approval on June 27, 2018. Please contact me if you would like to schedule a time to meet to discuss these proposed changes.

TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

FISCAL YEAR 2018/2019

EFFECTIVE JULY 1, 2018

POSITIONS COVERED BY MOU

	Minimum	Maximum
Leadworker	27.34	32.63
Service Worker III	23.11	27.61
Service Worker II	19.52	23.31
Service Worker I	16.52	19.71
Mechanic	23.12	27.61
Bookkeeper	23.11	27.61
Customer Service Representative 2	19.52	22.31
Customer Service Representative	16.52	19.71
Treatment Plant Operator II	27.34	32.63
Treatment Plant Operator I	23.11	27.61
Water Quality/Production Operator	19.52	23.31