



**Hidden Valley Lake Community Services District
Personnel Committee Meeting Agenda
Wednesday, August 19, 2026 – 5:00 PM
19400 Hartmann Road, Hidden Valley Lake, CA**

The agenda and all supporting documents are available for public review at 19400 Hartmann Road, Hidden Valley Lake, CA 95467, 72 hours in advance of each regularly scheduled meeting. Materials related to any items on this agenda submitted to the Board after distribution of the agenda, and not otherwise exempt from disclosure, will be made available for public review during normal business hours.

Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-987-9201 so the necessary arrangements can be made.

1. Opening Greeting

- a. Call to Order
- b. Roll Call:
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda

2. Public Discussion

The public is welcomed and encouraged to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to act on any matter not on the agenda unless it determines an emergency or the need to act arose after the posting of the agenda. This period will be limited to thirty minutes, and individual speakers will be limited to five minutes.

3. Discussion and Possible Recommendation: Review and Recommend the Approval of the Revisions to the Operator-In-Training Job Description

4. Discussion and Possible Recommendation: Review and Recommend the Approval of the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions

5. Public Comment

6. Committee Member Comment

7. Adjourn

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

Meeting Date: August 19, 2026

Budgeted: N/A

Meeting: Personnel Committee

Budgeted Amount: N/A

To: Personnel Committee

Cost Estimate: N/A

From: General Manager

Funding Source: N/A

Written by: Administrative Services Manager

Funding Account #: N/A

Project Name: N/A

Project #: N/A

AGENDA ITEM #: 3

AGENDA ITEM TITLE: Review and Recommend the Approval of the Revisions to the Operator-In-Training Job Description

SUMMARY: The District continues to update its organizational chart and job descriptions. The recent revisions to the Utility Superintendent and Lead Operator job descriptions have resulted in the need to update several other field position descriptions to ensure alignment within the organization.

BACKGROUND/ANALYSIS: The Operator-in-Training (OIT) job description did not adequately emphasize certification requirements or the expected certification timeline. The revised job description provides clear expectations regarding the District's certification goals and required timelines, ensuring employees understand the performance and professional development standards associated with the OIT position.

It is important that employees are fully aware of these expectations while serving in the OIT role. In addition, District legal counsel reviewed the updated job description and recommended several minor, non-substantive revisions, which have been incorporated into the final document.

The primary revisions recommended by legal counsel include:

- Clarifying that the OIT position is an entry-level classification.
- Updating supervision received from Utility Superintendent.
- Updating language to reflect that the position regularly requires driving a District vehicle.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

- Removing accommodation-related statements, as these requirements are already governed by applicable law.
- Removing references to contact lenses, as vision requirements are addressed during the pre-employment physical examination process.
- Revising qualification language to distinguish between required and desired.
- Updating the qualifications section to clearly communicate certification requirements and the expected certification timeline.
- Clarifying emergency response requirements to specify that response time expectations apply only while the employee is assigned to on-call duty.

RECOMMENDATION: Review and Recommend the Approval of the Revisions to the Operator-In-Training Job Description

ATTACHMENTS: a) Operator-In-Training Job Description, b) Operator-In-Training Revised Job Description



Hidden Valley Lake Community Services District

Operator -In-Training Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is the entry-level **non-certified** class in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water distribution and sanitary sewer collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters under the guidance of a certified Water Operator; operates a variety of light and moderately heavy equipment.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from Utility **Superintendent**.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Perform daily monitoring of tank levels, well production, and pump performance.
- Respond to routine service orders.
- Read residential and commercial water meters.
- Assist a Certified Water Operator with connection and disconnection of water services/meters for residential and commercial customers.
- Assist a Certified Operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintain District facilities, and vehicles.
- **Regularly drives a district-issued vehicle to travel between locations and support operational needs.**

ADDITIONAL FUNCTIONS:

- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Certified Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. **The employee is occasionally required to taste and/or smell as indicators of industry conditions.**

Commented [KR1]: Remove non-certified.

Commented [KR2]: Update to Utility Superintendent

Commented [KR3]: ESSENTIAL FUNCTIONS (5-8 BULLET POINTS)

Commented [KR4]: Add - Regularly drives District vehicle

Commented [KR5]: Added ADDITIONAL FUNCTIONS SECTION

Commented [KR6]: Removing accommodation-related statements, as these requirements are already governed by applicable law.

Commented [KR7]: Reword this statement, as employees will not be physically tasting.
Updated verbiage:
The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

Commented [KR8]: Removing references to contact lenses, as vision requirements are addressed during the pre-employment physical examination process

Environmental Factors:

The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

~~Experience in water distribution, water treatment, wastewater collection or wastewater treatment maintenance and repair is preferred desired, however, experience as a general laborer in the field of electrical, plumbing, or general contraction will be considered as well.~~

Education and/or Experience

Licenses/Certificates Requirement(s):

- A valid California driver's license and satisfactory driving record to maintain insurability is required.
- Possession of a Distribution Operator (D1) Certification issued by the State Water Resources Control Board within six months.
- Possession of a Treatment Operator (T1) Certification issued by State Water Resources Control Board within six months.
- Possession of a Wastewater Operator in Training Certification from the State Water Resources Control Board within six months.

KNOWLEDGE/SKILLS/ABILITIES:

The following is a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Use basic hand tools.
- Perform strenuous manual labor.
- Comprehend, speak, read and write the English language.
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

Ability to:

Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

- Follow written and oral instructions.

Commented [KR9]: Reword this statement, due to essential functions & additional functions updates. The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.

Commented [KR10]: Removing accommodation-related statements, as these requirements are already governed by applicable law.

Commented [KR11]: Revising qualification language to distinguish between required and desired. Updated verbiage: Experience in water distribution, water treatment, wastewater collection, wastewater treatment maintenance and repair, or related electrical, plumbing, or construction work is desired.

Commented [KR12]: Updating the qualifications section to clearly communicate certification requirements and the expected certification timeline.

Commented [KR13]: Updating the qualifications section to clearly communicate certification requirements and the expected certification timeline. Revised: Possession of a Wastewater Operator-in-Training Certificate issued by the State Water Resources Control Board within six months of hire and a Wastewater Operator Certificate within eighteen months of hire.

Commented [KR14]: Revised: Move to Ability to Section

- Establish and maintain cooperative working relationships with staff, management, and the general public.

Must be able to respond to after-hours emergencies within 30 minutes, when assigned on-call duty.

Other Duties:

Perform other related duties as required.

Commented [KR15]: Clarifying emergency response requirements to specify that response time expectations apply only while the employee is assigned to on-call duty.



Hidden Valley Lake Community Services District

Operator-In-Training Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is an entry-level position in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water distribution and sanitary sewer collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters under the guidance of a certified Water Operator; operates a variety of light and moderately heavy equipment.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Utility Superintendent.

ESSENTIAL FUNCTIONS: (but are not limited to the following)

- Perform daily monitoring of tank levels, well production, and pump performance.
- Respond to routine service orders.
- Read residential and commercial water meters.
- Assist a Certified Water Operator with connection and disconnection of water services/meters for residential and commercial customers.
- Assist a Certified Operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintain District facilities, and vehicles.
- Regularly drives a District-issued vehicle to travel between locations and support operational needs.

ADDITIONAL FUNCTIONS:

- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Certified Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments. The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.*

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

Experience in water distribution, water treatment, wastewater collection, wastewater treatment maintenance and repair, or related electrical, plumbing, or construction work is desired.

EDUCATION AND/OR EXPERINCE

LICENSES/CERTIFICATIONS REQUIRMENT(S):

- A valid California driver's license and satisfactory driving record to maintain insurability is required.
- Possession of a Distribution Operator (D1) Certification issued by the State Water Resources Control Board within six months.
- Possession of a Treatment Operator (T1) Certification issued by State Water Resources Control Board within six months.
- Possession of a Wastewater Operator-in-Training Certificate issued by the State Water Resources Control Board within six months of hire and a Wastewater Operator Certificate within eighteen months of hire.

KNOWLEDGE/SKILLS/ABILITIES: *The following is a representative sample of the KSA's necessary to perform essential duties of the position.*

- Use of basic hand tools.
- Perform strenuous manual labor.
- Comprehend, speak, read and write the English language.

ABILITY TO:

Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

Must be able to respond to after-hours emergencies within 30 minutes, when assigned on-call duty.

Other Duties:

Perform other related duties as required.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

Meeting Date: August 19, 2026

Budgeted: N/A

Meeting: Personnel Committee

Budgeted Amount: N/A

To: Personnel Committee

Cost Estimate: N/A

From: General Manager

Funding Source: N/A

Written by: Administrative Services Manager

Funding Account #: N/A

Project Name: N/A

Project #: N/A

AGENDA ITEM #: 4

AGENDA ITEM TITLE: Review and Recommend the Approval of the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions

SUMMARY: The District continues to update its organizational chart and job descriptions. The recent revisions to the Utility Superintendent and Lead Operator job descriptions have resulted in the need to update several other field position descriptions to ensure alignment within the organization.

BACKGROUND/ANALYSIS: Similar to updates to the OIT Job Description revisions, recommended by legal counsel, results in updates the remaining field operations position:

1. Operator I
2. Operator II
3. Lead Operator
4. Utility Superintendent

District legal counsel recommended several minor, non-substantive revisions, which have been incorporated into the final document.

The primary revisions recommended by legal counsel include:

- Updating supervision received from Utility Superintendent.
- Updating language to reflect that the position regularly requires driving a District vehicle.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

- Removing accommodation-related statements, as these requirements are already governed by applicable law.
- Removing references to contact lenses, as vision requirements are addressed during the pre-employment physical examination process.
- Revising qualification language to distinguish between required and desired qualifications.
- Clarifying emergency response requirements to specify that response time expectations apply only while the employee is assigned to on-call duty.

RECOMMENDATION: Review and Recommend the Approval of the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions

ATTACHMENTS: a) Operator I Revised Job Description, b) Operator II Revised Job Description, c) Lead Operator Revised Job Description, and d) Utility Superintendent Revised Job Description



Hidden Valley Lake Community Services District

Utility Operator I Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is the first step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Utility Superintendent.

Commented [KR1]: Updated to Utility Superintendent

ESSENTIAL FUNCTIONS: (but are not limited to the following)

- Work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, wastewater collection, treatment, and recycled water distribution systems
- Maintain system equipment including: pumps, valves, motors, blowers, dewatering equipment and sewer line cleaning equipment. Operate control valves; record static and drawdown levels; perform water, wastewater, and recycled water quality analyses
- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, backhoe, and sewer line maintenance equipment
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment as well as sanitary sewer collection,

pumping and treatment equipment

- Regularly drives a District-issued vehicle to travel between locations and support operational needs.
- Troubleshoot wastewater collection, treatment and recycled water distribution malfunctions including the possible handling of untreated sewage
- Collect and prepare water and wastewater samples for lab pickup and analysis
- Perform routine laboratory tests

Commented [KR2]: Added - Regularly drives a District-issued vehicle to travel between locations and support operational needs.

ADDITIONAL FUNCTIONS:

- Assist in cleanup of work sites; ensure proper disposal of hazardous materials
- Keeps detailed logs and records of work performed
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner;
- Respond to District after-hour emergencies and participate in on-call customer service rotation;
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks

Commented [KR3]: Added - ADDITIONAL FUNCTIONS

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments. The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues.

Commented [KR4]: Updated - Removing accommodation-related statements, as these requirements are already governed by applicable law.

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally

Commented [KR5]: Updated verbiage:
The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

Commented [KR6]: Removing references to contact lenses, as vision requirements are addressed during the pre-employment physical examination process

Commented [KR7]: Updated -
The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.

exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.*

- High school diploma or equivalent
- Minimum one year of experience with the maintenance and operation of a water and/or wastewater plant and knowledge of safe working practices is required.

EDUCATION AND/OR EXPERIENCE

LICENSES/CERTIFICATIONS REQUIREMENT(S):

- A high school diploma or equivalent is required.
- A class "B" California driver's license (with tank endorsement) and;
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:
 1. Water Treatment Grade I (Obtain within 6 months of entering the position)
 2. Water Distribution Grade I (Obtain within 6 months of entering the position)
 3. Wastewater Grade I
 4. Collection System Maintenance Grade I

Must obtain all certifications within 18 months of entering the position and keep current while in the position.

Commented [KR8]: Added

Commented [KR9]: Added

Commented [KR10]: Updated

KNOWLEDGE/SKILLS/ABILITIES: *The following is a representative sample of the KSA's necessary to perform essential duties of the position.*

- Collection and analyzing water, wastewater, and recycled water samples
- Use basic hand tools, power and pneumatic tools and automated equipment
- Maintaining written logs and records
- Assisting in the training of less experienced staff
- Comprehend, speak, read, and write the English language. (A second language is

strongly encouraged)

ABILITY TO:

Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

- Follow written and oral instructions
- Establish and maintain cooperative working relationships with staff, management, and the general public.

Commented [KR11]: Revied -
Moved from KSA Section to Ability To

Must be able to respond to after-hours emergencies within 30 minutes, when assigned on-call duty.

Commented [KR12]: Clarifying emergency response requirements to specify that response time expectations apply only while the employee is assigned to on-call duty.

Other Duties:

Perform other related duties as required.



Hidden Valley Lake Community Services District

Utility Operator II Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is the second step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water, wastewater and recycled water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters.

This classification differs from Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, perform at a higher level and assumes responsibility of the Utility Supervisor in his/her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from Utility Superintendent.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- This classification is expected to be able to perform all the duties of Utility Operator I.
- Assist field staff in the absence of the Utility Superintendent.
- Read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental.
- Train or assist in training subordinates.
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater

collection treatment and recycled water distribution systems.

- Operate control valves, record static and drawdown levels, and perform water quality analyses.
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks.
- Maintain system equipment including pumps, valves, motors, blowers, and dewatering equipment.
- Regularly drives a District-issued vehicle to travel between locations and support operational needs.

ADDITIONAL FUNCTIONS:

- Operate and perform light maintenance on a range of equipment including vehicles, tractor, and backhoe.
- Perform preventative maintenance on pumps, valves, hydrants, and other water, wastewater collection/treatment and distribution equipment.
- Assist in cleanup of work sites, ensure proper disposal of hazardous materials.
- Troubleshoot wastewater collection, treatment and recycled water malfunctions including the possible handling of untreated sewage.
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines. Perform preventive maintenance as needed.
- Collect and prepare water, wastewater and recycled water samples for lab pickup and analysis.
- In absence of the Utility Superintendent, oversee District projects, schedule staff and hired contractor's projects.
- Perform routine laboratory tests.
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure.
- Keep detailed logs and records of work performed.
- Compile data and draft reports for the Regional and State Water Boards for review and submission by the Utility Supervisor).
- Respond to public inquiries, complaints, and/or requests. Provide information within areas of assignment and resolve complaints in an efficient and timely manner utilizing customer care skills.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities.*

While performing the duties of this job, the employee is regularly required to use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues.

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.*

While performing the duties of this job, the employee frequently works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.*

- A high school diploma or equivalent is required.
- Computer literacy, including word processing and spreadsheet/database software.
- Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices.
- Minimum one (1) year experience as a Utility Operator I for HVLCSO or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required.
- Knowledge of recycled water distribution and regulations is desired.

KNOWLEDGE/SKILLS/ABILITIES: *The following are a representative sample of the KSA's necessary to perform essential duties of the position.*

Knowledge of:

- Sample, collect, and analyze water, wastewater, and recycled water samples.
- Use basic hand tools, power and pneumatic tools and automated equipment.
- Maintain written logs and records.
- Assist in training of less experienced staff.
- Formulate and communicate instructions.
- Comprehend, speak, read, and write the English language. (A second language is strongly encouraged).

Ability to:

Perform a variety of skilled maintenance, repair, treatment, distribution, and operations work of water, sewer collection/treatment and recycled water distribution systems.

- Follow written and oral instructions.
- Establish and maintain cooperative working relationships with staff, management, and the general public.

EDUCATION AND/OR EXPERINCE

LICENSES/CERTIFICATIONS REQUIRMENT(S):

- A high school diploma or equivalent is required.
- A class "A" California driver's license (with tank endorsement) and;
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:
 1. Water Treatment Grade II (Obtain within 6 months of entering the position)
 2. Water Distribution Grade II (Obtain within 6 months of entering the position)
 3. Wastewater Grade II
 4. Collection System Maintenance Grade II

Must obtain all certifications within 18 months of entering the position and keep them current while in the position.

Must be able to respond to after-hours emergencies within 30 minutes, when assigned on-call duty.

Other Duties:

Perform other related duties as required.

DRAFT



Hidden Valley Lake Community Services District

Lead Operator Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision from the Utility Superintendent, the Lead Operator provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; serves as the secondary designee to the Utility Superintendent and acts in their absence as directed by the General Manager.

Performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Works under the direct supervision of the Utility Superintendent. Receives general oversight from the General Manager as required.

CLASS CHARACTERISTICS:

The Lead Operator performs advanced-level plant operations under limited supervision and coordinates the work activities of utility staff. The position is responsible for ensuring operational efficiency, regulatory compliance, and adherence to established policies and procedures.

Work at this level involves substantial variety and complexity and requires the consistent exercise of independent judgment in selecting appropriate work methods, materials, and operational procedures. Incumbents receive general instructions at the time of assignment and are expected to determine the proper procedures, techniques, and materials necessary to complete assigned tasks. Matters involving significant deviations from standard practice or unanticipated problems are to be reported to the Utility Superintendent.

Incumbents routinely deliver training and technical guidance to employees in entry- and intermediate-level classifications to ensure compliance with established procedures and standards. Lead Operators assign, review, and guide the work of assigned staff; provide technical instruction and corrective feedback; and actively participate in all phases of plant operations to ensure safe, efficient, and effective facility performance.

Incumbents do not hire, evaluate, or discipline subordinates. Incumbents are expected to advise the Utility Superintendent of staff performance problems observed.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Lead Duties

- Lead, assign, coordinate, and review the work of utility operations staff engaged in the operation, maintenance, repair, and construction of water treatment and distribution, wastewater collection and treatment, and recycled water systems.
- Provide training, instruction, and technical guidance to assigned personnel; monitor work quality and ensure adherence to established procedures and safety standards.
- Plan and coordinate daily work activities; prioritize assignments; schedule staff, equipment, and materials to ensure timely completion of projects and service requests.
- Coordinate the procurement of materials, supplies, parts, and equipment necessary for the operation and maintenance of District facilities and infrastructure.
- Monitor system performance and regulatory compliance; make operational decisions and adjustments as necessary to maintain safe and efficient operations.
- Maintain and review operational records, logs, and compliance documentation; compile data and prepare draft reports for regulatory agencies for supervisory review and submission.
- Communicate with supervisors, contractors, regulatory agencies, and the public regarding operational activities, service interruptions, and customer concerns; respond to and assist in resolving complaints.
- Respond to emergencies and coordinate field response efforts; participate in on-call rotation and serve as a Disaster Service Worker as required.

Operational Duties

- Operate, monitor, maintain, troubleshoot, and repair water treatment and distribution systems, wastewater collection and treatment systems, and recycled water systems.
- Operate and maintain system equipment including pumps, valves, motors, blowers, hydrants, control valves, and dewatering equipment.
- Monitor and interpret gauges, meters, digital displays, laboratory results, and recording devices; make adjustments to ensure compliance with operational and safety standards.
- Collect water, wastewater, and recycled water samples; perform routine laboratory analyses and water quality testing.
- Perform preventative maintenance and minor repairs on mechanical, electrical, and related utility equipment.
- Read and interpret plans, specifications, and system diagrams; estimate material needs and coordinate equipment rental as necessary.
- Perform skilled and semi-skilled manual labor; operate and perform light maintenance on vehicles and heavy equipment including trucks, tractors, and backhoes.
- Conduct inspections of facilities, lift stations, treatment plants, pipelines, and related infrastructure to identify maintenance or safety issues.
- Assist with site cleanup and ensure proper handling and disposal of hazardous materials.
- Work independently or as part of a crew; work overtime, weekends, evenings, and holidays as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities.*

A Lead Operator oversees daily operations, ensures safety compliance, and supports team performance. The working conditions are outlined below:

Physical Conditions:

- Use the senses of smell to detect odors such as chlorine and hydrogen sulfide; detect temperature variations through touch; and hear frequency differences in pumps and motors, or can accommodate for such sensory requirements,
- Touch-noticing temperature differences,
- Hear frequency differences in pumps and motors or have a means to accommodate such variances,
- Stand, walk, and sit for extended periods; use hands and fingers to manage, feel, or operate tools and controls; reach with hands and arms; climb, balance, stoop, kneel, crouch, and crawl,
- Frequently lift and/or move objects weighing up to 50 pounds,

- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, or have corrective measures to compensate for vision limitations,
- The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

Mental Working Conditions:

Cognitive Demands

- Continuous monitoring of systems and processes.
- Analyzing data, identifying irregularities, and troubleshooting issues.
- Making quick, informed decisions under pressure.

Responsibility Level

- Supervising operators or team members, as necessary.
- Ensuring safety standards and quality requirements are met.
- Reporting to Utility Supervisor and coordinating across departments.

Stress Factors

- Managing emergencies or unexpected equipment failures.
- Emergency situations may require working nights, weekends, or extended hours.
- Accountability for team performance and safety compliance.

Skills Required

- Strong leadership and communication skills.
- Problem-solving and critical thinking.
- Ability to multitask and prioritize effectively.
- Ability to remain calm under pressure.
- High attention to detail.

Environmental Factors:

- Work is performed in both indoor and outdoor environments, including treatment plants, pump stations, confined spaces, trenches, and construction sites.
- Exposure to noise, vibration, mechanical equipment, chemicals (including chlorine), untreated wastewater, biological hazards, fumes, dust, and varying weather conditions.

- Work may involve exposure to hazardous materials and requires the use of personal protective equipment (PPE).
- Position requires participation in an on-call rotation and response to emergencies outside normal working hours.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

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

- A high school diploma or equivalent is required.
- Computer literacy, including word processing and spreadsheet/database software.
- Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices.
- Minimum one (1) year experience as a Utility Operator II for HVLCD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required.
- Knowledge of recycled water distribution and regulations is desired.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump, and wastewater lift stations.
- Operate, maintain and repair water treatment and distribution facilities and equipment.
- Perform servicing and minor maintenance on a variety of stationery and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving, and operating trucks and equipment.
- Interpret and explain regulations, policies and procedures.
- Make accurate mathematical calculations.
- Read maps, manuals and specifications.
- Maintain accurate records of work performed.
- Prioritize own work and use independent judgment within procedural guidelines.
- Serve as crew leader and train others in work procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND/OR EXPERIENCE, LICENSES/CERTIFICATES:

- A high school diploma or equivalent is required.
- A class "A" California driver's license (with tank endorsement) and;
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

Required:

1. Water Treatment Grade II (Obtain within 6 months of entering the position)
2. Water Distribution Grade II (Obtain within 6 months of entering the position)
3. Wastewater Grade II
4. Collection System Maintenance Grade II

Must obtain all certifications within 18 months of entering the position and keep current while in the position.

Must be able to respond to after-hours emergencies within 30 minutes.

Other Duties

Must be available for responding to off-hours emergency situations at all times. This position requires participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, and potentially hazardous materials and electrical or heavy equipment.

Perform other related duties as required.



Hidden Valley Lake Community Services District

Utility Superintendent Job Status: Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This is the first step in the certified class of the Utility Operator series. Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups, repairs, and the installation/removal of water meters.

DISTINGUISHING CHARACTERISTICS:

The Utility Superintendent reports to the General Manager and is responsible for the overall assignment and supervision of crews engaged in construction, repair and maintenance work of water distribution, sewer collection system, and storm drain systems; to participate in assigned processes, procedures, and programs; and to provide information and assistance to the public regarding assigned programs and services.

This position exercises a high degree of independent judgment within established guidelines and discretion regarding complex technical decisions related to emergencies and preventative maintenance tasks. Works under minimal direction regarding emergency repairs, wastewater overflow, prevention, daily adjustments to operations, and schedule adjustments.

KEY RESPONSIBILITIES

The Utility Superintendent ensures efficient system performance, regulatory compliance, and water quality standards, while also verifying adherence to applicable codes and operational procedures.

SUPERVISION RECEIVED/EXERCISED:

Receives general directions from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Plans, supervises, and directs the projects and operations activities of the Water, Wastewater and Recycled Water Treatment Plant and District infrastructure.
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff.
- Provides direction and input to the General Manager for the proper organization and staffing of the field staff.
- Collaborates with the General Manager in the establishment of department goals, strategies, and priorities; develops and manages continuous improvement processes.
- Manages the selection, training and evaluation of personnel; establishes and monitors employee performance objectives; responsible for performance management of operations.
- Directly and/or through subordinates assigns work and provides direction to field staff, evaluates staff performance, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
- Conduct field operations staff and safety meetings to ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses;
- Implements and monitors risk management plans regarding the hazardous materials;
- Supervise development and implementation of other procedures and programs (e.g., safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control).
- Enforces District personnel policies and procedures.
- Ensures department operates in compliance with rules, regulations, and policies.
- Maintain records; prepare State and County water quality and wastewater reports. Manages the preparation and maintenance of variety of technical and administrative reports, correspondence, and documents related to operations.

- Oversee laboratory operations; reviews laboratory results to ensure compliance with regulatory requirements.
- Maintain inventory of parts and supplies.
- Assist with budget preparation and monitoring.
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects.
- Prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater, and recycled water projects.
- Assist in planning and design of system modifications.
- Coordinate and prioritize the operation and maintenance of water and wastewater systems; establish procedures to ensure high-quality water supply, effective wastewater treatment, and proper storage and distribution of tertiary recycled water.
- Monitor and evaluate the work performed by staff and contractors to ensure quality, efficiency, and compliance with established standards.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities.
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with all Operations Staff, including but not limited to; the Utility Operators (I & II) and Operator in Training (OIT's)
- Respond to District after-hour emergencies as appropriate or needed.
- Oversee and lead Operations participation in the District's continuous improvement processes. (ie: LEAN)
- Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, District Management, Board Members, staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Superintendent position.

While performing the duties of this job, must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field

and water and wastewater treatment facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, climb and descend ladders, operate varied hand and power tools and equipment;

the employee is regularly required to talk, speak, and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

The employee must frequently lift, carry, push and pull materials up to 50 pounds and heavier weights with use of proper equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. The position requires the use of close vision, distance vision, color vision to read gauges and identify appurtenances, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues.

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.*

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

MINIMUM QUALIFICATIONS:

The following are the minimum qualifications necessary for entry into the classification:

Education and Experience:

1. High School Diploma or equivalent to the completion of the twelfth (12th) grade, and

2. Five (5) years of increasingly responsible experience in performing water or wastewater plant operations, and
3. Two (2) years of lead or supervisory experience.

An associate's degree in business administration or a related field is desirable.

Licenses/Certificates:

1. Possession of, or the ability to obtain a Valid class "A" California driver's license (with tank endorsement) by time of appointment.
2. Minimum of **three** of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:
 1. Water Distribution Grade III (Obtain within 6 months of entering the position)
 2. Water Treatment Grade II (Obtain within 6 months of entering the position)
 3. Wastewater Grade III
 4. Collection System Maintenance Grade II

Any of the following are desirable:

- a) Grade I Laboratory Analyst Certificate
- b) Backflow Prevention Assembly Tester
- c) Cross Connection Control Specialist

Must obtain all certifications within 18 months of entering the position and keep current while in the position.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water and wastewater treatment facilities and equipment.
- The operation and preventive maintenance of pumping and piping and tank systems, including valves, hand and power tools, vehicles, power equipment and related appurtenances.
- Standard chemical and physical tests of water, wastewater, and related materials.

- Basic mechanical, electrical, and hydraulic principles.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Modern office practices, methods, and computer equipment and applications. English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Federal, State, and local laws, ordinances, codes, and regulations regarding: Water treatment, storage, distribution, and quality; wastewater collection treatment, disposal; and recycled water storage, distribution, and usage.
- Occupational hazards and standby safety precautions prevalent in the water, wastewater, and recycled water industry and how to mitigate such hazards.
- The principles and practices of budget development and monitoring.
- Materials, methods, practices, and equipment used in maintaining water, wastewater, and recycled water electronics, SCADA, pumps, and valves.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned treatment plant, pump station and tank maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local regulations.
- Have excellent communication and leadership skills to motivate, mentor and lead staff.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively at the treatment plants, booster pump stations and tank sites.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Operate modern office equipment and software, establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Take water and wastewater samples; perform basic laboratory tests.
- Maintain written logs and records.

Must be able to respond to after-hours emergencies within 30 minutes.

Other Duties

Perform other related duties as required.

Hidden Valley Lake Community Services District (District) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.