

Staff Report

for the Regular Meeting of the Board of Directors, April 10, 2019

TO: Honorable Board of Directors

FROM: Chip Close, Water Operations Manager
Jana Kolakowski, Human Resources Manager

DATE: April 3, 2019

SUBJECT: Senior Operations Technician Classification Elimination and Headcount Update (Consent)

OPERATIONS

RECOMMENDATION ACTION:

Approve elimination of the Senior Operations Technician classification and replace the headcount with a Cross Connection Control Technician I/II, as recommended by the Administrative Practices Committee.

BACKGROUND:

Through time, regulation, industry standard and District need, the essential functions of job duties within the District continually change. In the Operations Department, the job series most affected by change is the Operations Technician job series (Ops Tech) which includes the Operations Technician I, Operations Technician II and the Senior Operations Technician classifications.

The Ops Tech job series handles three main functions: hydrography, cross connection control (backflow), and customer service (dispatching). These disciplines are shared in the current job description. Increasing regulation, growing infrastructure, and high dispatch call volume at the District created the need to recognize each of these disciplines as its own job classification.

The District met and conferred with AFSCME on this change on July 6, 2018. On July 25, 2018, the Board of Directors approved Operations job description updates to reflect the changing duties and responsibilities to more accurately reflect the duties of various classifications. Included were job descriptions for Hydrographer I/II, Cross Connection Control Technician I/II and Dispatcher I/II, which were established to eventually replace the Ops Tech series. The staffing of these positions was to occur over time as the existing Ops Techs separate, retire, transfer or promote internally.

The District’s Senior Operations Technician has submitted an intent to retire letter. This pending vacancy will allow for the continued transition to one of the newly created positions as part of the ongoing succession plan approved by the Board on July 25, 2018.

An analysis of current workload indicates that the highest demand for backfilling this Senior Operations Technician vacancy is to replace it with a Cross Connection Control Technician I/II. This classification tests, repairs, and certifies more than 1,800 back flow devices across the District on an annual basis.

Once the Senior Operations Technician retires, it is proposed that this position be eliminated from the District’s classifications. The District has shared the information with AFSCME since this will result in the elimination of this classification from the Office Unit, and they confirmed understanding of the changes that they had agreed to in 2018.

The proposed change will provide job function clarity, promote efficient staffing, and is directly related to the District’s Strategic Plan’s Goal #1: “the continued health of the District is dependent upon the proactive management of our physical, financial and Human Resources.”

If approved, the elimination of the Senior Operations Technician and replacement of the headcount with a Cross Connection Control Technician I/II will result in the following changes: the current MOU between the District and AFSCME Office Unit’s position listing, Exhibit A, would be updated; the District’s Wage Schedule would be updated; the Operations Headcount budget would be updated.

BUDGETARY IMPACT:

The proposed replacement of the headcount of the Senior Operations Technician position with a Cross Control Technician I/II would provide a cost savings to the District as demonstrated in the table below.

| Job Description | Wage Schedule | Maximum Annual Salary |
|--|----------------------|------------------------------|
| Senior Operations Technician | WOB 31 | \$81,411.20 |
| Cross Connection Control Technician I-II | WOA 85 WOB 05 | \$71,510.40 |
| Annualized Savings | | \$9,900.80 |

Attachments (2):

- Staff Report for the Board of Directors Meeting of July 25, 2018 – Operations Department Job Description Updates
- Board of Directors Minutes July 25, 2018

Staff Report

for the Board of Directors' Meeting of July 25, 2018

TO: Board of Directors

FROM: Chip Close, Water Operations Manager
Jana Kolakowski, Human Resources Manager

DATE: July 3, 2018

SUBJECT: Operations Department Job Description Updates (Consent)

OPERATIONS

RECOMMENDATION ACTION:

Approve Operations Department job description updates, as recommended by the Administrative Practices Committee.

BACKGROUND:

Through regulation, industry standard, and District need, the functions of job duties within the District are continually changing. In the Operations Department, one of the job series most affected by change is the Operations Technician position (Ops Tech).

The Ops Tech job series handles three main functions; hydrography, cross connection control (backflow), and customer service (dispatching). These three disciplines are shared in the current job description; however, increasing regulation, growing infrastructure, and high dispatch call volume have created the need to recognize each line of the positions responsibility into its own classification.

To accomplish this, Ops Techs will be separated into Hydrographer's, Cross Connection Control Technicians and Dispatcher's. The staffing of these positions will happen over time as Ops Techs retire or promote on.

The Hydrographer and Dispatch job descriptions already exist and will be utilized for backfilling. The Cross Connection Control Technician is a newly developed job description and is required by Title 17 and Title 22 of the California Code of Regulations. This position will perform the administration of the District's backflow - cross connection control program and will report to the Assistant Water Superintendent.

An additional organizational change includes moving supervision of the Hydraulic Technician from the Water Distribution Supervisor to the Water Treatment

Supervisor. The Hydraulic Technician duties require more coordination and work on facilities that are tied to the treatment plants and pump stations rather than the distribution system.

An organization chart depicting the proposed changes is provided for reference. The changes do not result in a change to the number of full time employees (FTE), only a change in job descriptions and duties.

In addition to the organizational changes above, updates to a number of Operations Department job descriptions are proposed to more accurately reflect duties and District need. The list below includes a description of the proposed changes to each of the job descriptions to be modified.:

- Business Services Technician I-II
 - Change of supervision received
 - Addition of Notary Public Certification
- Senior Finance Assistant
 - Create Senior Customer Service Representative job description
 - The previous Senior Finance Assistant description was developed for accounting staff and will remain
 - Remove Accounting and timecard functions
 - Add more customer service related essential functions
- Finance Assistant I-II
 - Create a Customer Service Representative I/II job description
 - The previous Finance Assistant description was developed for accounting staff and will remain
 - Remove Accounting and timecard functions
 - Add more customer service related essential functions
- Meter Reader I-II
 - Change of title to Customer Service Technician I/II
 - Update to essential functions to reflect current technology
 - Add the installation of water meters
 - Addition of Water Distribution Operators Certificate requirement
- Dispatcher I-II
 - Change of Title (to reflect I-II)
 - Change of supervision received
 - Addition of water availability requests
- Electrical Systems Superintendent
 - Addition of network and communication development technology, and maintenance
- Electrical Systems Technician I-II
 - Addition of network and communication development technology, and maintenance
- Hydraulic Technician I-II
 - Change of supervision received
 - Change of certification level requiring backflow

- Hydrographer I-II
 - Change of supervision received
- Senior Hydrographer
 - Change of supervision received
- Water Treatment Supervisor
 - Change of certification level to match Treatment Plant rating
 - Addition of supervision of pump stations
- Assistant Water Superintendent
 - Remove Hydroelectric requirements
- Water Distribution Supervisor
 - Increase certification to match Distribution System rating

BUDGETARY IMPACT:

The proposed reorganization of the Ops Tech position results in a savings to the current staffing budget. The chart below depicts the long term budgetary impact of the reorganization at maximum pay scale.

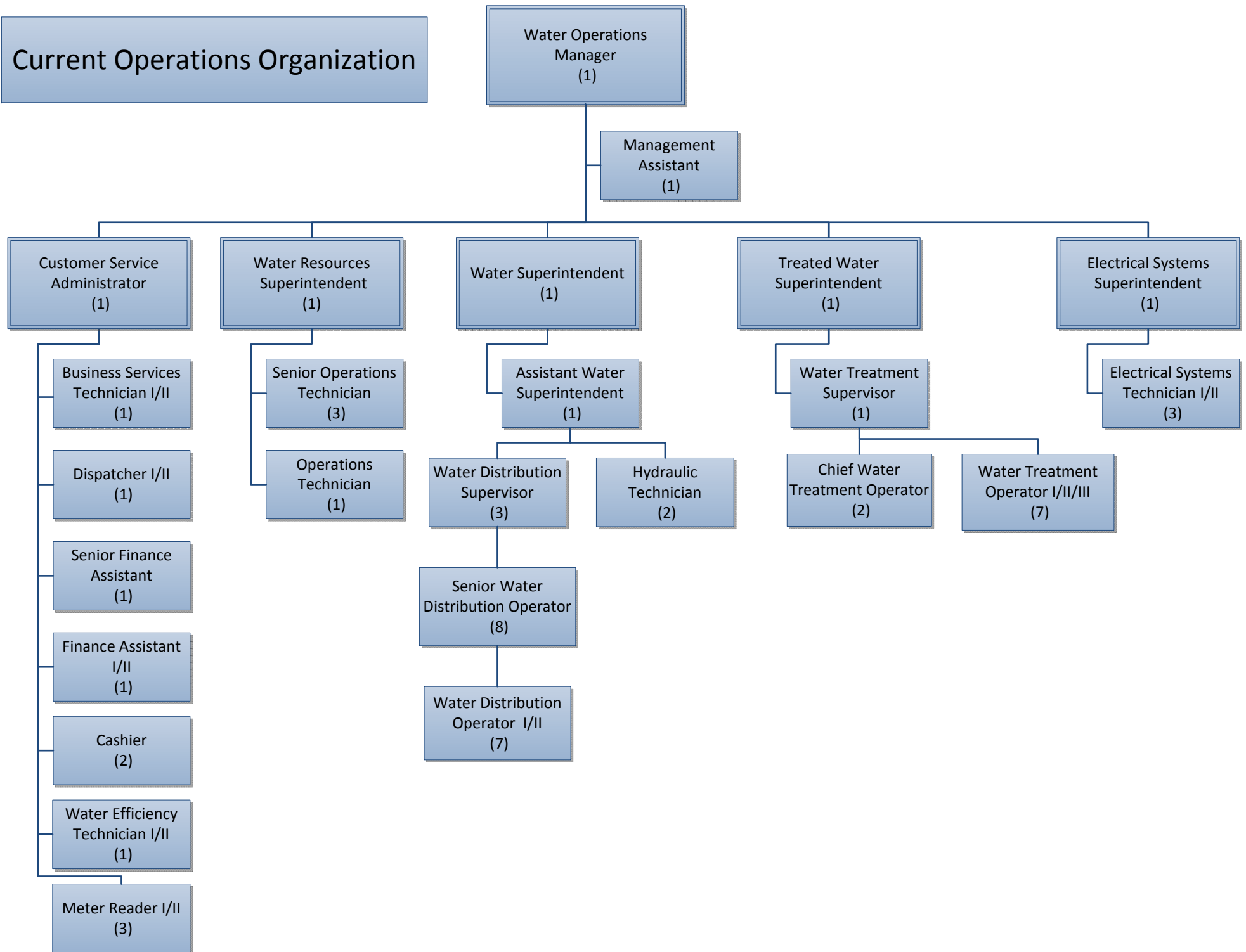
| Job Descriptions | Current Staffing \$ | Proposed Staffing \$ |
|--|----------------------------|-----------------------------|
| Operations Technician I-II | 1 FTE's = \$71,219.20 | 1 FTE = \$71,219.20 |
| Senior Operations Technician | 3 FTE's = \$235,996.80 | |
| Dispatcher I-II | | 1 FTE = \$59,779.20 |
| Cross Connection Control Technician I-II | | 1 FTE = \$69,097.60 |
| Hydrographer I-II | | 1 FTE = \$101,441.60 |
| Totals | \$307,216.00 | \$301,537.60 |

The job description changes referenced above will have no immediate effect on staffing budget. Pay scales will be reviewed in the coming salary survey.

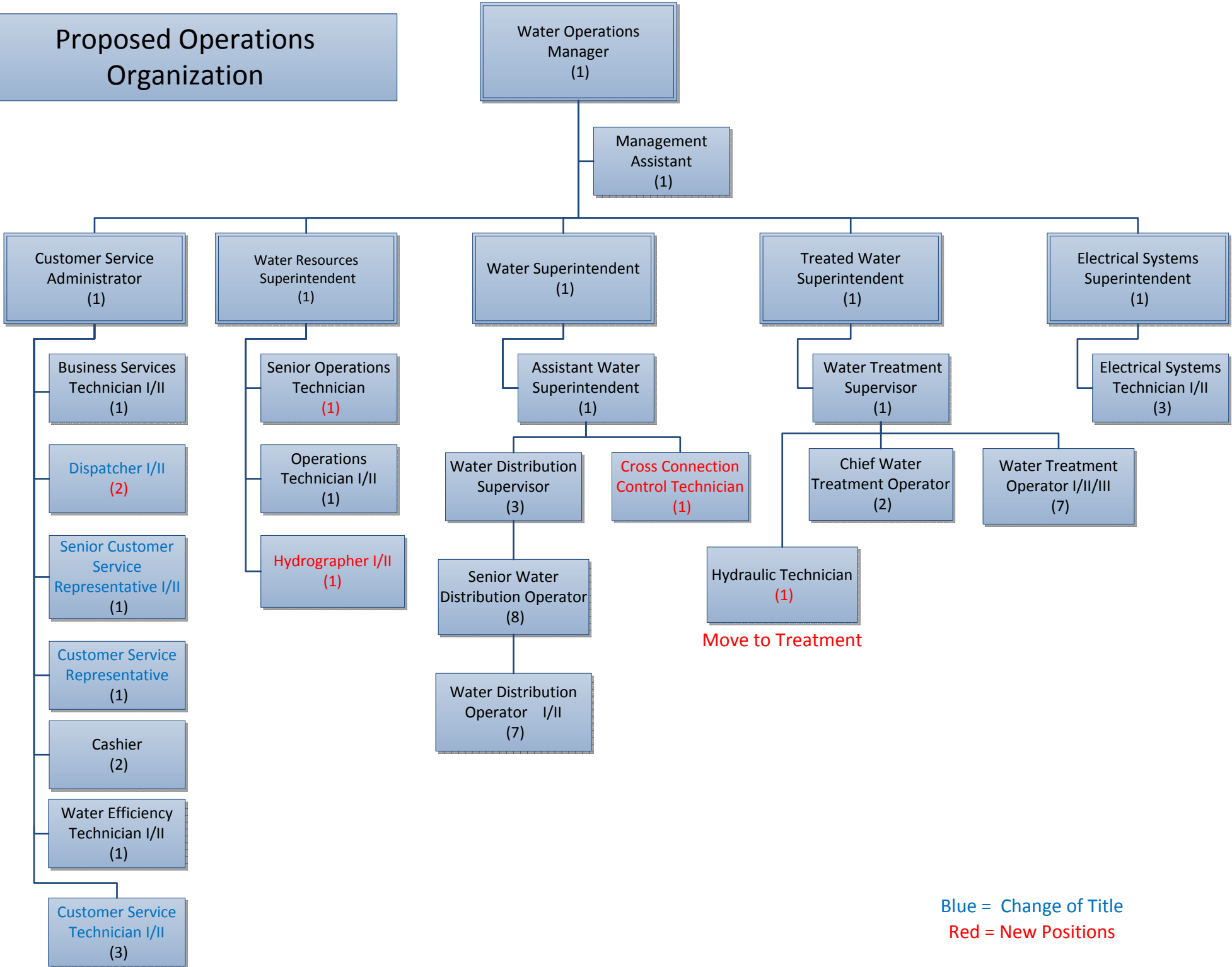
attachments (16):

- Current Operations Organizational Chart
- Proposed Operations Organizational Chart
- Proposed Cross Connection Control Technician I-II job description
- Redlined Business Services Technician I-II job description
- Redlined Senior Finance Assistant job description
- Redlined Finance Assistant job description
- Redlined Meter Reader job description
- Redlined Dispatcher job description
- Redlined Electrical Systems Superintendent job description
- Redlined Electrical Systems Technician I-II job description
- Redlined Hydraulic Technician I-II job description
- Redlined Senior Hydrographer job description
- Redlined Hydrographer I-II job description
- Redlined Water Treatment Supervisor job description
- Redlined Assistant Water Superintendent job description
- Redlined Water Distribution Supervisor job description

Current Operations Organization



Proposed Operations Organization



Blue = Change of Title
 Red = New Positions

NEVADA IRRIGATION DISTRICT

CROSS CONNECTION CONTROL TECHNICIAN I CROSS CONNECTION CONTROL TECHNICIAN II Range A85/B05 – BOD ???

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of skilled and specialized duties involving implementation and administration of the District's backflow prevention and cross connection control program to protect the District's public water supply from pollution and contamination; implements and enforces backflow and cross connection control of potable water systems; investigates, tests and inspects backflow devices for compliance with regulations; coordinates, schedules and conducts cross connection surveys of the potable systems; reviews construction plans and plumbing specifications; provides information and assistance to other departments, contractors, engineers, developers, and the general public; and maintains a variety of records, files and documentation.

DISTINGUISHING CHARACTERISTICS

Cross Connection Control Technician I: This is the entry level class in the Cross Connection Control Technician series. Positions in this class typically have little or no directly related work experience. The Cross Connection Control Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Cross Connection Control Technician II: This is the journey level class in the Cross Connection Control Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Cross Connection Control Technician I

Receives immediate supervision from assigned supervisory personnel.

Cross Connection Control Technician II

Receives general supervision from assigned supervisory personnel.

NEVADA IRRIGATION DISTRICT
Cross Connection Control Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Administers the District's backflow prevention and cross connection control program; ensures conformance with the District's, as well as federal, state, and local backflow and cross connection regulations.
2. Perform inspection and testing of backflow devices. Perform routine inspection of businesses and industrial and residential customers within District's service area to assess backflow prevention needs to protect the water system from potential contamination and pollution based on inspection results.
3. Plans and coordinates installation of backflow devices by District or contract personnel; review plans and specifications for new construction; ensures cross connection regulations are followed; makes recommendations to comply with backflow standards.
4. Inspect water trucks and tanks for compliance with regulations.
5. Responds to inquiries from contractors, developers, engineers, and the general public concerning District rules and regulations regarding the cross connection control of potable water systems.
6. Maintains computerized records and files of backflow device locations, inspections, test results and corrections, rule violations, cross connection and annual inspection due dates.
7. Coordinates with Customer Service staff for new installation billing, work orders and to shut off water, if needed, for non-compliance enforcement.
8. Performs cross connection control surveys; implements procedures and schedules for evaluating new and existing facilities to assess the degree of hazard, type, quantity, and location of backflow prevention.
9. Operates a variety of simple plumbing tools, test gauge and other hand tools to test and/or repair new and existing backflow prevention devices. Ensures adequate inventory of backflow devices and repair parts.
10. Receives, investigates, reviews, and responds to customer complaints regarding cross connections; resolves complaints in a timely and efficient manner.
11. Performs related duties as assigned.

QUALIFICATIONS

Cross Connection Control Technician I

Knowledge of:

Operations, services, and activities of a cross connection control program
Practices, principles and techniques of cross connections
Basic legal requirements of cross connections;
Operating characteristics of plumbing, water system, and related devices,

NEVADA IRRIGATION DISTRICT
Cross Connection Control Technician I/II

Basic knowledge of well function
Office procedures, methods, and equipment including computers; applicable water supply and related distribution equipment and facilities,
Modern utility construction, installation, and repair methods, procedures, practices, and techniques;
principles and practices of customer service;

Ability to:

Perform inspections on a variety of water systems
interpret, apply, and enforce pertinent rules and regulations
interpret and explain cross connection and water quality regulations
operate and maintain testing equipment
perform assigned work in accordance with appropriate safety practices and regulations
operate office equipment including computers and supporting software applications
communicate effectively, orally and in writing
establish and maintain effective working relationships with those contacted in the course of work
follow and apply written and oral work instructions

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
Operate equipment in a careful and safe manner.
Acknowledge the use of safeguards by other employees.
Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Report any safety risks or hazards to your supervisor or other management personnel.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Typically, the Cross Connection Control Technician I is expected to be capable of meeting the proficiency criteria within a 12-month period, depending on an individual's prior experience and progression in performing the full range of duties as described in the established performance criteria.

One year of experience involving the operation and maintenance of a water distribution system.

NEVADA IRRIGATION DISTRICT
Cross Connection Control Technician I/II

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 2 (D2).

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid Backflow Prevention Assembly Tester certificate within 12 months of appointment.

Possession of a State of California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

Cross Connection Control Technician II

In addition to the qualifications for the Cross Connection Control Technician I:

Knowledge of:

Backflow devices and cross connection control problems and their prevention;

Pertinent federal, state, and local laws, codes, and regulations regarding the installation and testing of backflow devices.

Basic principles and practices of installing, maintaining, troubleshooting and repairing backflow devices.

Ability to:

review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with District, state and federal standards

analyze and interpret the results of a variety of cross connection control tests and tests of water; maintain accurate records and prepare appropriate reports

work independently in the absence of supervision

make sound independent judgments within established guidelines

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Cross Connection Control Technician I with the Nevada Irrigation District.

NEVADA IRRIGATION DISTRICT
Cross Connection Control Technician I/II

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 3 (D3).

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid Backflow Prevention Assembly Tester certificate.

California-Nevada American Water Works Association (AWWA) Cross Connection Control Specialist Certificate.

Possession of a State of California Department of Public Health Water Distribution Operators Certificate, Grade 3 (D3).

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

BUSINESS SERVICES TECHNICIAN I BUSINESS SERVICES TECHNICIAN II Range B51/B71 – BOD ~~10/10/12~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform technical duties related to the development of new water services; to serve as liaison between customers and the District, assisting with the new water service process; and to receive and respond to customer inquiries.

DISTINGUISHING CHARACTERISTICS

Business Services Technician I: This is the entry level class in the Business Services Technician series. Positions in this class typically have little or no directly related work experience. The Business Services Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Business Services Technician II: This is the journey level class in the Business Services Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Business Services Technician I

Receives immediate supervision from ~~the Water Operations Manager~~ assigned supervisory personnel.

Business Services Technician II

Receives general supervision from the ~~Water Operations Manager~~ assigned supervisory personnel.

NEVADA IRRIGATION DISTRICT

Business Services Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Receive and respond to customer requests for water service; prepare agreements related to mainline extensions and variances, temporary service locations, and private fire services.
2. Confer with engineers, developers, property owners, utilities, governmental agencies, and contractors on technical matters to verify data and locate lines/available services or need for extension of services.
3. Assist interested parties regarding compliance with the District's service application, fee structure, permitting, construction review, and final approval processes; works closely with a variety of District staff to ensure coordination of development-related activities and consistency of information.
4. Identify and recommend improvement to increase effectiveness and better serve the District's customers.
5. Prepare and make presentations at Board, Committee and public and staff meetings.
6. Receive and review specifications, plans and contracts.
7. Coordinate for the inspection of developer installed services.
8. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
9. Perform related duties as assigned.

QUALIFICATIONS

Business Services Technician I

Knowledge of:

Basic principles and practices of design and construction of engineering public work projects.

Mathematical concepts.

Raw and treated water systems.

Principles and practices of effective customer service.

NEVADA IRRIGATION DISTRICT

Business Services Technician I/II

Knowledge of: *(Continued)*

Principles and practices of recordkeeping and research methods related to documents and databases.

Modern office equipment including use of applicable computer applications.

Ability to:

Perform basic engineering duties to identify and locate District facilities for new or extended

District services and provide customer service liaison among a variety of interested parties.

Perform basic engineering and mathematical calculations with speed and accuracy.

Use a variety of manual and electronic methods to retrieve and read and interpret plans, maps, and charts.

Maintain and update a variety of electronic and hardcopy files.

Learn District regulations and policies, including fees, rate structure and billing procedures.

Learn principles and practices of property research, including boundary determination and land title examination.

Learn to interpret a variety of technical documents including maps, contracts and specifications.

Deal effectively with customers.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of basic engineering experience which included providing customer service.

NEVADA IRRIGATION DISTRICT

Business Services Technician I/II

Education:

Equivalent to an Associate's degree from an accredited college with major course work in engineering, construction management, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Appointment as State of California Notary Public.

Business Services Technician II

In addition to the qualifications for the Business Services Technician I:

Knowledge of:

Advanced customer service practices and procedures related to facilitating developers and property owners in obtaining District services.

District regulations and policies, including fees, rate structure and billing procedures.

Principles and practices of property research, including boundary determination and land title examination.

Ability to:

Independently perform technical duties in the identification and location of District facilities for new or extended District services.

Provide customer service liaison among a variety of interested parties.

Analyze systems and facilities relative to various applicants' service requests in accordance with District policies and procedures.

Read and interpret parcel maps and parcel information, District system and facilities maps.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Business Services Technician I with the Nevada Irrigation District.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in engineering, construction management or a related field.

NEVADA IRRIGATION DISTRICT

Business Services Technician I/II

License and Certificate:

Possession of a valid California driver's license.

[Appointment as State of California Notary Public.](#)

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR ~~FINANCE ASSISTANT~~CUSTOMER SERVICE REPRESENTATIVE

Range A81 – BOD 11/28/12

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To organize, assign and review the work of assigned personnel engaged in clerical accounting and customer service support duties; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the ~~Finance Assistant~~Customer Service Representative series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory personnel.

Exercises technical and functional supervision over assigned Customer Service ~~accounting~~ support personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, prioritize, and review the work of staff assigned to a variety of accounting clerical and customer support duties.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.

NEVADA IRRIGATION DISTRICT

Senior ~~Finance Assistant~~ Customer Service Representative

Essential Functions: (Continued)

5. Assist the public in person, by phone, by mail, fax and email or through referrals answering inquiries related to department records and services; provide information regarding customer account status; assist customers with completion of forms and documents; resolve customer complaints and inquiries.
- ~~5.6.~~ Maintain and oversee treated water and irrigation customer accounts; explain District policies, rules, and regulations to customers.
- ~~6.7.~~ Oversee processing of billings, payments and collection of various fees and payments.
- ~~7.8.~~ Process billing for domestic, irrigation and construction use water accounts ; ~~prepare medical billing for retiree dependent care coverage~~ and other revenue accounts.
9. Assist customers and other District employees in processing new or upgrading service applications in accordance with the District's policies, procedures and regulations.
10. Research and interpret water system maps, as-builts, assessor parcel maps and jurisdiction maps to determine availability and size of existing water lines as appropriate.
- ~~8. Receive and verify bond registration, prepare appropriate correspondence for transfer of bond ownership and payment; and convert bearer bonds to registered bonds.~~
- ~~9. Prepare monthly billing for medical, dental, vision, and disability premiums.~~
- ~~10.11.~~ Perform a variety of complex financial, accounting, and customer support duties; provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting.
- ~~11.12.~~ Enter and retrieve data through an online computer system; prepare and review correspondence and other accounting reports.
- ~~12.13.~~ Perform the most difficult work related to customer inquiries regarding accounts and billing.
- ~~13.14.~~ Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- ~~14.15.~~ Perform related duties as assigned.

QUALIFICATIONS

NEVADA IRRIGATION DISTRICT

Senior ~~Finance Assistant~~Customer Service Representative

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of accounting, including financial record keeping and bookkeeping.
- Principle and practices of accounts payable and billing operations.
- District policies and procedures related to area of assignment.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to accounting and customer support duties.
- Operate and use modern office equipment including a computer and applicable software.
- Interpret and explain District policies and procedures.
- Make mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to ~~Finance Assistant~~Customer Service Representative II with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting, or a related field.

NEVADA IRRIGATION DISTRICT

Senior ~~Finance Assistant~~ Customer Service Representative

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

~~FINANCE ASSISTANT~~CUSTOMER SERVICE REPRESENTATIVE I ~~FINANCE ASSISTANT~~CUSTOMER SERVICE REPRESENTATIVE -II Range A41/A61 – BOD ~~11/28/12~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of financial, accounting and customer service support duties; to receive and process payments; to organize and maintain related financial records; to balance and reconcile accounts; and to perform related support duties in the area of assignment.

DISTINGUISHING CHARACTERISTICS

~~Finance Assistant~~Customer Service Representative I: This is the entry level class in the ~~Finance Assistant~~Customer Service Representative series. Positions in this class typically have little or no directly related work experience. The ~~Finance Assistant~~Customer Service Representative I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

~~Finance Assistant~~Customer Service Representative II: This is the journey level class in the ~~Finance Assistant~~Customer Service Representative series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior ~~Finance Assistant~~Customer Service Representative in that the latter provides technical and functional supervision over assigned accounting clerical personnel and performs the more complex and difficult work in the area of assignment.

SUPERVISION RECEIVED AND EXERCISED

~~Finance Assistant~~Customer Service Representative I

Receives immediate supervision from assigned supervisory personnel; may receive technical and functional supervision from a Senior ~~Customer Service Representative~~Finance Assistant.

~~Finance Assistant~~Customer Service Representative II

Receives general supervision from assigned supervisory personnel; may receive technical and functional supervision from a Senior ~~Finance Assistant~~Customer Service Representative.

NEVADA IRRIGATION DISTRICT

~~Finance Assistant~~ Customer Service Representative I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- ~~1. Audit, review, input, and process accounts payable, vendor and contractor invoices, employee timesheets, bank statements; post, verify and balance District accounts; prepare accounts payable batch for payment processing.~~
- ~~2.1. Receive, process and post payments and fees for various District services; input data into computer; issue receipts, balance accounts on a regular basis, and/or prepare deposits; receive checks by mail and process and balance accordingly; prepare daily sales reports.~~
- ~~3. Receive, check, verify and process personnel actions regarding payroll transactions such as employment separations, merit increases, new employees, retirements, promotions, demotions, reclassifications, and transfers.~~
2. Assist the public in person, ~~or~~ by phone, by mail, fax and email or through referrals answering inquiries related to department records and services; provide information regarding customer account status; assist customers with completion of forms and documents; resolve customer complaints and inquiries.
3. Collect and evaluate information from customers to determine the specific nature of their request and to process their requests.
4. Maintains customer account information; coordinates field requests from the public and internal staff including re-reads, final reads, reconnection, disconnections and leak detection.
5. Identify and research billing and payment discrepancies.
6. Communicate information regarding outages and distribution system failures, hazards or damages.
7. Maintain hard copy and electronic records, files, forms, logs and reports.
8. Research and interpret water system maps, as-builts, assessor parcel maps and jurisdiction maps to determine availability and size of existing water lines as appropriate.
9. Coordinate and process work orders for installations, meter sets, pre-sets, inspections, fire line installations, and bypass meter replacements.
10. Review meter reads and computes usage.
11. Distribute orders for rereading meters.
12. Obtain sensitive information from customers, and other agencies or business representatives and maintain confidentiality.
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NEVADA IRRIGATION DISTRICT

~~Finance Assistant~~Customer Service Representative I/II

~~13.~~ Assist customers with utility accounts; process opening and closing of accounts; work with ~~ec~~customers on payment arrangements and extensions; update utility billing accounts.

~~5.~~14. Assist customers with miscellaneous accounts such as construction water use, dock permit fees, encroachment fees, etc.

~~6.~~ Calculate and verify vacation, sick, holiday and other employee leave information; enter data through an online computer system; print employee checks; prepare various reports.

~~7.~~ Prepare journal entries and reconcile general ledger, journals, and bank statements; assist in researching discrepancies.

~~8.~~ Receive and verify bond registration, prepare appropriate correspondence for transfer of bond ownership and payment; and convert bearer bonds to registered bonds.

~~9.~~ Purchase supplies and inventory for resale at recreation facilities.

~~10.~~15. Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.

~~11.~~16. Maintain accounting, financial, and customer service records, reports, and documents.

~~12.~~17. Prepare a variety of correspondence, spreadsheets and periodical reports.

~~13.~~18. Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.

Essential Functions: *(Continued)*

~~14.~~19. Deliver delinquent and disconnection notices to residential and commercial customers; disconnect and reconnect water service; prepare shut off notices and generate shut off list.

~~15.~~20. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

NEVADA IRRIGATION DISTRICT

~~Finance Assistant~~ Customer Service Representative I/II

~~16.21.~~ Perform related duties as assigned.

QUALIFICATIONS

~~Finance Assistant~~ Customer Service Representative I

Knowledge of:

Basic mathematics.

Correct spelling, grammar, and punctuation.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Ability to:

Learn to interpret and explain District policies and procedures.

Learn to maintain a variety of financial records and files.

Learn to use computerized accounting software.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

NEVADA IRRIGATION DISTRICT

~~Finance Assistant~~Customer Service Representative I/II

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

~~Two years of general clerical experience which has included one year of public contact experience. Previous fee collection experience at a utility or governmental agency is desirable.~~

~~One year of clerical accounting experience that involved providing customer service.~~

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, a valid California driver’s license.

~~Finance Assistant~~Customer Service Representative II

In addition to the qualifications for the ~~Finance Assistant~~Customer Service Representative I:

Knowledge of:

- Terminology used in governmental accounting.
- Principles and practices of basic accounting.
- Principle and practices of record keeping.
- Payroll tax laws and regulations.
- District policies and procedures related to area of assignment.

Ability to:

- Review a variety of documents for accuracy.
- Prioritize work and coordinate several work activities.
- Make mathematical calculations with speed and accuracy.
- Organize and maintain a variety of financial records and files.
- Interpret and explain District policies and procedures.
- Operate computerized accounting software.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

NEVADA IRRIGATION DISTRICT

~~Finance Assistant~~Customer Service Representative I/II

Experience:

Two years of responsible experience similar to ~~Finance Assistant~~Customer Service Representative I with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, a valid California driver’s license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

~~METER READER-CUSTOMER SERVICE TECHNICIAN I~~ ~~CUSTOMER SERVICE TECHNICIAN METER READER II~~

Range A55/A75 – BOD ~~10/10/12~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties related to reading, recording, and repairing water meters and related equipment; to report water meter related equipment issues and improper use; disconnect and reconnect water service; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Meter Reader~~Customer Service Technician I: This is the entry level class in the ~~Meter Reader~~Customer Service Technician series. Positions in this class typically have little or no directly related work experience. The ~~Meter Reader~~Customer Service Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

~~Meter Reader~~Customer Service Technician II: This is the journey level class in the ~~Meter Reader~~Customer Service Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

~~Meter Reader~~Customer Service Technician I

Receives immediate supervision from assigned supervisory personnel~~the Customer Account Service Administrator~~.

~~Meter Reader~~Customer Service Technician II

Receives general supervision from assigned supervisory personnel~~the Customer Account Service Administrator~~.

NEVADA IRRIGATION DISTRICT
~~Meter Reader~~Customer Service Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Read and record water meter usage by scanning electronic readout on assigned route; determine if meters, registers and MXU/~~registers~~ endpoints are registering appropriately; investigate and solve minor programming issues and inconsistent meter readings; report meter conditions, defects and suspicious conditions to supervisor.
- ~~1.2.~~Program electronic meter components.
- ~~2.3.~~Deliver delinquent and disconnection notices to residential and commercial customers; disconnect and reconnect water service. Turns on/off water service per authorized instructions; shuts and locks services.
- ~~3.4.~~Receive payments and issue receipts to residential customers; respond to and resolve water meter related questions and issues from customers in accordance with District policies, rules and regulations.
- ~~5.~~ Perform general maintenance on water meters, registers and gate valves~~Assist with selection of meters for replacement. Install, maintain and repair water meters, registers, endpoints and gate valves. Replace meter boxes and lids.~~
- ~~4.6.~~Maintains vegetation clearance around meter boxes and surrounding areas in accordance with District policy.
- ~~5.7.~~Locate and identify potential areas for new service installations, relocation of existing services; meet with current and future customers to discuss installation and relocation.
- ~~6.8.~~Draw clear and concise reference maps outlining meter service locations; assist Customer Service Supervisor with arranging new routes and alter existing routes.
- ~~7.9.~~Prepare and process maintenance work orders in coordination with other District departments.~~Investigate complaints regarding water waste; enforce District rules & regulations and recommend fines as appropriate.~~
- ~~8.10.~~ Locate, identify, and report illegal water service hook ups, improper water usage, and potential cross connections.
- ~~9.11.~~ Record longitude and latitude coordinates of water service. ~~Assist other departments and/or customers with meter location.~~
- ~~10.12.~~ Assist in a various clerical related duties, such as filing work orders and maintain adequate stores of parts, materials and supplies needed to read and repair water meters.

NEVADA IRRIGATION DISTRICT

~~Meter Reader~~Customer Service Technician I/II

~~11.13.~~ 11.13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

~~12.14.~~ 12.14. Perform related duties as assigned.

QUALIFICATIONS

~~Meter Reader~~Customer Service Technician I

Knowledge of:

- Common hand tools and use.
- Basic arithmetic.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Learn the general operational characteristics of meter reading equipment.
- Learn to read county parcel maps and District operation maps.
- Learn to identify and make minor repairs on water meter equipment.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of mechanical or ~~meter reader~~Customer Service Technician experience is desirable.

NEVADA IRRIGATION DISTRICT

~~Meter Reader~~Customer Service Technician I/II

Education:

Equivalent to the completion of twelfth grade.

License and Certificate:

Possession of a valid California driver’s license.

Possession of a State of California Water Distribution Operators Certificate, Grade 1 (D1) within one year of appointment.

~~Meter Reader~~Customer Service Technician II

In addition to the qualifications for the ~~Meter Reader~~Customer Service Technician I:

Knowledge of:

District policies and procedures governing water meters.

Practices and methods of record keeping.

Meter reading equipment and repair.

Ability to:

Maintain accurate records.

Read county parcel maps and District operation maps.

Identify and make minor repairs on water meter equipment.

Make arithmetic calculations.

Read a variety of water meters.

Identify irregularities in water meter equipment.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to ~~Meter Reader~~Customer Service Technician I with the Nevada Irrigation District.

Education:

Equivalent to the completion of twelfth grade.

NEVADA IRRIGATION DISTRICT

~~Meter Reader~~ Customer Service Technician I/II

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certification, Grade 2 (D2).

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; some office environment; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; work or inspect in confined spaces; work on slippery or uneven surfaces; work in high traffic volume.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 55 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

DISPATCHER I/II Range A55/A75 – BOD 10/12/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of customer service support duties; to receive and respond to customer service calls, dispatching appropriate personnel; to receive and process payments; to organize and maintain related records; to balance and reconcile accounts; and to perform related support duties in the area of assignment.; to perform duties requiring specialized knowledge; and to provide administrative support to Customer Service Account Administrator.

DISTINGUISHING CHARACTERISTICS

Dispatcher I: This is the entry level class in the Dispatcher series. Positions in this class typically have little or no directly related work experience. The Dispatcher I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Dispatcher II: This is the journey level class in the Dispatcher series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Customer Account Administrator assigned supervisory personnel; may receive technical and functional supervision from assigned personnel Customer Service Administrator.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Receive and respond to customer service calls and inquires related to water service in a professional and courteous manner;
2. Dispatch service calls to the appropriate field personnel and direct them to appropriate locations according to customer requests, specifications, or needs, using radios or telephones.

Essential Functions: (Continued)

3. Monitor Supervisory Control and Data Acquisition system (SCADA); contact appropriate personnel to respond to alarm conditions.
4. Analyze emergency situations, make reasoned decisions, and contact appropriate personnel
5. Initiate work requests for necessary repairs through computerized work order tracking system.
6. Utilize knowledge of District infrastructure, processes, rules, and regulations to resolve or refer customers and employees to the appropriate personnel for resolution of inquiry
7. Answer inquiries related to department records and services; provide information regarding customer account status; assist customers with completion of forms and documents; resolve customer complaints and inquiries.
8. Provide water service availability information to other District departments and individuals requesting service; assist individuals with water service applications.
- 7.9. Prepare a variety of correspondence, spreadsheets and reports.
- 8.10. Monitor and verify daily, weekly, and monthly data; make corrections as necessary
- 9.11. Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information
- 10.12. Communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources.
- 11.13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- 12.14. Perform related duties as assigned.

QUALIFICATIONS

Dispatcher I

Knowledge of:

Modern office equipment including use of applicable computer applications.

Principles and practices of effective customer service.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

District policies and procedures related to area of assignment.

Ability to:

Learn to perform a variety of technical duties in support of District operation programs.
Operate and use modern office equipment including a computer and applicable software.
Effectively respond to and resolve the more difficult customer service issues.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
The ability to communicate information and ideas in speaking so others will understand.
Ability to perform assigned work with minimal mistakes in a timely manner while experiencing frequent interruptions
Work after hours' night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
Operate equipment in a careful and safe manner.
Acknowledge the use of safeguards by other employees.
Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Report any safety risks or hazards to your supervisor or other management personnel.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of clerical, accounting, or dispatching experience that involved providing customer service.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Dispatcher II

In addition to the qualifications for the Dispatcher I:

Knowledge of:

Principles and practices of water distribution and water production.
Principles and practices of basic accounting.

Pertinent Federal, State and local laws, codes and ordinances.
Principle and practices of record keeping and technical data review.
Proficient computer skills including knowledge of Word, Excel, and mapping programs
Advanced customer service practices

Ability to:

Review a variety of documents for accuracy.
Prioritize work and coordinate several work activities.
Make mathematical calculations with speed and accuracy.
Organize and maintain a variety of financial records and files.
Interpret and explain District policies and procedures.
Operate computerized accounting software.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Dispatcher I with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict

NEVADA IRRIGATION DISTRICT
Electrical Systems Superintendent

NEVADA IRRIGATION DISTRICT

ELECTRICAL SYSTEMS SUPERINTENDENT
Range B92 - BOD ~~XXXX/XXXX~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize, direct and coordinate electrical, electronic, mechanical, and instrumentation installation, troubleshooting and repair activities throughout the District; and to coordinate electrical maintenance and design activities with other divisions and departments; and to provide highly complex staff assistance to the Water Operations Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Operations Manager.

Exercises direct supervision over assigned technical personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develop and implement divisional goals and objectives; establish schedules and methods for installing, maintaining, calibrating, troubleshooting and repairing electrical, electronic, mechanical, and instrumentation systems within the water treatment, and raw water distribution facilities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the installation, maintenance and repair of a wide variety of electrical, electronic, mechanical, and instrumentation systems.
3. Direct, oversee and participate in the development of the Electrical Divisions work plan; assign work activities projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
4. Participate in the development of the Electrical Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies, administer the approved budget
5. Recommend the appointment of personnel, provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

NEVADA IRRIGATION DISTRICT

Electrical Systems Superintendent

Essential Functions: *(Continued)*

6. Design maintain and modify District SCADA systems.
7. Establish computer and telemetry networks, program and manage virtual private networks, routers, firewalls, network storage and servers.
8. Review plans, specifications and various electrical and instrumentation prints for accuracy and applicability to District projects in the design and engineering phase.
9. Order materials, parts, equipment and supplies for electrical, electronic, mechanical, and instrumentation repairs and upgrades.
10. Plan, monitor and implement the preventative maintenance plan for electrical, electronic, mechanical, and instrumentation systems associated with the District's water treatment, distribution facilities.
11. Maintain a variety of records and reports pertaining to the repair and maintenance of electrical, electronic, mechanical, and instrumentation systems.
12. Work with District and consulting engineers in specifying and selecting equipment for District facilities.
13. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of installing, troubleshooting and repairing electrical, electronic, mechanical, and instrumentation systems.

Equipment, tools and materials used in the installation, troubleshooting and repair of electrical, electronic, mechanical, and instrumentation systems.

Advanced electrical, electronic and instrumentation theory.

Principles and practices of supervision, training and personnel management

Principles and practices of budget monitoring.

Principles and practices of safety management.

Principles and practices of effective customer service.

Modern office equipment including the use of applicable computer applications.

Pertinent local, State and Federal laws, ordinances, rules and codes.

NEVADA IRRIGATION DISTRICT

Electrical Systems Superintendent

Ability to:

Organize, implement and direct electrical, electronic, mechanical, and instrumentation installation, maintenance and repair operations/activities.

Interpret and explain pertinent District and department policies and procedures.

Utilize electrical and electronic testing equipment.

Analyze and understand electrical, electronic and instrumentation documentation.

Install, troubleshoot, maintain and repair the more complex electrical, electronic, mechanical, and instrumentation systems.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, motivate, coach and evaluate assigned staff.

Respond to after hours emergency situations.

Responsibility to:

Report any safety risks or hazards to management personnel.

Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

NEVADA IRRIGATION DISTRICT

Electrical Systems Superintendent

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the installation, troubleshooting, maintenance and repair of electrical, electronic and instrumentation systems associated with the operation of a water treatment plant; including two years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade supplemented by college course work in electrical theory, electronics, instrumentation or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

ELECTRICAL SYSTEMS TECHNICIAN I ELECTRICAL SYSTEMS TECHNICIAN II Range B28/B48 – BOD ?????

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform semi-skilled and skilled duties related to the installation, maintenance, troubleshooting and repair of electrical, electronic, mechanical, and electro-mechanical equipment associated with District's facilities.

DISTINGUISHING CHARACTERISTICS

Electrical Systems Technician I: This is the entry level class in the Electrical Systems Technician series. Positions in this class typically have little or no directly related work experience. The Electrical Systems Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Electrical Systems Technician II: This is the journey level class in the Electrical Systems Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Electrical Systems Technician I

Receives immediate supervision from the Electrical Systems Superintendent.

Electrical Systems Technician II

Receives general supervision from the Electrical Systems Superintendent.

NEVADA IRRIGATION DISTRICT

Electrical Systems Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Install, maintain, troubleshoot, repair and calibrate mechanical, instrumentation, electrical, electronic and electro-mechanical equipment and systems associated with the operation of District facilities.
2. Maintain, repair, and adjust pumps and pump control systems including VFD's, soft starts, and pump control valves.
3. Design, install, maintain, repair, calibrate, and troubleshoot telemetry, communication systems, and control systems, including PLC's, relay logic, SCADA systems, and HMI.
4. Create and maintain diagrams, schematics, and diagrams; read and interpret mechanical, electrical and hydraulic drawings.
5. Establish computer and telemetry networks, program and manage virtual private networks, routers, firewalls, network storage and servers.
6. Design and install electrical systems; run conduit, pull and size wire, and components.
7. Install, repair, troubleshoot and maintain power generation systems including generators, transfer switches and batteries.
8. Install, maintain, repair, and replace mechanical systems, including but not limited to, pumps, gear boxes, and various mechanical equipment related to the operation of the District's water treatment plants and -pump stations .
9. Assist with the research and purchase of parts, materials, supplies and equipment necessary for electrical, electronic, or electro-mechanical repairs.
10. Program and operate a variety of complex test equipment used in troubleshooting complex equipment.
11. Maintain a variety of records of maintenance and repair activities.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

NEVADA IRRIGATION DISTRICT

Electrical Systems Technician I/II

QUALIFICATIONS

Electrical Systems Technician I

Knowledge of:

Basic electrical theory and principles.

Basic principles and practices of inspecting, troubleshooting and repairing of electrical, electronic, mechanical, and electro-mechanical components and instrumentation.

Materials, tools and equipment used in the installation, maintenance, and repair of electrical, electronic, mechanical, and electro-mechanical components and instrumentation.

Applicable codes, regulations and procedures governing the electrical and electronic industry.

Principles and practices of effective customer service.

Ability to:

Learn principles and practices of installing, troubleshooting and repairing electrical, mechanical, electronic, and electro-mechanical components and instrumentation.

Learn to read blueprints, part lists, schematics and diagrams to determine appropriate action.

Keep accurate records.

Perform mathematical calculations accurately.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work after hour's standby to respond to emergency situations.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of electrical or electronic experience is desirable.

Education:

NEVADA IRRIGATION DISTRICT

Electrical Systems Technician I/II

Equivalent to the completion of the twelfth grade supplemented by course work in electrical theory, electronics, or related field.

License and Certificate:

Possession of a valid California driver's license.

Electrical Systems Technician II

In addition to the qualifications for the Electrical Systems Technician I:

Knowledge of:

Principles and practices of installing, troubleshooting and repairing electrical, electronic, mechanical, and electro-mechanical components and instrumentation.

Practices associated with the use, maintenance and troubleshooting of sophisticated testing equipment.

Pertinent local, State and Federal laws, ordinances, rules and codes.

Modern office equipment including use of applicable computer applications.

Ability to:

Independently perform semi-skilled and skilled duties involving the installation, maintenance, troubleshooting and repair of electrical, electronic, electro-mechanical, equipment, and instrumentation.

Analyze complex electrical, electronic, electro-mechanical, and instrumentation systems.

Accurately read blueprints, part lists, schematics and diagrams to determine appropriate action.

Troubleshoot, isolate and make repairs to electrical, electronic, mechanical, and electro-mechanical equipment, and instrumentation.

Operate and maintain a variety of tools and equipment used in the testing and repair of equipment.

Operate and use modern office equipment including a computer and applicable software.

Respond to after-~~2~~ hours emergency situations.

NEVADA IRRIGATION DISTRICT

Electrical Systems Technician I/II

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Electrical Systems Technician I with the Nevada Irrigation District.

Education:

Equivalent to the completion of the twelfth grade supplemented by course work in electrical theory, electronics, or related field.

License and Certificate

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled room environment subject to typical plant operation noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

HYDRAULIC TECHNICIAN I HYDRAULIC TECHNICIAN II Range A85/B05 – BOD ~~10/10/12~~

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of skilled and specialized duties involving the installation, maintenance, troubleshooting and repair of hydraulic and associated equipment and appurtenances related to the control of pressure zones and the operation of water treatment plant and distribution equipment; to ~~assist with inspection~~ perform a variety of technical activities related to the District's backflow and cross connection program; and to maintain a variety of logs and records related to assigned duties.

DISTINGUISHING CHARACTERISTICS

Hydraulic Technician I: This is the entry level class in the Hydraulic Technician series. Positions in this class typically have little or no directly related work experience. The Hydraulic Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Hydraulic Technician II: This is the journey level class in the Hydraulic Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Hydraulic Technician I

Receives immediate supervision from ~~the Electrical Systems Supervisor~~ assigned supervisory personnel.

Hydraulic Technician II

Receives general supervision from assigned supervisory personnel ~~the Electrical Systems Supervisor~~.

NEVADA IRRIGATION DISTRICT

Hydraulic Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Test, maintain, troubleshoot, install, repair and replace pressure reducing, pressure relief and pressure boosting equipment associated with the delivery of water; ensure that installation, maintenance and repair activities comply with District and industry standards.
2. Work with a variety of District staff, outside contractors, vendors, and other outside utilities to schedule outages and to upgrade current and future water systems.
3. Install, maintain and repair a variety of mechanical, pneumatic, and electromechanical equipment associated with the operation of the District's water treatment and distribution facilities.
4. Assist with the inspection and implementation of the District's cross connection program; perform testing, repairs and replacement.
5. Review and provide input on blue prints and schematic drawings and provide technical input related to assigned functions.
6. Research and order approved parts and devices required to maintain pressure zones and keep water treatment plant plumbing systems in proper working condition.
7. Regulate and maintain proper flow and storage levels in storage tanks.
8. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
9. Perform related duties as assigned.

QUALIFICATIONS

Hydraulic Technician I

Knowledge of:

Basic principles and practices of installing, maintaining, troubleshooting and repairing hydraulic equipment.

Principles of mathematics.

Tools and equipment used in the installation, maintenance and repair of hydraulic systems.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Safe work practices.

NEVADA IRRIGATION DISTRICT

Hydraulic Technician I/II

Ability to:

Learn to install, maintain, troubleshooting and repairing hydraulic equipment associated with the operation of a water treatment and distribution system.

Learn to read and understand blue prints, technical manuals and schematic diagrams.

Learn to safely operate a variety of hand and power tools related to assigned functions.

Learn pertinent local, State and Federal laws, rules and regulations.

Test, install, maintain, repair and certify drinking water backflow devices.

Work in confined spaces with low light levels.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Respond to after hours emergency situations.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience involving the operation and maintenance of a water distribution system.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 2 (D2).

License and Certificate:

Possession of a valid California driver's license.

Possession of a State of California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

NEVADA IRRIGATION DISTRICT

Hydraulic Technician I/II

Possession of, or ability to obtain, a valid Backflow Prevention Assembly Tester certificate within 12 months of appointment.

Hydraulic Technician II

In addition to the qualifications for the Hydraulic Technician I:

Knowledge of:

Characteristics of water distribution systems and hydraulics.

Principles and practices of installing, maintaining, troubleshooting, and repairing complex hydraulic systems.

Practices of plumbing hydraulic and pneumatic systems used in the treatment and distribution of municipal water.

Ability to:

Independently troubleshoot, maintain and repair hydraulic systems associated with water treatment and distribution systems.

Read and understand blue prints, technical manuals and schematic diagrams.

Safely operate a variety of hand and power tools.

Interpret and apply pertinent local, State and Federal laws, rules and regulations.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Hydraulic Technician I with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 3 (D3).

License and Certificate:

Possession of a valid California driver's license.

Possession of a State of California Department of Public Health Water Distribution Operators Certificate, Grade 3 (D3).

Possession of a valid Backflow Prevention Assembly Tester certificate.

NEVADA IRRIGATION DISTRICT

Hydraulic Technician I/II

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR HYDROGRAPHER

Range B95 – BOD 01/13/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct and supervise personnel engaged in a variety of technical duties pertaining to the District's water measurement activities and snow surveys; and installation and maintenance of water measurement, meteorological and telemetry devices; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Hydrographer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over, contractors, consultants, technical personnel and technical and functional supervision over District personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~Hydroelectric Generation Supervisor~~ assigned supervisory personnel.

Exercises technical and functional supervision over ~~technical personnel, maintenance personnel, operations personnel, consultants, and contractors~~ assigned support personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Maintain stream, canal, and reservoir measuring gages and devices; maintain the proper calibration of equipment and ensure that quality control measures are met; make and pull data measurements through direct field visits.
2. Collect, process, review and publish hydrologic data to US Geological Survey (USGS) standards. Develop and maintain station analysis and descriptions; maintain a variety of records and reports related to water measurement. Perform record review with USGS staff.
3. Assist with the development and administration of budgets associated to assigned function.

NEVADA IRRIGATION DISTRICT

Senior Hydrographer

Essential Functions: *(Continued)*

4. Ensure hydrographic record is complete for streams, canals and reservoirs to assist with regulatory compliance including FERC, and the State Water Resources Control Board.
5. Plan, coordinate and conduct surveys of staff gages and monuments to USGS standards to ensure the correct datum is in use.
6. Maintain, calibrate and process meteorological data.
7. Install, operate and maintain telemetry instrumentation.
8. Plan, coordinate, and conduct snow surveys; forecast runoff; collect and enter data as a result of survey.
9. Recommend, install, calibrate and maintain stream, reservoir, canal, and penstock flow measurement equipment.
10. Participate in special hydrological studies, as assigned.
11. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
12. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.
Hydraulics and water properties.
Construction of gage houses and appropriate control structure designs.
Basic electronics and field troubleshooting practices.
Terminology, methods, practices and techniques used in the collection and compilation of technical data and preparation and publication of reports.
Methods, techniques, maintenance and installation of instrumentation used for collecting and transmitting hydrographic and meteorological data.
Principles and practices of conducting snow surveys and forecasting runoff.
Pertinent Federal, State and local laws, codes and regulations.
Principles and practices of effective customer service.
Modern office equipment including use of applicable computer applications.

Ability to:

NEVADA IRRIGATION DISTRICT

Senior Hydrographer

Provide technical and functional supervision over assigned staff; effectively train staff.
Perform the most complex duties related to water measurement.
Perform technical duties involving the collection, tracking and publication of data and the installation, maintenance and operation of water measurement devices.
Survey to ensure the proper datum is in use.
Accurately collect, compile and report technical hydrological and meteorological data.
Develop and maintain databases
Maintain accurate records, logs and reports.
Operate and use modern office equipment including a computer and applicable software.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
Operate equipment in a careful and safe manner.
Acknowledge the use of safeguards by other employees.
Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Report any safety risks or hazards to your supervisor or other management personnel.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible experience similar to a Hydrographer II with the Nevada Irrigation District.

Education:

Certification by the American Institute of Hydrology Level II, or possession of a Bachelor's degree from an accredited college with major course work in hydrography, hydrology, or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

NEVADA IRRIGATION DISTRICT

Senior Hydrographer

Work is either performed in a temperature controlled office environment subject to typical office noise or outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry weight of 75 pounds or less; and must be able to walk long distances, possibly in snowshoes.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

**HYDROGRAPHER I
HYDROGRAPHER II
Range B55/B75 – BOD 01/13/2016**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform professional and technical duties pertaining to the District’s water measurement activities, and snow surveys; to install, operate and maintain water measurement, meteorological and telemetry devices; to develop and maintain databases; and to prepare and distribute reports pertaining to water flow.

DISTINGUISHING CHARACTERISTICS

Hydrographer I: This is the entry level class in the Hydrographer series. Positions in this class typically have little or no directly related work experience. The Hydrographer I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Hydrographer II: This is the journey level class in the Hydrographer series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Hydrographer I

Receives immediate supervision from ~~the Hydroelectric Generation Supervisor~~ assigned supervisory personnel.
Receives technical and functional supervision from a Senior Hydrographer.

Hydrographer II

Receives general supervision from ~~the Hydroelectric Generation Supervisor~~ assigned supervisory personnel. Receives technical and functional supervision from a Senior Hydrographer.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Maintain stream, canal, and reservoir measuring gages and devices; maintain the proper calibration of equipment; make and pull data measurements through direct field visits.

NEVADA IRRIGATION DISTRICT

Hydrographer I/II

2. Collect and process data to US Geological Survey (USGS) standards. Develop and maintain station analysis and descriptions; maintain a variety of records and reports related to water measurement.
3. Conduct surveys of staff gages and monuments to USGS standards to ensure the correct datum is in use.
4. Ensure hydrographic record is complete for streams, canals and reservoirs to assist with regulatory compliance including FERC, and the State Water Resources Control Board.
5. Conduct snow surveys; collect and enter data as a result of survey.
6. Maintain, calibrate and process meteorological data.
7. Install, operate and maintain telemetry instrumentation.
8. Install, calibrate and maintain stream, reservoir, canal, and penstock flow measurement equipment.
9. Participate in special hydrological studies, as assigned.
10. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
11. Perform related duties as assigned.

QUALIFICATIONS

Hydrographer I

Knowledge of:

Basic principles and practices of hydrographic procedures for the determination of water storage elevations, water flows and snow pack run-off.

Electronic communications equipment and related components.

Basic methods, techniques and instruments used in the collection of hydrographic and meteorological data.

Math, algebra and trigonometry.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Surveying techniques to ensure the proper datum is in use.

Ability to:

Learn to accurately collect and analyze hydrographic data.

Learn to generate technical reports in accordance with Federal and State standards.

Learn to operate, maintain and repair stream gaging equipment.

Learn to properly use a variety of hydrography equipment.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

NEVADA IRRIGATION DISTRICT

Hydrographer I/II

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Previous experience collecting hydrographic data is desirable.

Education:

Certification by the American Institute of Hydrology Level I, or possession of a Bachelor's degree from an accredited college with major course work in hydrography, hydrology, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Hydrographer II

In addition to the qualifications for the Hydrographer I:

Knowledge of:

Construction of gage houses and appropriate control structure designs.

Basic electronics and field troubleshooting practices.

Terminology, methods, practices and techniques used in the collection and compilation of technical data and preparation and publication of reports.

Methods, techniques, maintenance and installation of instrumentation used for collecting and transmitting hydrographic and meteorological data.

Principles and practices of conducting snow surveys and forecasting runoff.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform technical duties involving the collection, tracking and publication of data and the installation, maintenance and operation of water measurement devices.

Accurately collect, compile and report technical hydrological and meteorological data.

NEVADA IRRIGATION DISTRICT

Hydrographer I/II

Develop and maintain databases.
Survey to ensure the proper datum is in use.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to a Hydrographer I with the Nevada Irrigation District.

Education:

Certification by the American Institute of Hydrology Level II, or possession of a Bachelor's degree from an accredited college with major course work in hydrography, hydrology, or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is either performed in a temperature controlled office environment subject to typical office noise or outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry weight of 75 pounds or less; and must be able to walk long distances, possibly in snowshoes.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

WATER TREATMENT SUPERVISOR

Range B71 – BOD ~~10/10/12~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise staff responsible for the operations and maintenance of the ~~water treatment~~ treated water facility-facilities within the Treated Water Division; to provide technical support to the Treated Water Superintendent; and to coordinate assigned activities with other divisions, outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Treated Water Superintendent.

Exercises direct supervision over assigned water treatment personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of water treatment plants and pump stations; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating and maintaining the District's ~~water treatment plant~~ treated water facilities; assign work activities and projects; meet with staff to identify and resolve problems.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.

NEVADA IRRIGATION DISTRICT

Water Treatment Supervisor

6. Monitor, operate, maintain, and troubleshoot water treatment facilities and related equipment.

Essential Functions: (Continued)

7. Perform the more complex maintenance and repair activities to the ~~plant~~treated water facilities.
8. Stay abreast of new trends and innovations in the field of water treatment.
9. Coordinate and oversee the cleaning and maintenance of treated water storage facilities.
10. Coordinate water treatment activities with other agency departments and outside agencies.
11. Test, calibrate and maintain air monitoring equipment for confined space entry; maintain required documents and records.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with operating a complex water treatment and distribution system.

Techniques, methods and equipment used in the operation of treated water and distribution facilities.

Principles of complex chemical, biological and mathematical equations.

Equipment, tools and materials used in the operation of a water treatment plant.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Use of SCADA systems in the operation of water treatment plants.

Ability to:

Organize, implement and direct water treatment operations/activities.

NEVADA IRRIGATION DISTRICT

Water Treatment Supervisor

Interpret and explain pertinent department, local, State, and Federal rules, regulations, laws, policies and procedures.

Analyze problems, identify solutions, and resolve difficult operational and maintenance activities.

Ability to: *(Continued)*

Develop and recommend policies and procedures related to water treatment operations.

Assist in the development and monitoring of an assigned program budget.

Operate and use modern office equipment including a computer, applicable software and treatment plant SCADA system.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, motivate, coach and evaluate assigned staff.

Work after hours night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.

Work after hours standby to respond to emergency situations at water treatment plants.

Responsibility to:

Report any safety risks or hazards to management personnel.

Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Chief Water Treatment Operator with the Nevada Irrigation District.

NEVADA IRRIGATION DISTRICT

Water Treatment Supervisor

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Grade ~~4~~5 Water Treatment Operator Certificate (~~F4T5~~) and a Water Distribution Operators Certification, Grade 2 (D2).

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Treatment Operators Certificate, Grade ~~4~~5 (~~F4T5~~).

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

Possession of, or ability to obtain within one year of appointment, a valid Grade 1 Water Quality Analyst certificate issued by the American Water Works Association.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

ASSISTANT WATER SUPERINTENDENT

Range B55 – BOD ~~10/10/12~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize and direct activities associated with the delivery of treated and raw water and the operations and maintenance of ~~hydroelectric-distribution~~ facilities within the Water Operations Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Water Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Superintendent.

Exercises direct supervision over assigned supervisory and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and implement section goals and objectives; establish performance standards and methods for water distribution; develop and implement policies and procedures.
2. Plan, develop and oversee the work of staff involved in water distribution ~~and lower division hydroelectric-plant~~ activities.
3. Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
6. Monitor, operate, maintain, and troubleshoot water distribution and ~~hydroelectric-pump station plant~~ equipment.
7. Attend and participate in professional outside groups, committees and organizations.

NEVADA IRRIGATION DISTRICT

Assistant Water Superintendent

Essential Functions: *(Continued)*

8. Identify, recommend and implement methods to improve service delivery.
9. Stay abreast of new trends and innovations in the field of water distribution ~~and hydroelectric~~ facilities.
10. Coordinate water delivery activities with other departments and outside agencies including maintenance issues, encroachment plan checks, and other related projects.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities related to raw and treated water distribution systems.
~~Operations, services and activities related to the operations and maintenance of hydroelectric plants.~~
Methods and techniques of hydrographic data collection.
Principles and practices of effective customer service.
Pertinent local, State, Federal rules, regulations and laws.
Modern office equipment including use of applicable computer applications.
Principles and practices of research analysis and management.
Principles and practices of budget development, implementation, and monitoring.
Principles and practices of supervision, training and performance evaluation.
Principles and practices of work safety.

Ability to:

Organize, implement and direct water distribution operations/activities.
Assist in the development and monitoring of an assigned program budget.
Operate and use modern office equipment including a computer and applicable software.
Develop and recommend policies and procedures related to assigned operations.
Establish and maintain effective working relationships with those contacted in the course of work.
Supervise, train, motivate, coach and evaluate assigned staff.
Communicate clearly and concisely, both orally and in writing.
Respond to after hour emergency situations.

NEVADA IRRIGATION DISTRICT

Assistant Water Superintendent

Work after hour night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.

Responsibility to:

Report any safety risks or hazards to management personnel.

Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience involving the operation and maintenance of water distribution systems; including two years of supervisory responsibility.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 4 (D4).

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 4 (D4).

NEVADA IRRIGATION DISTRICT

Assistant Water Superintendent

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in either a temperature controlled office environment including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; bend, squat, climb, kneel, and twist when performing installation/repair of equipment use telephone; write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

WATER DISTRIBUTION SUPERVISOR

Range B25 – BOD ~~10/10/12~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise staff responsible for treated and raw water distribution system operations and maintenance and the inspection and maintenance of distribution facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Water Superintendent.

Exercises direct supervision over assigned Water Distribution Operators.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water distribution system activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating and maintaining water distribution systems including the patrolling and maintenance of District canals, reservoirs, conduit systems and pumping stations.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Receive, investigate and respond to the more difficult and complex customer service issues related to raw and treated water service; discuss estimated water requirements, services and needs of the customer.

NEVADA IRRIGATION DISTRICT

Water Distribution Supervisor

Essential Functions: *(Continued)*

7. Coordinate with maintenance staff on outages for installation and cleaning activities; identify resource needs; review needs with appropriate management staff and allocate needs accordingly.
8. Relieve Water Distribution Operators when needed.
9. Respond to and determine appropriate course of action for emergency calls.
10. Perform the more complex duties related to monitoring, operation, maintaining, and troubleshooting water distribution facilities, pumping stations, and related equipment.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational activities related to operating and maintaining water distribution facilities.

Equipment, tools and materials used in the maintenance of water distribution systems and pump stations.

Operations, services and activities of a water distribution maintenance program.

Principles and practices of effective customer service.

Principles and practices of supervision, training and performance evaluations.

Modern office equipment including use of applicable computer applications.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct water distribution operations/activities.

Interpret, explain, and enforce pertinent department, local, State, and Federal rules, regulations, laws, policies and procedures.

Estimate, calculate and analyze water flows.

Assist in the development and monitoring of an assigned program budget.

Ability to: *(Continued)*

NEVADA IRRIGATION DISTRICT

Water Distribution Supervisor

Operate and use modern office equipment including a computer and applicable software.
Interpret and utilize SCADA devices in the operation of distribution systems.
Operate pump stations in person and by remote access.
Develop and recommend policies and procedures related to assigned operations.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Supervise, train, motivate, coach and evaluate assigned staff.
Respond to after hours emergency situations.
Work after hour night call on normal workdays, weekends and holidays to assess emergency situations and dispatch personnel.
Work after hours standby to respond to emergency situations

Responsibility to:

Report any safety risks or hazards to your supervisor or other management personnel.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience involving the operations and maintenance of a water distribution system; including one year providing technical and functional supervision over assigned personnel.

Education:

NEVADA IRRIGATION DISTRICT

Water Distribution Supervisor

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operator Certificate, Grade ~~34~~ (~~D3D4~~).

License and Certificate:

Possession of a valid California driver's license.

Possession of a Department of Public Health Water Distribution Operators Certificate, Grade ~~34~~ (~~D3D4~~) within 12 months.

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; bend, squat, climb, kneel and twist when performing installation/repair of equipment; use telephone, write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe safety rules; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

BOARD OF DIRECTORS

MINUTES

July 25, 2018

The Board of Directors of the Nevada Irrigation District convened in regular session at the District's main office located at 1036 W. Main Street, Grass Valley, on the 25th day of July 2018, at 9:00 a.m.

Present were William Morebeck, President (Division IV); and Directors Nancy Weber (Division I); W. Scott Miller (Division III); and Nick Wilcox (Division V).

John H. Drew, Vice President (Division II) was absent.

Staff members present included Greg Jones, Assistant General Manager; Marvin V. Davis, Finance Manager/Treasurer; Chip Close, Water Operations Manager; Gary King, Engineering Manager; Monica Reyes, Recreation Manager; Jana Kolakowski, Human Resource Manager; Susan Lauer, Communication Specialist; Dustin Cooper, District Counsel; and Kris Stepanian, Board Secretary.

PUBLIC COMMENT

The following members of the public addressed the Board:

- Karena Benskin, member of the public, addressed the Board regarding unethical property negotiations and provided timeline
- Roger Hicks, member of the public, addressed the Board regarding current rumors about resignation of Director Drew and a preselected replacement candidate
- Marin Lipowitz, resident of Cedar Ridge, addressed the Board regarding the Raw Water Master Plan (RWMP), the recent Water Management for Bear Yuba Watershed event and the recent op-ed piece by President Morebeck re the RWMP
- Dianna Suarez, resident of Colfax, addressed the Board regarding the "River of the Roundhouses" video, the Bear River Canyon, RWMP & Centennial Reservoir
- Michael Hill-Weld, resident of Division 1, addressed the Board regarding Warrants, RWMP, Board Chair's recent op ed, improving transparency & building trust
- George Olive, resident of Nevada City, addressed the Board regarding the RWMP and commitments made by the General Manager at April Board meeting
- Tim Carson, resident of Placer County, addressed the Board in opposition of the Centennial Reservoir, property appraisals/negotiations, and conservation methods
- Nicole Raglin, resident of Nevada City, addressed the Board regarding elected officials' accountability, and supporting a fair and open election process
- Melinda Booth, Executive Director of SYRCL, thanked the General Manager and Board Chair for attending recent SYRCL event, and addressed the Board regarding Board Chair's op ed, RWMP, Centennial Reservoir and rumors
- Tracie Sheehan, with Foothill Water Network, recognized Sue Sindt's 30 years of work with the District, and addressed the Board regarding circulating rumors, succession plan, building trust, RWMP, the Centennial Reservoir and analysis

July 25, 2018

- Robert Hane, resident of Placer County, addressed the Board regarding the water spill that occurred on Vista Roble on July 8, 2018 and needed repairs
- Mike Pasner, owner of Indian Springs Organic Farm in Penn Valley, addressed the Board regarding Warrants, Director Drew's service to the District, and requested an open and honest election process and not an appointment before an election
- Pamela Osgood, resident of Grass Valley, addressed the Board requesting that the Board utilize an open election process for any seat vacancy, and requested the showing of the "River of the Roundhouses" video be shown at a Board meeting

President Morebeck removed the following items from the Consent Agenda for discussion during General Orders:

- Item 2 – Warrants
- Item 3 - Operations Department Job Description Updates
- Item 4 - Engineering Department Staffing Changes

MINUTES – June 27, 2018 Regular Meeting

Director Wilcox made a motion to approve the minutes of the regular meeting on June 27, 2018, as submitted. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

UPDATE AND ADDITION OF HYDROELECTRIC JOB CLASSIFICATIONS

Director Wilcox made a motion to approve the updated and new Hydroelectric job classifications, as recommended by the Administrative Practices Committee. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

UPDATES TO STANDARD AGREEMENTS

Director Wilcox made a motion to approve updates to the Standard Agreements for District work, as recommended by the Administrative Practices Committee. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

STANDARD SERVICES CONTRACT

Director Wilcox made a motion to approve the standard Services Contract, as recommended by the Administrative Practices Committee. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

FUEL AND DIESEL CONTRACT WITH HUNT & SONS INC. – EXTENSION

Director Wilcox made a motion to approve extension of the fuel and diesel contract with Hunt & Sons, Inc. for the District and authorize the General Manager to execute the necessary documents. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

TEMPORARY SERVICE LOCATION (TSL) AGREEMENT – HILTON

Director Wilcox made a motion to approve Agreement for TSL and Contribution for Future Treated Water Main Extension with Randall and Ramona Hilton, as recommended by the Variance Screening Committee. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

RESOLUTION OF APPRECIATION

Director Wilcox made a motion to adopt Resolution No. 2018-18 (Resolution of Appreciation Upon Retirement – Jessica Erickson). Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|-----------------------|--------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

July 25, 2018

WARRANTS

Marvin Davis, Finance Manager, Treasurer, presented the item.

Public Comment:

- Mike Pasner, resident of Penn Valley
- Tim Carson, resident of Placer County
- Ricki Heck, resident of Grass Valley
- Diana Suarez, resident of Placer County
- Amy Stevens, resident of Placer County
- Marin Lipowitz, resident of Grass Valley

Director Wilcox made a motion to approve the Warrants. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

Director Miller made a motion to direct staff to place all future Warrants under General Orders. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | No |

Greg Jones, Assistant General Manager requested that Special Orders: Employee Introductions and Service Awards be presented at this time.

Director Miller made a motion adjust the agenda to allow for Special Orders to be addressed next, and then return to General Orders. Director Weber seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

EMPLOYEE RELATIONS – New Employee Introduction, Mills

Bob MacDonald, Raw Water Superintendent, introduced Gary Mills, Utility Worker I

EMPLOYEE RELATIONS – New Employee Introductions, Pratt and Hoover

July 25, 2018

Brian Hickey, Equipment Shop Supervisor, introduced Joshua Pratt, Equipment Mechanic I and Jonathan Hoover, Equipment Mechanic I

EMPLOYEE RELATIONS – New Employee Introduction, Foster

Aurora Tipton, Customer Service Administrator, introduced new employee Fallyn Foster, Meter Reader

EMPLOYEE RELATIONS – SERVICE AWARDS

| <u>Employee</u> | <u>Title</u> | <u>Hire Date</u> |
|------------------------|--------------------------------|------------------|
| <u>30 Years</u> | | |
| Sue A. Sindt | Water Resources Superintendent | 06/06/1988 |
| <u>25 Years</u> | | |
| Mark A. Volheim | Senior Operations Technician | 05/05/1993 |
| <u>20 Years</u> | | |
| Kim M. Crabtree | Cashier | 04/13/1998 |
| <u>15 Years</u> | | |
| Samuel J. Beaver | Water Distribution Supervisor | 01/06/2003 |
| Shad J. Chittock | Water Treatment Supervisor | 01/21/2003 |
| Chad D. Smith | Hydroelectric Utility Worker | 06/23/2003 |
| Chris L. Thompson | Utility Worker II | 06/16/2003 |
| Nathan L. Wasley | Water Superintendent | 06/16/2003 |
| <u>10 Years</u> | | |
| Robert J. Fogleman | Operations Technician | 01/07/2008 |
| Timothy M. Rowe | Maintenance Supervisor | 01/07/2008 |
| Frank J. Reina Jr. | Water Distribution Operator II | 06/02/2008 |

Meeting recessed at 10:30 a.m. and reconvened at 10:40 a.m.

OPERATIONS DEPARTMENT JOB DESCRIPTION UPDATES

Chip Close, Water Operations Manager, presented the item.

Director Weber made a motion to approve Operations Department job description updates, as recommended by the Administrative Practices Committee. Director Wilcox seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

July 25, 2018

ENGINEERING DEPARTMENT STAFFING CHANGES:

Gary King, Engineering Manager, presented the item.

Director Weber made a motion to approve changes to the Associate Engineer classification, the Senior Engineer classification, and to the Engineering budget, and remove one engineering technician position, as recommended by the Administrative Practices Committee. President Morebeck seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

MABEN CANAL ENCASEMENT PROJECT – PHASE II (FATR#8099)

Gary King, Engineering Manager, presented the item.

Director Miller made a motion to award a construction contract to Hansen Bros. Enterprises in the amount of \$678,669, and authorize the General Manager to execute the necessary documents. Director Wilcox seconded the motion.

Motion passed on the following roll call vote:

| | |
|------------------------------|---------------|
| Weber, Division I | Aye |
| Drew, Division II | Absent |
| Miller, Division III | Aye |
| Morebeck, Division IV | Aye |
| Wilcox, Division V | Aye |

GENERAL MANAGER'S REPORT

Greg Jones, Assistant General Manager, reported on the following items:

- Storage and Precipitation update
- Conservation update
- Hemphill update to be provided at the August Engineering Committee Meeting
- Penn Valley Phase 3 is complete, with exception of a few easement areas
- Rattlesnake Road pipeline work is complete
- Final connection for Faye Road pipeline is being done July 25, 2018
- Iron Horse Project update
- Rock Creek Intertie Project update
- Main Building expansion discussion at August Engineering Committee Meeting
- Press Release went out on July 16, 2018 regarding the Raw Water Master Plan
- Grant proposal submitted for fire protection at southeast portion of Scotts Flat Lake
- Centennial Audit Report scheduled to be on Board agenda on August 22, 2018
- General Audit scheduled to be on Board agenda on September 12, 2018
- NID Hosting a Community Choice Aggregate (CCA) roundtable on August 23, 2018, at 6:00 p.m. in the Ponderosa Hall at the Nevada County Fairgrounds

July 25, 2018

BOARD OF DIRECTORS' ITEMS / REPORTS

Director Weber reported on the following items:

- Recently broke her leg, and is back to being active

Director Miller reported on the following items:

- Attended the 2018 Special District Leadership Academy and shared highlights

Director Wilcox reported on the following items:

- Victoria Whitney, past Deputy Director of the State Water Resource Control Board, will be conducting a workshop pertaining to water rights issues, at the September 26, 2018 Board meeting. She also has served in the past as Chief of the Division of Water Rights, Chief of the SWRCB Water Quality Division, Chief of the Bay Delta Unit and the Chief of the Hearings Unit within the Division of Water Rights. She is recognized internationally as an expert.

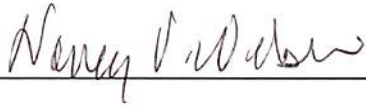



MEETING ADJOURNED at 11:10 a.m., and will reconvene on Wednesday, August 22, 2018 at 9:00 a.m., at the District's Business Center located at 1036 West Main Street, Grass Valley, California.

The Wednesday, August 8, 2018 meeting of the Board of Directors has been cancelled.



Board Secretary

Attest a true record of actions had and taken at the above and foregoing meeting our presence thereat and our consent thereto.

| | |
|--|------------------------|
|  _____ Absent | Director Division I |
| _____ Absent | Division II |
|  _____ Absent | Division III |
|  _____ Absent | Division IV |
|  _____ Absent | Division V |