

**BRYCE
CONSULTING**

**BROWNS VALLEY IRRIGATION DISTRICT
2016 COMPENSATION STUDY**



BRYCE CONSULTING

3436 American River Drive, Ste. 7A

Sacramento, CA 95864

September 2016

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SECTION I - PROJECT OVERVIEW

Bryce Consulting was retained by the Browns Valley Irrigation District to conduct a comprehensive compensation study for District classifications. This report presents the compensation survey results and includes:

- Section I Project Overview
- Section II Compensation Survey Parameters
- Section III Compensation Survey Results

STUDY OBJECTIVES

The study consisted of the following objectives:

- Collect and analyze base salary and benefit survey data for the selected survey classes from the District's labor market.
- Formulate calculations based on the labor market mean and median.
- Review information collected from select positions and develop recommendations for the appropriate classification title and develop job descriptions.
- Present comprehensive compensation finding to the District.

SECTION II – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Selection of labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market." A labor market consists of those employers with whom the District would compete with for employees. The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the District are likely to have departmental structures and organization of positions more similar to the District than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the District would most likely compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees
 - These employers are most likely to have comparable jobs
 - These employers are most likely to have similar organizational characteristics

While some survey agencies may not meet all of the criteria, it is important to have a balanced labor market.

LABOR MARKET

Table 1, below, displays the 10 survey agencies based on the criteria on the previous page. The data was collected in July and August 2016. It should be noted that Paradise Irrigation District was originally identified as a survey agency but upon further review, the agency was dropped because, despite the agency name, it does not provide irrigation services. Therefore, Biggs West Gridley Water District was added.

Table 1 Survey Agencies
Biggs West Gridley Water District
Butte Water District
El Dorado Irrigation District
Glenn Colusa Irrigation District
Nevada Irrigation District
North Yuba Water District
Placer County Water Agency
Solano Irrigation District
South Feather Water and Power Agency
Yuba County Water Agency

SURVEY CLASSES

The number of classifications selected to survey is somewhat dependent on the number of classifications a particular agency has within their classification plan. For instance, a smaller agency may have all or nearly all of their classifications selected as survey classes while a larger organization may have only one-third to one-half of the classifications within their organization surveyed, as larger organizations often have stronger internal relationships between classifications. Based on the size of the District, all classifications were surveyed with the exception of Distribution System Operator I and Utility Worker I. Typically, the journey level in the series serves as the benchmark as it tends to result in stronger data, with the I level being set a percentage below to the II to maintain internal consistency. Typically there is a 10% spread between entry and journey level classifications. **Table 2** displays the survey classifications.

Table 2 Survey Classifications
Administrative Services Manager (Office Manager)
Distribution System Operator II
General Manager
Operations Manager
Technical Services Program Manager (GIS/Planning Technician)
Utility Worker II

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The data collected for each survey class included:

- Title of each comparable class
- Top step monthly salary
- Cash add-ons to base salary including:
 - ◆ Employer pick-up of the employee contribution for retirement (PERS pick-up) for new CalPERS “classic” employees
 - ◆ Deferred compensation contribution made by the employer
 - ◆ Longevity pay at year 10
 - ◆ Certification pay
- Employer contributions for insurances (cafeteria, health, dental, vision, life, long term disability)
- Employer contribution to Retiree Health Savings Plan
- Employer contribution to retiree health

- Social Security
- Cost of living increase
- Retirement practices
- Leave benefits

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- An initial telephone call to each labor market employer to explain the purpose and scope of the survey and to confirm cooperation.
- A survey sent to each labor market employer that included a detailed questionnaire for collecting the salary and benefit data.
- Agency websites were utilized to collect information, where available, as well as to review job descriptions to determine comparability.

In addition to the collection of base salary and benefit information, careful efforts were made to document the full-range of duties and requirements of all job classes as comparable to the District's corresponding survey classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

The labor market mean and median was calculated for maximum base salary, total cash and total compensation as well as the percentage the District is above or below the mean and median.

SECTION III – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings including base salary, total cash and total compensation. As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification.

Table 3 Comparability	
Survey Classification	Number of Comparable Matches
Administrative Services Manager	7
Distribution System Operator II	10
General Manager	10
Operations Manager	7
Technical Services Program Manager	5
Utility Worker II	10

BASE SALARY SURVEY RESULTS

The data has been organized into a series of tables that summarize the District’s relationship to the labor market for each class. The compensation survey data summarizes, for each classification, how the District’s base salaries compare to the labor market. The following data is presented:

- Title of the District’s classification
- The District’s current maximum monthly base salary for each classification
- The mean and median of the labor market for maximum monthly base salary
- Percentage the District’s maximum base salary is above or below the mean and median of the labor market for base salary

TABLE 4 BASE SALARY					
Survey Classification	BVID Maximum Base Salary	Labor Market Mean Base Salary	% BVID is Above or Below Labor Market Mean Base Salary	Labor Market Median Base Salary	% BVID is Above or Below Labor Market Median Base Salary
Administrative Services Manager	\$5,834	\$9,457	-62.12%	\$10,235	-75.45%
Distribution System Operator II	\$4,741	\$4,683	1.21%	\$4,598	3.01%
General Manager	\$9,750	\$14,348	-47.16%	\$16,089	-65.01%
Operations Manager	\$7,272	\$8,027	-10.39%	\$8,386	-15.32%
Technical Services Program Manager	\$5,403	\$6,802	-25.89%	\$6,658	-23.22%
Utility Worker II	\$4,514	\$4,618	-2.32%	\$4,900	-8.57%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary plus the employee’s share of retirement paid by the District, the District’s contribution towards deferred compensation as well as longevity pay at year 10, and certification pay. **Table 5** displays, for each classification, how the District compares to the labor market with respect to total cash. The following data is presented:

- Title of the District’s classification
- The District’s current total cash for each classification
- The mean and median of the labor market for total cash
- Percentage the District’s total cash is above or below the mean and median of the labor market for total cash

TABLE 5 TOTAL CASH					
Survey Classification	BVID Total Cash	Labor Market Mean Total Cash	% BVID is Above or Below Labor Market Mean Total Cash	Labor Market Median Total Cash	% BVID is Above or Below Labor Market Median Total Cash
Administrative Services Manager	\$5,875	\$9,983	-69.91%	\$10,257	-74.57%
Distribution System Operator II	\$4,799	\$4,977	-3.71%	\$4,867	-1.41%
General Manager	\$9,750	\$15,140	-55.28%	\$16,215	-66.31%
Operations Manager	\$7,330	\$8,366	-14.13%	\$8,386	-14.40%
Technical Services Program Manager	\$5,403	\$6,922	-28.11%	\$7,257	-34.32%
Utility Worker II	\$4,572	\$4,903	-7.23%	\$4,995	-9.25%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the elements included in total cash plus the District’s contribution towards health, dental, vision, life, and long term disability insurance, retiree health savings, retiree health, and social security. **Table 6** displays, for each classification, how the District compares to the labor market with respect to total compensation. The following data is presented:

- Title of the District’s classification
- The District’s current total compensation for each classification
- The labor market mean and median for total compensation
- Percentage the District’s total compensation is above or below the mean and median of the labor market for total compensation

TABLE 6 TOTAL COMPENSATION					
Survey Classification	BVID Total Compensation	Labor Market Mean Total Compensation	% BVID is Above or Below Labor Market Mean Total Compensation	Labor Market Median Total Compensation	% BVID is Above or Below Labor Market Median Total Compensation
Administrative Services Manager	\$8,040	\$12,311	-53.12%	\$12,829	-59.57%
Distribution System Operator II	\$6,880	\$7,176	-4.31%	\$6,920	-0.59%
General Manager	\$12,214	\$17,704	-44.95%	\$18,339	-50.15%
Operations Manager	\$9,605	\$10,691	-11.31%	\$10,482	-9.14%
Technical Services Program Manager	\$7,535	\$9,026	-19.80%	\$9,418	-25.00%
Utility Worker II	\$6,635	\$7,097	-6.96%	\$7,007	-5.60%

For base salary, on average, the District is 16.91% below the labor market mean and 21.82% below the labor market median. For total cash, on average the District is 21.69% below the labor market mean and 25.14% below the median. With respect to total compensation, on average the District is 17.47% below the labor market mean and 18.09% below the labor market median.

MISCELLANEOUS BENEFIT DATA

The section below presents the miscellaneous benefit data that was collected including cost of living information, retirement practices, retiree health benefits, and leave benefits.

COST OF LIVING INCREASE

With respect to cost of living, the District last had a 2.5% cost of living increase in January 2016 and has its next increase scheduled for 2017 per the formula as described in the Memorandum of Understanding with the Operating Engineers Local Number 3 and is based on the Consumer Price Index percentage of the West Urban Class Size B/C:

Effective January 1, 2017, 2018 and 2019, each Regular Employee shall receive a salary adjustment of the COLA with a minimum adjustment of 2.5%, and a maximum adjustment of 5% per year. In the event the COLA is 0 or less, the minimum salary adjustment shall be 2.5%.

Of the survey agencies, four had an increase in 2016 ranging from 0.1% to 2.6%. Two have an increase scheduled for the end of 2016 in the amount of 3%. Four have an increase scheduled for 2017 with one agency's increase ranging from 1.5% to 6%, depending on the CPI; one agency's increase ranging from 1.5% to 3%, based on the CPI; one scheduled for a 3.25% increase; and one with an increase amount to be determined, based on the cost of living increase for Social Security.

RETIREMENT PRACTICES

The District has a CalPERS retirement plan with a benefit of 2% @ 55 and a formula of Single Highest Year. Of the responding agencies, six have a CalPERS retirement. Three have a benefit of 2% @ 55; one has a benefit of 2.7% @ 55; one has a benefit of 2% @ 60; and one has a benefit of 3% @ 60. Four of the agencies have a defined contribution plan.

RETIREE HEALTH BENEFITS

The District does not contribute to a Retiree Health Savings Account but does contribute 100% of the cost of retiree health for retiree only. Eligibility for this benefit is for employees who retire from District service at a minimum age of 60, and the combination of service years and age equal at least 75.

None of the survey agencies contribute to a Retiree Health Savings Account. Six of the survey agencies contribute to retiree health benefits with one contributing 100% for retiree, retiree plus one, and retiree plus two; one contributing \$1,500; and four basing the contribution on years of service.

CERTIFICATION PAY

The District provides certification incentive pay including \$500 per year for a Class A driver's license and \$200

per year for a Chemical Applicators License for Utility Workers, Distribution System Operators and the Operations Manager as well as \$500 per year for a Notary Certificate for the Office Manager.

Three of the survey agencies provide certification pay with the amounts varying by certification.

LEAVE BENEFITS

GENERAL

The District offers 96 hours of vacation leave at year 1; 128 hours at year 6; 144 hours at year 11; 160 hours at year 16; and 192 hours at year 21 for General classes. The District offers 12 days of sick leave, 12 holidays, and no administrative/management leave.

With respect to the survey agencies, two provide paid time off whereby vacation and sick leave are combined. Of those with separate vacation and sick leave banks, the labor market average for vacation is 77 hours at year 1; 110 hours at year 6; 131 hours at year 11; 146 hours at year 16; and 159 hours at year 21. Of those with separate vacation and sick leave, six of the agencies provide 12 days of sick leave. The labor market average for holidays is 12 days and only one provides administrative/management leave for exempt employees in the amount of 56 hours.

MANAGEMENT

The District offers 96 hours of vacation leave at year 1; 128 hours at year 6; 144 hours at year 11; 160 hours at year 16; and 192 hours at year 21 for Management classes. The District offers 12 days of sick leave, 12 holidays, and no administrative/management leave.

With respect to the survey agencies, two provide paid time off whereby vacation and sick leave are combined. Of those with separate vacation and sick leave banks, the labor market average for vacation is 87 hours at year 1; 115-125 hours at year 6 depending on bargaining unit; 136-141 hours at year 11, depending on bargaining unit; 141 -151 hours at year 16, depending on bargaining unit; and 164 - 169 hours at year 21, depending on bargaining unit. Of those with separate vacation and sick leave, six of the agencies provide 12 days of sick leave. The labor market average for holidays is 12 days and five agencies provide administrative/management leave ranging from 40 hours to 80 hours, depending on classification.

In addition to conducting a compensation study for the District, Bryce was asked to review the duties performed by the GIS/Planner Technician, Office Manager, and Operations Manager and recommend an appropriate classification title and develop a job description that reflects the level and type of work performed.

With respect to the GIS/Planner Technician, the position performs a broad range of duties which includes maintaining the District's GIS system; directing and supporting consultants with respect to CEQA documents; inputting, changing and updating customer billing list data; scheduling generation, monitoring meter revenue sites, responding to CAISO out of compliance notices and troubleshooting issues; and posting and coordinating updates of information on the District's website. Given the level and type of work performed, it is recommended that the title be changed to Technical Services Program Manager. Furthermore, while the compensation data collected provides a good benchmark, the data does not reflect the full level of work performed by the District's classification with respect to managing the District's Capital Improvement Projects as the survey agencies have registered engineers over that function. It is recommended that the salary be set 10% above the market data to reflect the additional responsibilities.

With respect to the Office Manager, the position is responsible for performing a variety of advanced technical administrative, financial and human resources activities including preparing the District budget, developing and implementing procedures for a variety of accounting and administrative related functions, preparing financial and statistical reports and serving as Board Clerk. It is recommended that the classification title be changed to Administrative Services Manager to better reflect the duties performed by the position. The market data reflects management level positions responsible for financial operations; however, some of the agencies have staff reporting to the position. Similar to the Technical Services Manager, it is recommended that the District use the data as a benchmark but set the salary slightly below market as some of the matches have a broader span of control with respect to managing staff.

With regards to the Operations Manager, the title is appropriate as the position is responsible for managing field operations; serving as purchasing agent for the District with respect to construction materials and equipment; serving as dam safety coordinator; and supervising the hydroelectric plant and water distribution for the District. As there is currently not a job description for the classification, Bryce has developed a job description that reflects the duties being performed and requirements to perform the duties.

APPENDIX A
JOB DESCRIPTIONS

BVID Executive Management

General Manager:

- Directs overall policy objectives as set by the Board of Directors;
- Coordinates with outside agencies to achieve policy objectives;
- Coordinates with outside legal counsel on matters potentially affecting the District;
- Represents the District to outside groups, committees and organizations;
- Resolves more complex constituent inquiries and complaints;

Administrative Services Manager:

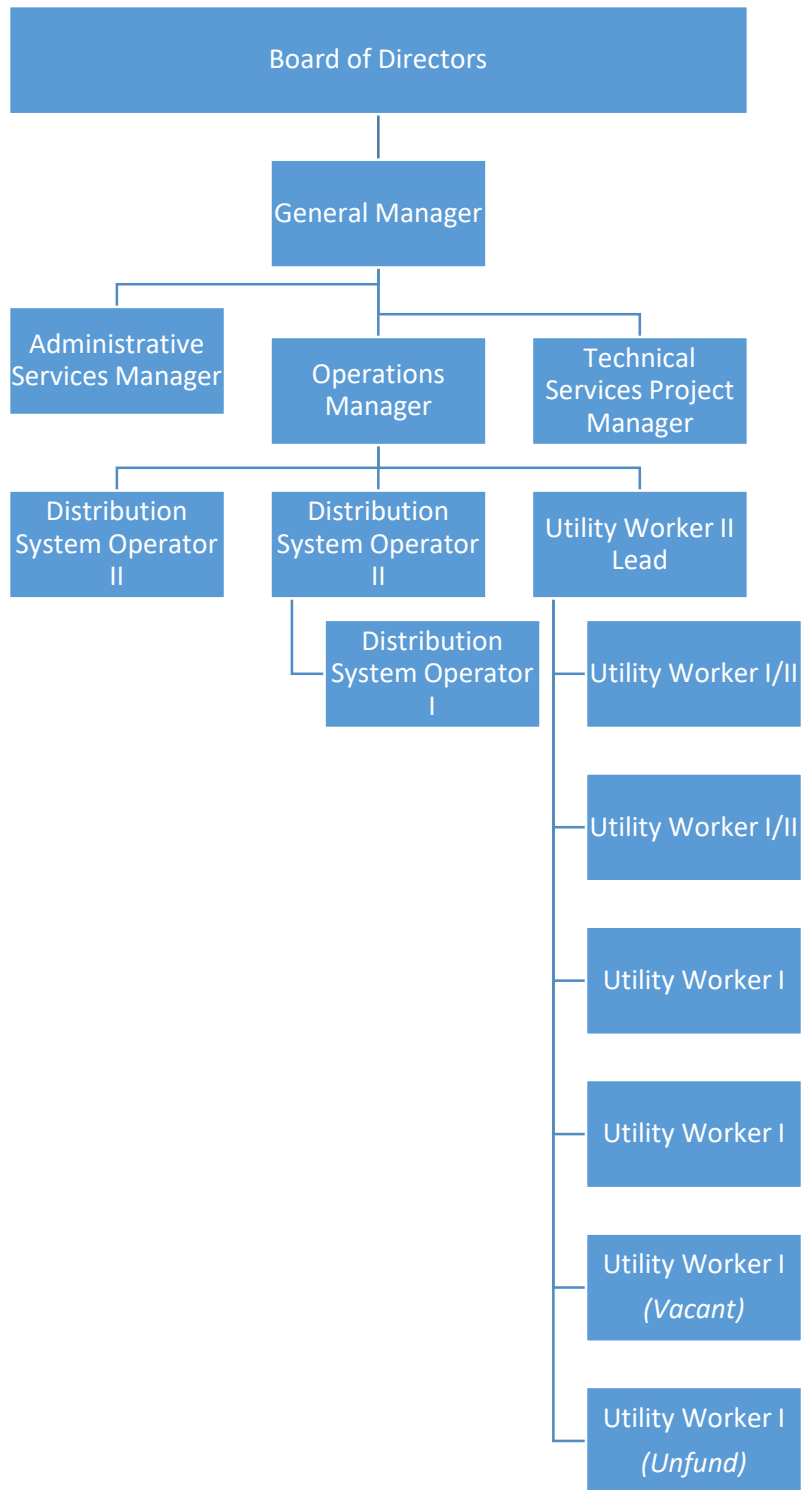
- Manages office functions including customer service;
- Prepares and administers the annual budget;
- Manages payroll, leave accruals and employee benefit programs;
- Manages accounts receivable and accounts payable.
- Manages the District's risk and liability programs;
- Oversees Board functions as Board Clerk.

Operations Manager:

- Manages field staff and coordinates field operations;
- Serves as the FERC mandated Dam Safety Coordinator;
- Oversees the delivery of water;
- Oversees hydroelectric generation;
- Oversees District fleet and equipment;
- Serves as POC 24/7 for emergency operations.
- Works closely with Administrative Services Manager to develop and adhere to the Operational Budget.

Technical Services Project Manager:

- Manages the District's GIS and mapping functions;
- Serves as Project Development Manager for capital improvement and other projects;
- Directs the work of outside consultants for project development, environmental and regulatory requirements;
- Manages all technical functions of hydro generation including reporting to CAISO.
- Troubleshoots complex technical problems with the District's infrastructure.



JOB CLASSIFICATION
GENERAL MANAGER



DEFINITION

The General Manager plans, organizes, directs and reviews the overall activities and operations of the District; advises and assists the Board of Directors; represents the District's goals and interests locally, regionally and at the State and Federal levels; provides leadership to the organization; and coordinates activities with outside agencies and the community.

The General Manager reports directly to the Board of Directors.

DUTIES

- Develops, plans and implements District goals and objectives; develops and administers policies and procedures.
- Coordinates activities within the District and with outside agencies and organizations; provides staff assistance to the Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the District's overall work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the District's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the District.
- Prepares and submits a wide variety of financial, administrative and operational reports to the Board of Directors; keeps the Board of Directors advised on financial matters, regulatory issues, and the present and future needs of the District.
- Coordinates with outside counsel on legal issues affecting the District; keeps Board of Directors apprised as required.
- Coordinates with outside consulting professionals on complex issues affecting the District including water rights, proposed legislation and relationships with regulatory agencies.
- Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Receives, researches and resolves the more complex or sensitive citizen inquiries and complaints.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public utility administration, departments and services.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office equipment including use of applicable computer applications.
- Principles of project management.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the District.
- Prepare and administer District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Serve effectively as the administrative agent of the Board of Directors.
- Interpret and apply District, local, State and Federal policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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:

Eight years of increasingly responsible administrative and management experience that involved planning, organizing, implementing and supervising programs related to a public utility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, science 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. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings 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 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.

JOB CLASSIFICATION ADMINISTRATIVE SERVICES MANAGER



DEFINITION

The Administrative Services Manager is responsible for performing a variety of advanced technical administrative, financial, and human resources tasks related to the operations of the District, including providing administrative support to the General Manager and Board of Directors, as well as serving as Board Clerk. The Administrative Services Manager oversees and manages the work of other office personnel as appropriate.

The Administrative Services Manager reports directly to the General Manager. In the event of the General Manager's absence, the Administrative Services Manager will serve as the Board Secretary and may conduct Board and Committee Meetings as appropriate. The Administrative Services Manager will also assume command of all District administrative and policy matters in the event of the General Manager's extended absence, and will work with the Operations Manager to ensure continuity.

DUTIES

- Under general direction, manages office functions, including the coordination with other managers and staff to ensure adequate personnel is available to respond to the front counter and answer telephone calls during normal business hours.
- Serves as point of contact to external customers and outside agencies and provides a variety of information regarding District functions and services and District policies and procedures.
- Prepares and administers the annual budget with input from the General Manager.
- Develops, implements and maintains all procedures and systems for customer services, billing, collections, payroll, accounts payable, general ledger accounting, data processing, property and liability insurance, personnel and employee benefits.
- Plan, organize and direct administrative services functions in developing and overseeing accounting, financial administration operations and systems; maintaining budgetary controls, including the monitoring of budget appropriations.
- Prepares financial and statistical reports to the Board of Directors, General Manager and staff on technical accounting matters including the monthly financial statements, budget report, statement of general fund, investment report and the bills for Board approval.
- Prepares, compiles, tabulates and maintains data and prepares various documents, reports and correspondence.
- Maintains accounting records or systems such as accounts payable, accounts receivable, cash receipts and payroll; runs, audits and reviews associated reports.
- Maintains records of monies received; posts to ledgers, reconciles, balances and audits accounts.
- Posts and maintains the general ledger in accordance with account classifications.
- Prepares bank deposits; audits bank deposit receipts for accuracy.
- Reviews invoices for complete and accurate coding, taxes, discounts and totals; matches invoices to purchase orders; allocates purchases to correct accounts.
- Manages employee benefit programs; coordinates open enrollment; responds to payroll and

- benefit program questions; serves as liaison to benefit providers.
- Administers and reports payroll taxes; prepares, pays, analyzes, and reconciles all required payroll taxes; prepares, reconciles and files W-2s.
- Maintains payroll record sheets for personnel; processes timecards and general payroll records and checks; resolves timesheet and labor code discrepancies; returns incorrect time records for corrections.
- Prepares a variety of reports related to payroll and benefit programs.
- Administers COBRA, leave and disability programs.
- Prepares Board meeting materials including minutes, notices, agendas, resolutions, ordinances, and any other materials required; disburses Board packets and posts or publishes announcements.
- Maintains District minute/resolution books.
- Attends and takes Board meeting and workshop minutes; attests to the minutes, ordinances, resolutions and other documents of the Board; follows-up on Board actions.
- Processes monthly and annual billing.
- Administers District's Cal-OSHA program, ensuring regulations are adhered to.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Consults with other management personnel on matters related to customer services, data processing, staff training and accounting informational needs of each department.
- Coordinates the administrative services effort in customer communications to educate customers in the areas of conservation, policy and rate changes and safety awareness.
- Conducts conferences with individual customers who are unable to resolve their problems at the operating staff level.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public accounting and reporting procedures.
- Budgeting and financial reporting for public agencies.
- Basic to advanced principles and practices of human resources administration, policies and procedures.
- Practices and techniques of benefit administration, recruitment and selection, training and payroll administration.
- Cal-OSHA and Fed-OSHA rules and regulations.
- Applicable federal and state fair employment laws, rules and regulations.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.
- Organization procedures and operating details of a special district or governmental agency.
- Procedures, legal requirements and methods of disseminating public information.
- Principles and practices of intermediate analytical research and project coordination.
- Methods and practices of bookkeeping and financial/statistical record keeping.
- Basic practices of handling cash and various methods of payment.
- The Brown Act.
- Principles of customer service.

Ability to:

- Interpret and apply policies, laws and rules related to the administration of human resources programs, and regularly attend training and seminars to stay current on such matters.
- Interpret, explain and apply administrative and District policies, procedures, laws and regulations. Maintain confidentiality of work.
- Compile and maintain complex and extensive records to include statistical records.
- Complete staff reports.
- Work with sensitive and confidential information.
- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Make accurate mathematical calculations.
- Respond to and assist in resolving difficult and/or sensitive inquiries.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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 (5) years of increasingly responsible administrative support experience with at least three years supporting an administrative official, preferably in a municipal agency or special district.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, management, accounting or related field. Three (3) years of experience in performing these functions in a utility environment, in addition to the above, may be considered in lieu of formal education.

License and Certificate:

- Possession of a valid California driver's license;
- Possession of a current California Notary Public license, or the ability to obtain such within three (3) months of hire;
- CPA License preferred but not required if the above experience is satisfied.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings.

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 25 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 performance and evaluate staff; handle conflict.



DEFINITION

The Operations Manager plans, organizes, directs and reviews the activities and operations of the District's field operations including water distribution; serves as the District's Dam Safety Coordinator, supervises Virginia Ranch Dam hydroelectric plant; and provides highly responsible and complex administrative support to the General Manager.

The Operations Manager reports directly to the General Manager.

DUTIES

- Develops, plans and implements goals and objectives associated with field operations; recommends and administers policies and procedures.
- Coordinates field operations activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the development and administration of the field operations budget; forecasts additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the District.
- Oversees the delivery of water including setting up new customers with service and receiving, researching and responding to customer issues.
- Administers the District Underground Service Alert program.
- Oversees the maintenance and repair of District fleet and equipment.
- Supervises and operates the District's hydroelectric plant and ensures that records are appropriately maintained; works with outside engineer for repairs, updates and maintenance.
- Administers the District's drug and alcohol program, safety training, DMV pull notice program and pesticide application program; maintains required documentation and records and schedules random drug testing of employees.
- Establishes appropriate material and equipment.
- Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Works closely with the Administrative Services Manager to ensure budgetary compliance is maintained.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of canal and pipeline design, maintenance, construction and installation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- District boundaries and infrastructure.
- Safe methods for operating a variety of equipment and tools.
- Principles of personnel management.
- Principles of project management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of customer service.
- Principles and practices of budget preparation and administration.
- Record keeping practices.

Ability to:

- Plan, direct and supervise field operations activities.
- Prepare and monitor assigned budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond to emergency calls after hours and delegate an appropriate response.
- Accurately perform water measurement duties.
- Safely operate a variety of equipment and tools.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.
- Operate and use modern office equipment including a computer and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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:

Seven years of increasingly responsible experience in utility maintenance and construction; including three years of supervisor responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, science or a related field. Three (3) years of experience in performing these functions in a utility environment, in addition to the above, may be considered in lieu of formal education.

License and Certificate:

Possession of a valid California Class A driver's license;
Possession of a valid Qualified Applicator Certificate for the application of pesticides.

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.

Physical Conditions:

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

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.

JOB CLASSIFICATION
**TECHNICAL SERVICES
PROGRAM MANAGER**



DEFINITION

The Technical Services Program Manager performs a variety of professional and technical duties related to data gathering, analysis, maintenance and quality assurance in support of the District's GIS system. Additionally, the position manages, facilitates and supports a variety of enhancement projects, environmental requirements, and agreements. The position also serves as the District's Project Manager for various capital improvement projects.

The Technical Services Program Manager reports directly to the General Manager.

DUTIES

- Creates and maintains geographic data sets using a variety of databases; enters data using geometry and cadastral mapping standards; retrieves and evaluates data.
- Develops and designs databases associated with the GIS base mapping and subsequent map layers.
- Develops and assists with the development of requirements and design of GIS mapping layers; develops and maintains proper and accurate documentation.
- Serves as lead to provide technical or project management oversight and scheduling for various District capital improvement projects, including coordination with contractors, vendors, consultants, government agencies as well as internal and external stakeholders.
- Analyzes and streamlines data processing workflow using various software tools.
- Troubleshoots hardware and software problems; provides or recommends appropriate solutions; and keeps current on the latest computer hardware and software available for ordering purposes.
- Collects, quality controls and imports data into GIS database and Geographic Positioning Systems points.
- Collects, synthesizes, quality controls, and formats data, serving as point of contact for customers, consultants, outside agencies and District staff.
- Trains and provides technical advice to users on the use of equipment and software used to manipulate and extract GIS information.
- Directs, supports and reviews the work of outside consultants in the preparation of CEQA documents.
- Schedules District generation, monitors meter revenue site and responds to CAISO out of compliance notices, as required.
- Troubleshoots issues and works with consultants to maintain site compliance for revenues related to the District's hydroelectric power plant.
- Posts and coordinates the updating of the District's website.
- Uses databases to maintain, analyze and chart a variety of operational data.
- Receives, researches and responds to customer service issues and processes payments as required.
- Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Provides support to other office personnel for customer service, including the receipt of payments and response to customer inquiries both in person or by telephone.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices of database design, maintenance and administration.
- Principles and practices of Geographic Information Systems, Global Positioning Systems and cartography.
- Algebra, geometry and trigonometry, especially in computation of distances, angles and areas.
- GIS software and its applications and other relevant software, programs and databases and their uses.
- Principles and practices of project management and workflow analysis.
- Methods of process analysis, testing, and troubleshooting/problem solving.
- Methods of flow-charting and technical report writing.
- Modern office procedures, methods and computer equipment.
- Pertinent local, State and Federal laws, rules and regulations.
- Environmental requirements including CEQA and permitting.
- Principles and practices of customer service.

Ability to:

- Research sources of geographic data and collect, interpret and integrate cartographic data from different sources to prepare map manuscripts and reports.
- Analyze and interpret maps; prepare maps accurately delineating feature locations and boundaries on map manuscripts; and troubleshoot and resolve problems.
- Design and develop sequential processing of tasks and perform spatial analysis.
- Make mathematic calculations with speed and accuracy.
- Use engineering drafting and cartographic tools and equipment.
- Analyze, develop, document and train others in the effective operating.
- Analyze and synthesize data and prepare and present technical reports.
- Operate and use modern office equipment including a computer and applicable software.
- Work closely with the Administrative Services Manager to ensure budgetary compliance is maintained throughout project development.
- Work closely with the Administrative Services Manager and provides support to ensure the office remains staffed during business hours.
- Communicate clearly and concisely, both orally and in writing.
- Regularly attend training and seminars to stay current in skills.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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:

Three years of responsible professional analytical experience involving GIS software.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in GIS, computer science, geography or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to 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; and lift or carry weight of 25 pounds or less.

Mental Conditions:

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

JOB CLASSIFICATION DISTRIBUTION SYSTEM OPERATOR II



DEFINITION

Positions in the Distribution System Operator classification regulate the flow and distribution of irrigation water to growers, canals, and ditches downstream; respond to complaint inquiries from growers; inspect canals, ditches and pipelines for leaks or spills; operate pump systems, hydroelectric generation equipment and repair or assist with the repair of leaks. When the Distribution System is not running, those staffed in the Distribution System Operator classification also serve in a capacity to assist the Utility Worker Classification.

The Distribution System Operator II serves as the lead in the Distribution System Operator series and reports directly to the District Operations Manager.

DUTIES

- Ensures water is delivered to growers and/or customers within the designated time frame.
- Regulates head gates, turn-offs, and diversions to ensure the maintenance of proper water levels in canals and ditches.
- Operates pump systems throughout the District.
- Operates complex hydroelectric generation equipment.
- Records meter readings and staff gauge readings.
- Ensures distribution system remains free from obstructions.
- Advises growers regarding the delivery of water.
- Inspects canals and ditches for leaks and makes or assists with necessary repairs.
- Responds to growers' inquiries and complaints regarding the delivery of water.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares a variety of reports including but not limited to water delivery, encroachment, and water theft.
- Keeps supervisors informed of problems or issues related to the delivery of water.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic hydraulics and water flow.
- Basic arithmetic.
- Mechanical principles.
- Various types of water gates, diversions, and turnouts.
- Methods used in balancing water flow.
- Geography of the local area.

- Tools and equipment used in repairing leaks to ditches and canals.
- Proper work safety standards.

Ability to:

- Independently respond to and resolve complaints from growers.
- Ensure that water is delivered in a timely manner.
- Make accurate arithmetical calculations.
- Maintain accurate logs and records.
- Deal tactfully and courteously with growers and the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Operate and use modern office equipment including a computer and applicable software.
- Swim

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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 experience similar to Utility Worker I/II with the Browns Valley Irrigation District. In addition, three years of farming experience, or related activity, where canal and ditch irrigation methods were used is preferred.

Education:

Equivalent to a High School diploma.

License and Certificate:

Possession of a valid California driver's license;
 Possession of a valid Qualified Applicator Certificate for the application of pesticides is desirable.

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.

Physical Conditions:

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

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.

JOB CLASSIFICATION

DISTRIBUTION SYSTEM OPERATOR I



DEFINITION

Positions in the Distribution System Operator classification regulate the flow and distribution of irrigation water to growers, canals, and ditches downstream; respond to complaint inquiries from growers; inspect canals, ditches and pipelines for leaks or spills; operate pump systems, hydroelectric generation equipment and repair or assist with the repair of leaks. When the Distribution System is not running, those staffed in the Distribution System Operator classification also serve in a capacity to assist the Utility Worker Classification.

The Distribution System Operator I serves at the apprentice level of the Distribution System Operator series and reports to the Distribution System Operator II for typical day-to-day responsibilities.

DUTIES

- Ensures water is delivered to growers and/or customers within the designated time frame.
- Regulates head gates, turn-offs, and diversions to ensure the maintenance of proper water levels in canals and ditches.
- Operates pump systems throughout the District.
- Operates complex hydroelectric generation equipment.
- Records meter readings and staff gauge readings.
- Ensures distribution system remains free from obstructions.
- Advises growers regarding the delivery of water.
- Inspects canals and ditches for leaks and makes or assists with necessary repairs.
- Responds to growers' inquiries and complaints regarding the delivery of water.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares a variety of reports including but not limited to water delivery, encroachment, and water theft.
- Keeps supervisors informed of problems or issues related to the delivery of water.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic hydraulics and water flow.
- Basic arithmetic.
- Mechanical principles.
- Various types of water gates, diversions, and turnouts.
- Methods used in balancing water flow.

- Geography of the local area.
- Tools and equipment used in repairing leaks to ditches and canals.
- Proper work safety standards.

Ability to:

- Independently respond to and resolve complaints from growers.
- Ensure that water is delivered in a timely manner.
- Make accurate arithmetical calculations.
- Maintain accurate logs and records.
- Deal tactfully and courteously with growers and the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Operate and use modern office equipment including a computer and applicable software.
- Swim

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 the supervisor or other management personnel.
- Report to the supervisor or other management personnel any work assignment which 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 experience similar to Utility Worker I/II with the Browns Valley Irrigation District. In addition, three years of farming experience, or related activity, where canal and ditch irrigation methods were used is preferred.

Education:

Equivalent to a High School diploma.

License and Certificate:

Possession of a valid California driver's license;
Possession of a valid Qualified Applicator Certificate for the application of pesticides is desirable.

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.

Physical Conditions:

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

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.

JOB CLASSIFICATION UTILITY WORKER II



DEFINITION

To perform a variety of skilled work in the construction, installation, maintenance, and repair of District water storage facilities, water conveyance and water distribution systems, and related facilities; and to operate a variety of light, medium and heavy construction equipment and vehicles.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Utility Worker series and is distinguished from the Utility Worker I level by the assignment of the full range of duties as well as the routine operation of medium to heavy equipment. 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. Utility Worker II's can also expect to serve as a crew leader on various projects. Recruit positions in this class normally advance from the Utility Worker I level but can also be new employees depending on qualifications

DUTIES

- Construct, install, maintain, and repair a variety of District water systems and conveyance facilities, pumping stations, canals, pipelines, drainage facilities, reservoirs, buildings and grounds.
- Work from sketches, diagrams, and engineered drawings; construct and set simple forms; bend and tie rebar and set grade according to specifications; pour and finish concrete for construction or repair of concrete structures.
- Install, maintain, and repair water service lines, water pipelines, wharf valves, water meters and other water distribution systems; prepare surfaces and apply protective paints or compounds to pipes, pumps, and related structures.
- Operate construction and power equipment such as compressors, jack hammers, paint sprayers, asphalt grinders, and concrete saws; load and transport equipment, supplies, and materials to work site.
- Perform excavation, trenching, and re-fill of work areas for installation, maintenance or repair of pipelines and related underground facilities; coordinate with the underground service alert system (USA) to locate and mark utility services and facilities.
- Clean and resurface raw water canals, reservoirs, and spill channels; clear and remove debris, trees, and brush from ditches, canals, reservoirs, and embankments; construct temporary and emergency facilities and systems as needed; rebuild meters, respond to emergency leaks and pipeline breaks.
- Inspect dams for leakage and deterioration from rodent and/or vegetation growth; report to supervision necessary repairs.
- Patch, repave, or repair roadways, sidewalks, and curbs affected by District maintenance and repair activities; provide traffic control during routine construction and maintenance

work and in emergency situations by installing barricades and cones and directing traffic around work sites.

- Install and repair fencing, bridges, and cattleguards; gravel and drag roads, mow and hoe weeds around bridges and other structures; perform minor repairs and adjustments to radial gates, checks and turnouts.
- Perform various routine maintenance duties including painting, mowing, and debris removal and trash pickup and disposal.
- Keep and maintain logs and records of work performed and supplies and materials used.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform various routine maintenance on District equipment and vehicles.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Use and care of various hand and power tools.
- Materials, tools, equipment and procedures used in public works construction and maintenance activities.
- Principles and procedures of record keeping.
- Principles and practices of customer service.
- Principles and practices of construction and maintenance of water systems and conveyance facilities.
- Principles and practices of how the BVID distribution system operates in either the upper or lower District, or both.
- Operation and use of light and medium construction equipment.
- Proper application and use of equipment, tools and materials used in repair and maintenance of water and conveyance systems.
- District facility locations and system routes, various utility overlaps, and correct property access methods.
- District regulations related to maintenance and repair of water systems.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Learn to perform a variety of semi-skilled work in the construction, installation, maintenance, and repair of District water storage facilities, raw water conveyance, water distribution systems, and related facilities.
- Learn proper application and use of equipment, tools and materials used in repair and maintenance of water systems and conveyance facilities.
- Learn District facility locations and system routes; pipe disinfection methods; various utility overlaps, and correct property access methods.
- Learn pertinent Federal, State, local and District regulations related to maintenance and repair of water systems and associated environmental concerns.
- Perform heavy manual labor.
- Learn to 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.
- Independently perform construction, installation, maintenance, and repair of District water conveyance and water distribution systems.
- Direct the work of other crew members as necessary.
- Perform work from sketches, diagrams, and engineered drawings.
- Operate and maintain a variety of hand and power tools.
- Maintain accurate logs and records.
- Safely operate a variety of light to medium power-driven equipment.
- Swim

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 experience similar to Utility Worker I with the Browns Valley Irrigation District; OR

A comprehensive understanding of how to operate the District distribution system.

Education:

Equivalent to a High School diploma.

License and Certificate:

Possession of a valid California Class A driver's license.

Possession of a valid Qualified Applicator Certificate for the application of pesticides is desirable.

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.

Physical Conditions:

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

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.

JOB CLASSIFICATION UTILITY WORKER I



DEFINITION

To perform a variety of semi-skilled work in the construction, installation, maintenance, and repair of District water storage facilities, water conveyance and water distribution systems, and related facilities; and to operate a variety of light and medium construction equipment and vehicles.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Utility Worker series. Positions in this class typically have little or no directly related work experience. The Utility Worker 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.

DUTIES

- Construct, install, maintain, and repair a variety of District water systems and conveyance facilities, pumping stations, canals, pipelines, drainage facilities, reservoirs, buildings and grounds.
- Work from sketches, diagrams, and engineered drawings; construct and set simple forms; bend and tie rebar and set grade according to specifications; pour and finish concrete for construction or repair of concrete structures.
- Install, maintain, and repair water service lines, water pipelines, wharf valves, water meters and other water distribution systems; prepare surfaces and apply protective paints or compounds to pipes, pumps, and related structures.
- Operate construction and power equipment such as compressors, jack hammers, paint sprayers, asphalt grinders, and concrete saws; load and transport equipment, supplies, and materials to work site.
- Perform excavation, trenching, and re-fill of work areas for installation, maintenance or repair of pipelines and related underground facilities; coordinate with the underground service alert system (USA) to locate and mark utility services and facilities.
- Clean and resurface raw water canals, reservoirs, and spill channels; clear and remove debris, trees, and brush from ditches, canals, reservoirs, and embankments; construct temporary and emergency facilities and systems as needed; rebuild meters, respond to emergency leaks and pipeline breaks.
- Inspect dams for leakage and deterioration from rodent and/or vegetation growth; report to supervision necessary repairs.
- Patch, repave, or repair roadways, sidewalks, and curbs affected by District maintenance and repair activities; provide traffic control during routine construction and maintenance work and in emergency situations by installing barricades and cones and directing traffic around work sites.

- Install and repair fencing, bridges, and cattle guards; gravel and drag roads, mow and hoe weeds around bridges and other structures; perform minor repairs and adjustments to radial gates, checks and turnouts.
- Perform various routine maintenance duties including painting, mowing, and debris removal and trash pickup and disposal.
- Keep and maintain logs and records of work performed and supplies and materials used.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform various routine maintenance on District equipment and vehicles.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Use and care of various hand and power tools.
- Materials, tools, equipment and procedures used in public works construction and maintenance activities.
- Principles and procedures of record keeping.
- Principles and practices of customer service.

Ability to:

- Perform a variety of semi-skilled work in the construction, installation, maintenance, and repair of District water storage facilities, raw water conveyance, water distribution systems, and related facilities.
- Apply the proper application and use of equipment, tools and materials used in repair and maintenance of water systems and conveyance facilities.
- Understand District facility locations and system routes; pipe disinfection methods; various utility overlaps, and correct property access methods.
- Follow pertinent Federal, State, local and District regulations related to maintenance and repair of water systems and associated environmental concerns.
- Perform heavy manual labor.
- Learn to 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 public works repair and maintenance or general construction experience is desirable.

Education:

Equivalent to a High School diploma.

License and Certificate:

Possession of a valid California driver's license.

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.

Physical Conditions:

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

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.