

AGENDA
CASITAS MUNICIPAL WATER DISTRICT
PERSONNEL COMMITTEE
Brennan/Kaiser
July 14, 2020 - 4:30 p.m.

**The meeting will be held via teleconference
To attend the meeting please call toll free
(888) 788-0099 or (877) 853-5247
Enter Meeting ID 950 4149 3255#**

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Treatment Plant Job Descriptions Update
5. Park Services Manager Job Description Update
6. Human Resources Manager Report on Park Services Manager Recruitment Plan

Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. Not action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.

If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a).

Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6).

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: TREATMENT PLANT JOB DESCRIPTIONS UPDATE

DATE: JULY 14, 2020

RECOMMENDATION:

Approve the Treatment Plant Operator in Training, Treatment Plant Operator III, IV and V and Water Treatment Supervisor updated job descriptions.

BACKGROUND AND DISCUSSION:

Operations and Maintenance Supervisor Michael Shields worked together with his treatment plant supervisor to update the current job descriptions. I have reviewed the descriptions and agree with the changes suggested.

BUDGET IMPACT:

No fiscal impact.

Attachment: Treatment Plant Operator in Training Job Description with Mark Ups
Treatment Plant Operator in Training Job Description Accepted Changes
Treatment Plant Operator III Job Description with Mark Ups
Treatment Plant Operator III Job Description Accepted Changes
Treatment Plant Operator IV Job Description with Mark Ups
Treatment Plant Operator IV Job Description Accepted Changes
Treatment Plant Operator V Job Description with Mark Ups
Treatment Plant Operator V Job Description Accepted Changes
Water Treatment Supervisor Job Description with Mark Ups
Water Treatment Supervisor Job Description with Accepted Changes

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator In Training (OIT)
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-22
DATE: ~~4/12/2016~~ 7/06/2020

Definition:

Under immediate supervision, participates in a training program for the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of Casitas treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This class is expected to obtain the sufficient training, knowledge and experience required to advance to the Treatment Operator III classification. This position will not assume shift or standby operations.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
- As directed, operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- As directed, operates distribution SCADA systems; adjust pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- As directed, operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the **surfacewater and groundwater treatment plants** including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- **Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.**
- Accept delivery of bulk chlorine, **sodium hypochlorite**, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

Secondary duties to assist with include but are not limited to the following:

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform miscellaneous project work as assigned; gather data and perform spreadsheet entries.

Knowledge, Skills, and Abilities:

Knowledge of operating principles of valves, pumps, motors and related appurtenances; methods material, tools and equipment used in the operation of water treatment facilities. Knowledge of the principles, methods, and practices of water treatment; basic chemistry and algebra; safety equipment and practices, including the handling and storage of hazardous chemicals. Knowledge of basic mechanical, electrical and hydraulic principles; basic operational maintenance practices of electrical motors, pumps; and basic computer software applications including Word and Excel.

Ability to communicate effectively, verbally and in writing; interact effectively with peers and external personnel to establish and maintain effective working relationships; **monitor multiple parameters simultaneously**; apply common sense in carrying out verbal or written instructions; read and interpret equipment manuals, schematics and diagrams; operate and maintain a variety of hand and power tools required for day to day operations. Ability to perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Some water treatment plant operator experience is desirable.
- Education: Equivalent to the completion of twelfth grade supplemented specialized training in treatment plant operations.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

As a condition of employment, incumbents must obtain the following within two years of hire.

- Successfully pass the Grade III Water Treatment Plant Operator Exam administered by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. [Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.](#) Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment.

Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Must be willing to work weekends, holidays, and after-hour shifts for emergency callback response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator In Training (OIT)
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-22
DATE: July 2020

Definition:

Under immediate supervision, participates in a training program for the operation and maintenance of the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This class is expected to obtain the sufficient training, knowledge and experience required to advance to the Treatment Operator III classification. This position will not assume shift or standby operations.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
- As directed, operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- As directed, operates distribution SCADA systems; adjust pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- As directed, operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the surface water and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform miscellaneous project work as assigned; gather data and perform spreadsheet entries.

Knowledge, Skills, and Abilities:

Knowledge of operating principles of valves, pumps, motors and related appurtenances; methods material, tools and equipment used in the operation of water treatment facilities. Knowledge of the principles, methods, and practices of water treatment; basic chemistry and algebra; safety equipment and practices, including the handling and storage of hazardous chemicals. Knowledge of basic mechanical, electrical and hydraulic principles; basic operational maintenance practices of electrical motors, pumps; and basic computer software applications including Word and Excel.

Ability to communicate effectively, verbally and in writing; interact effectively with peers and external personnel to establish and maintain effective working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; read and interpret equipment manuals, schematics and diagrams; operate and maintain a variety of hand and power tools required for day to day operations. Ability to perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Some water treatment plant operator experience is desirable.
- Education: Equivalent to the completion of twelfth grade supplemented specialized training in treatment plant operations.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

As a condition of employment, incumbents must obtain the following within two years of hire.

- Successfully pass the Grade III Water Treatment Plant Operator Exam administered by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment.

Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Must be willing to work weekends, holidays, and after-hour shifts for emergency callback response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator III
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-27
DATE: ~~4/12/2016~~ 7/06/2020

Definition:

Under general supervision of the Water Treatment Supervisor, performs routine tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of ~~Casitas~~ treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an entry level certified class in the Plant Operator series and is distinguished from the OIT by the performance of more routine tasks and duties under supervision. Since this class is certified at the Operator III level, employees assume shift operations and standby duties. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities; [electronically enter data into spreadsheets and tables.](#)
- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) water including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform special project work as assigned; gather data and perform spreadsheet entries.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

[Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.](#)

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents;

interact effectively with peers and external personnel to establish and maintain effective working relationships; [monitor multiple parameters simultaneously](#); apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. ~~Interpret and apply departmental policies and procedures.~~ Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Three years of experience operating potable water treatment facilities, including one year as a certified Grade II Water Treatment Plant operator.
- Training: Equivalent to the completion of twelfth grade supplemented by 3 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade III Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. [Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.](#) Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator III
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-27
DATE: July 2020

Definition:

Under general supervision of the Water Treatment Supervisor, performs routine tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an entry level certified class in the Plant Operator series and is distinguished from the OIT by the performance of more routine tasks and duties under supervision. Since this class is certified at the Operator III level, employees assume shift operations and standby duties. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities; electronically enter data into spreadsheets and tables.
- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants water including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform special project work as assigned; gather data and perform spreadsheet entries.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective

working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Three years of experience operating potable water treatment facilities, including one year as a certified Grade II Water Treatment Plant operator.
- Training: Equivalent to the completion of twelfth grade supplemented by 3 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade III Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator IV
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-34
DATE: ~~4/12/2016~~ 7/06/2020

Definition:

Under general supervision of the Water Treatment Supervisor, performs the full range of tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of Casitas treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is the full journey level class in the Plant Operator series and is distinguished from other classes by the performance of the full range of duties as assigned and acts with increased independence. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust ~~treatment plant facility~~ pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Prepare various reports on operations and activities; [electronically enter data into spreadsheets and tables.](#)
- Participate in the preparation of assigned budget, assist with chemical ordering, capital project planning, submit budget recommendations. Prepare requisitions for material and equipment purchases.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; **monitor multiple parameters simultaneously**; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. ~~Interpret and apply departmental policies and procedures.~~ Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Two ways to obtain the knowledge, skills and abilities would be:

- Experience: Four years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade III Treatment Plant shift operator.
- Training: Equivalent to the completion of twelfth grade supplemented by a minimum of 9 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

OR

- Six years of progressive experience in the operation of potable water treatment facilities, including four years as a certified California Grade III Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade IV Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator IV
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-34
DATE: July 2020

Definition:

Under general supervision of the Water Treatment Supervisor, performs the full range of tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is the full journey level class in the Plant Operator series and is distinguished from other classes by the performance of the full range of duties as assigned and acts with increased independence. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Prepare various reports on operations and activities; electronically enter data into spreadsheets and tables.
- Participate in the preparation of assigned budget, assist with chemical ordering, capital project planning, submit budget recommendations. Prepare requisitions for material and equipment purchases.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Two ways to obtain the knowledge, skills and abilities would be:

- Experience: Four years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade III Treatment Plant shift operator.
- Training: Equivalent to the completion of twelfth grade supplemented by a minimum of 9 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

OR

- Six years of progressive experience in the operation of potable water treatment facilities, including four years as a certified California Grade III Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade IV Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator V
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-41
DATE: ~~4/12/2016~~ 7/06/2020

Definition:

Under general supervision of the Water Treatment Supervisor operates and maintains ~~assists with the operations and maintenance of~~ the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an advanced journey level class in the Plant Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with a minimal amount of supervision. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, ~~wells~~ wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust ~~treatment plant~~ pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia

residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.
- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Develops and performs pilot testing procedures to identify opportunities for improvement, evaluate recommended adjustments and resolve difficult questions in regards to new water quality regulations.
- Assist with the development of assigned budget, assist with cost accounting, chemical ordering, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate supply of chemicals, parts and supplies.
- Participate in the development of goals and procedures for water treatment activities; assist with planning a variety of special projects including chemical testing, handling, feeding and data control; gather and analyze data; develop a variety of special reports; implement changes as necessary.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Supervise staff when Treatment Plant Supervisor is absent or upon request; assist with training treatment operators on an assigned basis.
- Assist with planning, prioritizing and coordinating the use of time, materials and resources in the operation and maintenance of the treatment plant and dam facilities.
- Assist with the development, implementation and review of SCADA operational procedures and objectives.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Development of written reports, budgeting procedures and techniques. Principles and practices of supervision and training. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Thorough knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; monitor multiple parameters simultaneously; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Interpret and apply departmental policies and procedures. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Two ways to obtain the knowledge, skills and abilities would be:

- Experience: Five years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade IV Treatment Plant shift operator.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

- Eight years of progressive experience in the operation of potable water treatment facilities, including five years as a certified California Grade IV Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade V Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade III II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. [Employees may periodically be required work in confined spaces, tunnels, intake structures on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.](#) Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator’s standby schedule and emergency callbacks.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator V
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-41
DATE: July 2020

Definition:

Under general supervision of the Water Treatment Supervisor operates and maintains the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an advanced journey level class in the Plant Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with a minimal amount of supervision. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia

residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.
- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Develops and performs pilot testing procedures to identify opportunities for improvement, evaluate recommended adjustments and resolve difficult questions in regards to new water quality regulations.
- Assist with the development of assigned budget, assist with cost accounting, chemical ordering, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate supply of chemicals, parts and supplies.
- Participate in the development of goals and procedures for water treatment activities; assist with planning a variety of special projects including chemical testing, handling, feeding and data control; gather and analyze data; develop a variety of special reports; implement changes as necessary.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Supervise staff when Treatment Plant Supervisor is absent or upon request; assist with training treatment operators on an assigned basis.
- Assist with planning, prioritizing and coordinating the use of time, materials and resources in the operation and maintenance of the treatment plant and dam facilities.
- Assist with the development, implementation and review of SCADA operational procedures and objectives.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Development of written reports, budgeting procedures and techniques. Principles and practices of supervision and training. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Thorough knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; monitor multiple parameters simultaneously; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Interpret and apply departmental policies and procedures. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Two ways to obtain the knowledge, skills and abilities would be:

- Experience: Five years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade IV Treatment Plant shift operator.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

- Eight years of progressive experience in the operation of potable water treatment facilities, including five years as a certified California Grade IV Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade V Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Supervisor
CLASSIFICATION: Supervisory, Non-Exempt
REPORTS TO: Manager of Operations
SALARY LEVEL: S 36
DATE: ~~11/13~~ 7/06/2020

Definition

Under the general direction of the Operations and Maintenance Manager, ~~to~~ supervises, plans and coordinates the services and operations of the district's 4MGD groundwater and 65MGD surfacewater treatment facilities. Provides daily oversight for the operation and ~~maintenance~~ monitoring of the district's treatment and distribution SCADA systems, Casitas dam, and aeration systems. Coordinate assigned activities with other divisions, outside agencies and the general public; performs related work as required; ensures work quality and adherence to established policies and procedures. ~~and to~~ Provides highly responsible and complex staff assistance to the Manager of Operations. This position supervises all Water Treatment Operators, ~~grades I-OIT~~ through V and the Casitas damtender.

Essential Functions: ~~(may include, but are not limited to, the following:)~~

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class

Primary duties include but are not limited to the following:

- Serves as the district's principal "chief" operator performing shift operator duties in addition to supervising the organization, staffing, and operational activities for multiple water treatment facilities, SCADA systems, and Casitas Dam. ~~and the SCADA system.~~
- Ensures treatment plant rates and water quality requirements meet distribution demands on a continuous basis. Implement procedures and priorities regarding distribution pumping schedules and reservoir levels based on TOU pumping, seasonal requirements and maintenance routines; coordinate decisions and activities with outside departments and plant personnel.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Develop and implement goals, objectives, policies, and priorities for the water treatment ~~facility~~ facilities and Casitas Dam operations and maintenance; identify

- resource needs; recommend and implement policies and procedures.
- Interview, select, train, motivate and evaluate water treatment operators staff and Casitas Dam operations and maintenance personnel. ;perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- ~~Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.~~
- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Ensure that the maintenance of Casitas dam and related facilities are maintained at the highest level possible at all times and in accordance with the Casitas Dam Standard Operating Procedures.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment.
- ~~May~~ Resolve complex technical problems related to plant operations; evaluates work process, techniques, and operational data to develop recommendations to improve water quality standards, plant effectiveness and efficiencies, ~~and energy management.~~
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.
- Organize, direct and implement operation and maintenance schedules.
- Ensure facility compliance with Federal, State and local rules, laws and regulations.
- Interpret and apply District policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ~~Perform other duties as required or assigned.~~

DESIRABLE QUALIFICATIONS Knowledge, Skills, and Abilities

Knowledge of: Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices, including safety regulations pertaining to the work; mechanical, electrical, and hydraulic principles; practices, tools and equipment used to maintain, repair, overhaul and calibrate a variety of water treatment plant equipment and facilities; principles and practices of standardized water quality tests; state and federal regulations governing the operation of a water treatment plant. Working knowledge of layout, equipment, instrumentation, and functions of a water treatment plant, including each unit process in a conventional water

treatment plant; safety rules, codes, regulations and practices used in operation, maintenance, and repair work, including confined space and HAZWOPER procedures; federal and state regulations applicable to water treatment, water quality, hazardous materials, and waste handling; methods and precautions in storing and handling chlorine and other hazardous chemicals; water treatment process control strategies including flow-pacing, feedback, feed-forward and combined processes. General knowledge of principles and techniques of effective supervision including work scheduling and performance evaluations; advanced technological developments in water treatment and water quality.

Skilled in operating water treatment system equipment, including automatic control devices; performing minor maintenance, making operating adjustments to water treatment system equipment; maintaining a safe & reliable water supply for customers; using hand and power tools; reading equipment specifications and instructions. Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

Ability to maintain knowledge of and compliance with ever changing state and federal regulations. Ability to plan, direct, organize, schedule, assign, review and evaluate the work of others ; establish and maintain effective working relationships; communicate effectively, verbally and in writing; prepare clear and concise reports, budgets, and contract documents; recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read, interpret and record data from gauges, meters and a SCADA system; read and interpret plant piping and distribution diagrams; observe, inspect, analyze system equipment and facilities; and compile, evaluate and analyze complex data and information and recommend or take actions; adjust plant equipment as needed.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the requisite knowledge and skills and abilities would be:

- Experience: Five years of experience in the operation and maintenance of potable water treatment facilities including two years of administrative and supervisory responsibility.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology, civil engineering, or a related field.

OR

- Experience: Eight years of progressive experience in the operation and maintenance of potable water treatment facilities including three years of experience as a certified Grade V Treatment Plant Operator and two years administrative and supervisory responsibility.
- Training: A two-year degree (AS) in a water related field that includes at least two courses in Supervision.

~~Modern office procedures, methods and computer equipment; recent developments, current literature and sources of information related to potable water treatment; pertinent Federal, State, and local laws, codes and regulations; safety rules, codes, regulations and practices used in the operation, maintenance, and repair of treatment and dam facilities; methods and precautions in storing and handling of chlorine and other hazardous chemicals; application of confined space procedures.~~

~~License, Certification & Credentials:~~ Certificates, Licenses, and Registrations:

~~Required to have a valid California Driver's License with satisfactory driving record, must possess a Grade V Water Treatment Plant Operator Certificate issued by the State of California at the time of appointment to the position.~~

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade V Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical ~~Activities~~ Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ~~Travels by automobile in conducting District business;~~ Communicates orally and in writing with district management, co-workers, and the public in face-to-face, one-to-one, and group settings. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, and similar equipment. Ability to communicate in person and over the telephone or radio. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment.

~~regularly uses a telephone for communication; uses office equipment such as computer, copiers, and FAX machines.~~ Must be able possess the ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; ability to wear a gas mask is required. Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and treatment plant projects; works with and around hazardous chemicals; may be subjected to adverse weather conditions, may stand, walk or sits for extended periods of time.; Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. ~~hearing and vision within normal range.~~

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

~~Must be willing to work overtime as needed; may be required to work on nights, weekends, and holidays in a continuous (24/7) operations environment; must be willing to participate in the treatment plant operator's standby schedule.~~ Incumbents must be willing to work as needed during emergency conditions, which may include after hours, weekends and holidays; must be willing to participate in the treatment plant, customer service, or distribution operator's standby schedule on an as needed basis.

Career Path

~~Water Treatment Operator II
Water Treatment Operator III
Water Treatment Operator IV
Water Treatment Operator V
Water Treatment Supervisor~~

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Supervisor
CLASSIFICATION: Supervisory, Non-Exempt
REPORTS TO: Manager of Operations
SALARY LEVEL: S 36
DATE: July 2020

Definition

Under the general direction of the Operations and Maintenance Manager, supervises, plans and coordinates the services and operations of the district's 4MGD groundwater and 65MGD surface water treatment facilities. Provides daily oversight for the operation and monitoring of the district's treatment and distribution SCADA systems, Casitas dam, and aeration systems. Coordinate assigned activities with other divisions, outside agencies and the general public; performs related work as required; ensures work quality and adherence to established policies and procedures. Provides highly responsible and complex staff assistance to the Manager of Operations. This position supervises all Water Treatment Operators, OIT through V and the Casitas damtender.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Serves as the district's principal "chief" operator performing shift operator duties in addition to supervising the organization, staffing, and operational activities for multiple water treatment facilities, SCADA systems, and Casitas Dam.
- Ensures treatment plant rates and water quality requirements meet distribution demands on a continuous basis. Implement procedures and priorities regarding distribution pumping schedules and reservoir levels based on TOU pumping, seasonal requirements and maintenance routines; coordinate decisions and activities with outside departments and plant personnel.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Develop and implement goals, objectives, policies, and priorities for the water treatment facilities and Casitas Dam operations and maintenance; identify resource needs; recommend and implement policies and procedures.
- Interview, select, train, motivate and evaluate water treatment staff; perform employee evaluations; work with personnel to correct deficiencies; implement

discipline procedures.

- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Ensure that the maintenance of Casitas dam and related facilities are maintained at the highest level possible at all times and in accordance with the Casitas Dam Standard Operating Procedures.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment.
- Resolve complex technical problems related to plant operations; evaluates work process, techniques, and operational data to develop recommendations to improve water quality standards, plant effectiveness and efficiencies.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.
- Organize, direct and implement operation and maintenance schedules.
- Ensure facility compliance with Federal, State and local rules, laws and regulations.
- Interpret and apply District policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Knowledge, Skills, and Abilities

Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices, including safety regulations pertaining to the work; mechanical, electrical, and hydraulic principles; practices, tools and equipment used to maintain, repair, overhaul and calibrate a variety of water treatment plant equipment and facilities; principles and practices of standardized water quality tests; state and federal regulations governing the operation of a water treatment plant. Working knowledge of layout, equipment, instrumentation, and functions of a water treatment plant, including each unit process in a conventional water treatment plant; safety rules, codes, regulations and practices used in operation, maintenance, and repair work, including confined space and HAZWOPER procedures; federal and state regulations applicable to water treatment, water quality, hazardous materials, and waste handling; methods and precautions in storing and handling chlorine and other hazardous chemicals; water treatment process control strategies including flow-pacing, feedback, feed-forward and combined processes. General knowledge of principles and techniques of effective supervision including work scheduling and performance evaluations; advanced technological developments in water treatment and water quality.

Skilled in operating water treatment system equipment, including automatic control devices; performing minor maintenance, making operating adjustments to water treatment system equipment; maintaining a safe & reliable water supply for customers; using hand and power tools; reading equipment specifications and instructions. Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

Ability to maintain knowledge of and compliance with ever changing state and federal regulations. Ability to plan, direct, organize, schedule, assign, review and evaluate the work of others ; establish and maintain effective working relationships; communicate effectively, verbally and in writing; prepare clear and concise reports, budgets, and contract documents; recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read, interpret and record data from gauges, meters and a SCADA system; read and interpret plant piping and distribution diagrams; observe, inspect, analyze system equipment and facilities; and compile, evaluate and analyze complex data and information and recommend or take actions; adjust plant equipment as needed.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the requisite knowledge and skills and abilities would be:

- Experience: Five years of experience in the operation and maintenance of potable water treatment facilities including two years of administrative and supervisory responsibility.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology, civil engineering, or a related field.

OR

- Experience: Eight years of progressive experience in the operation and maintenance of potable water treatment facilities including three years of experience as a certified Grade V Treatment Plant Operator and two years administrative and supervisory responsibility.
- Training: A two-year degree (AS) in a water related field that includes at least two courses in Supervision.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade V Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

- Possession of a valid Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures. on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Communicates orally and in writing with district management, co-workers, and the public in face-to-face, one-to-one, and group settings. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, and similar equipment. Ability to communicate in person and over the telephone or radio. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Must possess the ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; ability to wear a gas mask is required. Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and treatment plant projects; works with and around hazardous chemicals; may be subjected to adverse weather conditions, may stand, walk or sits for extended periods of time.; Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during emergency conditions, which may include after hours, weekends and holidays; must be willing to participate in the treatment plant, customer service, or distribution operator's standby schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: PARK SERVICES MANAGER JOB DESCRIPTION UPDATE

DATE: JULY 14, 2020

RECOMMENDATION:

Approve the Park Services Manager updated job descriptions.

BACKGROUND AND DISCUSSION:

The Park Services Manager will be retiring in August. Prior to recruitment the job description has been updated to more accurately reflect the position.

BUDGET IMPACT:

No fiscal impact.

Attachment: Park Services Manager Job Description with Mark Ups
Park Services Manager Job Description with Accepted Changes

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Services Manager
FLSA DESIGNATION: Exempt
CLASSIFICATION: Management, At-will
REPORTS TO: General Manager
DATE: July 2020~~March, 2009~~

Definition:

Under the direction of the General Manager, the Park Services Manager oversees the operations, ~~and~~ maintenance and protection of the Lake Casitas Recreation Area, herein referred to as "LCRA", including business planning and operations, marketing, budgeting, staffing, supervision, and public relations.

The position of the Park Services Manager is at-will. That means that either you or Casitas Municipal Water District "District" are free to end the employment relationship at any time, with or without notice or cause. Nothing in this job description or District~~Casitas~~ policies or procedures, either now or in the future, are intended to change the at-will nature of the position

Essential Functions~~Duties and Responsibilities:~~

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Responsible for the day to day oversight and management of the LCRA, the Open Space and the Ventura River Project also referenced as Park Ranger Jurisdiction "Jurisdiction". ~~and the Teague Memorial Watershed.~~
- Work cooperatively with the Bureau of Reclamation in the management of the Federal Lands managed by the Bureau of Reclamation ~~Teague Watershed~~, achieving the goals of the District in protecting the water quality of Lake Casitas ~~water quality.~~
- ~~The Park Services Manager is expected to~~ Mmaximize revenues and manage expenses in such a way as to create a positive and growing financial enterprise over the long run, including the development of reserves and capital improvements.
- Plan, direct, coordinate and review the work plan for the LCRA; meet with staff to identify and resolve problems; assign work activities, projects and programs; review and evaluate work products, methods and procedures; assesses and monitors work load, administrative and support systems, and

internal reporting relationships; identifies opportunities for improvement; directs and implements change.

- Interview, select, train, motivate and evaluate ~~Hires, evaluates, trains and supervises~~ employees involved in the maintenance and public use recreational services at the LCRA and the non-public lands of the jurisdiction.
- Performs timely, accurate and thorough performance reviews for ~~supervis~~or~~eed~~ employees. Provides the General Manager justified recommendations for promotion of employees, when deemed appropriate.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Responsible for the provision of a safe work environment and coordinates safety training for employees with Safety Officer and Human Resources; ~~performs timely safety training and assessments on a regular basis, prior to work being performed by employee, followed by regular safety observations; documents safety training, assessments, and observations;~~ adequately and appropriately addresses safety concerns of employees.
- Organizes and supervises park personnel in implementing LCRA, ~~and~~ District and Casitas Park Ranger policies and the enforcement of rules and regulations governing the LCRA/Jurisdiction;
- C~~e~~oordinate the enforcement of park ~~-~~rules and regulations with other public law enforcement agencies in handling park violations and evictions.

~~Must be available to LCRA personnel for assistance with LCRA operations and emergencies, particularly during the busy spring through summer periods in which there is a high customer demand; regular and timely attendance at the LCRA is required; vacations are limited during the period from Memorial Day through Labor Day; may be required to work extended hours including Saturday, Sunday, and holidays and occasional evenings, in order to observe and address park issues that may occur during these times.~~

- Develops and administers the LCRA revenue and cost projections for fiscal year's budget; develops the forecast of funds needed for staffing, equipment, materials and supplies, replacement and capital projects; performs cost control measures, requisition preparation and approvals, and cash reconciliation.
- A; aggressively pursue grant funding for park improvements, including the writing of grants, representation during grant application processes, development of applicable grant projects that improve and enhance

recreation at Lake Casitas and to protect and monitor for non-public Jurisdiction areas.

- Must maintain a balance between management of the LCRA and being an ambassador for the LCRA/Jurisdiction, culturing business relationships with the Bureau of Reclamation, Department of Fish and Game, Department of Boating and Waterways, concessionaires, recreation organizations and event sponsors, and other District sections.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in recreation and parks; incorporates new developments as appropriate.
- Listens to and resolves customer complaints regarding service, product and personnel.

~~Provides staff assistance to the General Manager by preparing staff reports and other necessary correspondence.~~

- Promotes, plans, and schedules special events, group sales, and special uses of the park.
- Administers District approved agreement conditions with park concessionaires, including communication, issue resolution, coordination, collection of franchise fees, and concessionaire compliance with agreement terms.
- Organizes, supervises and administers District approved construction and maintenance contracts for campground facilities, water-oriented facilities, picnic grounds, hiking trails, buildings, and roads.
- Responsible for managing others in the care, and preservation and protection of District assets that are a part of or within the LCRA/Jurisdiction, including but not limited to vehicles, heavy equipment, boats, docks, buildings and structures, roads, and landscape.
- Manages Division Officer of the Park Services Officers and Park Rangers.

Desired Education and Experience.

- 1) ~~Eight years of experience performing duties equivalent to the class of Park Services Officer IV with Casitas Municipal Water District; or~~
- 2) ~~A bachelors degree in Public Administration, Business, Parks and Recreation Administration or closely related field and five years experience performing duties equivalent to the class of Park Services Officer IV with Casitas Municipal Water District; or~~

- 3) ~~A bachelors degree in Public Administration, Business, Parks and Recreation Administration or closely related field and five years experience in park operations that included direct supervisory experience.~~

Knowledge and Abilities.

~~Thorough kknowledge of:~~ park and recreation administration and utilization; methods, materials, tools, and equipment used in operations and maintenance of ~~an outdoor park~~ recreation area and in protecting and preserving natural lands; safety practices relating to boating, camping, ~~public aquatic facility~~ water park, and maintenance activities; professional rescue duties, protection methods and protocols from invasive species. ~~CPR and first aid.~~

Ability to: ~~supervise the work of personnel; effectively and proactively problem-solve situations and bring solutions to the General Manager; prepare reports, contract documents, and budgets; lead act~~ rationally in emergencies involving injuries or disturbances, natural and natural disasters; establish and maintain effective relationships with District employees, others ~~whether in from~~ outside agencies, businesses, and or one-on-one encounters.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge and abilities as indicated above. A typical way to obtain the requisite knowledge and abilities would be:

- Experience: Eight years of experience performing duties equivalent to the class of Park Services Officer IV/Ranger IV with Casitas Municipal Water District;

OR

- Experience: Four years of experience performing duties equivalent to the class of Park Services Officer IV/Ranger IV with Casitas Municipal Water Districe.
- Training: A bachelor's degree in Parks and Recreation, Public Administration, Business, or closely related field

OR

- Experience: Five years of experience in park operations that include management and direct supervisory experience.
- Training: A bachelor's degree in Parks and Recreation Administration, Public Administration, Business, or closely related field.

Certificates and License Requirements:

- Possession of a valid California Driver's License.
- Must have upon hire or be able to obtain Pool Operator Certification within one year of hire.
- Must have upon hire or be able to obtain American Red Cross Lifeguard within one year of hire.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.

;- obtain Pool Operator Certification required within one year of hire.

Physical Activities: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; hearing and vision within normal ranges.

Operation of Tools and Equipment: District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Working Conditions:

Incumbent must be available to LCRA personnel for assistance with LCRA operations and emergencies, particularly during the busy spring through summer periods in which there is a high customer demand; regular and timely attendance at the LCRA is required; vacations are limited during the period from Memorial Day through Labor Day; may be required to work extended hours including Saturday, Sunday, and holidays and occasional evenings, in order to observe and address park issues that may occur during these times.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Physical Activities: ~~Communicates orally with District management, employees, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects; sits for extended time periods; exposure to outdoor environments, including extreme ambient temperatures; may travel by airplane and/or automobile in conducting District business; hearing and vision within normal ranges.~~

License:

~~Possession of a valid Class C California driver's license at the time of appointment is required.~~

Date: _____

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Park Services Manager
FLSA DESIGNATION: Exempt
CLASSIFICATION: Management, At-will
REPORTS TO: General Manager
DATE: July 2020

Definition:

Under the direction of the General Manager, the Park Services Manager oversees the operations, maintenance and protection of the Lake Casitas Recreation Area, herein referred to as "LCRA", including business planning and operations, marketing, budgeting, staffing, supervision, and public relations.

The position of the Park Services Manager is at-will. That means that either you or Casitas Municipal Water District "District" are free to end the employment relationship at any time, with or without notice or cause. Nothing in this job description or District policies or procedures, either now or in the future, are intended to change the at-will nature of the position

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Responsible for the day to day oversight and management of the LCRA, the Open Space and the Ventura River Project also referenced as Park Ranger Jurisdiction "Jurisdiction".
- Work cooperatively with the Bureau of Reclamation in the management of the Federal Lands managed by the Bureau of Reclamation, achieving the goals of the District in protecting the water quality of Lake Casitas.
- Maximize revenues and manage expenses in such a way as to create a positive and growing financial enterprise over the long run, including the development of reserves and capital improvements.
- Plan, direct, coordinate and review the work plan for the LCRA; meet with staff to identify and resolve problems; assign work activities, projects and programs; review and evaluate work products, methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements change.
- Interview, select, train, motivate and evaluate employees involved in the maintenance and public use recreational services at the LCRA and the non-public lands of the jurisdiction.

- Performs timely, accurate and thorough performance reviews for supervisory employees. Provides the General Manager justified recommendations for promotion of employees, when deemed appropriate.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Responsible for the provision of a safe work environment and coordinates safety training for employees with Safety Officer and Human Resources; adequately and appropriately addresses safety concerns of employees.
- Organizes and supervises park personnel in implementing LCRA, District and Casitas Park Ranger policies and the enforcement of rules and regulations governing the LCRA/Jurisdiction.
- Coordinate the enforcement of park rules and regulations with other public law enforcement agencies in handling park violations and evictions.
- Develops and administers the LCRA revenue and cost projections for fiscal year's budget; develops the forecast of funds needed for staffing, equipment, materials and supplies, replacement and capital projects; performs cost control measures, requisition preparation and approvals, and cash reconciliation.
- Aggressively pursue grant funding for park improvements, including the writing of grants, representation during grant application processes, development of applicable grant projects that improve and enhance recreation at Lake Casitas and to protect and monitor for non-public Jurisdiction areas.
- Maintain a balance between management of the LCRA and being an ambassador for the LCRA/Jurisdiction, culturing business relationships with the Bureau of Reclamation, Department of Fish and Game, Department of Boating and Waterways, concessionaires, recreation organizations and event sponsors, and other District sections.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in recreation and parks; incorporates new developments as appropriate.
- Listens to and resolves customer complaints regarding service, product and personnel.
- Promotes, plans, and schedules special events, group sales, and special uses of the park.
- Administers District approved agreement conditions with park concessionaires, including communication, issue resolution, coordination, collection of franchise fees, and concessionaire compliance with agreement terms.
- Organizes, supervises and administers District approved construction and maintenance contracts for campground facilities, water-oriented facilities, picnic grounds, hiking trails, buildings, and roads.
- Responsible for managing others in the care, preservation and protection of District assets that are a part of or within the LCRA/Jurisdiction, including but

not limited to vehicles, heavy equipment, boats, docks, buildings and structures, roads, and landscape.

- Manages Division Officer of the Park Services Officers and Park Rangers.

Knowledge and Abilities:

Thorough knowledge of park and recreation administration and utilization; methods, materials, tools, and equipment used in operations and maintenance of an outdoor recreation area and in protecting and preserving natural lands; safety practices relating to boating, camping, public aquatic facility, and maintenance activities; professional rescue duties, protection methods and protocols from invasive species.

Ability to supervise the work of personnel; effectively and proactively problem-solve situations and bring solutions to the General Manager; prepare reports, contract documents, and budgets; lead rationally in emergencies involving injuries or disturbances, natural and national disasters; establish and maintain effective relationships with District employees, others from outside agencies, businesses, and one-on-one encounters.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge and abilities as indicated above. A typical way to obtain the requisite knowledge and abilities would be:

- Experience: Eight years of experience performing duties equivalent to the class of Park Services Officer IV/Ranger IV with Casitas Municipal Water District;

OR

- Experience: Four years of experience performing duties equivalent to the class of Park Services Officer IV/Ranger IV with Casitas Municipal Water District.
- Training: A bachelor's degree in Parks and Recreation, Public Administration, Business, or closely related field

OR

- Experience: Five years of experience in park operations that include management and direct supervisory experience.
- Training: A bachelor's degree in Parks and Recreation Administration, Public Administration, Business, or closely related field.

Certificates and License Requirements:

- Possession of a valid California Driver's License.
- Must have upon hire or be able to obtain Pool Operator Certification within one year of hire.
- Must have upon hire or be able to obtain American Red Cross Lifeguard within one year of hire.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear. Employee is occasionally required to smell. The employee may push, pull, carry, reach and lift equipment and parts weighing up to 50 lbs.; walk on uneven terrain in an outdoor environment. Employee is required to work in flora and fauna conditions of Southern California and significant temperature changes between cold and heat; sit for extended time periods; hearing and vision within normal ranges.

Operation of Tools and Equipment: District owned emergency vehicles and other equipment as authorized and assigned, first aid equipment, computers and related software, wireless communication device, telephone, automated external defibrillator, hand tools, power tools, boats, UTV and other tools or equipment as may be required.

Working Conditions:

Incumbent must be available to LCRA personnel for assistance with LCRA operations and emergencies, particularly during the busy spring through summer periods in which there is a high customer demand; regular and timely attendance at the LCRA is required; vacations are limited during the period from Memorial Day through Labor Day; may be required to work extended hours including Saturday, Sunday, and holidays and occasional evenings, in order to observe and address park issues that may occur during these times.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Date: _____

Employee Signature

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: PERSONNEL COMMITTEE

FROM: DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

SUBJECT: PARK SERVICES RECRUITMENT PLAN

DATE: JULY 14, 2020

RECOMMENDATION:

Discuss the recruitment plan for the Park Services Manager position.

BACKGROUND AND DISCUSSION:

Human Resources will be recruiting for a Park Services Manager. The plan and timeline is listed below:

Type of Recruitment	Open Date	Close Date	Advertisement Venues
Promotional	July 15, 2020	July 24, 2020	In-house Only
Open	August 10, 2020	August 31, 2020	District website powered by NeoGov and automatically placed on Government Jobs website. Placement on California Parks and Recreation Society website. Send Announcement to my Ventura County Human Resources group that includes Cities and Parks and Recreation Districts

The district is building upon the culture of promoting within and is using this opportunity to further support this culture. Employee retention and morale increases when employees know their organization provides promotional opportunities.

There are qualified candidates currently working at the district that will be able to apply during the promotional timeframe. The candidates should be interviewed the last week of July or first week of August.

If during the promotional recruitment a candidate is not selected the District will open recruitment for the position.

The park will be able to operate without a Park Services Manager for a time due to the Waterpark not opening and camping and day use being reduced due to the current pandemic.

BUDGET IMPACT:

The only costs associated with this recruitment will be the advertisement placement on the California Parks and Recreation Society website if position not filled during the promotional recruitment. The cost is \$75.00 for a 30 day placement.