



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Director Linda Butler and John Merchant)

Regular Meeting

August 5, 2026, at 10:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. Call to Order

2. Comments from the Public

If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments.

3. Discussion Item Updated Org Chart

4. Discussion Item Update Job Descriptions

a. Utility Worker I update to Utility Technician I

b. Utility Worker II update to Technician II

c. Utility Worker III update to Utility Technician III

5. Discussion Item Approve Manager of Administrative Services Job Description

6. Discussion Item Approve Director of Finance Job Description

7. Directors & Staff Comments/Suggestions

8. Adjournment

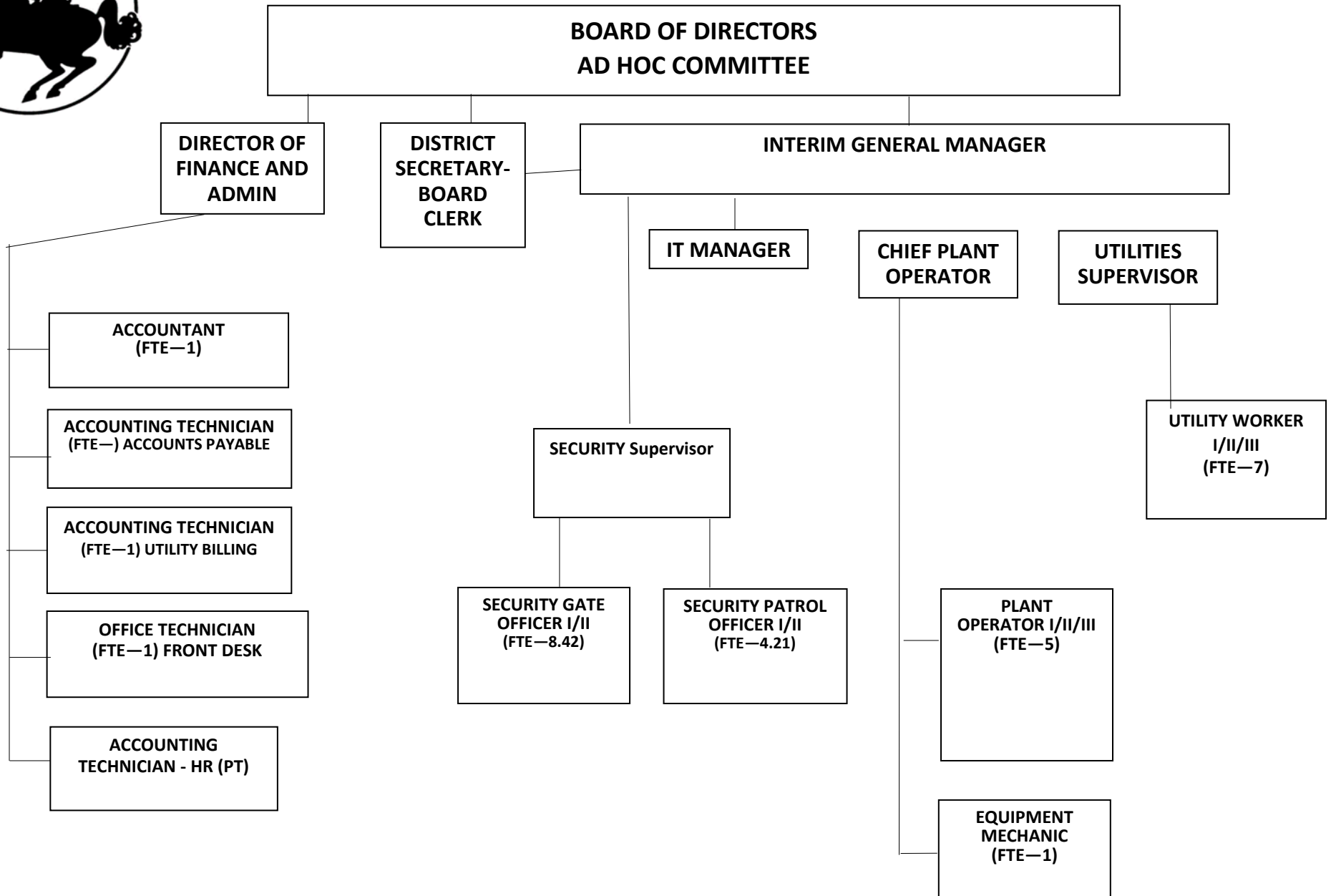
"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or dfleet@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on July 30, 2026, at the District Office at 4:30 p.m.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL CHART—SEPTEMBER 2025**





**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL CHART—AUGUST 2026**

BOARD OF DIRECTORS

GENERAL MANAGER

Finance Director

**SR. ACCOUNTANT
(FTE—2)**

**STAFF ACCOUNTANT
(FTE—1) ACCOUNTS PAYABLE**

**ACCOUNTING TECHNICIAN
(FTE—1) UTILITY BILLING**

**OFFICE TECHNICIAN
(FTE—1) FRONT DESK**

**ACCOUNTING
TECHNICIAN - HR (FTE)**

**MANAGER OF
ADMINISTRATIVE
SERVICES/CLERK OF
THE BOARD**

**SECURITY SUPERVISOR
(FTE-1)**

**SECURITY GATE
OFFICER I/II
(FTE—8.42)**

**SECURITY PATROL
OFFICER I/II
(FTE—4.21)**

IT MANAGER

DIRECTOR OF OPERATIONS

**CHIEF PLANT
OPERATOR**

**PLANT
OPERATOR I/II/III
(FTE—5)**

**EQUIPMENT
MECHANIC
(FTE—2)**

**UTILITIES
SUPERVISOR**

**UTILITY
TECHNICIAN I/II/III
(FTE—7)**

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITY ~~WORKER~~ Technician I/II

DEPARTMENT: ~~WATER/WASTEWATER~~ Utilities

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - ~~June 21, 2023~~

SUMMARY: To perform a variety of unskilled and semiskilled routine duties in the construction, repair, and maintenance of water distribution and collection systems, drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water service lines, wastewater lines and meters; to learn progressively more difficult tasks; and to perform other related duties as required.

SUPERVISION: ~~Receives:~~ Receives direct supervision from the Utility Supervisor.

Examples of ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The duties listed below represent the primary responsibilities of this classification and are not intended to be all-inclusive; employees may be required to perform other related duties as assigned. include the following. Other duties may be assigned.

- ~~• Performs a variety of unskilled and semiskilled labor tasks in the construction and maintenance of water distribution and wastewater collection systems, drainage systems, roads, pipelines and other District facilities;~~
- ~~• maintains districts open channels and ditch systems;~~
- ~~• works in or around hazardous electrical panels and equipment; assists operations staff as needed;~~
- ~~• reads residential and commercial meters; maintains simple records and logs;~~
- ~~• performs a wide variety of maintenance work and other assignments according to District needs.~~
- Performs construction, installation, inspection, operation, maintenance, and repair of potable and non-potable water distribution systems, wastewater collection systems, and storm drainage facilities, including mains, laterals, service lines, manholes, valves, hydrants, curbs, gutters, conduits, and related appurtenances.
- Works with crews to raise, adjust, repair, and construct sewer and storm drain manholes, storm conduits, drainage facilities, curbs, gutters, and associated

structures; assists with concrete mixing and masonry work.

- Installs, repairs, replaces, disinfects, tests, and restores water and sewer mains, laterals, and service connections; locates, excavates, and repairs water leaks; assists with service taps and pipe fitting.
- Operates, inspects, and performs scheduled maintenance on sewer collection systems, underground water distribution systems, and related utility infrastructure.
- Inspects and cleans wastewater collection systems, storm drains, flood control facilities, and inlets; oversees and performs flushing, cleaning, and pigging of water mains; responds to stoppages, blockages, and system failures.
- Maintains, inspects, and exercises water system valves, hydrants, blow-offs, air/vacuum relief valves, gates, and large control valves.
- Performs pressure, flow, and operational testing throughout the distribution system; conducts light plumbing tasks as required.
- Performs Underground Service Alert (USA) location and marking; reviews plans, specifications, and system maps to accurately locate underground utilities.
- Operates sewer cleaning, inspection, and maintenance equipment including combination truck, jet rodders, high-pressure washers, portable pumps, blowers, paving breakers, CCTV inspection equipment, and related tools.
- Operates heavy equipment for trenching, excavation, pipe installation, backfilling, and site restoration.
- Uses gas detection and monitoring equipment to identify hazardous atmospheric conditions and ensure safe working environments.
- Performs routine building and grounds maintenance, including basic repair and upkeep of District facilities, structures, fences, paved surfaces, landscaped areas, drainage features, and related assets.
- Observes, applies, and enforces safety procedures and regulatory requirements, including traffic control, confined space entry, lock-out/tag-out, fall protection, excavation and trenching safety, and power equipment operation; monitors confined space entry and completes required permits.
- Responds to and investigates customer inquiries and complaints related to water quality, water pressure, water waste violations, sewer stoppages, leaks, and other utility service concerns.

- Participates in the containment, mitigation, and cleanup of spills originating from water or wastewater collection systems.
- Performs inspections and collects operational and condition data related to the District's water, wastewater, and storm drainage systems and associated equipment.
- Generates work orders; prepares and maintains accurate operational, maintenance, and water quality records, logs, and reports for departmental use and submittal to the State of California; enters time, materials, and work activity data into computerized systems.
- Monitors and coordinates developer projects to ensure District water quality and system integrity are not impacted; oversees inspection, disinfection, testing, and connection of new water mains.
- Maintains, inspects, and properly uses tools, equipment, materials, and vehicles assigned to utility, facility, and infrastructure maintenance.
- Assists with treatment plant operations and special projects as assigned.
- Establishes and maintains effective working relationships with coworkers, supervisors, contractors, developers, and the public, demonstrating principles of good customer service.
- Performs other related duties as assigned.
- At the Grade II level, may provide training, guidance, and technical assistance to lower-certified or less experienced personnel. Develops, revises, and implements standard operating procedures; updates and maintains system maps and records.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position of the Utility Worker series. Incumbents in this ~~class~~ generally class generally work under direct supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult work through experience and training and a desired level of proficiency is reached, promotion to a higher-level classification can be reasonably expected. In any of these assignments, incumbents may operate a variety of ~~power-driven~~ power-driven equipment and tools utilized in basic construction and maintenance activities.

QUALIFICATION REQUIREMENTS Employment Standards:

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

Knowledge of:

Principles, methods, materials, tools, and equipment used in the construction, operation, inspection, maintenance, and repair of wastewater collection systems, and underground potable and non-potable water distribution systems, and related utility infrastructure.

Proper and safe use, operation, and routine maintenance of hand tools, power tools, mechanical, hydraulic, and heavy equipment commonly used in utility, construction, and maintenance activities.

Safe work practices and procedures, including confined space entry, trenching and excavation safety, lock-out/tag-out, fall protection, hazardous gas detection, traffic control, and safe driving principles and practices.

Building, facility, and property maintenance techniques, including basic repair methods and upkeep of structures, paved surfaces, grounds, and related assets.

Vegetation and right-of-way management practices, rights-of-way clearing and maintenance, and pesticide and herbicide application methods and safety requirements.

Chemical handling, mixing, calibration, and application methods used in water, wastewater, and vegetation management operations.

Applicable local, State, and Federal laws, rules, and regulations related to water and wastewater operations, environmental protection, safety, traffic control, property maintenance, vegetation management, and public works activities.

Basic principles of customer service and effective communication with coworkers, contractors, property owners, and the public.

Tools, equipment, and operational methods used in building, property, and vegetation management activities.

Basic computer skills, including the use of modern office equipment and software applications such as word processing, spreadsheets, databases, and computerized work order and recordkeeping systems.

Ability to perform a variety of unskilled and semiskilled work in construction, repair and maintenance tasks. Use basic hand tools. Learn to operate a variety of equipment and more complex equipment and work procedures. Perform strenuous manual labor. Read and write at the level required for successful job performance. Follow written and oral instructions.

Work unusual shifts, weekends, evenings, and holidays when required. Establish and maintain cooperative working relationships.

Skills and Abilities:

Operate specialized tools, vehicles, and equipment used in the construction, operation, maintenance, and repair of wastewater collection systems, water distribution systems, storm drainage facilities, and related infrastructure.

Safely operate heavy construction and maintenance equipment, including backhoes and related trenching, excavation, and material-handling equipment.

Interpret gauges, meters, recording devices, SCADA interfaces, and other monitoring equipment; make appropriate operational adjustments based on observed conditions.

Read, analyze, and understand technical manuals, operating procedures, work orders, blueprints, maps, and plans.

Perform basic mathematical calculations using principles of arithmetic, algebra, and geometry to determine measurements, flow rates, concentrations, and application rates.

Troubleshoot operational and mechanical problems; identify causes and determine appropriate corrective actions.

Perform routine inspections and daily maintenance on trucks, tools, and construction and maintenance equipment.

Establish and maintain effective working relationships with coworkers, supervisors, contractors, tenants, lessees, property owners, and the public.

Communicate clearly, effectively, and professionally, both orally and in writing.

Perform work safely in accordance with established policies and procedures, including the ability to work in confined spaces and follow all applicable safety regulations.

Complete scheduled and unscheduled maintenance activities for District buildings, infrastructure, and properties in a timely and accurate manner.

Perform building, property, and vegetation management functions, including reading and interpreting lease and rental agreements and responding effectively to tenant and property-related inquiries.

Safely operate tools and equipment used in building maintenance and vegetation management, including chainsaws, chippers, masticators, and related machinery.

Apply chemicals and perform vegetation and pest control activities safely and in compliance with applicable regulations; set up, calibrate, and maintain application and monitoring equipment.

Maintain detailed, accurate records, logs, and reports related to maintenance activities, inspections, projects, and regulatory requirements.

Review, prioritize, and coordinate project and service requests to ensure timely and effective completion.

Perform traffic control duties safely and effectively on roadways within the District's service area.

Demonstrate the ability to understand ongoing operations, observe safety rules, analyze equipment and system performance, identify District facilities, interpret work assignments, and explain work activities to others.

Maintain reliable and regular attendance as a condition of employment, consistent with applicable medical and disability leave laws.

Possess the physical ability to perform heavy manual labor for extended periods, including the ability to intermittently sit while preparing reports; bend, squat, climb, kneel, twist, push, pull, grasp, and perform fine manipulation; and lift and carry objects weighing up to 50 pounds.

Qualifications:

Utility Technician I

EDUCATION AND/OR EXPERIENCE:

~~Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:~~

Minimum Education: ~~High:~~ High School diploma and/or equivalent.

~~One year of general laboring work, preferably including water distribution and collection systems repair, maintenance, or construction.~~

Experience: One year of full-time experience in the maintenance, construction, and/or repair of wastewater collection systems, water treatment plant operations, or water distribution facilities.

AND

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of ~~the category~~ Class A or Class B of California Driver's license, with tanker and air brake endorsement, is required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards and requirements are a condition of continuing employment. Class A or Class B Commercial License with tanker and air brake endorsements, within 10 months of entering this position
- Possession and maintenance of a Water Distribution 1 Certificate issued by the California ~~Department of Health Services within 18 months of entering this position~~ State Water Resources Control Board is required.
- Possession and maintenance of a Collection System Maintenance Grade I Certificate issued by the California Water Environment Association within 9 months of entering the position is required

Utility Technician II

EDUCATION AND/OR EXPERIENCE:

Minimum Education: High School diploma and/or equivalent.

Experience: Two years of full-time experience in the maintenance, construction, and/or repair of wastewater collection systems, water treatment plant operations, or water distribution facilities.

AND

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession and maintenance of Class A or Class B Commercial License with tanker and air brake endorsement within 10 months of entering this position
- Possession and maintenance of a Water Distribution 2 Certificate issued by the California State Water Resources Control Board is required.
- Possession and maintenance of a Collection System Maintenance Grade 2 Certificate issued by the California Water Environment Association within 9 months of entering this position is required

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable ~~accommodations~~accommodation may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually moderate.

Other Requirements:

Must be willing to work weekends, holidays, and shifts.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITY Technician I/II

DEPARTMENT: Utilities

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -

SUMMARY: To perform a variety of unskilled and semiskilled routine duties in the construction, repair, and maintenance of water distribution and collection systems, drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water service lines, wastewater lines and meters; to learn progressively more difficult tasks; and to perform other related duties as required.

SUPERVISION: Receives direct supervision from the Utility Supervisor.

Examples of ESSENTIAL DUTIES

Note: The duties listed below represent the primary responsibilities of this classification and are not intended to be all-inclusive; employees may be required to perform other related duties as assigned.

-
- Performs construction, installation, inspection, operation, maintenance, and repair of potable and non-potable water distribution systems, wastewater collection systems, and storm drainage facilities, including mains, laterals, service lines, manholes, valves, hydrants, curbs, gutters, conduits, and related appurtenances.
- Works with crews to raise, adjust, repair, and construct sewer and storm drain manholes, storm conduits, drainage facilities, curbs, gutters, and associated structures; assists with concrete mixing and masonry work.
- Installs, repairs, replaces, disinfects, tests, and restores water and sewer mains, laterals, and service connections; locates, excavates, and repairs water leaks; assists with service taps and pipe fitting.
- Operates, inspects, and performs scheduled maintenance on sewer collection systems, underground water distribution systems, and related utility infrastructure.
- Inspects and cleans wastewater collection systems, storm drains, flood control facilities, and inlets; oversees and performs flushing, cleaning, and pigging of water mains; responds to stoppages, blockages, and system failures.

- Maintains, inspects, and exercises water system valves, hydrants, blow-offs, air/vacuum relief valves, gates, and large control valves.
- Performs pressure, flow, and operational testing throughout the distribution system; conducts light plumbing tasks as required.
- Performs Underground Service Alert (USA) location and marking; reviews plans, specifications, and system maps to accurately locate underground utilities.
- Operates sewer cleaning, inspection, and maintenance equipment including combination truck, jet rodders, high-pressure washers, portable pumps, blowers, paving breakers, CCTV inspection equipment, and related tools.
- Operates heavy equipment for trenching, excavation, pipe installation, backfilling, and site restoration.
- Uses gas detection and monitoring equipment to identify hazardous atmospheric conditions and ensure safe working environments.
- Performs routine building and grounds maintenance, including basic repair and upkeep of District facilities, structures, fences, paved surfaces, landscaped areas, drainage features, and related assets.
- Observes, applies, and enforces safety procedures and regulatory requirements, including traffic control, confined space entry, lock-out/tag-out, fall protection, excavation and trenching safety, and power equipment operation; monitors confined space entry and completes required permits.
- Responds to and investigates customer inquiries and complaints related to water quality, water pressure, water waste violations, sewer stoppages, leaks, and other utility service concerns.
- Participates in the containment, mitigation, and cleanup of spills originating from water or wastewater collection systems.
- Performs inspections and collects operational and condition data related to the District's water, wastewater, and storm drainage systems and associated equipment.
- Generates work orders; prepares and maintains accurate operational, maintenance, and water quality records, logs, and reports for departmental use and submittal to the State of California; enters time, materials, and work activity data into computerized systems.
- Monitors and coordinates developer projects to ensure District water quality and

system integrity are not impacted; oversees inspection, disinfection, testing, and connection of new water mains.

- Maintains, inspects, and properly uses tools, equipment, materials, and vehicles assigned to utility, facility, and infrastructure maintenance.
- Assists with treatment plant operations and special projects as assigned.
- Establishes and maintains effective working relationships with coworkers, supervisors, contractors, developers, and the public, demonstrating principles of good customer service.
- Performs other related duties as assigned.

At the Grade II level, may provide training, guidance, and technical assistance to lower-certified or less experienced personnel. Develops, revises, and implements standard operating procedures; updates and maintains system maps and records.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position of the Utility Worker series. Incumbents in this class generally work under direct supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult work through experience and training and a desired level of proficiency is reached, promotion to a higher-level classification can be reasonably expected. In any of these assignments, incumbents may operate a variety of power-driven equipment and tools utilized in basic construction and maintenance activities.

Employment Standards:

Knowledge of:

Principles, methods, materials, tools, and equipment used in the construction, operation, inspection, maintenance, and repair of wastewater collection systems, and underground potable and non-potable water distribution systems, and related utility infrastructure.

Proper and safe use, operation, and routine maintenance of hand tools, power tools, mechanical, hydraulic, and heavy equipment commonly used in utility, construction, and maintenance activities.

Safe work practices and procedures, including confined space entry, trenching and excavation safety, lock-out/tag-out, fall protection, hazardous gas detection, traffic control,

and safe driving principles and practices.

Building, facility, and property maintenance techniques, including basic repair methods and upkeep of structures, paved surfaces, grounds, and related assets.

Vegetation and right-of-way management practices, rights-of-way clearing and maintenance, and pesticide and herbicide application methods and safety requirements.

Chemical handling, mixing, calibration, and application methods used in water, wastewater, and vegetation management operations.

Applicable local, State, and Federal laws, rules, and regulations related to water and wastewater operations, environmental protection, safety, traffic control, property maintenance, vegetation management, and public works activities.

Basic principles of customer service and effective communication with coworkers, contractors, property owners, and the public.

Tools, equipment, and operational methods used in building, property, and vegetation management activities.

Basic computer skills, including the use of modern office equipment and software applications such as word processing, spreadsheets, databases, and computerized work order and recordkeeping systems.

Ability to perform a variety of unskilled and semiskilled work in construction, repair and maintenance tasks. Use basic hand tools. Learn to operate a variety of equipment and more complex equipment and work procedures. Perform strenuous manual labor. Read and write at the level required for successful job performance. Follow written and oral instructions. Work unusual shifts, weekends, evenings, and holidays when required. Establish and maintain cooperative working relationships.

Skills and Abilities:

Operate specialized tools, vehicles, and equipment used in the construction, operation, maintenance, and repair of wastewater collection systems, water distribution systems, storm drainage facilities, and related infrastructure.

Safely operate heavy construction and maintenance equipment, including backhoes and related trenching, excavation, and material-handling equipment.

Interpret gauges, meters, recording devices, SCADA interfaces, and other monitoring equipment; make appropriate operational adjustments based on observed conditions.

Read, analyze, and understand technical manuals, operating procedures, work orders,

blueprints, maps, and plans.

Perform basic mathematical calculations using principles of arithmetic, algebra, and geometry to determine measurements, flow rates, concentrations, and application rates.

Troubleshoot operational and mechanical problems; identify causes and determine appropriate corrective actions.

Perform routine inspections and daily maintenance on trucks, tools, and construction and maintenance equipment.

Establish and maintain effective working relationships with coworkers, supervisors, contractors, tenants, lessees, property owners, and the public.

Communicate clearly, effectively, and professionally, both orally and in writing.

Perform work safely in accordance with established policies and procedures, including the ability to work in confined spaces and follow all applicable safety regulations.

Complete scheduled and unscheduled maintenance activities for District buildings, infrastructure, and properties in a timely and accurate manner.

Perform building, property, and vegetation management functions, including reading and interpreting lease and rental agreements and responding effectively to tenant and property-related inquiries.

Safely operate tools and equipment used in building maintenance and vegetation management, including chainsaws, chippers, masticators, and related machinery.

Apply chemicals and perform vegetation and pest control activities safely and in compliance with applicable regulations; set up, calibrate, and maintain application and monitoring equipment.

Maintain detailed, accurate records, logs, and reports related to maintenance activities, inspections, projects, and regulatory requirements.

Review, prioritize, and coordinate project and service requests to ensure timely and effective completion.

Perform traffic control duties safely and effectively on roadways within the District's service area.

Demonstrate the ability to understand ongoing operations, observe safety rules, analyze equipment and system performance, identify District facilities, interpret work assignments, and explain work activities to others.

Maintain reliable and regular attendance as a condition of employment, consistent with applicable medical and disability leave laws.

Possess the physical ability to perform heavy manual labor for extended periods, including the ability to intermittently sit while preparing reports; bend, squat, climb, kneel, twist, push, pull, grasp, and perform fine manipulation; and lift and carry objects weighing up to 50 pounds.

Qualifications:

Utility Technician I

EDUCATION AND/OR EXPERIENCE:

Minimum Education: High School diploma and/or equivalent.

Experience: One year of full-time experience in the maintenance, construction, and/or repair of wastewater collection systems, water treatment plant operations, or water distribution facilities.

AND

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of Class A or Class B California Driver's license, with tanker and air brake endorsement, is required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards and requirements are a condition of continuing employment. Class A or Class B Commercial License with tanker and air brake endorsements. within 10 months of entering this position

- Possession and maintenance of a Water Distribution 1 Certificate issued by the California State Water Resources Control Board is required.
- Possession and maintenance of a Collection System Maintenance Grade I Certificate issued by the California Water Environment Association within 9 months of entering the position is required

Utility Technician II

EDUCATION AND/OR EXPERIENCE:

Minimum Education: High School diploma and/or equivalent.

Experience: Two years of full-time experience in the maintenance, construction, and/or repair of wastewater collection systems, water treatment plant operations, or water distribution facilities.

AND

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession and maintenance of Class A or Class B Commercial License with tanker and air brake endorsement within 10 months of entering this position
- Possession and maintenance of a Water Distribution 2 Certificate issued by the California State Water Resources Control Board is required.
- Possession and maintenance of a Collection System Maintenance Grade 2 Certificate issued by the California Water Environment Association within 9 months of entering this position is required

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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

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

The noise level in the work environment is usually moderate.

Other Requirements:

Must be willing to work weekends, holidays, and shifts.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

~~RANCHO MURIETA COMMUNITY SERVICES DISTRICT~~

~~UTILITY~~ **WORKER** ~~TECHNICIAN III~~

DEPARTMENT: ~~WATER/WASTEWATER~~ Utilities

FLSA OVERTIME STATUS: ~~NON-EXEMPT~~ Non-Exempt

BARGAINING UNIT: ~~OPERATING ENGINEERS LOCAL~~ Operating Engineers Local 3

APPROVED BY BOARD OF DIRECTORS ~~June 21, 2023~~: _____

SUMMARY:

Performs a variety of advanced skilled ~~and semiskilled routine~~ duties in the construction, inspection, operation, maintenance, troubleshooting, and repair, of the District's potable and ~~maintenance of non-potable~~ water distribution ~~and collection~~ systems; wastewater collection systems, storm drainage system maintenance; facilities, buildings and, grounds, and related infrastructure. Installs, maintains, and repairs water service lines, sewer service lines, valves, hydrants, meters, and related appurtenances. Operates a variety of light and heavy equipment used in utility construction and maintenance activities. Oversees and provides technical direction and training to Utility Technician I and II personnel; coordinates daily field operations; assists the Utility Supervisor with work planning, scheduling, and project coordination; and performs other related duties as required.

SUPERVISION ~~maintenance;~~

Receives general supervision from the Utility Supervisor.

Provides lead direction, technical guidance, and work coordination to Utility Technician I and II personnel. May assume responsibility for daily field operations in the absence of the Utility Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are representative of the primary responsibilities of this classification and are not intended to be all-inclusive. Other related duties may be assigned.

- Performs advanced skilled construction, installation, inspection, maintenance, and repair of potable water distribution systems, wastewater collection systems, storm drainage facilities, roads, pipelines, buildings, grounds, and other District infrastructure.
- Oversees and provides technical guidance, work direction, and training to Utility Technician I and II personnel; monitors work progress and assists with completion of assigned projects.
- Inspects job sites to evaluate work progress, ensure quality workmanship, verify compliance with District safety requirements, and plan upcoming assignments.
- Coordinates daily field operations and assists the Utility Supervisor with scheduling personnel, equipment, materials, and emergency response activities.
- Performs construction, installation, inspection, operation, maintenance, and repair of potable and non-potable water distribution systems, wastewater collection systems, and storm drainage facilities, including mains, laterals, service lines and, manholes, valves, hydrants, blow-offs, air/vacuum relief valves, meters, and related appurtenances.
- Performs advanced troubleshooting, leak detection, valve exercising, hydrant maintenance, pressure and flow testing, and emergency utility repairs.
- Oversees the inspection, pressure testing, disinfection, bacteriological sampling, and commissioning of newly constructed water mains and service connections.
- Investigates customer complaints related to water quality, water pressure, sewer service, drainage, water waste, leaks, and utility operations; determines appropriate corrective actions.

- Performs Underground Service Alert (USA) utility locating and marking; reviews utility maps, engineering drawings, plans, and specifications to accurately locate underground facilities.
- Operates, inspects, and performs routine maintenance on specialized equipment including backhoes, excavators, loaders, dump trucks, combination sewer cleaning trucks, jet rodders, CCTV inspection equipment, vacuum equipment, generators, compressors, pumps, paving breakers, and related machinery.
- Maintains District drainage facilities, open channels, flood control facilities, rights-of-way, buildings, grounds, fences, paved surfaces, landscaped areas, and related District assets.
- Observes variations in system operating conditions, evaluates equipment performance, and recommends operational improvements or corrective actions.
- Maintains daily operational logs, maintenance records, inspection reports, work orders, asset management records, utility maps, meter information, and computerized maintenance management system (CMMS) records.
- Monitors confined space entries, excavation activities, traffic control, lock-out/tag-out procedures, and other safety practices to ensure compliance with District policies and regulatory requirements.
- Assists with developer project inspections and monitors contractor activities to ensure District standards and water quality requirements are maintained.
- Assists treatment plant personnel during maintenance activities, emergencies, and special projects.
- Serves as acting Utility Supervisor when assigned, coordinating daily field operations and responding to operational issues.
- Participates in standby assignments and responds to after-hours emergency callouts as required.
- Establishes and maintains effective working relationships with coworkers, supervisors, contractors, developers, regulatory agencies, and the public while demonstrating principles of good customer service.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS; ~~to operate a variety of equipment; and to~~

~~This is the advanced journey-level classification in the Utility Technician series. Incumbents are expected to independently perform other related duties as required. Oversees Utility I & II workers. the most difficult operation, maintenance, construction, inspection, and repair assignments involving the District's water distribution, wastewater collection, storm drainage, and related utility systems with minimal supervision.~~

~~Incumbents provide lead direction to Utility Technician I and II personnel, coordinate daily field operations, train employees in the safe operation of equipment and utility maintenance practices, assist the Utility Supervisor in planning and scheduling work, and ensure compliance with District safety policies and regulatory requirements. Employees exercise considerable independent judgment in diagnosing operational problems, coordinating emergency repairs, and determining appropriate corrective actions.~~

~~**SUPERVISION:** Receives direct supervision from the Utility Supervisor.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

~~Examples include the following. Other duties may be assigned. , but are not limited to:~~

- ~~• Performs a variety of advanced skilled and skilled laboring tasks in the construction and, installation, inspection, maintenance, and repair of potable water distribution and systems, wastewater collection systems, storm drainage system, roads facilities, pipelines, roads, buildings, grounds, and other District facilities; infrastructure.~~
- ~~• inspects~~ Oversees and provides technical guidance, work direction, and training to Utility Technician I and II personnel; monitors work progress and assists with completion of assigned projects.
- ~~• Inspects~~ job sites to ~~check one~~ evaluate work progress, ~~assure satisfactory completion~~ ensure quality workmanship, verify compliance with safety requirements, and plan ~~new upcoming~~ assignments; .

- ~~maintains districts open channels and ditch systems;~~
- ~~investigates~~Coordinates daily field operations and assists the Utility Supervisor with scheduling personnel, equipment, materials, and emergency response activities.
- ~~Investigates~~ customer complaints~~related to involving water, wastewater and quality, water pressure, sewer service, drainage, leaks, and utility operations;~~ determines appropriate corrective actions.
- ~~Observes variations in system operation;~~ reads residential and commercial meters;
- ~~works in or around hazardous panels and equipment;~~ assists operations staff as needed;
- ~~observes variations in operating conditions, evaluates equipment performance, and makes appropriate suggestions operational recommendations or adjustments;~~
- Performs complex water and sewer line repairs, leak investigations, service installations, valve replacements, hydrant maintenance, and emergency utility repairs.
- Performs Underground Service Alert (USA) locating and marking of District utilities; reviews maps, plans, and engineering drawings to accurately identify underground infrastructure.
- Operates, inspects, and performs routine maintenance on specialized equipment including backhoes, excavators, loaders, dump trucks, combination sewer cleaning trucks, jetting units, CCTV inspection equipment, vacuum equipment, pumps, compressors, generators, and related machinery.
- Maintains District open channels, drainage facilities, flood control structures, rights-of-way, buildings, grounds, and related facilities.
- Maintains daily operational logs, work orders, maintenance records, meter data, inspection reports, asset management records, and computerized maintenance management system (CMMS) information.
- Monitors field safety practices, ensures proper use of personal protective equipment (PPE), and enforces compliance with confined space entry, excavation safety, traffic control, lockout/tagout, and other applicable safety regulations.

- Reads and interprets utility system maps, engineering drawings, specifications, and construction plans.
 - Assists with updating utility maps, maintenance records, and standard operating procedures.
 - Assists operations and treatment plant staff during emergencies, planned shutdowns, maintenance activities, and special projects.
 - Serves as acting Utility Supervisor when assigned, coordinating daily field activities and responding to operational issues in the Supervisor's absence.
 - Participates in standby duty and responds to after-hours emergency callouts as required.
 - Performs other related duties as assigned.
-

KNOWLEDGE OF

In addition to the knowledge required of Utility Technician II:

- Advanced operation, maintenance, and repair of water distribution, wastewater collection, and storm drainage systems.
 - Utility construction practices and pipeline installation techniques.
 - Safe operation of heavy construction and maintenance equipment around existing underground utilities.
 - Reading and interpreting engineering drawings, utility maps, plans, and specifications.
 - Principles of work coordination, employee training, and project scheduling.
 - Preventive maintenance and asset management practices.
 - Applicable State and Federal drinking water, wastewater, safety, and environmental regulations.
-

SKILLS AND ABILITIES

- Lead, coordinate, and train field personnel while maintaining productive working relationships.

- Independently complete complex maintenance and construction assignments with minimal supervision.
 - Safely and efficiently operate backhoes, excavators, dump trucks, jetting equipment, combination sewer cleaning equipment, and related heavy machinery.
 - Read and interpret engineering drawings, utility maps, and construction plans.
 - Troubleshoot utility system failures and determine appropriate corrective actions.
 - Maintain accurate records, reports, and computerized maintenance information.
 - Effectively communicate with supervisors, coworkers, contractors, regulatory agencies, and the public.
 - Oversee the completion of projects independently and as part of a team.
 - Fill in for the Utility Supervisor as assigned.
 - Work standby assignments, unusual shifts, weekends, holidays, and emergency callouts.
-

MINIMUM QUALIFICATIONS

Education

- ~~reads residential and commercial meters; enters data into computer;~~
- ~~mark out District utilities for USAs;~~
- ~~makes water and sewer line repairs;~~
- ~~updates and maintains daily shift log; tracks meter, distribution, and other repairs on Districts network;~~
- ~~operates backhoe, dump truck, jetting unit or other equipment;~~
- ~~performs a wide variety of maintenance work according to District needs.~~

High school diploma or equivalent.

Experience:

Four (4) years of progressively responsible experience in the maintenance, construction, inspection, and repair of water distribution systems, wastewater collection systems, storm drainage facilities, or related utility infrastructure, including at least two (2) years performing journey-level utility maintenance work.

Lead worker or crew leader experience is highly desirable.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and maintenance of a valid California Class A or Class B Commercial Driver License, with tanker and air brake endorsements.
- Possession and maintenance of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) Certificate.
- Possession and maintenance of a California Water Environment Association Collection System Maintenance Grade III (CSM III) Certificate.
- Completion of all continuing education requirements necessary to maintain required certifications.
- Additional certifications in confined space entry, competent person excavation safety, traffic control, first aid/CPR, or cross-certification in treatment operations are desirable.

~~DISTINGUISHING CHARACTERISTICS:~~

~~This is the advanced working level in the Utility Operator series. Incumbents are expected to perform the more difficult operations and maintenance assignments with minimum guidance and supervision in the repair and maintenance of District water distribution, collection systems and related buildings, grounds and facilities; to provide work direction and assist the Utility Supervisor; to have daily responsibility for field operations and its maintenance; train other staff to operate a variety of power driven equipment and tools utilized in construction and maintenance activities, safety equipment, and all aspects of distribution operations.~~

~~QUALIFICATION REQUIREMENTS:~~

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

Must have ability to perform a variety of unskilled and semi-skilled work in construction repair and maintenance tasks above and below ground.

Ability to oversee and train personnel in a wide range of repair and maintenance work at water, wastewater and drainage facilities; Effectively operate a variety of light and moderately heavy mechanical equipment. Read and interpret sewer and water system maps and engineering drawings. Keep records and prepare reports as needed. Skillfully use hand and power tools. Safely operate backhoe and related equipment in and around other utilities. Use computer equipment and related peripheral equipment to enter and extract information. Perform strenuous manual labor. Insure proper use and maintenance of Personal Protective Equipment. Read and write at the level required for successful job performance. Follow and give written and oral instructions. Oversee the completion of tasks and projects independently and as a team. Work unusual shifts, weekends, evenings, and holidays when required, as well as work standby and respond to emergency calls. Establish and maintain cooperative working relationships. Fill in for District Utility Supervisor position and duties as necessary.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying;

~~Minimum Education:~~ High School diploma and/or equivalent.

Candidates must be 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Three years of experience as a Utility Worker II with Rancho Murieta Community Services District or equivalent work elsewhere, *and*

Two years of general laboring work involving repair and maintenance of water distribution and collection equipment, grounds, facilities and systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession and maintenance of a Water Distribution 1 Certificate issued by the California Public Department of Health and must obtain Water Distribution 2 Certificate within 18 months of entering this position. Incumbent must complete the appropriate amount of continuing education hours as required by the State of California to maintain the certification.

Failure to obtain and maintain the appropriate credentials may constitute a cause for termination from this appointment.

Possession of higher Water Distribution Operator certification Grades and CWEA collection system operator I certification is highly desired and will be mandatory should the system change and require it.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must meet the rating capacity of equipment in order to perform duties of the position; Frequently bend, stoop, squat, kneel, crouch and reach above the shoulder; Wear respirators as needed to perform work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals and vibration, risk of electrical shock.

The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

Appointment to this position falls under a one year probationary period with the District.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITY TECHNICIAN III

DEPARTMENT: Utilities

FLSA OVERTIME STATUS: Non-Exempt

BARGAINING UNIT: Operating Engineers Local 3

APPROVED BY BOARD OF DIRECTORS: TBD

SUMMARY

Performs a variety of advanced skilled duties in the construction, inspection, operation, maintenance, troubleshooting, and repair of the District's potable and non-potable water distribution systems, wastewater collection systems, storm drainage facilities, buildings, grounds, and related infrastructure. Installs, maintains, and repairs water service lines, sewer service lines, valves, hydrants, meters, and related appurtenances. Operates a variety of light and heavy equipment used in utility construction and maintenance activities. Oversees and provides technical direction and training to Utility Technician I and II personnel; coordinates daily field operations; assists the Utility Supervisor with work planning, scheduling, and project coordination; and performs other related duties as required.

SUPERVISION

Receives general supervision from the Utility Supervisor.

Provides lead direction, technical guidance, and work coordination to Utility Technician I and II personnel. May assume responsibility for daily field operations in the absence of the Utility Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are representative of the primary responsibilities of this classification and are not intended to be all-inclusive. Other related duties may be assigned.

- Performs advanced skilled construction, installation, inspection, maintenance, and repair of potable water distribution systems, wastewater collection systems, storm drainage facilities, roads, pipelines, buildings, grounds, and other District infrastructure.
- Oversees and provides technical guidance, work direction, and training to Utility Technician I and II personnel; monitors work progress and assists with completion of assigned projects.
- Inspects job sites to evaluate work progress, ensure quality workmanship, verify compliance with District safety requirements, and plan upcoming assignments.
- Coordinates daily field operations and assists the Utility Supervisor with scheduling personnel, equipment, materials, and emergency response activities.
- Performs construction, installation, inspection, operation, maintenance, and repair of potable and non-potable water distribution systems, wastewater collection systems, and storm drainage facilities, including mains, laterals, service lines, manholes, valves, hydrants, blow-offs, air/vacuum relief valves, meters, and related appurtenances.
- Performs advanced troubleshooting, leak detection, valve exercising, hydrant maintenance, pressure and flow testing, and emergency utility repairs.
- Oversees the inspection, pressure testing, disinfection, bacteriological sampling, and commissioning of newly constructed water mains and service connections.
- Investigates customer complaints related to water quality, water pressure, sewer service, drainage, water waste, leaks, and utility operations; determines appropriate corrective actions.
- Performs Underground Service Alert (USA) utility locating and marking; reviews utility maps, engineering drawings, plans, and specifications to accurately locate underground facilities.

- Operates, inspects, and performs routine maintenance on specialized equipment including backhoes, excavators, loaders, dump trucks, combination sewer cleaning trucks, jet rodders, CCTV inspection equipment, vacuum equipment, generators, compressors, pumps, paving breakers, and related machinery.
- Maintains District drainage facilities, open channels, flood control facilities, rights-of-way, buildings, grounds, fences, paved surfaces, landscaped areas, and related District assets.
- Observes variations in system operating conditions, evaluates equipment performance, and recommends operational improvements or corrective actions.
- Maintains daily operational logs, maintenance records, inspection reports, work orders, asset management records, utility maps, meter information, and computerized maintenance management system (CMMS) records.
- Monitors confined space entries, excavation activities, traffic control, lock-out/tag-out procedures, and other safety practices to ensure compliance with District policies and regulatory requirements.
- Assists with developer project inspections and monitors contractor activities to ensure District standards and water quality requirements are maintained.
- Assists treatment plant personnel during maintenance activities, emergencies, and special projects.
- Serves as acting Utility Supervisor when assigned, coordinating daily field operations and responding to operational issues.
- Participates in standby assignments and responds to after-hours emergency callouts as required.
- Establishes and maintains effective working relationships with coworkers, supervisors, contractors, developers, regulatory agencies, and the public while demonstrating principles of good customer service.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Utility Technician series. Incumbents are expected to independently perform the most difficult operation, maintenance, construction, inspection, and repair assignments involving the District's water distribution, wastewater collection, storm drainage, and related utility systems with minimal supervision.

Incumbents provide lead direction to Utility Technician I and II personnel, coordinate daily field operations, train employees in the safe operation of equipment and utility maintenance practices, assist the Utility Supervisor in planning and scheduling work, and ensure compliance with District safety policies and regulatory requirements. Employees exercise considerable independent judgment in diagnosing operational problems, coordinating emergency repairs, and determining appropriate corrective actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples include, but are not limited to:

- Performs advanced skilled construction, installation, inspection, maintenance, and repair of potable water distribution systems, wastewater collection systems, storm drainage facilities, pipelines, roads, buildings, grounds, and other District infrastructure.
- Oversees and provides technical guidance, work direction, and training to Utility Technician I and II personnel; monitors work progress and assists with completion of assigned projects.
- Inspects job sites to evaluate work progress, ensure quality workmanship, verify compliance with safety requirements, and plan upcoming assignments.
- Coordinates daily field operations and assists the Utility Supervisor with scheduling personnel, equipment, materials, and emergency response activities.

- Investigates customer complaints involving water quality, water pressure, sewer service, drainage, leaks, and utility operations; determines appropriate corrective actions.
- Observes variations in system operating conditions, evaluates equipment performance, and makes operational recommendations or adjustments.
- Performs complex water and sewer line repairs, leak investigations, service installations, valve replacements, hydrant maintenance, and emergency utility repairs.
- Performs Underground Service Alert (USA) locating and marking of District utilities; reviews maps, plans, and engineering drawings to accurately identify underground infrastructure.
- Operates, inspects, and performs routine maintenance on specialized equipment including backhoes, excavators, loaders, dump trucks, combination sewer cleaning trucks, jetting units, CCTV inspection equipment, vacuum equipment, pumps, compressors, generators, and related machinery.
- Maintains District open channels, drainage facilities, flood control structures, rights-of-way, buildings, grounds, and related facilities.
- Maintains daily operational logs, work orders, maintenance records, meter data, inspection reports, asset management records, and computerized maintenance management system (CMMS) information.
- Monitors field safety practices, ensures proper use of personal protective equipment (PPE), and enforces compliance with confined space entry, excavation safety, traffic control, lockout/tagout, and other applicable safety regulations.
- Reads and interprets utility system maps, engineering drawings, specifications, and construction plans.
- Assists with updating utility maps, maintenance records, and standard operating procedures.
- Assists operations and treatment plant staff during emergencies, planned shutdowns, maintenance activities, and special projects.

- Serves as acting Utility Supervisor when assigned, coordinating daily field activities and responding to operational issues in the Supervisor's absence.
 - Participates in standby duty and responds to after-hours emergency callouts as required.
 - Performs other related duties as assigned.
-

KNOWLEDGE OF

In addition to the knowledge required of Utility Technician II:

- Advanced operation, maintenance, and repair of water distribution, wastewater collection, and storm drainage systems.
 - Utility construction practices and pipeline installation techniques.
 - Safe operation of heavy construction and maintenance equipment around existing underground utilities.
 - Reading and interpreting engineering drawings, utility maps, plans, and specifications.
 - Principles of work coordination, employee training, and project scheduling.
 - Preventive maintenance and asset management practices.
 - Applicable State and Federal drinking water, wastewater, safety, and environmental regulations.
-

SKILLS AND ABILITIES

- Lead, coordinate, and train field personnel while maintaining productive working relationships.
- Independently complete complex maintenance and construction assignments with minimal supervision.

- Safely and efficiently operate backhoes, excavators, dump trucks, jetting equipment, combination sewer cleaning equipment, and related heavy machinery.
 - Read and interpret engineering drawings, utility maps, and construction plans.
 - Troubleshoot utility system failures and determine appropriate corrective actions.
 - Maintain accurate records, reports, and computerized maintenance information.
 - Effectively communicate with supervisors, coworkers, contractors, regulatory agencies, and the public.
 - Oversee the completion of projects independently and as part of a team.
 - Fill in for the Utility Supervisor as assigned.
 - Work standby assignments, unusual shifts, weekends, holidays, and emergency callouts.
-

MINIMUM QUALIFICATIONS

Education

High school diploma or equivalent.

Experience:

Four (4) years of progressively responsible experience in the maintenance, construction, inspection, and repair of water distribution systems, wastewater collection systems, storm drainage facilities, or related utility infrastructure, including at least two (2) years performing journey-level utility maintenance work.

Lead worker or crew leader experience is highly desirable.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and maintenance of a valid California Class A or Class B Commercial Driver License, with tanker and air brake endorsements.

- Possession and maintenance of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) Certificate.
- Possession and maintenance of a California Water Environment Association Collection System Maintenance Grade III (CSM III) Certificate.
- Completion of all continuing education requirements necessary to maintain required certifications.
- Additional certifications in confined space entry, competent person excavation safety, traffic control, first aid/CPR, or cross-certification in treatment operations are desirable.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

MANAGER OF ADMINISTRATIVE SERVICES /CLERK OF THE BOARD

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

POSITION SUMMARY

Under direction of the General Manager, the Manager of Administrative Services/Clerk of the Board assists the General Manager in administrative, public relations, and general affairs of the District. In addition to offering historical knowledge of the District, this position also helps organize the District's administrative services and Board governance functions.

The Clerk of the Board serves as the official custodian of Board records and is responsible for the preparation and administration of Board and committee meetings, official actions, public notices, elections, conflict-of-interest filings, and compliance with applicable open-meeting and public-records laws. The position exercises substantial independent judgment and discretion, handles highly confidential and sensitive matters, and serves as a trusted advisor to the General Manager and Board of Directors.

DISTINGUISHING CHARACTERISTICS

This position has broad responsibility for District-wide administrative systems and Board governance. The position is distinguished by its responsibility for legally required Clerk of the Board functions and programs that affect the entire organization. The incumbent is expected to work anticipate organizational needs, manage competing priorities, and represent the District with professionalism and political acumen.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision and general direction from the General Manager.
- May serve as Acting General Manager when designated by the General Manager or Board of Directors.

ESSENTIAL FUNCTIONS

The following duties are representative of the work performed. The omission of a specific duty does not exclude it from the classification when the work is similar, related, or a logical assignment of the position.

Organizational Administration

- Assists in implementing District-wide goals, policies, strategic initiatives, and operating priorities.
- Assists the General Manager and Board of Directors on administrative, governance, organizational, personnel, and policy matters using a wide knowledge of documents that have shaped the District.
- Reviews administrative practices and recommends improvements to increase efficiency, transparency, accountability, internal controls, and customer service.

Board Governance and Clerk of the Board

- Serves as the official Clerk of the Board and performs all duties assigned by law, Board policy, or the General Manager.
- Plans and coordinates regular, special, emergency, and committee meetings of the Board of Directors, including agenda development, staff report coordination, agenda packet preparation, posting, distribution, and meeting logistics.
- Attends Board and committee meetings; records official actions; prepares accurate minutes; tracks motions, direction, referrals, and follow-up assignments.

- Ensures compliance with the Ralph M. Brown Act, California Public Records Act, Political Reform Act, District bylaws, parliamentary procedures, and other laws governing public agency meetings and records.
- Maintains the official legislative history of the District, including ordinances, resolutions, minutes, policies, contracts, deeds, easements, and other permanent records.
- Coordinates the preparation, review, adoption, publication, codification, and retention of ordinances, resolutions, policies, and governance documents in consultation with legal counsel.
- Administers public hearings and statutory notice requirements, including Proposition 218 notices and protest proceedings.
- Coordinates District elections, appointments, vacancies, oaths of office, and related filings with Sacramento County and other agencies.
- Administers Statements of Economic Interests (Form 700), conflict-of-interest code updates, ethics training records, and other required Board and employee compliance filings.
- Coordinates Board orientation, training, conference registration, travel documentation, and access to governance resources.
- Responds to requests from Board members in accordance with District policy and ensures appropriate coordination with the General Manager and staff.

Human Resources and Organizational Development

- Coordinates human resources programs in consultation with the General Manager, legal counsel, and contracted human resources professionals.
- Coordinates workplace investigations and other sensitive personnel matters with legal counsel or outside investigators, as directed.
- Develops, updates, and administers personnel policies, and employee handbooks.

Risk Management, Safety, and Regulatory Compliance

- Coordinates the District's risk management, insurance, claims, and loss-control programs.
- Works with department managers to identify organizational risks and promote compliance with applicable laws, regulations, permits, policies, and reporting requirements.
- Coordinates liability claims, subpoenas, and litigation support with insurers, third-party administrators, and legal counsel.
- Oversees development, implementation, and periodic review of the District's Injury and Illness Prevention Program and related safety training.
- Coordinates compliance reviews, audits, internal investigations, and document production.
- Supports emergency preparedness, and FEMA reimbursement or disaster recovery activities.
- Maintains required authorizations and access credentials, including California Department of Justice criminal-offender-record-information access, when applicable.

Records Management and Administrative Services

- Develops and administers District-wide records management, retention, imaging, indexing, retrieval, preservation, and destruction programs.
- Serves as the District's Public Records Act coordinator; receives, tracks, evaluates, and coordinates timely responses to requests in consultation with departments and legal counsel.
- Oversees document control, official files, and administrative forms.
- Coordinates contract administration, insurance certificates, professional services agreements, and administrative procurement, as assigned.
- Reviews and approves administrative transactions and vendor payments within delegated authority.
- Coordinates website content.
- Provides confidential executive support and technical assistance to the General Manager, and department managers.

Public Information, Community Relations, and Intergovernmental Coordination

- Coordinates District public information, communication, community outreach, and customer education activities.
- Oversees the accuracy and timeliness of website, social media, public notices, newsletters, press releases, and other official communications.

- Coordinates responses to media inquiries and public information needs in consultation with the General Manager.
- Maintains constructive relationships with residents, ratepayers, businesses, community organizations, partner agencies, and other stakeholders.
- Supports transparent, accessible, and customer-focused communication regarding District programs, projects, rates, and services.

Program and Project Management

- Coordinates major administrative initiatives, including rate studies, Proposition 218 proceedings, strategic planning efforts, governance reviews, and organizational improvement projects.
- Conducts research, policy analysis; prepares recommendations, reports, presentations, and implementation plans.
- Performs other duties and special assignments as requested by the General Manager.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills, and abilities may be considered. A typical way to obtain the qualifications is described below.

Knowledge of

- Principles and practices of public administration, organizational management, strategic planning, and executive leadership.
- California special district governance and the operations of public utilities and local government agencies.
- Ralph M. Brown Act, California Public Records Act, Political Reform Act, Proposition 218, election requirements, records-retention requirements, and related public agency laws.
- Board and committee agenda administration, minute preparation, parliamentary procedure, and legislative recordkeeping.
- Risk management, insurance, claims administration, workplace safety, emergency preparedness, and regulatory compliance.
- Public information, community engagement, customer service, and conflict resolution.
- Records management principles, electronic document systems, confidentiality, privacy, and information security.

Ability to

- Provide assistance to General Manager in translating Board policy and organizational goals into effective programs, procedures, and results.
- Exercise sound judgment, discretion, diplomacy, confidentiality, and political acumen in sensitive or high-visibility matters.
- Apply policies, contracts, and administrative procedures.
- Organize, prioritize, and manage multiple complex assignments within strict legal and operational deadlines.
- Prepare clear, accurate, policies, minutes, correspondence, presentations, and public communications.
- Communicate effectively with elected officials, employees, labor representatives, consultants, legal counsel, regulators, media representatives, and the public.
- Use modern office technology, records systems, and communication platforms.

EDUCATION AND EXPERIENCE

Education

A bachelor's degree from an accredited college or university in public administration, business administration, human resources, organizational leadership, political science, or a closely related field is required. A master's degree in a related field is desirable.

Experience

Five (5) years of progressively responsible professional experience in public administration, Board administration, human resources, administrative services, or a closely related field. Experience with a California special district, municipal utility, or other public agency is highly desirable. Experience working in a unionized environment is also desirable.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

- Possession of, or ability to obtain and maintain, a valid California driver's license and an acceptable driving record consistent with District policy.
- Ability to obtain appointment as a Notary Public for the State of California within six (6) months of appointment, if required by the District.
- Ability to attend evening Board and committee meetings and occasional meetings or events outside normal business hours.

PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is primarily sedentary and performed in an office and public-meeting environment. The employee is regularly required to sit, stand, walk, speak, hear, use hands and fingers to operate office equipment, and reach with hands and arms. The position may occasionally require bending, stooping, kneeling, climbing, and lifting or moving materials weighing up to 25 pounds. Vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

Work is performed primarily in an office setting with frequent interaction with elected officials, employees, consultants, legal counsel, regulatory agencies, community members, and the public. The position requires attendance at evening Board and committee meetings and may require occasional travel, extended hours, and response during emergencies. The incumbent must manage multiple priorities and deadlines in a fast-paced, confidential, and highly visible public-service environment.

CLASSIFICATION STATUS

This is an at-will position exempt from overtime under the Fair Labor Standards Act. This job description is not an employment agreement and may be amended by the District to reflect changes in organizational needs, law, technology, or assigned responsibilities.