



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

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

PERSONNEL COMMITTEE

(Directors Tim Maybee and Randy Jenco)

Regular Meeting

July 2, 2024 at 7:30 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. *Discussion Item* Discuss Updates to the Director of Operations Job Description

3. *Discussion Item* Discuss Updates to the Security Patrol Officer II Job Description

4. 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. We will hold all comments until the Public Comment section.

5. Directors & Staff Comments/Suggestions

6. 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 awilder@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. The date of this posting is June 28, 2024. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF OPERATIONS

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS:

EXEMPT BARGAINING UNIT: N/A

APPROVED/PENDING APPROVAL BY BOARD OF DIRECTORS:

05/21/2014

REVISED: 05/19/2024 June 2024

SUMMARY: With direction from the General Manager, plans, organizes and directs the District's Operations and Maintenance Department; establishes goals, objectives and measurement indicators for the department; establishes internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in distribution maintenance and construction, water treatment and production, water quality, facility maintenance, environmental compliance, laboratory services, and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, and District managers Chief Plant Operator and Utility Supervisor on a variety of issues; participates in the Executive Management team to develop District-wide policies and procedures and to advance the goals and mission of the District; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter-agency/interagency coordination projects; and performs other related work as required.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over Chief Plant Operator and Utility Supervisor, and staff thereunder.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs a wide variety of water distribution and treatment, wastewater collection, treatment, and tertiary reclamation plant operations, reclaimed water distribution and management, storm water management (small MS4), flood control, levees and drainage, raw water deliveries and storage, including operation and maintenance of earth-filled dams, drainage systems, lakes and reservoirs, capital and operational construction and maintenance projects, functions of the District;
- Directs and participates in the development of goals, objectives, rules, policies and operating procedures for field operations, develops long range strategic and financial goals for the department;
- Coordinates preparation of the annual budget request for the Operations and Maintenance Department; reviews staffing, equipment, and supply needs based upon

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recent trends and planned activities; monitors expenditures after budget adoption to ensure efficient operations; approves the requisition of materials, supplies, and equipment;

• Maintains water rights permits and oversees preparation of periodic reports to Federal, State, County and local agencies;

• Monitors potential impacting legislative and regulatory activities and coordinates with District's external representative(s) and other internal and external stakeholders as appropriate in order to protect the interests of the District;

• Studies and recommends technology, procedures, and practices to improve operational efficiency; evaluates alternatives for performing needed work; attends project review meetings to evaluate progress of ongoing construction or maintenance activities, coordinates and routinely inspects construction and maintenance work performed by contractors, prepares cost estimates and specifications for outside contract work including Capital Improvement Projects;

• Recommends selection of operations and maintenance consultants; oversees the coordination and management of consultants providing engineering and information technology services to the department;

• Establishes and oversees comprehensive programs for preventive maintenance, work safety, training and energy conservation;

• Attends Board of Directors and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board regarding operations and maintenance issues;

• Provides technical information, advice, and consultation to the District Board and General Manager on water, wastewater, recycled water, and drainage activities;

• Directs the preparation and prepares a variety of reports related to operations, functions, and activities;

• Visits District facilities and job sites to oversee work in progress and provide needed direction; responds to major emergencies during and after hours as needed; directs the investigation and correction of customer and operational complaints within areas of operations, responds respectfully to sensitive citizen inquiries and complaints concerning operations and activities;

• Ensures that long-term training objectives are established and implemented so that staff possess the depth of technical skills and knowledge necessary to maintain effective and efficient operations as well as for succession planning management; .

• Serves on District or community committees as assigned.

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QUALIFICATION REQUIREMENTS:

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

Knowledge of the principles and methods of water distribution, water treatment, and wastewater treatment, collections, operations, and maintenance. Knowledge of the principles of organization and management, principles of supervision, training, and effective personnel management; budgetary and job costing practices. Familiarity with safety programs and practices related to the control and use of hazardous materials and substances, confined space entry and related safety issues. Knowledge of energy conservation programs and practices. Familiarity and ability to comprehend and apply applicable Federal, State, county, and local environmental regulations. Knowledge of grant requirements and applications from federal, state and private entities.

SUPERVISORY RESPONSIBILITIES:

Ability to ~~assign~~:

- Assign, review, plan, coordinate and guide the work of other employees; ~~recommend~~.
- Recommend the transfer, promotion, salary increase, discipline or discharge of staff; ~~evaluate~~.
- Evaluate the work of employees and prepare performance appraisals; ~~promote~~.
- Promote staff development and motivation and to train staff; ~~analyze~~.
- Analyze problems that arise in the areas under supervision and recommend solutions; ~~preparation~~.
- Prepare procedures and processes for tracking and evaluating the budget ~~through~~ throughout the year; ~~and~~.
- Ability to use Use independent judgment in fairly non-routine situations, such as, but not limited to; water leaks, calculating anticipated revenue and/or expenditures and ensuring adequate supervision of programs.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Strong leadership, interpersonal, and problem-solving skills.
- Knowledge and experience in water and wastewater treatment and management.
- Knowledge of the principles, practices, and trends of public administration, organization, and management.
- Knowledge of water and wastewater treatment policy, programs, trends, and issues.
- Knowledge of the interrelationship of federal, state, local, professional, and voluntary water agencies and the programs and services of such agencies.
- Demonstrated ability to review regulatory guidance and complex, interrelated policies, procedures, and practices.
- Demonstrated ability to manage and coordinate with large teams in multiple locations.
- Demonstrated ability to analyze complex problems and develop effective courses of action to solve them.

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- Demonstrated ability to collaborate across high levels of government, external organizations, providers, industry associations, and member representatives.
 - Demonstrated ability to lead change and transformation efforts within and outside the organization, utilizing excellent communication and change management strategies.
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Minimum Qualifications

EDUCATION:

~~Bachelors Graduation from high school or GED equivalent is required~~

~~Bachelor of Science degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field preferred.~~

~~Master's degree in science, engineering, or business is highly desirable.~~

~~Registration with the State of California as a Professional Engineer is highly desirable.~~

EXPERIENCE: ~~Eight~~

~~Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance, analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.~~

LICENSE/LICENCES AND/OR CERTIFICATES:

~~Possession of the category of a current 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 conditions of continuing employment.~~

~~Possession and maintenance of a Grade 4 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and;~~

~~Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required.~~

RECOMMENDED CERTIFICATES:

~~Possession and maintenance of a Grade 1 Laboratory Certificate issued by either the CWEA or the AWWA.~~

~~Possession and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.~~

~~Possession of California Department of Pesticide Regulation - Qualified Applicator's certification for aquatics, roadsides & right-of-ways, and sewer collection root control.~~

OTHER SKILLS AND ABILITIES:

~~Knowledge of supervisory principles and practices; Operation, administration, policies and procedures relating to governmental administration and finance; operate a computer at a skill level and with the degree of accuracy to meet job requirements; data management including word processing, spreadsheet and data base~~

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principles; Methods of preparing and monitoring annual budgets.

Ability to work with and communicate clearly with various Federal, State, County and local regulatory agencies, build and maintain a good working relationship with the applicable agencies.

Strong written and verbal communication skills.

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 sit, talk, and hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to manipulate, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance, and taste and smell. The employee may be exposed to extreme dampness, heights and vibrations.

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

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 may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, biological hazards, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF OPERATIONS

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS:
EXEMPT BARGAINING UNIT: N/A

PENDING APPROVAL BY BOARD OF DIRECTORS
REVISED June 2024

SUMMARY: With direction from the General Manager, plans, organizes and directs the District's Operations and Maintenance Department; establishes goals, objectives and measurement indicators for the department; establishes internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in distribution maintenance and construction, water treatment and production, water quality, facility maintenance, environmental compliance, laboratory services, and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, Chief Plant Operator and Utility Supervisor on a variety of issues; participates in the Executive Management team to develop District-wide policies and procedures and to advance the goals and mission of the District; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various interagency coordination projects; and performs other related work as required.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over Chief Plant Operator and Utility Supervisor, and staff thereunder.

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- Directs and participates in the development of goals, objectives, rules, policies and operating procedures for field operations, develops long range strategic and financial goals for the department;
- Coordinates preparation of the annual budget request for the Operations and Maintenance Department; reviews staffing, equipment, and supply needs based upon

recent trends and planned activities; monitors expenditures after budget adoption to ensure efficient operations; approves the requisition of materials, supplies, and equipment.

- Maintains water rights permits and oversees preparation of periodic reports to Federal, State, County and local agencies;
- Monitors potential impacting legislative and regulatory activities and coordinates with District's external representative(s) and other internal and external stakeholders as appropriate in order to protect the interests of the District;
- Studies and recommends technology, procedures, and practices to improve operational efficiency; evaluates alternatives for performing needed work; attends project review meetings to evaluate progress of ongoing construction or maintenance activities, coordinates and routinely inspects construction and maintenance work performed by contractors, prepares cost estimates and specifications for outside contract work including Capital Improvement Projects;
- Recommends selection of operations and maintenance consultants; oversees the coordination and management of consultants providing engineering and information technology services to the department;
- Establishes and oversees comprehensive programs for preventive maintenance, work safety, training and energy conservation;
- Attends Board of Directors and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board regarding operations and maintenance issues;
- Provides technical information, advice, and consultation to the District Board and General Manager on water, wastewater, recycled water, and drainage activities;
- Directs the preparation and prepares a variety of reports related to operations, functions, and activities;
- Visits District facilities and job sites to oversee work in progress and provide needed direction; responds to major emergencies during and after hours as needed; directs the investigation and correction of customer and operational complaints within areas of operations, responds respectfully to sensitive citizen inquiries and complaints concerning operations and activities;
- Ensures that long-term training objectives are established and implemented so that staff possess the depth of technical skills and knowledge necessary to maintain effective and efficient operations as well as for succession planning management; .
- Serves on District or community committees as assigned.

QUALIFICATION REQUIREMENTS:

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SUPERVISORY RESPONSIBILITIES:

Ability to:

- Assign, review, plan, coordinate and guide the work of other employees.
- Recommend the transfer, promotion, salary increase, discipline or discharge of staff;
- Evaluate the work of employees and prepare performance appraisals;
- Promote staff development and motivation and to train staff;
- Analyze problems that arise in the areas under supervision and recommend solutions;
- Prepare procedures and processes for tracking and evaluating the budget throughout the year; and
- Use independent judgment in fairly non-routine situations, such as, but not limited to: water leaks, calculating anticipated revenue and/or expenditures and ensuring adequate supervision of programs.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Strong leadership, interpersonal, and problem-solving skills..
- Knowledge and experience in water and wastewater treatment and management.
- Knowledge of the principles, practices, and trends of public administration, organization, and management.
- Knowledge of water and wastewater treatment policy, programs, trends, and issues.
- Knowledge of the interrelationship of federal, state, local, professional, and voluntary water agencies and the programs and services of such agencies.
- Demonstrated ability to review regulatory guidance and complex, interrelated policies, procedures, and practices.
- Demonstrated ability to manage and coordinate with large teams in multiple locations.
- Demonstrated ability to analyze complex problems and develop effective courses of action to solve them.
- Demonstrated ability to collaborate across high levels of government, external organizations, providers, industry associations, and member representatives.
- Demonstrated ability to lead change and transformation efforts within and outside the organization, utilizing excellent communication and change management strategies.

Minimum Qualifications

EDUCATION:

Graduation from high school or GED equivalent is required

Bachelor of Science degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field preferred.

Master's degree in science, engineering, or business is highly desirable.

Registration with the State of California as a Professional Engineer is highly desirable.

EXPERIENCE:

Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.

LICENSES AND/OR CERTIFICATES:

Possession of the category of a current 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 conditions of continuing employment.

Possession and maintenance of a Grade 4 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and;

Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required.

Possession and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; Operation, administration, policies and procedures relating to governmental administration and finance; operate a computer at a skill level and with the degree of accuracy to meet job requirements; data management including word processing, spreadsheet and data base principles; Methods of preparing and monitoring annual budgets.

Ability to work with and communicate clearly with various Federal, State, County and local regulatory agencies, build and maintain a good working relationship with the applicable agencies.

Strong written and verbal communication skills.

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 sit, talk, and hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to

manipulate, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance; and taste and smell. The employee may be exposed to extreme dampness, heights and vibrations.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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 may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, biological hazards, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.



Rancho Murieta residents are actively engaged, love the environment in which they live and are focused on maintaining a safe and secure community. The new Director of Operations will be viewed as one of the community's most visible public leaders. The successful candidate is ideally well-versed in community and public relations and possess an open, friendly demeanor that encourages community engagement and displays a commitment to exceptional customer service.

COMPENSATION & BENEFITS

The annual salary for this position goes up to \$169,512 depending on qualifications and experience. The District offers a comprehensive benefit package including: vacation; sick leave; administrative leave; 12 holidays; Full coverage of medical, dental, and vision; life and long-term disability insurance; retiree medical; and a 2.5% employer contribution to deferred compensation. PERS retirement plans: 2% at 55 (Local Government) for PERS Classic (7% ee contribution);

2% at 62 for PERS PEPRA (7.75% ee contribution).

The District does not participate in Social Security.

EXPERIENCE/EDUCATION/CERTIFICATIONS

A minimum of five years water treatment and management experience in the key areas identified in this brochure are expected.

Grade 4 Wastewater Plant Operator's Certificate of Competence required within 18 months of entering this position.

Grade 3 Water Treatment Operator's Certificate required within 18 months of entering this position

Graduation from high school or GED equivalency required.

CA Driver's License required.

Bachelors degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field preferred.

Masters degree in science, engineering, or business highly desirable.

APPLICATION PROCESS

To be considered for this exceptional career opportunity, submit your resume, cover letter, list of two work-related references (one supervisor and one direct report) by Monday, July 29. Resumes should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please email your application materials to hlizama@rmcsd.com

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the HR team. Candidates deemed most qualified will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

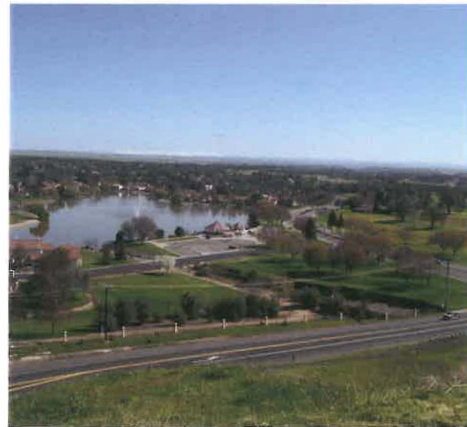
Rancho Murieta Community Services District DIRECTOR OF OPERATIONS



This is a unique opportunity for an experienced, forward-thinking and community-minded leader to join a dedicated staff in managing water, wastewater and security services for an exceptional master planned community.

THE COMMUNITY

Nestled below the foothills of the Sierra Nevada Mountains, Rancho Murieta is a Planned Unit Development in Sacramento County, ideally located 25 miles Southeast from downtown Sacramento and 16 miles from Elk Grove, Folsom and Rancho Cordova. This private, gated, master planned community spans 3,500 acres of rolling hills and proudly boasts two championship golf courses at the Rancho Murieta Country Club. Flowing through the community, the Cosumnes River separates Rancho Murieta North from Rancho Murieta South and a beautiful bridge spanning the river provides access between the communities to bicycles, golf carts and pedestrians. Other world-class amenities include first rate community recreational facilities with championship bass fishing, boating and excellent hiking and mountain biking trails in addition to championship golf, tennis and pickleball facilities; a multitude of baseball, softball, soccer and lacrosse fields, trails, parks and incredible open spaces; the full-service 100-acre Murieta Equestrian Center; a hotel and spa, and a general aviation airport. Shopping is available within the community including grocery, hardware, banking, post office, several restaurants and personal services (dental, hair stylists, personal training, etc.). The combination of privacy, security (24/7/365), unlimited recreational opportunities and the feeling of living in a wildlife preserve (no hunting allowed) provides for an incredible quality of life all within 25 miles of the state capitol and for a much more affordable price than other major cities in the state.



Rancho Murieta is served by the award-winning Elk Grove Unified School District (EGUSD) and has some of the highest graduation rates in the State of California. Schools serving Rancho Murieta include Cosumnes River Elementary School, Katherine L. Albani Middle School, Pleasant Grove High School in addition to several other EGUSD schools. Many local children attend private/parochial elementary schools and high schools located in nearby communities as well.

Currently there are almost 2,800 households and 6,000 residents, with total build out allowing for no more than 5,000 housing units. The community is governed and serviced by several elected bodies, chiefly the Rancho Murieta Community Services District and the Rancho Murieta Association.

THE COMMUNITY SERVICES DISTRICT

The Rancho Murieta Community Services District is the only entity that provides water, wastewater, storm water, security, and solid waste disposal services to the entire community. The mission of the District is to take a leadership role in responding to the needs of the residents and to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. The source of water for all uses is primarily the Cosumnes River plus some direct rainfall into the District's reservoir watersheds.

For more information on this incredible community please visit www.rmcsd.com



Raw water from the river can only be drawn during the winter and spring months and is pumped from Granlees Dam into the Calero, Chesbro and Clementia reservoirs. Wastewater regulations require that it be treated and used for irrigation of the golf courses. When needed, the stored, partially treated wastewater is processed through a state-of-the-art tertiary system and the golf courses use this treated effluent to supplement and/or replace raw river water and to reduce wastewater reservoir levels. Long term, some additional reclaimed water will be used for parks and future homeowner irrigation. Storm water and irrigation runoff is collected in the drainage system throughout the community, a major component being the extensive amount of natural swales, streams and tributaries. Runoff is filtered through detention ponds prior to being returned to the Cosumnes River. The District is governed by a five-member Board of Directors elected at-large by the registered voters residing in the District and serve four-year staggered terms. District committees active today are the Improvements Committee, Security Committee, Personnel Committee, Communications and Technology Committee, Parks Committee and the Finance Committee. The District is healthy financially, has 32 full-time equivalent employees, maintains over \$56 million in plant, property, and equipment assets and this year's revenues are projected at \$10 million.

THE POSITION

The Director of Operations is responsible for the engineering and operations activities of the District. S/he will also oversee development activities and financial expenses and reimbursements. The position is responsible for overseeing maintenance and improvement of District facilities and services. The Director of Operations reports to the General Manager and provides direction to the Chief Plant Operator and the Utilities Supervisor.

THE IDEAL CANDIDATE

The District is seeking a highly ethical and pragmatic leader, who embraces open government and transparency, as well as having solid management, financial, and communication skills. It is expected that the new Director of Operations will treat all fairly, equally and respectfully and will provide reasoned and sound recommendations for the Board's consideration. The Director of Operations will provide strategic leadership, focus, and direction in support of the Board of Directors, District Improvements Committee and operations. The Director of Operations also interacts with various state agencies in ensuring regulatory compliance. The Director of Operations must possess outstanding listening and communication skills as well as excellent interpersonal skills. The Director of Operations will provide open, responsive & customer-oriented service to the community. S/he will be expected to maintain and improve cooperative working relationships with the county and other agencies in the region and the other governing bodies within the District. Experience working with planning/land use and community development very helpful.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER I/II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: N/A

UPDATED: 06/26/2024

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: This position is the journey level in the Patrol Officer series. The position is responsible for the following: participate in and supervise the activities of assigned gate control and patrol personnel; to supervise and participate in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the Security Sergeant. Provides functional supervision over Patrol Officers I and Gate Officers I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift; conducts property checks on businesses and homes for burglary and other security problems; ~~request~~ and ~~record~~ requests and records information from observers and other persons;
- has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; and contacts responsible public safety agencies for dealing with potential criminal incidents; ~~booking, and transportation of persons~~;
- performs traffic control assignments; uses lidar, assists with accident investigations; and performs a variety of security and crime prevention assignments;
- ~~substitute for or assist~~ covers gate officer shifts and/or assists gate control officers as needed;
- ~~enforce~~ enforces homeowner associations non-architectural rules;
- assists with a variety of emergencies; issues citations for misdemeanors and infractions; ~~assist~~ and assists outside agencies as needed;

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- prepares reports of incidents and observations; contact victims, witnesses, and suspects for additional information as required; identify suspects or vehicles involved in an incident; and secures voluntary statements from those suspected of involvement in incidents;
- ~~has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;~~
- disseminates current information to gate and patrol officers for assigned duties; and ensures department rules and policies are followed;
- notifies agencies responsible for law enforcement and public health and safety when required and assists as directed;
- participates ~~in training~~ in training new officers; assists officers in preparing reports and performs initial review of prepared reports; and maintains contact with law enforcement agencies;
- provides information and assistance to the public;
- participates in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- prepares general reports of field activities; and performs special data gathering assignments;

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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/or ability required.

Skills in: Use and care of firearms and other special equipment utilized in security and crime prevention activities.

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; indirectly supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise

restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

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 School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, preferably including some supervisory or ~~leadworker~~lead worker experience; or

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

~~May~~Must possess ~~a~~or successfully obtain the following before completion of probationary period:

- A valid California Guard Card and Exposed Carry Firearms Card-
- Oleoresin capsicum ("OC") Card
- Baton Permit

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

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 and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

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The employee must occasionally lift 50 and/or move up to 100 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

—The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER I/II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

UPDATED: 06/26/2024

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- covers gate officer shifts and/or assists gate control officers as needed;
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