

1. 2023 0803 Admin Committee Agenda

Documents:

[2023 0803 ADMINISTRATIVE COMMITTEE AGENDA.PDF](#)

2. 2023 0803 Admin Committee Agenda Packet

Documents:

[2023 0803 ADMINISTRATIVE COMMITTEE AGENDA PACKET.PDF](#)



VALLEY COUNTY WATER DISTRICT
5121 LANTE STREET
BALDWIN PARK, CA 91706
OFFICE: (626) 338-7301 / FAX (626) 814-2973
<https://www.vcwd.org>

ADMINISTRATIVE COMMITTEE MEETING

The Administrative Committee is responsible for discussing, developing, and reviewing changes in the policies, regulations, and administrative functions of the District; prepares recommendations to the Board of Directors.

DATE & LOCATION:

Thursday, August 3, 2023, 9:30 AM

COMMITTEE MEMBERS:

Jazmin Leos, Chairperson
Javier E. Vargas, Co-Chairperson
Lenet Pacheco, Alternate Member

A. CALL TO ORDER**B. PUBLIC COMMENT****C. DISCUSSION/INFORMATION ITEMS**

1. Proposed Job Description Revisions
 - a. Treatment & Production Supervisor
 - b. Treatment & Production Operator III
2. Proposed Organizational Chart Revision
3. Proposed Salary Schedule Revision
4. Proposed Employee Handbook Revision
5. New Business

D. ADJOURNMENT

Next Meeting Scheduled: To Be Determined.



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VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM: A **CALL TO ORDER**

Meeting Called to Order At: _____

Meeting Chaired By: _____

Others Present:

- _____
- _____
- _____
- _____
- _____



VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM:

B

PUBLIC COMMENT

❖ Anyone wishing to discuss items on and not on the agenda may do so at this time. A three-minute time limit on remarks is requested.

MEMBERS OF THE PUBLIC:

COMMENTS:

❖ _____

❖ _____

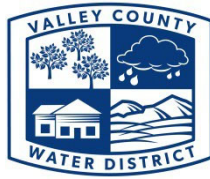
❖ _____



VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM: **C1** **DISCUSSION/ INFORMATION ITEMS**
Proposed Job Description Revisions

1. Proposed Job Description Revisions
 - a. Treatment & Production Supervisor
 - b. Treatment & Production Operator III



**VALLEY COUNTY WATER DISTRICT
JOB CLASS SPECIFICATION
TREATMENT & PRODUCTION SUPERVISOR**

GENERAL PURPOSE

~~Serving in the capacity of Treatment and Production Supervisor uU~~ Under general direction from the Water Resources Manager and Chief Operator, manages, plans, schedules, coordinates, and participates in the installation, operation, maintenance, and repair of all water production and water treatment facilities, including the Baldwin Park Operable Unit (BPOU) Treatment Facility; serves in the capacity of Chief Plant Operator for the BPOU Treatment Facility ~~the Treatment and Production Supervisor~~ -supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of tasks associated with the planning, operation and maintenance of the District's water treatment, and production, and related technical treatment processes; ~~eo~~ oversees and participates in maintaining and operating the Arrow Lante Water Treatment Plant and other facilities; ~~a~~ Assists in developing and operating ongoing programs in water treatment evaluation and plant optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

~~as required under the operating permit issued by the California Department of Public Health (CDPH); and performs related duties as required.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and other responsibilities may include, but are not limited to, the following, which will apply to all District water production and water treatment facilities, including all equipment and processes operated at the BPOU Treatment Facility:

1. Provides day-to-day leadership to all assigned operators and works with them to ensure effective, efficient, proper, and safe operation of all water production and water treatment facilities, such as production wells, booster pumps, reservoirs, stand-by power generators, treatment vessels, air strippers, ion-exchange mechanisms, ultra-violet technologies, chemical feed equipment, and transmission pipelines; provides for the training of all assigned operators in effective, efficient, proper, and safe equipment operation; updates written operations and maintenance manuals for all water production and water treatment facilities as changes are required.

~~—Coordinates and schedules routine maintenance and daily work duties of the water treatment and production plant operators; maintains computerized records of maintenance scheduled and completed. Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.~~

2.

3. Inspects water production and water treatment facility equipment to ensure its proper functioning; schedules preventative maintenance for all water production and water treatment facility equipment; coordinates with and assists the assigned contractor in making major and/or specialized repairs to water production and water treatment facility equipment.

1.4. Assists and participates in the development and administration of the District's Treatment and Production and BPOU Lante Plant annual budgets.

5. Develops and adjusts operator work schedules and daily work duties and priorities to align with the required water production and water treatment facility operations.

1.6. Plans and evaluates the performance of assigned operators; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement; recommends salary adjustments within an approved rate scale to recognize performance; recommends disciplinary action in accordance with the District's Administrative Code as related to progressive discipline to address performance deficiencies.

7. Directsing and overseesing assigned contractors in the maintenance and repair of mechanical and electrical equipment at water production and water treatment facilities; performs routine preventative maintenance and servicing of mechanical and electrical equipment at water production and water treatment facilities.

.

~~1. Develops and adjusts operator work schedules and priorities to align with the required water production and water treatment facility operations.~~

~~1. 8. Responsible for the daily transmission of finished water from all water production and water treatment facilities; regulates water flow and pressure throughout the distribution system using control valves, production wells, booster pump stations, reservoirs, and computer control systems, such as the Supervisory Control and Data Acquisition System (SCADA); monitors the distribution~~

8. system, adjusts production wells, controls pump stations, and exercises valves for emergency and scheduled shut-downsshutdowns; troubleshoots, diagnoses, and corrects control system malfunctions.

==

~~system, adjusts production wells, controls pump stations, and exercises valves for emergency and scheduled shut downs; troubleshoots, diagnoses, and corrects control system malfunctions.~~

~~4. Inspects water production and water treatment facility equipment to ensure its proper functioning; schedules preventative maintenance for all water production and water treatment facility equipment; coordinates with and assists the assigned contractor in making major and/or specialized repairs to water production and water treatment facility equipment.~~

~~9.~~ 9. Reviews chemical residuals to determine the proper dosage of such chemicals to ensure the water served is compliant with all aspects of the District's Operating Permits and Operating Permit Amendments issued by [CDPH/SWRCB \(Water Boards\)](#), and that the drinking water is safe for public consumption.

~~1.~~

~~10.~~ 10. Evaluates and monitors the development of new water quality drinking regulations and water treatment techniques; confers with the Water Resources Manager [and Chief Operator](#) to determine proper operational standards related to specific water production and water treatment facility process parameters; manages and supervises the new standards implementation to the water production and/or water treatment facility process once direction has been reviewed and approved by the Water Resources Manager.

~~1.~~

~~11.~~ 11. Assesses all water quality sampling data and makes recommendations to the Water Resources Manager [and Chief Operator](#) about adjustments to specific water production and/or water treatment facility processes based on the test results in order to remain compliant with all water quality standards and system sampling protocols as outlined within District's Operating Permits and Operating Permit Amendments issued by [CDPH, State Water Resources Control Board Division of Drinking Water \(Water Boards\)](#).

~~1.~~

~~12.~~ 12. Makes recommendations to the Water Resources Manager [and Chief Operator](#) about strategies and procedures for improving the water production and water treatment facility performance, for increasing operational efficiency, and for reducing operational costs.

~~1.~~

~~13.~~ 13. Coordinates water transfers with outside agencies to supplement water system demand or to assist in the event of an emergency.

~~1.~~

~~14.~~ 14. Prepares technical reports for all water production and water treatment facilities and maintains District records as related to daily water production and water treatment facility operation.

~~1.~~

15. Responsible for ordering and receiving supplies necessary for the continued operation of all water

production and water treatment facilities, including, but not limited to chemical deliveries, replacement parts, and maintenance components.

~~2. Readily available to respond 24 hours a day, 7 days a week~~

~~16.~~

OTHER DUTIES

~~1. Operates a vehicle to travel to various District facilities.~~

~~2. Keeps records, maintains maintenance files, and prepares a variety of special reports.~~

~~1.3. Performs after-hours emergency work, as required, and is subject to 24-hour on-call duties.~~

~~2. Keeps records, maintains maintenance files, and prepares a variety of special reports.~~

~~3. Performs after hours emergency work, as required, and is subject to 24 hour on call duties.~~

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, and methods of operating a modern potable water production and water treatment facility.
2. State and Federal laws and regulations regarding the production, treatment, storage, and transmission of potable water, including the CDPH Safe Drinking Water Act and relevant Environmental Protection Agency (USEPA) Regulations.
3. Computer applications related to water production and water treatment operations, including SCADA.
4. District and OSHA safety regulations associated with water production and water treatment facility operations.
5. Principles and practices of employee supervision, including training, performance evaluation, and progressive discipline.

Ability to:

1. Supervise and participate in the operations of equipment commonly found in potable water production, treatment, transmission, and distribution facilities.
2. Monitor and maintain water production and water treatment facility processes at an optimal and cost-effective level.
3. Organize work schedules.
4. Prepare technical reports on water production and water treatment facility operations.
5. Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring, and pneumatic diagrams.
6. Perform computer calculations to determine operational parameters.
7. Organize, prioritize, and exercise sound independent judgment within areas of responsibility.
8. Interpret, explain, and apply complex State and Federal regulations, policies, and procedures.
9. Maintain appropriate records and files.
10. Establish and maintain effective working relationships with all District employees, regulatory agencies, ~~contractors~~contractors, and vendors.
11. Communicate tactfully and courteously with the public.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; ~~and~~ seven years of skilled, journey-level experience in the operation of

water production and water treatment facilities, and at least five (5) years of ~~which were at a~~ supervisory ~~or lead capacity~~ experience at a water treatment facility; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Possession of a valid California driver's license issued by the State Department of Motor Vehicles. Proof of a satisfactory driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two ~~(2)~~ years duration, and maintenance of insurability by the District's insurance carrier.

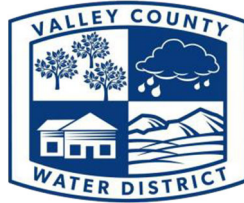
California Department of Public Health (CDPH) Grade 5-3 Water Treatment Operator (~~75T3~~) certificate.

~~-~~California Department of Public Health (CDPH) Grade 3-2 Water Distribution Operator (~~03D2~~) certificate.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

1. Must be able to carry, push, pull, reach, and lift equipment and parts weighing 40 pounds.
2. Stoops, kneels, and climbs during regular duties.
3. Works in an environment with exposure to dust, dirt, and significant temperature changes.
4. Walks on uneven ground for extended periods of time.



**VALLEY COUNTY WATER DISTRICT
JOB CLASS SPECIFICATION**

**SENIOR TREATMENT & PRODUCTION OPERATOR
TREATMENT AND PRODUCTION OPERATOR III**

GENERAL PURPOSE

Under direction from the Treatment & Production Supervisor, ~~manages,~~ plans, schedules, coordinates, and participates in ~~performs various duties associated with~~ the installation, operation, maintenance, and repair of all water production and water treatment facilities, including the Baldwin Park Operable Unit (BPOU) Treatment Facility;; serves in the capacity of Shift Plant Operator for the BPOU Treatment Facility as required under the operating permit issued by the ~~California Department of Public Health (CDPH)~~ State Water Resources Control Board (Water Boards); ensures treated water meets all compliance requirements for potable water delivery and consumption; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and other responsibilities may include, but are not limited to, the following, which will apply to all District water production and water treatment facilities, including all equipment and processes operated at the BPOU Treatment Facility:

1. Responsible for the appropriate and safe operation and maintenance of all water production and water treatment facilities, such as production wells, booster pumps, reservoirs, stand-by power generators, treatment vessels, air strippers, ion-exchange mechanisms, ultra-violet technologies, chemical feed equipment, and transmission pipelines; collects samples and monitors overall water quality parameters of raw influent, partially treated, and fully treated water using various laboratory testing equipment and chemical components; performs mathematical calculations of water production and water treatment facility operational quantity and flow.
- ~~2.~~ Operates water production and water treatment facilities by regulating water flow and pressure throughout the distribution system using control valves, production wells, booster pump stations, reservoirs, and computer control systems, such as the Supervisory Control and Data Acquisition System (SCADA); reads and records gauges, meters, charts, and graphs; inspects water production.

Senior Treatment and Production Operator III
Board of Directors – Adopted: May 28, 2019

2. and water treatment facility equipment to ensure proper functioning; reports any required water production and water treatment equipment maintenance activity to the Treatment & Production Supervisor.
3. Monitors the distribution system, adjusts production wells, controls pump stations, and exercises valves for emergency and scheduled shutdowns; maintains flow and pressure using booster pumps to control water level in reservoirs and at other critical points throughout the distribution system; troubleshoots, diagnoses, and corrects control system malfunctions; reports any and all changes in water production and water treatment facility operations to the Treatment & Production Supervisor.
4. Inspects water production and water treatment facility equipment to ensure its proper functioning; schedules preventative maintenance for all water production water treatment facility equipment; coordinates with and assists the assigned contractor in making major and/or specialized repairs to water production and water treatment facility equipment.
- 3-5. Assists the Treatment and Production Supervisor with assigning, training, and overseeing work of less experienced personnel.
- 4-6. Ensures maintenance forms are accurately completed; completes well level reads during the first week of each month.
- 5-7. Determines daily water system demand and makes adjustments to the water production and/or water treatment facility operation to satisfy that demand; prepares daily water production reports for review by the Treatment & Production Supervisor.
- 6-8. Tests chemical residuals to calculate and determine the proper dosage of such chemicals to ensure the water served is compliant with all aspects of the District's Operating Permits and Operating Permit Amendments issued by CDPH, and that the drinking water is safe for public consumption.
- 7-9. Receives chemical shipments, monitors chemical unloading processes, and reports chemical deliveries to the Treatment & Production Supervisor; reviews shipments for chemical standards compliance; checks chemical alarms; inspects chemical feed equipment for leaks; completes any required maintenance to chemical injection and/or chemical feed systems.
- 8-10. Makes Provides recommendations to the Treatment & Production Supervisor regarding strategies and procedures for improving the water production and water treatment facility performance, for increasing operational efficiency, and for reducing operational costs.
- 9-11. Assists the Treatment and Production Supervisor with ~~Leads in~~ directing and overseeing

assigned contractors in the maintenance and repair of mechanical and electrical equipment at water production and water treatment facilities; performs routine preventative maintenance and servicing of mechanical and electrical equipment at water production and water treatment ~~facilities~~facilities.

~~10. Under direction of the Treatment and Production Supervisor, ———r~~Responsible for the day-to-day ordering and receiving supplies necessary for the continued operation of all water production and water treatment facilities, including, but not limited to chemical deliveries, replacement parts, and maintenance components.

12.

~~11.13.~~ Assists in collecting water samples including, but not limited to, bacteriological (Bac-T), heterotrophic plate count (HPC), general mineral, general physical, volatile organic compound (VOC), nitrate, perchlorate, and other regulated constituents/contaminants; delivers the collected samples to the District's contracted laboratory for testing and reporting.

14. Conduct training of other Treatment & Production operators. _

~~12.15.~~ Ensure proper understanding and administration of all pertinent operational and safety documentation including, but not limited to the Operations, Maintenance, and Monitoring Plan, Spill/Release Plan, and IIPP.

~~13. Operates a vehicle to travel to various District facilities.~~

~~14. Performs after hours emergency work, as required, and is subject to 24 hour on call duties. Readily available to respond 24 hours a day, 7 days a week.~~

16.

OTHER DUTIES

~~1. Provide recommendations to Treatment and Production Supervisor for maintenance and repairs to keep District facilities in good condition.~~ Maintains appearance of District facilities including, but not limited to, production well buildings, booster pump buildings, reservoirs, and chlorine buildings. _

~~2. Provides recommendations to Treatment and Production Supervisor for any needed maintenance and/or repairs to ensure District facilities remain in good condition.~~

~~1. Operates a vehicle to travel to various District facilities. _~~

3.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Operational principles of pumps, valves, electric motors, diesel engines, and electronic, computerized, and manual control systems.
2. Functions and servicing requirements of the equipment operated at water production and water treatment facilities.
3. Principles, practices, and methods of operating a modern potable water production and water treatment facility.
4. State and Federal laws and regulations regarding the production, treatment, storage, and transmission of potable water, including the CDPH Safe Drinking Water Act and relevant Environmental Protection Agency (USEPA) regulations.
- 4.5. Principles and practices of effective leadership and assigning work to less experienced personnel.
- 5-6. Computer applications related to water production and water treatment operations, including SCADA, and associated with modern office practices such as Microsoft Office products.
- 6-7. Principles, methods, practices, and techniques utilized in chemical, bacteriological, and ~~biologi-~~ calbiological analyses.
- 7-8. Water production and water treatment facility operations and maintenance manuals.
9. District and OSHA safety regulations associated with water production and water treatment facility operations.
8. Project oversight and working effectively with vendors and contractors.

10.

Ability to:

1. Operate a wide variety of pump, treatment, control, and transmission equipment, including digital control equipment.
2. Interpret and implement state and federal regulations associated with water quality and operating a water system and water treatment plant.
3. Effectively conduct production and treatment facility inspections to ensure its proper functioning.
4. Assist the Treatment and Production Supervisor with the implementation of daily work assignments to less experienced staff.
5. Schedule and assign preventative maintenance work at all production and treatment facilities to ensure all remain in good condition.
6. Assist the Treatment and Production Supervisor with directing and overseeing the work of contractors and vendors.
7. Develop and implement Standard Operating Practices (SOPs) for designated areas of responsibility.
8. Operate and maintain a variety of hand and power tools used in water production and water treatment facility operations.
9. Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
10. Prepare and conduct employee training.
11. Prepare and maintain accurate records and reports.
12. Work independently, as required, depending on daily assignments provided by the Treatment & Production Supervisor.
13. Understand and operate modern computer hardware and software applications including SCADA and Microsoft Office products.
14. Understand and follow oral and written instructions.
15. Communicate effectively orally and in writing.
16. Establish and maintain effective working relationships with co-workers and all others contacted during the course of work.
17. Apply proper safety practices and procedures throughout the course of work.
18. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent; and four years of progressively responsible experience, as a Treatment &

Production Operator II, in the operation of water production and water treatment facilities; or an equivalent combination of training and experience, including the ability to operate and maintain a water production and water treatment facility with limited supervision.

Licenses; Certificates; Special Requirements:

Possession of a valid California driver's license issued by the State Department of Motor Vehicles. Proof of a satisfactory driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two— (2) years duration, and maintenance of insurability by the District's insurance carrier.

California Department of Public Health (CDPH) Grade 3 Water Treatment Operator (T3) certificate

California Department of Public Health (CDPH) Grade 2 Water Distribution Operator (D2) certificate

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable

~~accommodation~~accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

1. Must be able to carry, push, pull, reach, and lift equipment and parts weighing 40 pounds.
2. Stoops, kneels, and climbs during regular duties.
3. Works in an environment with exposure to dust, dirt, and significant temperature changes.
4. Walks on uneven ground for extended periods of time.



VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM:

C2

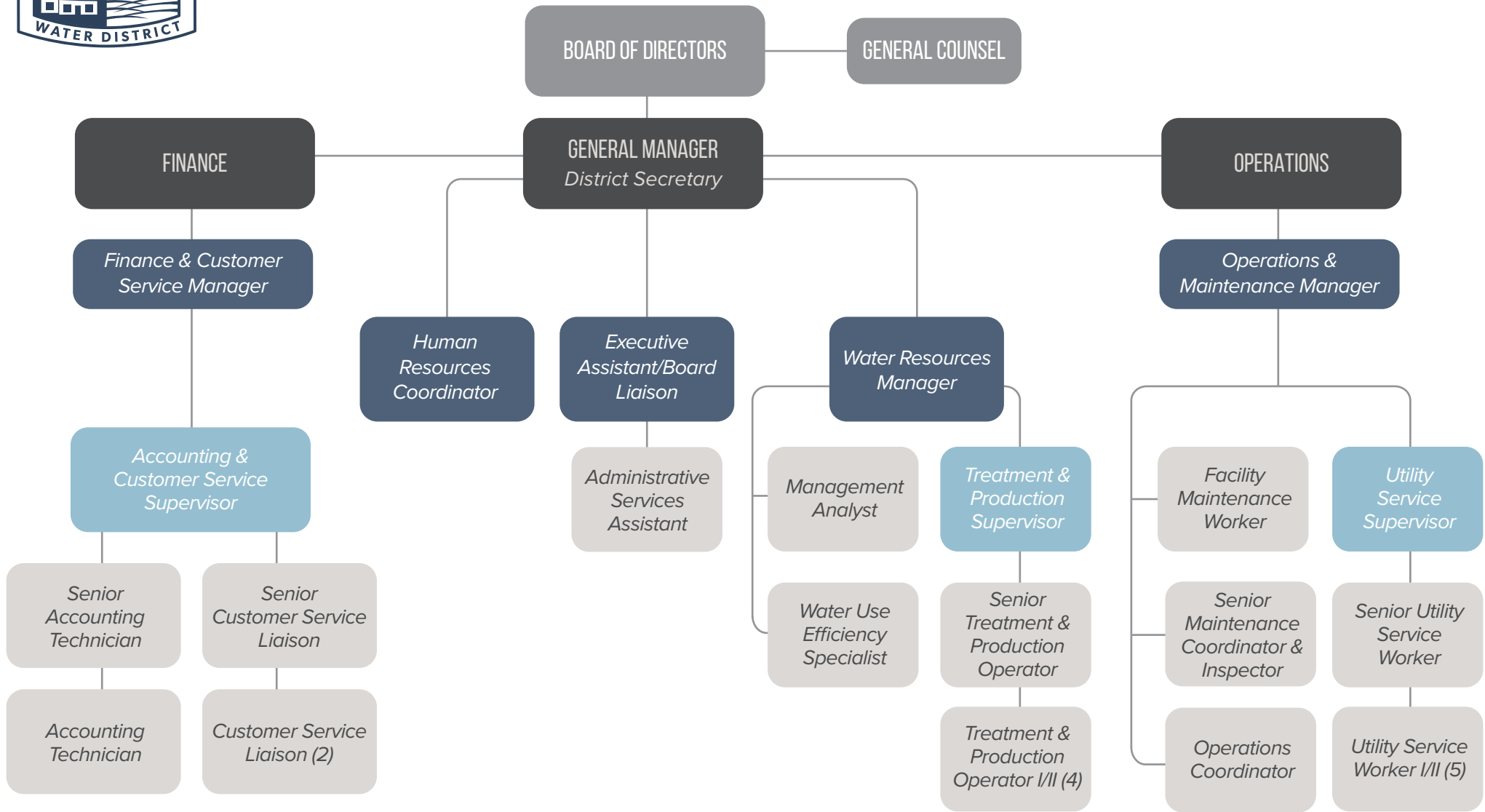
DISCUSSION/ INFORMATION ITEMS

Proposed Organizational Chart Revision



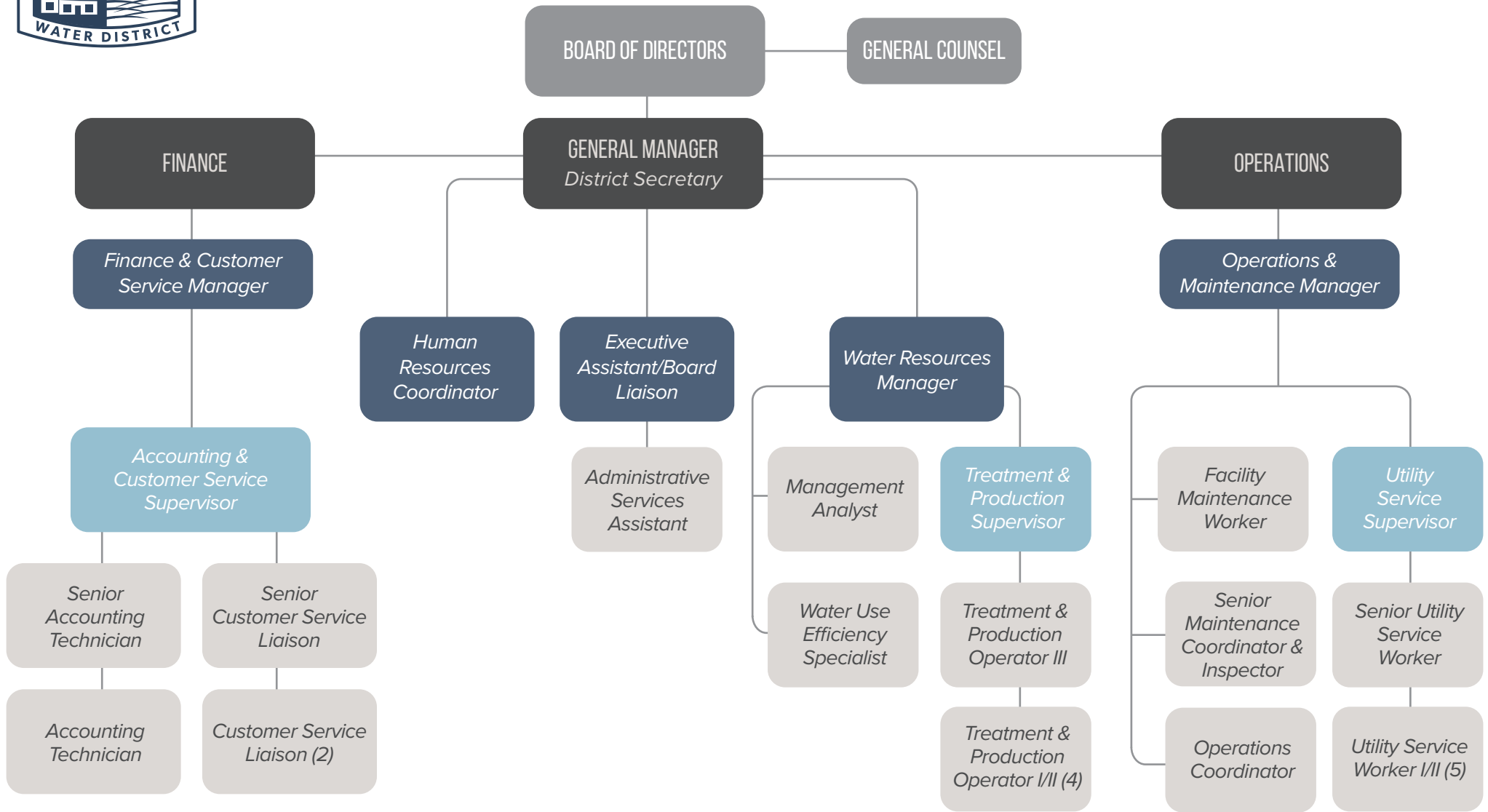
Proposed Valley County Water District Organizational Chart – 31 Positions

Adopted by the Board of Directors on March 27, 2023





Proposed Valley County Water District Organizational Chart – 31 Positions





VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM:

C3

DISCUSSION/ INFORMATION ITEMS

Proposed Salary Schedule Revision



VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM:

C4

DISCUSSION/ INFORMATION ITEMS
Proposed Employee Handbook Revisions



VALLEY COUNTY WATER DISTRICT
Administrative Committee
Thursday, August 3, 2023

AGENDA ITEM: **C5** **DISCUSSION/ INFORMATION ITEMS**
New Business



VALLEY COUNTY WATER DISTRICT
Engineering & Operations Education Committee
Friday, July 21, 2023

AGENDA ITEM:

D1

ADJOURNMENT
