

**LCOG**



COMPENSATION SURVEY FOR:  
HECETA WATER PEOPLE'S UTILITY DISTRICT  
DECEMBER 2018

## Background

The Heceta Water People's Utility District ("HWPUD") is a special utility district based in the area of Florence, Oregon, and is a member of the Lane Council of Governments ("LCOG"). In late August 2018, HWPUD approached LCOG about performing a compensation survey for its employees/positions.

LCOG Human Resources Manager Joshua Burstein spoke with HWPUD Office Manager, Vickie Kennedy, and with HWPUD General Manager Carl Neville in September and October. Kennedy provided position descriptions, a salary schedule, benefits information, and personnel policies and procedures. Neville provided additional details about some of the positions.

Burstein reached out to comparator agencies and gathered information in October and November; he also researched other potential comparators in Oregon and searched for currently-open positions that also might provide useful information. Burstein provided a first-draft survey in November.

Neville provided further areas to research and additional questions in November, which led to further communication with the comparator agencies in November and December.

## Methodology

This compensation survey compares the agency to other like agencies, in terms of size, service delivery, etc. and in terms of geographic location in order to capture a specific labor market area.

The comparator agencies approached were:

1. Seal Rock Water District ("Seal Rock")
2. Kernville-Gleneden Beach-Lincoln Beach Water District ("Gleneden Beach")
3. City of Reedsport Water Department ("Reedsport")
4. Coos Bay-North Bend Water Board ("Coos Bay")
5. City of Florence Water Division ("Florence")

Four of the five agencies - Seal Rock, Gleneden Beach, Coos Bay, and Florence - provided their information.

This chart provides information about HWPUD and the comparators:

| Agency                    | HWPUD                      | Seal Rock               | Gleneden Beach                                      | Coos Bay  | Florence             |
|---------------------------|----------------------------|-------------------------|---|---|----------------------|
| Population                | 4,500                      | 5,175                   | 5,598   | 34,500  | 8,412                |
| Meters                    | 2,200                      | 2,560                   | 2,396<br>(water);<br>1,832<br>(sewer)               | 13,002  | 4,000                |
| Number of employees       | 6                          | 9                       | 7   | 9   | 4                    |
| Distribution Licensing    | 2                          | 2                       | 2   | 3   | 2                    |
| Treatment Licensing       | 2; also filter endorsement | Expected at end of 2020 | 1   | 3   | 2                    |
| Direct Responsible Charge | General Manager            | General Manager         | Treatment Plant Supervisor, Distribution Supervisor | Treatment Plant Supervisor, Distribution Supervisor | Plant Superintendent |

Note: Gleneden Beach has funding from two sources (the Water District and the Gleneden Sanitary District), but employees receive one paycheck based on one pay scale.

Note: The City of Florence has two employees in its Water Division, plus one Plant Superintendent (who also runs the wastewater plant). In addition, the Public Works Director is included for the purposes of this survey, so the number listed above is 4.

Note: Florence has a min, mid, and max, with a 32% difference between min and max, not a number of steps. Also, Florence does not pay the PERS 6% "pick-up" for employees who were not already PERS members, but instead grants a 5% wage increase at the six-month mark to offset the lack of a contribution. (The 6% "pick-

up” refers to the common practice of many public employers to pay the 6% “employee contribution” into employee PERS accounts, instead of the employee paying it out-of-pocket.)

In addition, job duties are compared, which may or may not necessarily be reflected in the titles used by different agencies. The HWPUD positions to be studied were:

1. General Manager (currently 1 employee in that position)
2. Lead Operator (currently 1 employee in that position)
3. Water Operator (currently 0 employees in that position)
4. Operator-in-Training (currently 2 employees in that position)
5. Customer Service (currently 2 employees in that position)

The major comparison made is salary, which is reflected in steps and averages for each position. Since the salary structure at different agencies may be reflected in a different number of steps, the average is used as the main comparison number.

In addition, other forms of compensation – benefits and other non-direct salary considerations - are studied. One major example in this regard, for example, is health insurance. Other forms of compensation may be monetary in a dollar amount, such as a car or cell phone allowance, or a deferred compensation match. Others may be in a percentage form, such as a PERS contribution. Some may be tied to benefits such as health insurance, such as an employer contribution into a health reimbursement account, or may be considered as negative income, such as an employee-paid cost-share for health insurance. Other benefits such as paid vacation, sick, or holidays also are a part of compensation.

For these reasons, information is presented in two main ways below. The salary comparisons are presented in chart form below, for each of the five positions. Because “other compensation” (benefits) often are harder to quantify, that information is presented as one chart, comparing agencies.

Results

HWPUD GENERAL MANAGER - SALARY

| Agency          | HWPUD  | Seal Rock                      | Gleneden Beach  | Coos Bay   | Florence              |
|-----------------|--|--------------------------------|---|--|-----------------------|
| Job Title       | General Manager  | General Manager                | Superintendent  | General Manager  | Public Works Director |
| Licensing       | Treatment 2 with Filtration Endorsement, Distribution 2, and Cross Connection Specialist License | Distribution 2 within 180 days | Treatment 1, Distribution 2, Collections 2, and Cross Connection and Backflow | Treatment or Distribution; Registration as Professional Engineer | NA                    |
| Number of steps | 12   | 15                             | 15  | NA   | NA                    |
| Low             | 56,737   | 96,678                         | 63,348  | NA   | 86,788                |
| Midpoint        | 74,264   | 114,878                        | 75,300  | 120,948  | 100,498               |
| High            | 97,042   | 136,573                        | 89,508  | NA   | 114,207               |

Notes:

Coos Bay has a General Manager, which is placed at only one step. The other positions at Coos Bay are on a six-step schedule.

Florence's Wastewater/Water Treatment Plant Superintendent is the head employee in the Water Department, which is part of Public Works. That position also runs the wastewater plant. The Public Works Director is a better comparator for this position.

## HWPUD LEAD OPERATOR - SALARY

| Agency          | HWPUD  | Seal Rock | Gleneden Beach                                 | Coos Bay  | Florence   |
|-----------------|--|-----------|--|---|--|
| Job Title       | Lead Operator  | NA        | Operations Manager                             | Operations Manager                              | Plant Superintendent   |
| Licensing       | Treatment 2 with Filtration Endorsement, and Distribution 2; Cross Connection Specialist License preferred | NA        | Treatment 1, Distribution 2, and Collections 2 | Treatment 3 and Distribution 3 within 18 months | Wastewater 4, Collection System 3, Treatment 2, Distribution 2 |
| Number of steps | 12   | NA        | 15   | 6   | NA   |
| Low             | 42,515   | NA        | 52,788   | 77,472  | 61,679   |
| Middle          | 55,619   | NA        | 62,748   | 87,552  | 71,422   |
| High            | 72,715   | NA        | 74,592   | 98,880  | 81,165   |

### Notes:

Seal Rock mentions an Operations Manager position in some of its materials, which would be a comparison position, but does not currently have such a position.

Florence's Wastewater/Water Treatment Plant Superintendent is the head employee in the Water Department, which is part of Public Works. That position also runs the wastewater plant.

## HWPUD WATER OPERATOR - SALARY

| Agency          | HWPUD   | Seal Rock                               | Gleneden Beach                                 | Coos Bay  | Florence |
|-----------------|---|---|--|---|----------|
| Job Title       | Water Operator  | Operator 2                              | Senior Operator                                | Water Treatment Supervisor  | NA       |
| Licensing       | Treatment 2 with Filtration Endorsement, and Distribution 2 | Distribution 2 within 24 months of hire | Treatment 1, Distribution 2, and Collections 2 | Treatment 3 (within 12 months) and Distribution 3 at time of hire | NA       |
| Number of steps | 12  | 15                                      | 15   | 6   | NA       |
| Low             | 40,560  | 35,547 or 50,315                        | 47,988   | 67,104  | NA       |
| Middle          | 54,062  | 42,328 or 59,820                        | 57,048   | 75,828  | NA       |
| High            | 69,372  | 50,315 or 71,094                        | 67,812   | 85,644  | NA       |

**Notes:**

Seal Rock lists an Operator 2 and an Operator 2 with Out-of-Class Pay. Hence, the two numbers in its column above.

Florence lists in its salary structure a position of Water Treatment Plant Operator 2, but it is not currently being used.



HWPUD OPERATOR-IN-TRAINING - SALARY

| Agency          | HWPUD                          | Seal Rock                             | Gleneden Beach                                 | Coos Bay                          | Florence  |
|-----------------|--------------------------------|---------------------------------------|--|-----------------------------------|---|
| Job Title       | Operator-in-Training           | Operator 1                            | System Operator                                | Water Quality Technician          | Water Treatment Plant Operator 1                  |
| Licensing       | Treatment 1 and Distribution 1 | Distribution Level 1 within 24 months | Treatment 1, Distribution 2, and Collections 2 | Lab certification within 6 months | Water Treatment Operator Level 1 within 12 months |
| Number of steps | 12                             | 15                                    | 15   | 6                                 | NA  |
| Low             | 33,995                         | 29,078                                | 41,736   | 50,336                            | 41,747  |
| Middle          | 44,474                         | 34,590                                | 49,608   | 56,878                            | 48,341  |
| High            | 58,147                         | 41,184                                | 58,968   | 64,251                            | 54,936  |

Note:

Gleneden Beach also has a line on its salary schedule for Operator Trainee, but its System Operator position is more similar to HWPUD's Operator-in-Training.

## HWPUD CUSTOMER SERVICE - SALARY

| Agency          | HWPUD            | Seal Rock                           | Gleneden Beach                          | Coos Bay                 | Florence           |
|-----------------|------------------|-------------------------------------|---|--------------------------|--------------------|
| Job Title       | Customer Service | Accounts Receivable / Billing Clerk | Customer Service / AR / Utility Billing | Administrative Assistant | Accounting Clerk 1 |
| Number of steps | 12               | 15                                  | 15                                      | 6                        | NA                 |
| Low             | 26,914           | 29,078                              | 34,980                                  | 45,072                   | 34,345             |
| Middle          | 34,677           | 34,590                              | 41,580                                  | 50,934                   | 39,771             |
| High            | 46,032           | 41,184                              | 49,428                                  | 57,528                   | 45,196             |

### Notes:

HWPUD Customer Service positions include an Office Manager and a Billing Clerk.

Seal Rock has an Office Manager position that is higher than its Accounts Receivable / Billing Clerk position, but it requires more and reports to the Board.

Coos Bay Seal Rock has a Customer Relations Supervisor position that is higher than its Administrative Assistant position, but it requires more.

Florence's Water Department does not have its own customer service position. Instead, they have an Accounting Clerk 1 position that provides this service.

OTHER COMPENSATION (BENEFITS)

| Type of benefit | HWPUD   | Seal Rock  | Gleneden Beach  | Coos Bay   | Florence   |
|-----------------|---|--|---|--|--|
| COLA            | Reviewed annually   | Annual, matches Social Security  | Annual, adjusted by CPI Average All-Cities  | Decided during union negotiations; currently three years   | Annual, adjusted by U.S. All Cities CPI-W (min 1% and max 3%)                          |
| Vacation        | 80 hours per year (0-2 years), 96 (2-5), 120 (6-10), 160 (11-15), 180 (16+); payable up to 240 hours upon leaving | Annual leave accrual – 96 hours (0-1 year), 136 (2-4), 176 (5+); pays out PTO upon leaving | 80 hours per year (1-2 years), 120 (6-10), 160 (11-19), 200 (20+); pays out vacation upon leaving | 11 days per year; pays out vacation upon leaving   | PTO (sick, vacation, holiday, and 3 floating holidays); pays out vacation upon leaving |
| Sick            | 8 hours per month; not payable upon leaving   | Combined with vacation; PTO  | 8 hours per month   | 8 hours per month; pays out 30% (0-399), 50% (400-799), and 70% (800-1,200) upon retirement only | PTO above  |

|                                   |  |  |                            |  |   |
|-----------------------------------|--|--|----------------------------|--|---|
| Holiday                           | 10 per year                            | 12 per year                                    | 11 per year                | 11 per year, plus 6 admin leave days     | PTO above   |
| Bereavement                       | 3 paid days                            | 5 paid days                                    | 3 paid days                | 3 paid days                              | 3 paid days   |
| Health insurance premiums         | 100% paid for employee, 50% for family | 100% paid, including family                    | 90% paid, including family | 90% paid, including family               | 100% paid, including family   |
| Health insurance deductibles      | \$300                                  | \$1,000, but reimbursed \$500 if go over \$500 | \$500 per person, per year | \$500 per individual, \$1,500 per family | \$2,500 single, \$4,000 family (paid into HSA); interest accruing, take with you, pay premium, can roll into 401k, 457, cash out with penalty |
| Insurance opt-out incentive       | No                                     | No   | No                         | No                                       | No  |
| Health insurance after retirement | Yes, paid by employee                  | Yes, paid by employee                          | Yes, paid by employee      | Yes - COBRA                              | No  |

|                 |  |  |  |   |  |
|-----------------|--|--|--|---|--|
| Life insurance  | 100% paid, maximum of \$10,000                                       | 100% paid, \$10,000 base benefit; max of \$21,000 with other conditions  | 90% paid; max of \$50,000  | 100% paid; \$30,000                                     | 100% paid; maximum of \$25,000   |
| STD             | 100% paid  | No   | No   | No  | No   |
| LTD             | 100% paid  | No   | 90% paid   | 100% paid   | 100% paid  |
| Retirement      | 5% match to Nationwide   | PERS   | 9% contribution to Nationwide  | 401(k) and 457  | PERS, but no 6% "pick-up" for employees who were not already in PERS (instead, 5% wage bump) |
| Pay for on-call | Yes, for non-salaried employee (1 hour for every 10 on-call, not OT) | Yes, for General Manager and Office Manager (1 hour for every 8 on-call) | Yes, for all employee (1 hour of OT pay, or 1.5 hours of comp, or 4 hours of OT or comp for Sat & Sun) | No for supervisors, yes for others (1 hour for every 8) | Yes, for all employees (1.5 times, for minimum 2 hours)                                      |

20,000  
 WWD  
 no

|        |                                  |  |  |                          |   |
|--------|----------------------------------|--|--|--------------------------|---|
| Phones | Required for all                 | Required for General Manager and field crew<br><br>Some receive work phone; others are compensated \$29.95 per month | Carried by Superintendent when on duty | GM has, but no allowance | Public Works Director and Plant Superintendent get \$80 monthly stipend; non-exempt plant operator technicians get \$40 monthly stipend |
| Other  | Clothing provided and reimbursed | 2.5% bonus incentive<br><br>AFLAC<br><br>Clothing provided   | AFLAC                                  |                          |   |

**Schedule A**  
**July 1, 2018**

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## CPI-All Urban Consumers (Current Series)

### 12-Month Percent Change

Series Id: CUUR0400SA0

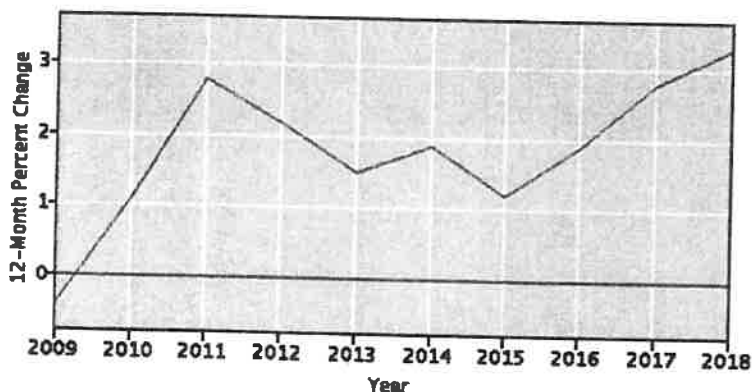
Not Seasonally Adjusted

Series Title: All items in West urban, all urban consumers, not seasonally adjusted

Area: West

Item: All items

Base Period: 1982=84=100



Download:

| Year | Jan | Feb | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov | Dec | Annual | HALF1 | HALF2 |
|------|-----|-----|------|------|------|------|------|------|------|------|-----|-----|--------|-------|-------|
| 2009 | 0.1 | 0.3 | -0.5 | -0.7 | -1.1 | -1.4 | -2.0 | -1.3 | -0.8 | -0.3 | 1.2 | 2.2 | -0.4   | -0.6  | -0.2  |
| 2010 | 1.9 | 1.4 | 1.6  | 1.5  | 1.3  | 0.6  | 0.8  | 0.7  | 0.5  | 0.6  | 0.9 | 1.3 | 1.1    | 1.4   | 0.8   |
| 2011 | 1.4 | 1.9 | 2.6  | 3.0  | 3.2  | 3.1  | 2.9  | 3.0  | 3.5  | 3.4  | 3.2 | 2.7 | 2.8    | 2.6   | 3.1   |
| 2012 | 2.6 | 2.5 | 2.4  | 2.1  | 2.0  | 2.0  | 1.8  | 2.1  | 2.2  | 2.5  | 1.9 | 1.7 | 2.2    | 2.3   | 2.0   |
| 2013 | 1.7 | 2.0 | 1.5  | 1.3  | 1.3  | 1.5  | 1.9  | 1.5  | 1.3  | 0.9  | 1.3 | 1.8 | 1.5    | 1.5   | 1.4   |
| 2014 | 1.7 | 1.3 | 1.5  | 1.8  | 2.3  | 2.3  | 2.3  | 2.1  | 2.0  | 2.0  | 1.7 | 1.3 | 1.9    | 1.8   | 1.9   |
| 2015 | 0.7 | 0.9 | 1.1  | 1.0  | 1.2  | 1.1  | 1.3  | 1.3  | 1.0  | 1.1  | 1.5 | 1.8 | 1.2    | 1.0   | 1.3   |
| 2016 | 2.6 | 2.1 | 1.5  | 1.8  | 1.5  | 1.6  | 1.4  | 1.5  | 2.0  | 2.3  | 2.3 | 2.5 | 1.9    | 1.9   | 2.0   |
| 2017 | 2.5 | 3.0 | 3.1  | 2.9  | 2.6  | 2.5  | 2.5  | 2.7  | 2.9  | 2.9  | 3.1 | 3.1 | 2.8    | 2.8   | 2.9   |
| 2018 | 3.1 | 3.1 | 3.2  | 3.2  | 3.5  | 3.6  | 3.6  | 3.6  | 3.4  | 3.5  | 3.3 | 3.1 | 3.3    | 3.3   | 3.4   |
| 2019 | 2.7 | 2.4 | 2.4  | 2.9  |      |      |      |      |      |      |     |     |        |       |       |

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**Schedule A**  
**Effective July 1, 2019**

(reflects a 3.3 COLA\* for the fiscal year 2019/20)

| Position         | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|
| General Manager  | 58,737 | 61,674 | 64,758 | 67,999 | 71,399 | 74,969 | 78,717 | 82,653 | 86,786 | 91,125  | 95,681  | 100,465 |
| Lead Operator    | 43,918 | 46,114 | 48,420 | 50,841 | 53,383 | 56,052 | 58,855 | 61,798 | 64,888 | 68,132  | 71,539  | 75,116  |
| Water Operator   | 41,898 | 43,993 | 46,193 | 48,503 | 50,928 | 53,474 | 56,148 | 58,955 | 61,903 | 64,998  | 68,248  | 71,660  |
| Utility Worker   | 35,117 | 36,873 | 38,717 | 40,653 | 42,687 | 44,821 | 47,062 | 49,415 | 51,886 | 54,480  | 57,204  | 60,064  |
| Customer Service | 27,802 | 29,192 | 30,652 | 32,185 | 33,794 | 35,474 | 37,248 | 39,110 | 41,066 | 43,119  | 45,275  | 47,539  |

\* Cost of Living Adjustments (COLA) may be approved by Board action annually, based on the US Department of Labor Statistics, Consumer Price Index (CPI-West) as reported for the 12 month period ending in the December before the beginning of HWPUD's fiscal year.

Recommended by:

\_\_\_\_\_

General Manager Carl Neville

Date Approved \_\_\_\_\_

\_\_\_\_\_

Board President Wendy Rohner

|   | Position               | Step 1        | Step 2        | Step 3        | Step 4        | Step 5        | Step 6        | Step 7        | Step 8        | Step 9         | Step 10        | Step 11       | Step 12       |
|---|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|---------------|---------------|
| 1 | <b>General Manager</b> |               |               |               |               |               |               |               |               |                |                |               |               |
| 2 | Florence               | 86,788        |               |               |               |               | 100,498       |               |               |                |                |               | 114,207       |
| 3 | Coos Bay               |               |               |               |               |               | 120,948       |               |               |                |                |               |               |
| 4 | Gleneden Beach         | 63,348        |               |               |               |               | 75,300        |               |               |                |                |               | 89,508        |
| 5 | Seal Rock              | 96,678        |               |               |               |               | 114,878       |               |               |                |                |               | 136,573       |
| 6 | <b>Heceta Water</b>    | <b>56,737</b> | <b>59,574</b> | <b>62,553</b> | <b>65,680</b> | <b>68,965</b> | <b>72,494</b> | <b>76,034</b> | <b>79,836</b> | <b>83,828</b>  | <b>88,019</b>  | <b>92,420</b> | <b>97,043</b> |
| 7 | Average                | 75,888        |               |               |               |               | 96,824        |               |               |                |                |               | 109,333       |
| 8 | <b>Proposed</b>        | <b>67,999</b> | <b>71,399</b> | <b>74,969</b> | <b>78,717</b> | <b>82,653</b> | <b>86,786</b> | <b>91,125</b> | <b>95,681</b> | <b>100,465</b> | <b>105,488</b> |               |               |

|    |                      |               |               |               |               |               |               |               |               |               |               |               |               |
|----|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 9  | <b>Lead Operator</b> |               |               |               |               |               |               |               |               |               |               |               |               |
| 10 | Florence             | 61,679        |               |               |               |               | 71,422        |               |               |               |               |               | 81,165        |
| 11 | Coos Bay             | 77,472        |               |               |               |               | 87,552        |               |               |               |               |               | 98,880        |
| 12 | Gleneden Beach       | 52,788        |               |               |               |               | 62,748        |               |               |               |               |               | 74,592        |
| 13 | Seal Rock            | 50,315        |               |               |               |               | 59,820        |               |               |               |               |               | 71,094        |
| 14 | <b>Heceta Water</b>  | <b>42,515</b> | <b>44,641</b> | <b>46,872</b> | <b>49,218</b> | <b>51,678</b> | <b>54,262</b> | <b>56,976</b> | <b>59,824</b> | <b>62,815</b> | <b>65,955</b> | <b>69,253</b> | <b>72,715</b> |
| 15 | Average              | 58,614        |               |               |               |               | 68,996        |               |               |               |               |               | 81,838        |
| 16 | <b>Proposed</b>      | <b>53,383</b> | <b>56,052</b> | <b>58,855</b> | <b>61,798</b> | <b>64,888</b> | <b>68,132</b> | <b>71,539</b> | <b>75,116</b> | <b>78,871</b> | <b>82,814</b> |               |               |

|    |                         |               |               |               |               |               |               |               |               |               |               |               |               |
|----|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 17 | <b>Water Operator 2</b> |               |               |               |               |               |               |               |               |               |               |               |               |
| 18 | Florence                | 48,327        |               |               |               |               | 55,961        |               |               |               |               |               | 63,595        |
| 19 | Coos Bay                | 67,104        |               |               |               |               | 75,828        |               |               |               |               |               | 85,644        |
| 20 | Gleneden Beach          | 47,988        |               |               |               |               | 57,048        |               |               |               |               |               | 67,812        |
| 21 | Seal Rock               | 50,315        |               |               |               |               | 59,820        |               |               |               |               |               | 71,094        |
| 22 | <b>Heceta Water</b>     | <b>40,560</b> | <b>42,589</b> | <b>44,717</b> | <b>46,954</b> | <b>49,302</b> | <b>51,768</b> | <b>54,356</b> | <b>57,073</b> | <b>59,928</b> | <b>62,923</b> | <b>66,069</b> | <b>69,372</b> |
| 23 | Average                 | 50,859        |               |               |               |               | 60,085        |               |               |               |               |               | 71,503        |
| 24 | <b>Proposed</b>         | <b>48,503</b> | <b>50,928</b> | <b>53,474</b> | <b>56,148</b> | <b>58,955</b> | <b>61,903</b> | <b>64,998</b> | <b>68,248</b> | <b>71,660</b> | <b>75,243</b> |               |               |

|    |                         |               |               |               |               |               |               |               |               |               |               |               |               |
|----|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 25 | <b>Water Operator 1</b> |               |               |               |               |               |               |               |               |               |               |               |               |
| 26 | Florence                | 41,747        |               |               |               |               | 48,341        |               |               |               |               |               | 54,936        |
| 27 | Coos Bay                | 50,336        |               |               |               |               | 56,878        |               |               |               |               |               | 64,251        |
| 28 | Gleneden Beach          | 41,736        |               |               |               |               | 49,608        |               |               |               |               |               | 58,968        |
| 29 | Seal Rock               | 29,078        |               |               |               |               | 34,590        |               |               |               |               |               | 41,184        |
| 30 | <b>Heceta Water</b>     | <b>33,995</b> | <b>35,696</b> | <b>37,481</b> | <b>39,355</b> | <b>41,324</b> | <b>43,389</b> | <b>45,558</b> | <b>47,836</b> | <b>50,229</b> | <b>52,741</b> | <b>55,377</b> | <b>58,147</b> |
| 31 | Average                 | 39,378        |               |               |               |               | 46,561        |               |               |               |               |               | 55,497        |
| 32 | <b>Proposed</b>         | <b>36,873</b> | <b>38,717</b> | <b>40,653</b> | <b>42,687</b> | <b>44,821</b> | <b>47,062</b> | <b>49,415</b> | <b>51,886</b> | <b>54,480</b> | <b>57,204</b> |               |               |

|    |                     |               |               |               |               |               |               |               |               |               |               |               |               |
|----|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 33 | <b>Billing</b>      |               |               |               |               |               |               |               |               |               |               |               |               |
| 34 | Florence            | 34,345        |               |               |               |               | 39,771        |               |               |               |               |               | 45,196        |
| 35 | Coos Bay            | 45,072        |               |               |               |               | 50,934        |               |               |               |               |               | 57,528        |
| 36 | Gleneden Beach      | 34,980        |               |               |               |               | 41,580        |               |               |               |               |               | 49,428        |
| 37 | Seal Rock           | 29,078        |               |               |               |               | 34,590        |               |               |               |               |               | 41,184        |
| 38 | <b>Heceta Water</b> | <b>26,914</b> | <b>28,260</b> | <b>29,673</b> | <b>31,156</b> | <b>32,715</b> | <b>33,286</b> | <b>36,067</b> | <b>36,699</b> | <b>39,764</b> | <b>41,752</b> | <b>43,840</b> | <b>46,032</b> |
| 39 | Average             | 34,078        |               |               |               |               | 40,032        |               |               |               |               |               | 47,874        |
| 40 | <b>Proposed</b>     | <b>30,652</b> | <b>32,185</b> | <b>33,794</b> | <b>35,474</b> | <b>37,248</b> | <b>39,110</b> | <b>41,066</b> | <b>43,119</b> | <b>45,275</b> | <b>47,539</b> |               |               |

|    |                                 |               |               |               |               |               |               |               |               |               |               |               |               |
|----|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 41 | <b>Administrative Assistant</b> |               |               |               |               |               |               |               |               |               |               |               |               |
| 42 | Florence                        | 37,865        |               |               |               |               | 45,092        |               |               |               |               |               | 52,319        |
| 43 | Coos Bay                        | 45,072        |               |               |               |               | 51,300        |               |               |               |               |               | 57,528        |
| 45 | Gleneden Beach                  | 42,672        |               |               |               |               | 51,486        |               |               |               |               |               | 60,300        |
| 46 | Seal Rock                       | 49,920        |               |               |               |               | 60,216        |               |               |               |               |               | 70,512        |
| 47 | <b>Heceta Water</b>             | <b>26,914</b> | <b>28,260</b> | <b>29,673</b> | <b>31,156</b> | <b>32,715</b> | <b>33,286</b> | <b>36,067</b> | <b>36,699</b> | <b>39,764</b> | <b>41,752</b> | <b>43,840</b> | <b>46,032</b> |
| 48 | Average                         | 40,486        |               |               |               |               | 48,276        |               |               |               |               |               | 57,338        |
| 49 | <b>Proposed</b>                 | <b>37,248</b> | <b>39,110</b> | <b>41,066</b> | <b>43,119</b> | <b>45,275</b> | <b>47,539</b> | <b>49,915</b> | <b>52,411</b> | <b>55,031</b> | <b>57,783</b> |               |               |

**Schedule A**  
**Effective July 1, 2019**

(reflects a 3.3 COLA\* and step restructuring for the fiscal year 2019/2020)

| Position                 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9  | Step 10 |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|
| General Manager          | 67,999 | 71,399 | 74,969 | 78,717 | 82,653 | 86,786 | 91,125 | 95,681 | 100,465 | 105,488 |
| Lead Operator            | 53,383 | 56,052 | 58,855 | 61,798 | 64,888 | 68,132 | 71,539 | 75,116 | 78,871  | 82,814  |
| Water Operator 2         | 48,503 | 50,928 | 53,474 | 56,148 | 58,955 | 61,903 | 64,998 | 68,248 | 71,660  | 75,243  |
| Water Operator 1         | 36,873 | 38,717 | 40,653 | 42,687 | 44,821 | 47,062 | 49,415 | 51,886 | 54,480  | 57,204  |
| Billing                  | 30,652 | 32,185 | 33,794 | 35,474 | 37,248 | 39,110 | 41,066 | 43,119 | 45,275  | 47,539  |
| Administrative Assistant | 37,248 | 39,110 | 41,066 | 43,119 | 45,275 | 47,539 | 49,915 | 52,411 | 55,031  | 57,783  |

\* Cost of Living Adjustments (COLA) may be approved by Board action annually, based on the US Department of Labor Statistics, Consumer Price Index (CPI-west) as reported for the 12 month period ending in December before the beginning of HWPUD's fiscal year.

Recommended by:

\_\_\_\_\_

General Manager Carl Neville

Date Approved \_\_\_\_\_

\_\_\_\_\_

Board President Wendy Rohner

**Schedule A**  
**Effective July 1, 2018**

(reflects a 4.2 COLA\* for the fiscal year 2018/19)

| Position         | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|
| General Manager  | 56,737 | 59,574 | 62,553 | 65,680 | 68,965 | 72,494 | 76,034 | 79,836 | 83,828 | 88,019  | 92,420  | 97,043  |
| Lead Operator    | 42,515 | 44,641 | 46,872 | 49,218 | 51,678 | 54,262 | 56,976 | 59,824 | 62,815 | 65,955  | 69,253  | 72,715  |
| Water Operator   | 40,560 | 42,589 | 44,717 | 46,954 | 49,302 | 51,768 | 54,356 | 57,073 | 59,928 | 62,923  | 66,069  | 69,372  |
| Utility Worker   | 33,995 | 35,696 | 37,481 | 39,355 | 41,324 | 43,389 | 45,558 | 47,836 | 50,229 | 52,741  | 55,377  | 58,147  |
| Customer Service | 26,914 | 28,260 | 29,673 | 31,156 | 32,715 | 33,286 | 36,067 | 36,699 | 39,764 | 41,752  | 43,840  | 46,032  |

\* Cost of Living Adjustments (COLA) may be approved by Board action annually, based on the US Department of Labor Statistics, Portland Consumer Price Index (CPI-U, All Urban Consumers) as reported for the 12 month period ending in December before the beginning of HWPUD's fiscal year.

Recommended by:

\_\_\_\_\_

General Manager Carl Neville

Date Approved \_\_\_\_\_

\_\_\_\_\_

Board President Wendy Rohner

# Heceta Water People's Utility District

**Title: General Manager**  
**Reports to: Board of Directors**

**Position Status: Exempt**  
**Salary: \$67,999-\$105,488**

## **Purpose of Position:**

The General Manager serves under the general direction and guidance of the Board of Directors, and is responsible in planning, directing, managing and overseeing the services, activities and operation of the District, ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; supervises and directs the work activities of all District personnel; ensures the development and implementation of District goals and objectives; supervises and directs the work activities of all District personnel; ensures the development of a well-trained and motivated workforce. This position may also be classified as the Direct Responsible Charge (DRC) Operator which makes decisions regarding the daily operational activities of a public water system, water treatment facility and distribution system and reservoirs, that will directly impact the quality and quantity of the District's drinking water, ensuring the continual production and delivery of high quality water to all District customers.

## **Distinguishing Characteristics:**

This is a full-time, exempt, salaried position that is an at-will position that exists only under the direction of HWPUD Board of Directors. No contract is implied or intended and the Board may terminate this employee at any time. The position is that of a working manager, in that the incumbent routinely performs field and treatment plant operational tasks, and is distinguished from other District positions by the added managerial and supervisory responsibility and authority of the position.

## **Essential Job Functions:**

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

- Must be able to communicate proficiently both orally and in writing and have safe work practices.
- Supervise District employees including assigning and reviewing work, establishing work schedules, evaluating performance and training, and determining compensation and giving promotions and disciplinary actions within established policy.
- Manage and oversee District operations and maintenance including the water production facilities and treatment plant, distribution system, storage reservoirs and service connections.
- Complete and send all required state reports.
- Submit monthly work reports to the Board at the monthly meeting.

- Plan, organize and direct system maintenance and repair tasks as performed by District field and office personnel and/or contractors.
- Determine methods, equipment, material and staffing needs, and prioritizes and schedule projects.
- Procure and administer various system improvements and consulting contracts with the assistance of the Board and/or Secretary of Record.
- Evaluate, develop and implement programs, policies and procedures to improve the effectiveness and efficiency of the District.
- Develop an annual budget with assistance from appropriate personnel and present budget requests to appointed committee.
- Monitor revenue and expenditures to ensure adherence to approved budget.
- Review and approve purchase orders, construction standards, plans and specifications for system improvements.
- Receive and resolve citizen complaints and concerns regarding District activities and personnel. Present to the Board for possible action guidance, unresolved complaints from citizens.
- Prepare reports regarding District activities and coordinate personnel and equipment needs.
- Develop and implement long range maintenance and construction plans in conjunction with the Board, including the Master Plan.
- Plan and attend monthly scheduled District Board meetings.
- Attend meetings and seminars as requested or directed, on behalf of the HWPUD Board of Directors.
- Coordinate projects with various utilities and governmental agencies.
- Procure intergovernmental policies and agreements, whereas, establishing a positive working relationship with the City of Florence and Lane County.
- Follow all safety rules and procedures as established for work areas.
- Ensure compliance to safety rules and procedures by subordinates. Identify and correct safety deficiencies.
- Perform other duties as assigned. Such duties are those duties not specifically identified here but could normally be expected to be performed by employees in similar positions.

### **Physical Demands of Position:**

This position requires a combination of office and field work. While performing the duties of this position, the employee is frequently required to sit, stand, kneel, reach, and manipulate objects, tools, or controls. The position requires mobility – climb ladders or steep surfaces, work in areas subject to exposure to wet, damp surfaces, dust, mist, fumes and high levels of noise, a variety of weather conditions, and wear personal protective equipment. Position duties require physical demands which exceed that typically found in an office environment because field duties often include physical work. Most material moved weighs less than 25 pounds, although some tasks may require moving material weighing up to 50 pounds.

**Mandatory Requirements:**

Minimum education requirement is equivalent to a high school diploma. A degree in Engineering, Public Administration or Business Administration is desirable. Five years of experience in water utilities/service with a minimum of three years in supervision is desirable. Must have and retain first aid, CPR and flagger's cards. You must be certified by the Oregon Water Authority as a Water Treatment Level 2 with a Filtration Endorsement, a Water Distribution Level 2 certification and a Cross Connection Specialist License. Oregon Driver's license with a good driving record and able to be insured with the District's insurance carrier is required.

**Supervision Received:**

Work under the general supervision of the Board of Directors.



# Heceta Water People's Utility District

**Title: Administrative Assistant**  
**Reports to: General Manager**

**Position Status: Non-exempt**  
**Salary: \$25,829 - \$44,177**

## **Purpose of Position:**

This position performs a variety of administrative functions of both a confidential and non-confidential nature in support of the General Manager, and interacting with employees, elected officials and the public. This position requires a high degree of trust, independent work, and professional compatibility with other employees in the District.

## **Essential Job Functions:**

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

- Compose minutes, letters, media press releases newsletters, and reports from brief verbal instructions, or as directed from own knowledge of situations or information obtained from others.
- Draft, administer and /or edit grants, resolutions, ordinances, correspondence, reports, forms, etc. as requested.
- Perform the maintenance, management and archiving of District records.
- Compose agendas, prepare reports, process applications and requests.
- Maintain official District agreements, contracts, easements, deeds, and legal documents including documenting, scanning and archiving of documents in accordance with state records retention laws.
- Maintain the District's website.
- Assist General Manager by keeping office calendars current, schedule appointments for the office, process correspondence for the offices, manage contract and project files.
- Track responses and follow-up to inquiries from staff, elected officials, outside agencies and the public.
- Research and provide information and assistance in response to Board of Directors, staff and public requests.
- Provide project research as requested by the General Manager.
- Prepare and distribute packets to Board of Directors and Budget Committee. Send out and post agenda.
- Provide notary service for the District.
- Administrative support of the District's Cross Connection Program
- Provide support, back-up and fill-in for Billing Clerk, as needed
- Follow all safety rules and procedures established for work areas.
- Perform all other related duties as assigned.

### **Mandatory Requirements:**

Knowledge of office practices and procedures, excellent keyboard skills, knowledge of Microsoft Office software are important to the function of this position. You must have knowledge and skills in research methods, Business English and report composition and preparation techniques. You must be very organized with good communication skills, including English composition skills and computer skills. You must be able to work in a busy and stressful work environment. You are expected to be tactful and able to keep confidences. You must be able to meet deadlines and work independently.

A High school diploma or equivalent and two years executive administrative or secretarial experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above duties is required. As a condition of employment within 6 months, must obtain First Aid and CPR Card and a current flagger's card. You must have an Oregon Driver's License with a good driving record and able to be insured with the District's insurance carrier. Within 1 year, Cross Connection specialist certification, and First aid instructional

### **Physical Demands of Position:**

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. Duties may involve assisting field staff with traffic control, and moving material weighing up to 40 pounds. Manual dexterity and coordination are required to operate office equipment. Employee converses verbally with others in person and by telephone. On occasion, you will deal with difficult customers.

### **Supervision Received:**

Works independently, or with limited supervision of the General Manager.

# Heceta Water People's Utility District

**Title: Billing Clerk**

**Position Status: Non-exempt**

**Reports to: Administrative Assistant, General Manager**

**Salary: \$25,829 - \$44,177**

## **Purpose of Position:**

This position works under the supervision of the General Manager who makes work assignments in terms of scope, results expected, deadlines and priorities. The employee is expected to work with relative independence, referring deviations and unfamiliar situations to the Administrative Assistant. Completed work is reviewed for compliance with general instruction, accuracy and completeness.

## **Essential Job Functions:**

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

- Perform computer entry tasks in support of HWPUD's billing functions, including the processing of billing transactions, adjustments, connection and disconnection transactions and other similar data entry transactions relate to HWPUD's billing process.
- Greet walk-in customers, accept account payments, and post to customer account.
- Balance daily receipts and prepare daily bank deposits.
- Prepare correspondence to customers, responds to customer questions or complaints in writing or by telephone.
- Perform HWPUD's billing collection functions, including making collections of past due accounts by letter, disconnection letter, courtesy call and final process of printing disconnection notices and adding fees to delinquent accounts to be disconnected.
- Perform HWPUD's collection process on delinquent closed accounts by follow-up final bills, notice of impending collection and turnover to collection agency.
- Organize data and information in support of HWPUD's meter reading function.
- Upload and download meter reading information for HWPUD's Customer accounts.
- **Collect radio read meter data**
- Generate service orders to recheck accounts for readings, leak verification and misreads.
- Print and mail bills.
- Generate service orders during the month on move-in/move-outs.
- Recheck requests by customers for pressure checks, leaks, readings, water quality, etc.
- Handle customer requests for purchasing meters and setting up new accounts.
- Handle customer requests for leak adjustment per HWPUD's leak adjustment policy, including researching account information, figuring leak adjustment according to the customer's history and rate and preparing the letter of notification to the customer.

- Must have outstanding communication and customer relations and service skills.
- Able to work with 'difficult' customers under stressful conditions.
- Able to accurately type a minimum of 25 words per minute on a PC-based word processing system.
- Able to efficiently and accurately operate a 10-key adding machine.
- Perform normal housekeeping functions associated with the position, such as filling copy machine and maintaining computer and postage supplies.
- Perform normal office administration functions such as filing, sorting, printing, etc.
- Follow all safety rules and procedures established for work areas.
- Perform all other related duties as assigned.

### **Mandatory Requirements:**

A high school diploma or equivalent and two years executive administrative or secretarial experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above duties is expected. As a condition of employment within 6 months, must obtain First Aid and CPR Card and a current flagger's card. You must have an Oregon Driver's License with a good driving record and able to be insured with the District's insurance carrier.

### **Physical Demands of Position:**

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. Duties may involve assisting field staff with traffic control, and moving material weighing up to 40 pounds. Manual dexterity and coordination are required to operate office equipment. Employee converses verbally with others in person and by telephone. On occasion, you will deal with difficult customers.

### **Supervision Received:**

Work under the general supervision of the Administrative Assistant, General Manager.

Seal Rock  
Water District

Proposed Wage Scales Effective 7/1/2018

COLA Total Hours  
2.00% 2080

Last Updated: 4/9/2019

| 102.000%                | Step 1       | Step 2       | Step 3        | Step 4        | Step 5        | Step 6        | Step 7        | Step 8        | Step 9        | Step 10       | Step 11       | Step 12       | Step 13       | Step 14       | Step 15       |
|-------------------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>General</b>          | \$ 46.48     | \$ 47.64     | \$ 48.83      | \$ 50.05      | \$ 51.30      | \$ 52.57      | \$ 53.89      | \$ 55.23      | \$ 56.62      | \$ 58.03      | \$ 59.48      | \$ 60.97      | \$ 62.49      | \$ 64.06      | \$ 65.66      |
| <b>Manager</b>          | \$ 96,678.40 | \$ 99,091.20 | \$ 101,566.40 | \$ 104,104.00 | \$ 106,704.00 | \$ 109,345.60 | \$ 112,091.20 | \$ 114,878.40 | \$ 117,769.60 | \$ 120,702.40 | \$ 123,718.40 | \$ 126,817.60 | \$ 129,979.20 | \$ 133,244.80 | \$ 136,672.80 |
| <b>Operator 2</b>       | \$ 17.09     | \$ 17.53     | \$ 17.96      | \$ 18.41      | \$ 18.89      | \$ 19.38      | \$ 19.84      | \$ 20.35      | \$ 20.87      | \$ 21.38      | \$ 21.92      | \$ 22.48      | \$ 23.02      | \$ 23.60      | \$ 24.19      |
|                         | \$ 35,547.20 | \$ 36,462.40 | \$ 37,356.80  | \$ 38,292.80  | \$ 39,291.20  | \$ 40,310.40  | \$ 41,267.20  | \$ 42,328.00  | \$ 43,409.60  | \$ 44,470.40  | \$ 45,593.60  | \$ 46,758.40  | \$ 47,881.60  | \$ 49,088.00  | \$ 50,315.20  |
| <b>Operator 1</b>       | \$ 13.98     | \$ 14.32     | \$ 14.70      | \$ 15.07      | \$ 15.44      | \$ 15.82      | \$ 16.23      | \$ 16.63      | \$ 17.04      | \$ 17.49      | \$ 17.90      | \$ 18.36      | \$ 18.85      | \$ 19.32      | \$ 19.80      |
|                         | \$ 29,078.40 | \$ 29,785.60 | \$ 30,576.00  | \$ 31,345.60  | \$ 32,115.20  | \$ 32,905.60  | \$ 33,758.40  | \$ 34,590.40  | \$ 35,443.20  | \$ 36,379.20  | \$ 37,232.00  | \$ 38,188.80  | \$ 39,208.00  | \$ 40,185.60  | \$ 41,184.00  |
| <b>Office</b>           | \$ 24.00     | \$ 24.60     | \$ 25.22      | \$ 25.86      | \$ 26.51      | \$ 27.16      | \$ 27.84      | \$ 28.53      | \$ 29.25      | \$ 29.98      | \$ 30.72      | \$ 31.49      | \$ 32.27      | \$ 33.08      | \$ 33.90      |
| <b>Manager</b>          | \$ 49,920.00 | \$ 51,168.00 | \$ 52,457.60  | \$ 53,788.80  | \$ 55,140.80  | \$ 56,492.80  | \$ 57,907.20  | \$ 59,342.40  | \$ 60,840.00  | \$ 62,358.40  | \$ 63,897.60  | \$ 65,499.20  | \$ 67,121.60  | \$ 68,808.40  | \$ 70,512.00  |
| <b>Bookkeeper</b>       | \$ 16.87     | \$ 17.28     | \$ 17.71      | \$ 18.16      | \$ 18.58      | \$ 19.07      | \$ 19.55      | \$ 20.04      | \$ 20.52      | \$ 21.03      | \$ 21.56      | \$ 22.10      | \$ 22.66      | \$ 23.24      | \$ 23.82      |
|                         | \$ 35,089.60 | \$ 35,942.40 | \$ 36,836.80  | \$ 37,772.80  | \$ 38,646.40  | \$ 39,665.60  | \$ 40,664.00  | \$ 41,683.20  | \$ 42,681.60  | \$ 43,742.40  | \$ 44,844.80  | \$ 45,968.00  | \$ 47,132.80  | \$ 48,339.20  | \$ 49,545.60  |
| <b>A/R U/B</b>          | \$ 13.98     | \$ 14.32     | \$ 14.70      | \$ 15.07      | \$ 15.44      | \$ 15.82      | \$ 16.23      | \$ 16.63      | \$ 17.04      | \$ 17.49      | \$ 17.90      | \$ 18.36      | \$ 18.85      | \$ 19.32      | \$ 19.80      |
| <b>Clerk</b>            | \$ 29,078.40 | \$ 29,785.60 | \$ 30,576.00  | \$ 31,345.60  | \$ 32,115.20  | \$ 32,905.60  | \$ 33,758.40  | \$ 34,590.40  | \$ 35,443.20  | \$ 36,379.20  | \$ 37,232.00  | \$ 38,188.80  | \$ 39,208.00  | \$ 40,187.68  | \$ 41,184.00  |
| <b>Operator 2</b>       | \$ 24.19     | \$ 24.80     | \$ 25.42      | \$ 26.06      | \$ 26.71      | \$ 27.38      | \$ 28.06      | \$ 28.76      | \$ 29.48      | \$ 30.22      | \$ 30.98      | \$ 31.75      | \$ 32.54      | \$ 33.35      | \$ 34.18      |
| <b>Out of Class Pay</b> | \$ 50,315.20 | \$ 51,584.00 | \$ 52,873.60  | \$ 54,204.80  | \$ 55,556.80  | \$ 56,950.40  | \$ 58,364.80  | \$ 59,820.80  | \$ 61,318.40  | \$ 62,857.60  | \$ 64,438.40  | \$ 66,040.00  | \$ 67,683.20  | \$ 69,368.00  | \$ 71,094.40  |

2.50% difference with each step

(note: when calculating new year cola increase enter a formula to each rate as =rate\*a4 then re-enter calculated amount so that no formula shows. This is done so that the annual earnings calculate correctly)

A = Anniversary Merit Step Increase

P = Promotion Increase

OC = Out of Class Pay

\* = Retropay

B = Bonus In Lieu of Step Increase (started April 2014) Date is date bonus was paid

Employee Incentive Program: A bonus up to 2.50% of gross salary may be awarded

Manager Bonus Program: A bonus ranging from 2.50% to 5% of gross salary may be awarded

## Seal Rock Water District Position Description

### Operator 2

#### Position Summary

Under the direction and guidance of the Operations Manager, the Operator 2 is responsible for performing the field work required in operating and maintaining SRWD's water distribution system. The Operator 2 performs day-to-day tasks requiring expertise in using a variety of machinery, equipment, tools, and materials common to construction and maintenance work while maintaining compliance with the federal, state, and local regulations to ensure a safe, uninterrupted supply of water for SRWD customers.

#### Essential Duties and Responsibilities

- **Perform routine construction and maintenance** on SRWD's water storage, transmission, and distribution system including inspecting, troubleshooting, repairing mechanical equipment and system components and performing normal facilities/grounds maintenance tasks.
- **Operate and maintain equipment** essential to the work, including wheel loaders, dump trucks, bulldozers, excavators, pavement saws, trenchers, bobcats, compactor hoes, and backhoes; skillfully use and maintain equipment, tools, and materials normally required in the day-to-day operation of a water distribution system.
- **Perform valve mapping, locating, and maintenance tasks** including installation of new services, tees, valves, and pertinences; service turn-on and turn-off, pipe laying, blocking, paving, service connections and meter installations as well as requisitioning necessary supplies and materials and performing inventory checks.
- **Perform water testing** including drawing and submitting water samples to certified testing lab and demonstrating a working knowledge of EPA and state regulations and their application to SRWD.
- **Maintain tools, equipment, and small parts** for availability as needed in field operations; perform minor vehicle maintenance and routine housekeeping as needed.
- **Coordinate with office staff** on work orders and responses to customer requests/complaints including conducting required pressure checks, chlorinating new lines, and checking accuracy of meters.

#### Required Knowledge, Skills, Education and Experience

- **Knowledge** of basic mechanical and construction principles, practices, and terminology used in the operation and maintenance of a water distribution system; understanding of the rules/regulations and policies/procedures that govern water distribution including applicable hazard and safety precautions; working knowledge of basic computer operation and standard applications software.

**Operator 2 Position Description**  
**Page 2**

- **Skill** in analyzing data to solve operational problems and demonstrated ability to safely use machinery, equipment, and tools normally involved in water system construction and maintenance work; ability to skillfully perform strenuous outdoor work in adverse weather and job settings; ability to maintain effective working relationships with employees, supervisors, Board members, the general public, and representatives of the business community.
- **Education and experience** include, as a minimum, graduation from high school or a GED plus one year of specialized training in water treatment and two years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the duties of the position.

**Demands of the Position**

- **Physical demands** include the ability to perform strenuous work in varying conditions and circumstances including adverse weather, uncomfortable settings, off-duty hours, and contact with hazardous equipment and materials; frequent bending, kneeling, crouching, crawling, lifting, and driving to local work sites.

**Supervision Required**

The Operator 2 reports directly to the Operations Manager who monitors and evaluates performance and provides direction and guidance to the position as needed.





PO Box 190 · 1037 NW Grebe Street · Seal Rock, Oregon 97376  
Phone: 541.563.3529 · FAX 541.563.4246 · Email: info@srwd.org

## Seal Rock Water District

### WATER DISTRIBUTION OPERATOR-1 JOB DESCRIPTION

#### **GENERAL STATEMENT OF DUTIES:**

Under general supervision, performs a wide variety of skilled, semi-skilled duties in the installation, repair and maintenance of systems used in the operation of the District's water distribution system; and performs related work as assigned. Will be required to operate and maintain a range of construction equipment, including a variety of power and hand tools.

#### **SUPERVISION RECEIVED:**

Works under the immediate direction of Senior Water Distribution Operators.

#### **SUPERVISION EXERCISED:**

None.

#### **TYPICAL EXAMPLES OF WORK DUTIES:**

Makes rounds to check master meters and water levels, repairs service line breaks, installs water lines and new customer services, repairs meters, installs check valves, performs line locates, checks chlorine residuals, operates dump truck/track hoe/bobcat, coordinates with the office on work orders and customer requests/complaints, remains alert for line breaks or unusual situations, checks pressure at curb stops and hose bibs, tests accuracy of meters, corresponds with state and local utilities. Maintains a charged radio.

Flushes lines and breaks down old meters. Performs routine maintenance activities such as trash removal, truck and heavy equipment cleaning and maintenance, building cleaning and maintenance, equipment and tool cleaning, and organizing and restocking parts.

Reads meters, places door hangers, responds to turn-offs and turn-ons, and performs re-reads. Takes rotating weekend on-call duty. Inspects fire extinguishers and air packs. Makes additions and corrections to map books. Cleans and maintains pump stations, collects Health Department water samples.

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

1. Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair and servicing of water distribution equipment, components, facilities and

machinery, such as pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, valves and pumps.

2. Inspects, maintains and repairs pumps, valves, motors and other equipment located in pump stations and other points within the water distribution and transmission system.
3. Maintenance of District facilities, to include pumping stations, equipment and systems, and other tasks as assigned by Senior Operators.
4. Carries out small scale construction projects involving, installation of water pipelines.
5. Performs street maintenance activities including patching, pothole repairs, resurfacing, drainage maintenance, brush control, grading, and sign maintenance.
6. Carries out water distribution system maintenance including tracing and repairing leaks, pipe repair and replacement, manhole repair, meter reading, service connection installation and repair.
7. Performs duties assigned to Water Distribution Operator 2 positions as needed.
8. Ability to read and follow verbal and written instructions.

#### **ADDITIONAL DUTIES INCLUDE:**

##### **KNOWLEDGE OF:**

Requires some knowledge and understanding of the operation of mechanical pumping systems, to include water pumping equipment. Also calls for knowledge of the equipment used in construction and maintenance of those systems and its operation. Willingness to work in all phases of operations and under varying weather conditions is expected, and the ability to move and lift heavy items. Also requires the ability to work as a team member and to communicate effectively with the general public and District staff.

##### **ABILITY TO:**

Diagnose and repair a wide variety of system components, such as valves, meters, piping and other equipment common to the water distribution field; use precision and diagnostic instruments to measure required tolerances of mechanical parts; use modern, state-of-the-art precision and diagnostic instruments to test, calibrate and repair complex devices and equipment; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; exercise independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; coordinate work assignments with other crewmembers.

Ability to build positive working relationships with others; proactively supports in attaining District goals and objectives even if personally not in agreement with them; speaks positively of others and the District organization.

**EXPERIENCE AND TRAINING:**

Requires a minimum of two years hands-on experience in the operation and maintenance of water/wastewater systems, operating and maintaining relevant pumping machinery, systems and equipment, with a proven safety record. High school diploma or equivalent

**NECESSARY SPECIAL QUALIFICATIONS:**

The following licensing and certifications are required: valid State of Oregon Commercial Driver's License, valid Oregon Flagger's Certification Card, possession of or ability to obtain a Grade-1 level Certification in water distribution through the Oregon Department of Health Services within 24-months of hire.

**OTHER JOB REQUIREMENTS:**

Position holder must be able to lift heavy objects, sit, stoop, maneuver into tight spaces, use fingers and hands with dexterity suitable for normal activities of this position, possess accurate vision acuity to perform duties, and wear suitable protective clothing or equipment. Position also requires the ability to work in confined spaces. Ability to read and follow verbal and written instructions is required.

## **ARTICLE 14 – PAY/OVERTIME/COMPENSATORY TIME**

### 14.1 Rate of Pay.

When overtime is required for the efficient operation of the District, the following shall apply:

- a) All work performed in excess of forty (40) hours in a work week and all work performed in excess of a regularly scheduled work day shall be paid at the rate of time and one-half the employee's regular rate.
- b) The District will be the sole judge as to the necessity of the requirement to work overtime.
- c) Overtime shall be calculated to the next one-fourth (1/4) hour.

### 14.2 Payday.

Effective July 1, 2007 pay periods will begin at 12:00 AM Sunday and run for 14 days through 11:59 PM Saturday. Payday will be the Friday following the end of the pay period. If the Friday is a bank holiday, the payday will be the business day preceding the holiday. Pay shall be in the form of Direct Deposit to the bank account of the employee's choice.

### 14.3 Compensatory Time.

Upon approval of his/her supervisor, an employee may elect to take compensatory time off instead of pay for accrued overtime using a time and one-half accrual formula. Accrued compensatory time may not exceed a maximum of forty (40) hours. Compensatory time shall be taken within six (6) months of accrual unless otherwise pre-authorized by the District's Board of Commissioners in its discretion.

### 14.4 Call-back Pay.

Overtime compensation shall be paid for the actual hours at the rate of one and one-half times the employee's hourly rate worked, provided that a minimum of two (2) hours shall be paid in each instance of call-back. A call-back occurs [when] an employee who is not the scheduled on-call employee is called back to do work after she/he has completed her/his regular shift and has checked out from work. Overtime shall be computed to the nearest quarter hour.

**Seal Rock Water District  
Position Description  
Office Manager**

**Position Summary**

Under the direction and guidance of the Board of Commissioners, the Office Manager is responsible for the day-to-day operation of the SRWD office and ensuring that all services and functions are performed efficiently and effectively. The Office Manager coordinates the work of the Board, performs major accounting duties, supervises the performance of office personnel, and promotes positive relations with the public and private sectors of SRWD's business community. In collaboration with the Operations Manager, the position provides overall administrative leadership for SRWD.

**Essential Duties and Responsibilities**

- **Inform, advise, and coordinate Board action** on critical aspects of SRWD's finances, program progress, and business issues by preparing reports, compiling and presenting correspondence, preparing and administering Board meeting agendas, providing input and recommendations for consideration, and implementing decisions and actions as directed by the Board.
- **Respond to and resolve** complex, difficult, and sensitive inquiries and complaints involving customers, contractors, local and state agencies, as well as legal, financial, and government representatives engaged in SRWD business matters.
- **Perform technical accounting** in maintaining records of revenues, expenditures, and special funds; prepare analyses, schedules, journal vouchers and reconciliations, and produce timely, accurate financial reports; analyze cost data and make recommendations to the Board on cost allocations; prepare project accounting reports and periodic reports on special funds.
- **Manage the preparation** of complex accounting records of construction projects financed by SRWD, federal and state government, and developers including: monitoring and verifying that charges are made to the appropriate projects and work orders; researching questions and discrepancies and conferring with project engineers to ensure encumbrances and payments are correct; closing out completed projects and reconciling expenses to authorized funding.
- **Supervise the work** of office and accounting staff, reviewing accounting documents to ensure the accuracy of information and calculations and overseeing the documentation of authorization and conformance with agreements, contracts, and federal and state requirements; maintain controls and subsidiary accounting records for a variety of transactions as well as operating and construction accounts; hire, train, direct, and evaluate the performance of staff.
- **Coordinate overall administration** of SRWD, working with the Operations Manager in planning, organizing, and directing all aspects of the business operations including annual budgeting, policy development and implementation, as well as reporting and documenting critical business functions.
- **Promote a successful business environment** through effective working relationships with Board and staff members, state and local agencies, contractors, consultants, customers, and the general public.

### Required Knowledge, Skills, Experience, and Education

- **Knowledge** of the principles, practices, and terminology of general, fund, and government accounting and management including financial statement preparation and methods of financial control and reporting; Generally Accepted Accounting Principles; budgeting principles and terminology; principles and methods of public finance and budget development; functions, roles, and authorities of public agencies and special districts including roles and responsibilities of public governing boards; cost accounting methods and procedures; laws and regulations relating to the financial administration of public agencies; government and professional accounting standards; auditing principles and practices; operations and uses of standard spreadsheet software; principles and practices of business data processing, particularly related to the processing of accounting information and interpretation of input and output data; principles and practices of sound business communication
- **Skills** in operating computer spreadsheet software; verifying the accuracy of financial data and information; ensuring proper authorization and documentation for disbursements; analyzing, posting, balancing and reconciling financial data and accounts; interpreting and applying government and professional accounting standards in work performed; performing complex mathematical calculations; preparing clear, concise and complete financial documents, statements, and reports; making sound judgments within established guidelines; establishing, maintaining effective working relationships with those contacted in the course of work; following and applying oral and written work instructions; planning, directing, and reviewing the work of assigned staff.
- **Training and experience** include graduation from an accredited college or university with a bachelor's degree in accounting/management or closely related field and three years of professional accounting and management experience preferably in a public agency, or equivalent combination of education, training, and experience; proficiency in the use of personal computers and the use of spreadsheet software is required.

### Demands of the Position

- **Physical demands** include sitting for long periods while working in an office environment, regularly interacting with others in person, by telephone, or electronically; frequent standing, walking, kneeling, bending, and lifting up to 25 pounds.
- **Mental demands** include dealing with frequent interruptions, conducting business transactions in person and in writing with a wide range of personalities from different occupations and professions, often in stressful circumstances; performing detailed work on multiple and concurrent tasks with time constraints.

### Supervision Required

The Office Manager reports directly to the Board of Commissioners. The Board monitors and evaluates the work performance of the Office Manager and provides direction and guidance if needed. While the Board is readily available to assist, the Office Manager is generally self-directed and functions with minimal supervision.

## **ARTICLE 15 -- HOLIDAYS**

### 15.1 Holidays.

The following days shall be recognized and observed as paid holidays for regular full-time employees:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Day

Regular part-time employees will receive pro rated holiday benefits.

### 15.2 Weekend Holidays.

Whenever a holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever the holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

### 15.3 Holiday During Leaves.

Employees who are off work, on an unpaid leave of absence, shall not receive holiday pay. Employees who are on vacation or sick leave shall be paid for the holiday in lieu of using vacation or sick leave hours.

### 15.4 Holiday Work.

If an employee works on any holiday observed by the District, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half (1-1/2) times the regular rate of pay, in addition to holiday pay.

## **ARTICLE 16 -- OTHER LEAVES**

### 16.1 Bereavement.

A leave of absence with pay for up to five (5) days may be granted an employee when a death in the employee's immediate family requires the absence of an employee. Should circumstances require an employee to be absent longer than the five (5) days, the days in excess may be charged against accumulated PTO. The immediate family of the employee or of the spouse is intended to include parents, children, grandparents, stepchildren, siblings and members of the employee's household. The District may grant leave under exceptional circumstances for relationships other than those set forth herein at its discretion.

**Job Description  
Seal Rock Water District**

**Classification: General Manager**

**Salary Range:**

**Supervisory Controls:** Incumbent serves under the general direction and guidance of the Board of Commissioners, and is responsible in planning, directing, managing and overseeing the services, activities and operations of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Commissioners; facilitates the development and implementation of District goals and objectives; supervises and directs the work activities of all District personnel; ensures the development of a well-trained and motivated workforce.

**Major Duties:** Major duties are defined as those work tasks that must be satisfactorily performed to insure a fully successful job performance.

- 1. Assumes full management responsibility for all District operations, and services; plans, directs, manages, and oversees the activities and operations of the District including Engineering, Finance, Human Resources, Operations and Public Affairs.**
- 2. Provides general direction to the design, construction, operation and maintenance of District facilities; directs treatment, storage and distribution services and activities; and administrative activities including personnel, purchasing, complex maintenance and customer service activities.**
- 3. Directs and participates in the development and administration of the District's budget; prepares long-term plans of capital improvements including financing plans; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.**
- 4. Plans, directs and coordinates the work plan for the District; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; ensures the District is being operated in compliance with applicable regulations and laws, that the District's needs are being assessed, and that improvements are being developed and implemented as necessary.**
- 5. Assesses and monitors workload, administrative support systems and internal reporting relationships, identifies opportunities for improvement.**
- 6. Provides staff assistance to the Board of Commissioners; prepares, submits and presents staff reports and other necessary correspondence and recommendations to the Board of Commissioners on issues for its consideration and action; oversees**



**the preparation and administration of Board meeting agendas; keeps Board of Commissioners advised of financial conditions, program progress, and present and future needs of the District; carries out direction of the Board by assigning tasks and evaluating results.**

- 7. Assumes responsibility for establishing and maintaining favorable contacts with local city, county, state and federal applicable agencies in the development of short and long term goals and objectives which insure District customers have a continued adequate supply of potable water.**
- 8. Selects, supervises, trains, motivates and evaluates District personnel; provides or coordinates staff development; builds and maintains positive working relationships with District employees and the public. Responds to citizen requests and complaints; researches situations and prepares response and action plan for resolution.**
- 9. Negotiates a variety of contracts and agreements on the District's behalf in areas including but not limited to, labor relations, development reimbursements, interagency relationships and professional provisions.**
- 10. Prepares reports and correspondence and makes presentations to other agencies, the Board of Commissioners, and the general public on issues regarding the District's activities and functions.**
- 11. Responds to and resolves difficult, complex, and sensitive inquiries and complaints; provides direction and delegates authority as necessary to correct issues; interprets, analyzes, defends and explains District policies, procedures, programs and activities, handles public relations dealing with the news media.**
- 12. Prepares for and acts as necessary to carry out the mission of the District in emergency circumstances.**

**Minor Duties: Minor duties are those duties that are essential to the position but are not critical to successful job performance.**

- 1. Administers the SRWD's fleet management program, including the maintenance, retirement and acquisition of all vehicles and mobile equipment (backhoes, bobcats, trucks, etc).**
- 2. Administers the SRWD'S inventory management and control program, including the development of inventory control systems/methodologies and the distribution of supplies, tools, and other materials to the organization's field personnel.**

3. **Other duties as assigned. Such duties are those duties not specifically identified here but could normally be expected to be performed by employees in similar positions.**

## **QUALIFICATIONS**

### **Training and experience**

**High School diploma or GED equivalent is mandatory. BS/BA Degree in Engineering, Public Administration or Business Administration is desirable. Five years of experience in water utilities/service with a minimum of 3 years in supervision is desirable.**

### **KNOWLEDGE OF**

**Day-to-day maintenance, operations, structure and function of water distribution systems.**

**Principles and practices of budget preparation, development and execution.**

**Short and long range planning.**

**Federal, state, county and local regulatory and legal requirements of a water district.**

**Technology related to water resources.**

**Principles and practices of local government administration and operations, especially those of a water district.**

**Applicable and pertinent local, State and Federal laws, rules, statues and regulations.**

**Principles and practices of leadership, motivation, team building and conflict resolution.**

**Organizational and management practices as applied to the analysis and evaluation of District programs, policies and operational needs.**

**Principles and practices of engineering, water district organization, administration, personnel management and utility financing.**

### **ABILITY TO**

**Plan, organize, schedule and coordinate activities and set priorities under changing conditions.**

**Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public.**

**Supervise, motivate, inspect and evaluate the work of employees and outside contractors.**

**Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.**

**Analyze and define problems, identify alternative solutions, project consequences of proposed actions.**

## **PHYSICAL REQUIREMENTS**

**Incumbent must be able to function in an office and field environment in work of a moderately active nature and perform the following, with or without reasonable**

**accommodations: Climb ladders or steep surfaces, work in areas subject to exposure to wet, damp surfaces, dusts, mists, fumes and high levels of noise, a variety of weather conditions, extremes of heat or cold; wear protective equipment.**

**LICENSE OR CERTIFICATE**

**Incumbent must possess or acquire within 180 days of appointment, an Oregon WDII Certification and a valid Oregon Drivers License.**

**This is a full-time, exempt, salaried position. This is an at-will position that exists only under the direction of the Seal Rock Board of Commissioners. No contract is implied or intended. The SRWD Board of Commissioners may terminate this position at any time. Starting salary will depend upon qualifications and experience. After the probationary period, the performance evaluation of this position will be conducted annually by the Board of Commissioners.**

**Seal Rock Water District  
Position Description**

**Bookkeeper**

**Position Summary**

Under the direction and guidance of the Office Manager, the Bookkeeper is responsible for the variety of tasks required for sound day-to-day financial performance of SRWD. In accordance with standard bookkeeping practices, the position maintains records of all SRWD financial transactions, creates and updates permanent files, issues reports, and executes payment for all expenditures. In collaboration with the Office Manager, the Bookkeeper ensures SRWD's overall compliance with accepted financial and administrative practices.

**Essential Duties and Responsibilities**

- **Create and maintain records and permanent files** including verifying, allocating, and posting to journals and computer files the documentation of transactions from sales slips, invoices, receipts, check stubs; summarizing and recording details, and transferring data to the general ledger.
- **Reconcile and balance accounts** including assisting in budget preparation and compiling reports on budget history, receipts and expenditures, accounts payable and receivable, profit and loss, and other data pertinent to the operation of SRWD.
- **Calculate and prepare employee payroll** including verifying time reports and accuracy of deductions and preparing documentation of Social Security and other tax reports.
- **Compile audit information** including preparing data for annual audit, follow-up on reports to ensure compliance with audit recommendations and controls established by the Office Manager.
- **Integrate office procedures** to ensure productive, coordinated work processes including providing informal administrative guidance as appropriate to office and field staff, maintaining the operability of office equipment and systems, and serving as primary back-up to the Office Manager.

**Required Knowledge, Skills, Education and Experience**

- **Knowledge** of micro and mini computer applications and operations from a "user perspective"; demonstrated understanding of accepted governmental accounting applications and procedures; demonstrated knowledge of applicable federal, state, and local laws, regulations and statutes relating to Oregon Labor Wages and Benefits; basic understanding of state budgeting process.

- **Skills** in providing outstanding customer service, communicating effectively with people under stressful conditions, and providing administrative leadership to field and office staff; proficiency in the use of computer spreadsheet software and verifying the accuracy of financial data and information; ability to perform complex mathematical calculations and prepare clear, concise financial documents and reports.
  
- **Education and experience** include a high school diploma or GED

**Demands of the Position**

- **Physical demands** include sitting for long periods while working in an office environment, regularly interacting with others in person, by telephone, or electronically; frequent standing, walking, kneeling, bending, and lifting up to 25 pounds.

**Supervision Required**

## ARTICLE 17- ANNUAL LEAVE

### 17.1 Eligibility.

Regular non-probationary employees shall be eligible for annual leave after six (6) months of continuous service with the District. Employees who do not complete their initial probation period in six months will become eligible upon successful completion of their probationary period. Annual leave benefits shall be computed from the date of hire. Employees on their initial probationary period may take the time off without pay with their supervisor's approval.

### 17.2 Accrual Schedule.

The District provides annual leave benefits to its regular part-time and full-time employees. Annual leave shall accrue based on the following:

| <b>Completed Years of<br/>Continuous Service</b> | <b>Annual Leave Time Accrued</b> |
|--|----------------------------------|
| 0 through 1 year                                 | 96 hours                         |
| 2 through 4 years                                | 136 hours                        |
| 5+ years   | 176 hours                        |

### 17.3 Rate of Pay.

The rate of annual leave shall be the employee's regular straight time rate of pay.

### 17.4 Scheduling.

Annual leave for the year will be scheduled during the month of February, based upon seniority. Thereafter, annual leave will be approved on a first-to-apply basis. Except in the case of injury or illness, annual leave must be scheduled and approved by the employees' immediate supervisor in advance.

### 17.5— Annual Leave Accrual.

Employees may accrue up to four hundred eighty (480) hours of annual leave. Once the employee's annual leave balance reaches 480 hours the employee will not accrue further hours until the balance is below 480.

## APPENDIX "A" - SALARY SCHEDULE

a. Annual increase: Wages for unit employees shall be increased across the board each July during the term of this agreement at a rate equal to the increase in the Social Security COLA Adjustment for the period of January to December of the prior year.

b. Step increase: Non-probationary employees below Step 15 of the salary range for their classification shall be eligible for a merit increase to the next step of their pay scale contingent upon a satisfactory job performance. This range is as follows:

Step 1 to 15 = one step each year.

An employee's anniversary date shall be the date of hire, except for employees hired prior to July 1, 2008.

c. Working out of class pay: An employee required to work for more than forty (40) consecutive hours in a job classification with a higher pay range shall receive working out of class pay. The working out of class pay shall be the equivalent of a two step pay increase or the first step of the higher classification, with in the bargaining unit, whichever provides the higher pay. If an employee is placed in a job classification outside of the Employee Association, then the Board will decide on a pay scale that is appropriate for the position being filled. At the same time this employee would still remain within the Employee Association.

**Seal Rock Water District  
Position Description**

**Accounts Receivable/Billing Clerk**

**Position Summary**

Under the direction and guidance of the Office Manager, the Accounts Receivable/Billing Clerk is responsible for a variety of administrative tasks involved in the day-to-day operation of the SRWD office. The position performs routine billing, customer service, and general receptionist duties and supports the other staff members to ensure effective functioning of the office.

**Essential Duties and Responsibilities**

- **Perform computer entry billing tasks** including transacting water service connects/disconnects, posting customer payments, entering billing adjustments, letters to delinquent accounts, notices of impending collection and turnover, processing final fees and worksheets on disconnects, and preparing bank deposits.
- **Organize meter reading data** including uploads and downloads of customer account information; develop service orders for verifying account readings and leakage and follow-up customer notifications.
- **Generate service orders** on move-in/move-outs, customer requests to check pressure, leaks, readings, water quality, and meter purchases; administer SRWD's leak adjustment policy including determination of adjustments based on account history and rate and preparation of notifications to customers.
- **Perform general receptionist duties** including receiving in-coming calls on multi-line telephone system and ensuring messaging is updated and functioning effectively; greet and serve walk-in customers, accept and post payments, prepare correspondence and respond to customer questions and complaints by letter or telephone.
- **Perform routine administrative tasks** including filing, organizing, printing, maintaining supplies, operating a variety of business machines and ensuring office equipment is functioning properly; assist office staff with basic bookkeeping tasks as needed.

**Required Knowledge, Skills, Education and Experience**

- **Knowledge** of micro and mini computer applications and operations from a "user perspective"; basic understanding of fundamental bookkeeping level accounting.
- **Skills** in providing outstanding customer service and communicating effectively with people under stressful conditions; ability to accurately type a minimum of 35 words per minute on a PC-based word processing system; ability to operate a 10-key adding machine; ability to work in a fast-paced environment.
- **Education and experience** include a high school diploma or GED; a minimum of two years experience in a direct customer service position and two years of bookkeeping, billing, or financial experience; at least one year of computer experience.



### Demands of the Position

- **Physical demands** include sitting for long periods while working in an office environment, regularly interacting with others in person, by telephone, or electronically; frequent standing, walking, kneeling, bending, and lifting up to 25 pounds.
- **Mental demands** include dealing with frequent interruptions, transacting business in person and in writing with personalities from different occupations and professions, sometimes in stressful circumstances; performing detailed work on multiple and concurrent tasks with time constraints.


### Supervision Required

The Accounts Receivable/Billing Clerk reports to and receives work direction from the Office Manager. The proficiency of the Accounts Receivable/Billing Clerk must be at a level that allows the individual to expedite day-to-day tasks with minimum direction while demonstrating initiative in taking on new tasks and learning new skills.

Administrative  
Directive

SEAL ROCK WATER DISTRICT

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Date: August 14, 2014  
TO: SRWD Commissioners and Staff  
FROM: Adam Denlinger, General Manager   
SUBJECT: EMPLOYEE INCENTIVE PROGRAM

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**POLICY:**

**PURPOSE**

To motivate and reward employees who exceed specific performance expectations. A bonus up to 2.5% of base pay may be awarded to encourage employees and teams of employee to achieve personal and professional goals that maximize District services, and provide cash incentives for service and performance that exceeds expectations.

**ELIGIBILITY**

To reward performance consistent with the goals of the District, employees must be full-time regular status with a performance review rating that exceeds expectations of performance in all categories. Employees must have a current performance evaluation on record.

**PROVISIONS**

Under the direction of the Board of Commissioners the Employee Incentive Program will be administered by the General Manager based on the recommendation of the employee's immediate supervisor.

**PERFORMANCE BONUSES**

Performance incentives are offered to reward employees who have excelled in their job performance above and beyond the call of duty, or have met extremely tight deadlines imposed by the District, or have participated on a team that completed a project deemed significant by the District. This may be offered to employees that have exceeded performance expectations as recognized in the employees annual performance review. Performance incentives are paid in one-time lump sum cash bonuses by percentage of their base pay at a set amount not to exceed 2.5% of the employee gross salary.

#### **PROCEDURES**

- (1) Employees considered for this incentive must exceed annual performance expectations.
- (2) All incentives must be approved by the General Manager in advance of any commitment extended to the employee.
- (3) All amounts paid to employee as a result of this policy are subject to applicable payroll taxes.
- (4) This policy may be amended or cancelled by the District at any time. No part of this policy shall be interpreted to create a prevailing right for any employee. No part of this policy or incentives given pursuant to this policy are subject to grievances under District personnel policy.

#### **HISTORICAL INFORMATION**


This administrative policy shall supersede and replace all prior policies, procedures, and practices on the same subject.

**APPROVED: By the SRWD Board of Commissioners on August 14, 2014**

Administrative  
Directive

SEAL ROCK WATER DISTRICT

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Date: March 27, 2014  
TO: SRWD Commissioners and Staff  
FROM: Adam Denlinger, General Manager   
SUBJECT: MANAGER BONUS PROGRAM

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**PURPOSE**

The Manager Bonus Program is an integral part of the District's Management Performance and recognition policy. Its purpose is to encourage managers and teams of managers to achieve personal and professional goals that maximize District services, and provides cash incentives for service and performance that exceeds expectations.

**ELIGIBILITY**

Managers in full-time regular status positions as managers that have been identified and approved for one element of the Manager Bonus Program are eligible for bonuses under this program. Eligibility for one element does not entitle the manager to other bonuses within this policy as each element is separate and apart from other elements.

**PROVISIONS**

The Manager Bonus Program will consist of four (4) distinct programs which will be administered by the General Manager with Board approval:

**A. RECRUITMENT AND RETENTION BONUSES**

Recruitment and Retention bonuses are offered to attract and encourage retention of managers holding positions that may be affected by District business conditions, or susceptible to fluctuations within the applicable labor market, or other factors affecting recruitment and retention as determined by the General Manager, and or, the Board of Commissioners. These cash bonuses may be paid in lump sum or at specific time intervals appropriate for the situation. Recruitment and Retention bonus totals 5% of the positions gross salary depending upon the nature of the situation and critical needs of the District.

## **B. CERTIFICATION BONUS**

Certification bonuses are offered to encourage managers holding positions that require one certification to attain additional related certifications that increase knowledge, skills and abilities recognized within their field. Certification bonuses range from 2.5% to 5% of the positions gross salary and are paid as one time cash bonuses.

## **C. PROJECT/PERFORMANCE BONUSES**

Project/performance bonuses are offered to reward managers who have excelled in their job performance above and beyond the call of duty, or have met extremely tight deadlines imposed by the District, or have participated on a team that completed a project deemed significant by the District. This may be offered to managers that have exceeded performance expectations as recognized in the managers annual performance review. Project/Performance bonuses are paid in one-time lump sum cash bonuses by percentage of their base pay at a set amount ranging from 2.5% to 5% of the positions gross salary.

## **PROCEDURES**

- (1) Managers considered for this program must exceed annual or probationary performance expectations.
- (2) All bonuses must be approved by the General Manager, with authorization from the Board of Commissioners in advance of any commitment extended to the manager.
- (3) All amounts paid to managers as a result of this policy are subject to applicable payroll taxes.
- (4) This policy may be amended or cancelled by the District at any time. No part of this policy shall be interpreted to create a prevailing right for any manager. No part of this policy or bonuses given pursuant to this policy are subject to grievances under District personnel policy.

## **HISTORICAL INFORMATION**

This administrative policy shall supersede and replace all prior policies, procedures, and practices on the same subject.

*SDAO strongly believes that managers perform best when they know what is expected of them, and are rewarded for their performance. As a result, a strong program of incentive pay is coupled with base pay. Managers have an opportunity to earn incentive pay based on their own efforts, and the overall performance of the organization. Incentive pay should be tied to the completion of a special task or can be awarded for continued well above standard contributions to the organization. Incentive pay can only be authorized by the General Manager with Board Approval.*

APPROVED: By the SRWD Board of Commissioners on April 10, 2014

**K-GB-LB**  
**Water District**

## K-GB-LB WATER DISTRICT EMPLOYEE BENEFITS AND POLICIES

### EMPLOYEE WORK DAY

Field Staff hours are 7:30 am to 4:30 pm with 1-hour lunch. The lunch break is usually taken between 11:30 – 12:30 depending on projects. The crew is on-call 24/7 in case of emergencies. Office Staff hours are 8:00 am to 4:30 pm, lunch 12-12:30. The District office is open to the public is M-F 8:00 am 12:00 and 1:00 to 4:30 pm.

### EQUAL EMPLOYMENT OPPORTUNITY

The District recognizes that the strength and growth of the District is in its people. It is our policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, national origin, mental or physical disability, veteran's status or other protected status in accordance with applicable laws. The District strives to make employment and promotional decisions based on our evaluation of an individual's qualifications, knowledge, skills, ability and contribution to successful functioning of the District.

### NEW EMPLOYEE INTRODUCTORY PERIOD

The introductory period for new employees who are hired for ongoing employment is six months from the date of employment. New employees include rehired employees who have been away from the District for more than six months. If an employee is absent from work for an extended period during the first six months of employment, the introductory period will be extended by the number of days the employee is absent.

During this period a new employee will have an opportunity to evaluate whether the work for which they were hired, the people with whom they work, and the general atmosphere and conditions at the District meet their expectations. During this same time, the District will be evaluating the new employee's performance. Completion of the probationary period is not intended to provide an employee with any particular job rights or guarantees. During this time the District or the employee has no obligation to fulfill the six months if either party chooses to terminate prior.

### VEHICLES

The Field Staff and Superintendent have use of a company vehicle for District business. This vehicle is taken home each night for emergency use and on-call notification only. The vehicle is marked with the district logo and staff should refrain from any personal use including passengers other than employees or board members. The Staff is reimbursed mileage at the Federal guideline for use of their personal vehicle for District business.

### SAFETY

The District is committed to providing a safe and healthy work place for employees and visitors. We believe that accidents can be prevented and every employee is entitled to work under the safest possible conditions. Mandatory safety meetings are held at the office. Safety and health issues are discussed; including hazards involving tools, equipment, the work environment, and work practices.

### PAYROLL

The District payroll is set up as a monthly depositor for Federal and State. Payday is at the end of every month; however, a draw check can be requested up to a certain dollar amount and paid the day following the Board Meeting. Employees are paid a monthly salary based on a 40-hour work week. The exception is the Field Staff which each work a DUTY week and are compensated with "time off" or overtime based on laws governing overtime or on-call. The Superintendent also works a DUTY week.

#### HEALTH/LIFE BENEFITS

The employees and the employee's family are provided health, dental, life and long term disability insurance through Special Districts Association of Oregon. A contribution from each employee of 10% is required for their plan coverage. These benefits are not available until the employee has completed 3 months.

#### AFLAC

Supplemental insurance coverage is offered by the District but paid for by the employee with a payroll deduction.

#### RETIREMENT (457K Deferred Compensation)

The District contributes 9% of the employee's regular monthly salary (overtime is not included) to Nationwide Retirement Solutions. Employees can contribute to this plan in accordance with the law. This benefit is not available until an employee has completed one year of employment with the District.

#### VACATION

Year 1 through 5 an employee earns 80 hours a year, year 6-10 an employee earns 120 hours, year 11-19 an employee earns 160 hours, year 20 + an employee earns 200 hours. An employee can accrue up to two years at their level or they will lose the time. Upon termination accrued vacation time will be paid in final check. Requested time off forms need to be approved by the Superintendent or Office Manager in advance.

#### SICK LEAVE

All employees will notify the District Office and speak with the Superintendent, the Operations Manager or Office Manager when unable to report for work due to illness or requested leave. Each employee earns 8 hours a month up to a total of 720 hours. There is no monetary value when you leave the District. Sick time can be used for "Family".

#### BEREAVEMENT LEAVE

Employees can request up to 3 days paid leave upon the death of an immediate family member.

#### FAMILY

A "Family" includes, spouse, parent, child, siblings, grandparents and grandchildren.

#### HOLIDAYS

The District follows Federal and State guidelines for paid holidays. Employees are allowed 11 days a year (New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after and Christmas Day. If the holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.

#### DRUG & ALCOHOL

Employees and/or job applicants may refuse to submit to a drug and/or alcohol test; however, refusal may result in a conditional job offer being rescinded or disciplinary action up to and including termination.

All employees must be bondable.

All employees will represent the Districts in a professional manner and remember at all times they are a public employee and act in accordance.



# KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION

## CUSTOMER SERVICE/ACCOUNTS RECEIVABLE/UTILITY BILLING

### Summary

This position provides a variety of accounting and administrative functions covering all aspects of water and sewer utility operations. This position is primarily responsible for customer service, accounts receivable and utility billing. The position is responsible for ensuring customers receive responsive, courteous, and professional customer service.

Perform a wide variety of specialized accounting functions including the preparation, verification, and maintenance of accounting records and financial reports related to general accounting, accounts receivable, utility billing. Provide assistance to accounts payable and field staff. This position may be required to assist the Superintendent or Office Manager in additional tasks. This position must be able to communicate with the field crew on customer issues relating to billings, leaks, water quality and sewer. This position requires accurate performance with frequent interruptions. This position is not a supervisory position.

### Essential Duties and Responsibilities

- Greet and assist customers in person, by telephone or writing regarding their accounts, rules and regulations and ordinances of the districts.
- Open and distribute mail on rotation with staff.
- Process deposits and take to banks on rotation with staff.
- Generate service orders for property changes, leaks, water quality or any changes in account information including new services and ACH Processing.
- Maintain an accurate customer database for both the water and sewer district.
- Accept and post payments to customer accounts. Balance daily receipts and prepare deposits.
- Prepare and maintain the monthly meter reading functions. Upload and download of meter reading information for processing monthly water and sewer billings.
- Audit customer usage for accuracy and send billing file to printing company.
- Process notices and related accounting records and reports consistent with established procedures.
- Explain district ordinances, policy and procedures to customers.
- Track delinquent accounts and give past due and shut off notice or make payment arrangements.
- Respond to title companies request for balances due.
- Research bank information and sales agents on foreclosures for collection.
- Research and provide information, prepare data summaries and reports on rate changes or consumption.
- Develop spreadsheets and maintain existing spreadsheet applications.

### Minimum Qualifications

#### Knowledge of:

- Policies, procedures, and regulations of various financial record keeping systems.
- Generally Accepted Accounting Principles (GAAP).
- Methods, principles, and practices of accounting for Municipal Governments.
- Modern office methods, practices and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.
- County and Special Districts Record Retention

**Skills and Ability to:**

- Perform a variety of complex financial and statistical record keeping assignments.
- Accurately audit and reconcile utility billings.
- Organize and plan work flow of assigned responsibilities to ensure that work is completed in a timely manner and in coordination with other interrelated accounting functions.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruption.
- Operate computer and various financial systems including 10 key calculators.
- Understand and interpret ordinances, resolutions and policy of both districts.
- Provide friendly and professional customer service.
- Work effectively with difficult customers under stressful conditions.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Minimum Job Requirements:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or the equivalent and three years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

**Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".  
Must be bondable.  
May be required to work after normal business hours in case of emergency.

**Physical and Mental Demands**

Work is performed in an office setting. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and reach objects. The position requires mobility including the ability to frequently lift or move materials up to 10 pounds and occasionally lift or move materials up to 25 pounds. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, and standard office equipment. The position requires vision sufficient to read small print, computer screens, and other printed documents.

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

DATE \_\_\_\_\_

FY 18-19 2.1%

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13 Step 14 Step 15

|  | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 | Step 13 | Step 14 | Step 15 |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| Superintendent                             | 5,279  | 5,411  | 5,546  | 5,685  | 5,827  | 5,973  | 6,122  | 6,275  | 6,432  | 6,593   | 6,757   | 6,926   | 7,100   | 7,277   | 7,459   |
| Ops Manager                                | 4,399  | 4,509  | 4,622  | 4,737  | 4,856  | 4,977  | 5,102  | 5,229  | 5,360  | 5,494   | 5,631   | 5,772   | 5,916   | 6,064   | 6,216   |
| Senior Operator                            | 3,999  | 4,099  | 4,202  | 4,307  | 4,414  | 4,525  | 4,638  | 4,754  | 4,873  | 4,994   | 5,119   | 5,247   | 5,378   | 5,513   | 5,651   |
| System Operator                            | 3,478  | 3,564  | 3,654  | 3,745  | 3,839  | 3,935  | 4,033  | 4,134  | 4,237  | 4,343   | 4,452   | 4,563   | 4,677   | 4,794   | 4,914   |
| Operator Trainee                           | 3,161  | 3,240  | 3,321  | 3,405  | 3,490  | 3,577  | 3,666  | 3,758  | 3,852  | 3,948   | 4,047   | 4,148   | 4,252   | 4,358   | 4,467   |
| Office Manager - CFO                       | 4,268  | 4,374  | 4,484  | 4,596  | 4,711  | 4,828  | 4,949  | 5,073  | 5,200  | 5,330   | 5,463   | 5,599   | 5,739   | 5,883   | 6,030   |
| AP/Executive Assist<br>Recording Secretary | 3,556  | 3,645  | 3,736  | 3,830  | 3,925  | 4,024  | 4,124  | 4,227  | 4,333  | 4,441   | 4,552   | 4,666   | 4,783   | 4,902   | 5,025   |
| Cust Srv/AR/Billing                        | 2,915  | 2,988  | 3,063  | 3,139  | 3,218  | 3,298  | 3,380  | 3,465  | 3,552  | 3,640   | 3,731   | 3,825   | 3,920   | 4,018   | 4,119   |
| Office Trainee                             | 2,535  | 2,598  | 2,663  | 2,730  | 2,798  | 2,868  | 2,940  | 3,013  | 3,088  | 3,166   | 3,245   | 3,326   | 3,409   | 3,494   | 3,582   |

Super Step 12 with Cola for Jul 18

Super Step 13 May 19

Ops Mgr Capped Step 15 with Cola for Jul 18

Sr Operator Step 11 with Cola for Jul 18

Sr Operator Step 12 Sep 18

Sys Op Step 3 with Cola Jul 18

Sys Op Step 4 Aug 19

Cust Srv/AR/Billing Capped Step 15 with Cola for Jul 18

Office Mgr CFO Capped Step 15 with Cola Jul 18

AP/Ex Assist/Rec Sec Step 8 New Job Line July 18

AP/Ex Assist/Rec Sec Step 9 New Job Line Jan 19

## **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

### **OPERATIONS MANAGER**

#### **Summary**

This lead position performs a wide variety of duties in the operation and maintenance of the water district's treatment plant, distribution system and the sanitary district's collection system. These duties provide assurance of an uninterrupted, adequate supply of safe, potable drinking water and uninterrupted sewer services for the community by protecting the districts systems and ensures that all Federal, State and local reporting requirements are met for compliance. Many of these activities relate to design, installation, inspection, repair, monitoring, purchasing supplies, parts and chemicals.

#### **Essential Duties and Responsibilities**

- Plan, direct and schedule work; provide leadership and guidance to other staff.
- Act in the capacity of the Superintendent in his/her absence.
- Provide input on staff training and evaluations.
- Inspect, troubleshoot, repair and isolate problems in malfunctioning equipment, including motors, pumping equipment, piping and electrical control systems in both water and sewer systems.
- Install, maintain, inspect, troubleshoot and make repairs to the wastewater collections system, including pump stations, force mains, variable speed controllers, gravity lines and other machinery used in the wastewater collection system.
- Perform various inside and outside facilities/grounds maintenance activities at plant, and off-site facilities and stations.
- Monitor and adjust water plant operating processes in compliance with regulations, including pre-treatment, filtration and disinfection. Check flows, chemical feeds, levels, water quality indicators, and measuring systems.
- Take water samples. Perform tests for turbidity, coagulation, pH, temperature, and chlorine residuals. Submit samples to certified testing lab. Demonstrate an understanding of EPA and State rules for water quality compliance, including how these complex rules apply to the water district.
- Installation, maintenance and inspection of the water distribution system including new service lines, reservoirs, pumps, gauges, hydrants and other related equipment. Flush dead end lines.
- Safely operate various equipment, e.g., dump truck, backhoe, compactors, tapping machine, jet roder, mowers, jack hammer, chain saws etc.. Perform operator maintenance such as conducting pre and post operation checks; maintain proper fluids, cleaning etc.
- Respond to water main breaks, sewer spills, service emergencies and similar problems. Determine location of shut off valves, take emergency action to minimize damage to property and restore services as soon as practical.
- Locate water and sewer lines per State regulations of Call before you Dig
- Read 2358 meters on rotation with other staff, address issues of high usage, leaks, etc.
- Oversees the safety of the districts and ensures compliance with applicable Federal, State and local laws and regulations.
- Attend and participate in local and professional group meetings and training. Stay abreast of new trends and innovations in the field of water treatment, supply and storage and waste water collections.
- Performs other duties as assigned or required.

## **Minimum Qualifications**

### **Knowledge of:**

- Principals, practices, tools, equipment and terminology used in the operation and maintenance of a water and sewer utility system.
- Maintain professional, productive and cooperative working relationships with district staff, other organizations and the general public.
- Principles and practices of financial planning, budgeting, expenditure control and reporting.
- Principles of leadership, management, team building and conflict resolution.
- Federal and State regulations governing water quality, treatment, distribution, and waste water collections.
- Rules and regulations, ordinances, policies and procedures of the operations of the districts.
- Engineering and construction principles applicable to the planning, design, construction, and maintenance of water and sewer district facilities.
- Methods, materials, tools and equipment used in a water treatment and distribution system and a sewer collections system.
- Recordkeeping, mathematical calculations, hazards and safety precautions used in the maintenance and repair.
- Proper English usage, spelling, grammar and punctuation
- Safety regulations and programs
- Computer operation and standard applications software

### **Skills and Ability to:**

- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective and cooperative working relationships with Boards and employees, other utilities, officials and the general public.
- Develop methods and procedures.
- Perform strenuous physical work outdoors in varying weather conditions and frequently in confined spaces and uncomfortable conditions, which may include direct contact with hazardous materials and heavy lifting.
- Perform skilled maintenance work and equipment operations.
- Operate and train others in the safe use of a variety of equipment and tools.
- Read and interpret equipment instructions, map and blueprints.
- Follow instruction and procedures including emergency procedures.

## **Education, Training and Minimum Job Requirements**

A typical way to obtain the requisite knowledge and abilities would be graduation from high school or the equivalent plus two years of specialized training in water treatment, water distribution and wastewater collections and six years of related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

### **Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

Ability to obtain a Confined Space Entry Permit.

Certificate of Water Treatment I, Distribution II, Collections II

Must be bondable.

May be required to work after normal business hours in case of emergency and 24 hour response on a rotational basis.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Carry, lift, load, push, and pull up to 90 pounds.

This position requires manual dexterity and coordination. Many responsibilities take place outside of buildings with exposure to all types of weather conditions, bio-hazards, electrical energy, traffic dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required with exposure to inert gases and various atmospheric conditions. The ability to maintain certification to wear a respirator mask is required.

Operate a variety of motor vehicles, office equipment and field equipment; hand tools, electric tools and heavy equipment.

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

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*October 2011*

# **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

## **ACCOUNTS PAYABLE/EXECUTIVE OFFICE ASSISTANT/RECORDING SECRETARY**

### **Summary**

Perform a wide variety of specialized accounting functions including the preparation, verification, and maintenance of accounting records and financial reports related to general accounting, accounts payable, accounts receivable, purchasing, utility billing, fixed assets, and job cost accounting.

This position provides a variety of accounting and administrative functions covering all aspects of water and sewer utility operations. This position is primarily responsible for accounts payable, job cost analysis, fixed assets and administrative support to the Superintendent, Office Manager, Field Operators and Cross Connection Specialist. This position also provides assistance to the accounts receivable/utility billing position performing customer service and accounts receivable duties. This position will be assigned duties in payroll, meeting preparation, backflow record maintenance, budget, audit and general ledger. This position requires accurate performance with frequent interruptions. This position also handles confidential material. This position acts as Recording Secretary for the District Board meetings. This position will supervise accounting work in the absence of the Office Manager.

### **Essential Duties and Responsibilities**

- Maintain accurate vendor account database and filing system for both the water and sewer district.
- Prepare and post accounts payable journal entries, distribute costs to appropriate budget and general ledger accounts including expenditures from several different funds.
- Cross check purchase orders and invoices, reconcile to vendor statements, process checks for board approval.
- Track project costs on capital projects. Produce reports related to accounts payable, fixed assets, and job cost analysis.
- Provide assistance to Customer Service/Accounts Receivable position.
- Greet customers by telephone or in person and accept/process payments.
- Purchase needed office supplies as back up.
- Open and distribute mail on rotation with staff.
- Process deposits and take to banks on rotation with staff.
- Maintains and processes the annual backflow lists and notifications for the Cross Connection Specialist.
- Process and file Annual 1099's
- Perform various accounting tasks including general ledger, payroll, budget and audit support work.
- Develop spreadsheets and maintain existing spreadsheet applications for board reports.

### **Minimum Qualifications**

#### **Knowledge of:**

- Policies, procedures, and regulations of various financial record keeping systems.
- Generally Accepted Accounting Principles (GAAP).
- Methods, principles, and practices of accounting for Municipal Governments.
- Modern office methods, practices and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

- County and Special District Records Retention Schedules

**Skills and Ability to:**

- Perform a variety of complex financial and statistical record keeping assignments.
- Organize and plan work flow of assigned responsibilities to ensure that work is completed in a timely manner and in coordination with other interrelated accounting functions.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruption.
- Operate computer and various financial systems and office equipment including 10-key calculator.
- Understand and interpret ordinances, resolutions and policy of both districts.
- Provide friendly and professional customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Minimum Job Requirements:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or the equivalent and three years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

**Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

Must be bondable.

May be required to work after normal business hours in case of emergency.

**Physical and Mental Demands**

Work is performed in an office setting. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and reach objects. The position requires mobility including the ability to frequently lift or move materials up to 10 pounds and occasionally lift or move materials up to 25 pounds. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, and standard office equipment. The position requires vision sufficient to read small print, computer screens, and other printed documents.

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

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DATE \_\_\_\_\_



# **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

## **OFFICE MANAGER-CFO**

### **Summary**

Perform complex accounting functions and financial analysis for preparation of the Districts' financial records and reports for various accounts and funds. This includes budgeting, audit support work, financial planning, and performance monitoring and reporting of all governmental funds for both the water and sewer district. Supervise policy and procedure activities and verify accuracy and compliance in customer service, accounts payable, and accounts receivable. Attend board meetings and ensure compliance with laws governing public meeting law, records and elections. Conduct special research projects as assigned.

The work requires the exercise of independent judgment and initiative; the frequent handling of sensitive and confidential information; considerable contact with elected officials, employees, and the general public, and an overall knowledge of the Districts' operations.

### **Essential Duties and Responsibilities**

- Assemble public records, edit minutes submitted to the board for approval; assure distribution of signed ordinances, resolutions, minutes and other documents. Make necessary legal notification of all public meetings and hearings.
- Interpret office policies and procedures, establishing standards, make recommendations on staff development and provide input on evaluations.
- Provide administrative support to the Superintendent and Operations Manager.
- Maintain indexes on ordinances and resolutions assigning numbers for record management.
- Serve as an Oregon Notary Public.
- Initiate transfers of monies from bank accounts to cover expenditures.
- Prepare deposits for several banking institutions including tax revenue received.
- Address customer issues or complaints.
- Prepare payroll and reporting for state and federal compliance. Monitor employee retirement and health benefits.
- Reconcile bank accounts for both districts including investments in the Oregon State Treasury
- Prepare month end closing of general ledger accounts and reconciliation of monthly cash status summaries.
- Prepare and assist the Superintendent in the Districts' annual budget and reporting.
- Prepare year end reports, MD&A, fixed assets, GASB and Depreciation
- Complete reconciliation and reporting of employees deferred compensation and health benefit plans.
- Oversee procedures and activities in all areas of finance and operation of the office.
- Work closely with IT in implementing the essential software needed to operate the districts' financial systems.
- Develop spreadsheets and maintain existing spreadsheet applications.

### **Minimum Qualifications**

#### **Knowledge of:**

- Policies, procedures, and regulations of various financial record keeping systems.
- Generally Accepted Accounting Principles (GAAP).
- Methods, principles, terminology and practices of accounting for Municipal Governments.
- Modern office methods, practices and procedures.
- Effective techniques for providing responsive, professional customer service.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

#### **Skills and Ability to:**

- Perform complex administrative duties requiring considerable exercise of independent judgment, resourcefulness and initiative.
- Perform a variety of complex financial and statistical record analysis assignments; reconciliation and auditing.
- Organize and plan work flow of assigned responsibilities to ensure that work is completed in a timely manner and in coordination with other interrelated accounting functions.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruption.
- Must be able to work collaboratively with the boards, committees, auditors, financial institutions, local, state and federal agencies and private sector businesses.
- Operate computer and various financial systems.
- Understand, interpret, and explain ordinances, resolutions and policy of both districts.
- Maintain confidentiality in performing functions of the job and handle sensitive or controversial information with tact and discretion.
- Comply with safety requirements of the position and actively promote safe work practices.
- Establish and maintain effective working relationships with elected officials, employees, other agencies, and the public and display excellent interpersonal skills.
- Communicate effectively both orally and in writing.

#### **Education, Training and Minimum Job Requirements:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or the equivalent, supplemented by two years of college level coursework in accounting or business management and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

#### **Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

Must be bondable.

May be required to work after normal business hours in case of emergency.

**Physical and Mental Demands**

Work is performed in an office setting. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and reach objects. The position requires mobility including the ability to frequently lift or move materials up to 10 pounds and occasionally lift or move materials up to 25 pounds. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, and standard office equipment. The position requires vision sufficient to read small print, computer screens, and other printed documents.

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

*October 2011*

## **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

### **SENIOR OPERATOR**

#### **Summary**

This senior level position performs a wide variety of duties in the operation and maintenance of the water district's treatment plant, distribution system and the sanitary district's collection system. These duties provide assurance of an uninterrupted, adequate supply of safe, potable drinking water and uninterrupted sewer services for the community by protecting the districts systems and ensures that all Federal, State and local reporting requirements are met for compliance. Many of these activities relate to design, installation, inspection, repair, monitoring, purchasing supplies, parts and chemicals, fabrication and welding.

#### **Essential Duties and Responsibilities**

- Inspect, troubleshoot, repair and isolate problems in malfunctioning equipment, including motors, pumping equipment, piping and electrical control systems in both water and sewer systems.
- Install, maintain, inspect, troubleshoot and make repairs to the wastewater collections system, including pump stations, force mains, variable speed controllers, gravity lines and other machinery used in the wastewater collection system.
- Maintain professional, productive and cooperative working relationships with district staff, other organizations and the general public.
- Provide leadership in the absence of the Operations Manager and Superintendent.
- Perform various inside and outside facilities/grounds maintenance activities at plant, and off-site facilities and stations.
- Monitor and adjust water plant operating processes in compliance with regulations, including pre-treatment, filtration and disinfection. Check flows, chemical feeds, levels, water quality indicators, and measuring systems.
- Take water samples. Perform tests for turbidity, coagulation, pH, temperature, and chlorine residuals. Submit samples to certified testing lab. Demonstrate an understanding of EPA and State rules for water quality compliance, including how these complex rules apply to the water district.
- Installation, maintenance and inspection of the water distribution system including new service lines, reservoirs, pumps, gauges, hydrants and other related equipment. Flush dead end lines.
- Safely operate various equipment, e.g., dump truck, backhoe, compactors, tapping machine, jet roder, mowers, jack hammer, chain saws etc.. Perform operator maintenance such as conducting pre and post operation checks; maintain proper fluids, cleaning etc.
- Response to water main breaks, service emergencies and similar problems. Determine location of shut off valves, take emergency action to minimize damage to property and restore services as soon as practical.
- Locate water and sewer lines per State regulations of Call before you Dig
- Welding and fabrication
- Read 2358 meters on rotation with other staff, address issues of high usage, leaks, etc.
- Attend and participate in local and professional group meetings and training. Stay abreast of new trends and innovations in the field of water treatment, supply and storage and waste water collections.
- Performs other duties as assigned or required.

### **Minimum Qualifications**

#### **Knowledge of:**

- Principals, practices, tools, equipment and terminology used in the operation and maintenance of a water and sewer utility system.
- Principals of leadership, management, team building and conflict resolution.
- Federal and State regulations governing water quality, treatment, distribution, and waste water collections.
- Rules and regulations, ordinances, policies and procedures of the operations of the districts.
- Engineering and construction principles applicable to the planning, design, construction, and maintenance of water and sewer district facilities.
- Methods, materials, tools and equipment used in a water treatment and distribution system and a sewer collections system.
- Recordkeeping, mathematical calculations, hazards and safety precautions used in the maintenance and repair.
- Proper English usage, spelling, grammar and punctuation
- Safety regulations and programs
- Computer operation and standard applications software

#### **Skills and Ability to:**

- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective and cooperative working relationships with Boards and employees, other utilities, officials and the general public.
- Assist in the develop of methods and procedures.
- Perform strenuous physical work outdoors in varying weather conditions and frequently in confined spaces and uncomfortable conditions, which may include direct contact with hazardous materials and heavy lifting.
- Perform skilled maintenance work and equipment operations.
- Operate and train others in the safe use of a variety of equipment and tools.
- Read and interpret equipment instructions, maps and blueprints.
- Follow instruction and procedures including emergency procedures.

### **Minimum Education, Training and Experience**

A typical way to obtain the requisite knowledge and abilities would be graduation from high school or the equivalent plus two years of specialized training in water treatment, water distribution and wastewater collections and five years of related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

### **Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

Ability to obtain a Confined Space Entry Permit

Certificate of Water Treatment I, Distribution II, Collections II

Must be bondable.

May be required to work after normal business hours in case of emergency and 24 hour response on a rotational basis.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Carry, lift, load, push, and pull up to 90 pounds. This position requires manual dexterity and coordination. Many responsibilities take place outside of buildings with exposure to all types of weather conditions, bio-hazards, electrical energy, traffic dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required with exposure to inert gases and various atmospheric conditions. The ability to maintain certification to wear a respirator mask is required.

Operate a variety of motor vehicles, office equipment and field equipment; hand tools, electric tools and heavy equipment.

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

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*October 2011*

# **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

## **SUPERINTENDENT**

### **Summary**

The Superintendent is responsible for both the water and sewer districts' operations and maintenance and reports to both the Gleneden Sanitary District and the K-GB-LB Water District Boards. This position is responsible for the planning, organizing, directing and implementing the Boards' policies, ordinances and annual budget to assure compliance with all Local, State and Federal laws. The Superintendent is an office and field position covering all aspects of operation including leadership, technical analysis, project development, long range planning and execution; customer service and administration.

The Superintendent is responsible for handling all aspects of supervision including hiring, discipline, firing, and performance evaluations. This position is responsible for all emergency situations related to water or waste water issues and requires independent judgment and decision making skills in order to ensure compliance with Federal and State laws, regulations and standards. The Superintendent must be available for 24-hour emergency situations unless coverage is assigned to the operations manager. The Superintendent is responsible for maintaining a safe, productive, and respectful working environment for all employees and complying with all legal guidelines.

### **Essential Duties and Responsibilities**

- Serves as Chief Operating Officer for both Districts. Provides leadership and management including planning, goal setting and evaluating district effectiveness.
- Provides control over and performs construction, maintenance and operation of both systems.
- Provide support to the Districts' boards including developing agendas, preparing significant policy and expenditure analysis and making recommendations for board consideration.
- Prepare and administer the Districts' annual budget, including salaries, maintenance and capital projects.
- Assign work activities, projects and programs; monitor workflow and efficiency of services, review and evaluate services and work methods, procedures and products.
- Establish appropriate service and staffing levels and allocate resources appropriately.
- Exercise full supervision over employees including the selection and evaluation of staff; ensure appropriate training is provided to staff to enable them to carry out their assigned duties effectively and legally, discipline or discharge staff, and resolve complaints and other sensitive personnel matters.
- Represent the Districts with Federal, State and Local regulatory agencies, public agencies, wholesale and retail customers, the media and public. Responds to customer questions and complaints.
- Attends and participates in local and professional group meetings. Stays abreast of new trends and innovations in the field of water treatment, supply and storage and waste water collections.
- Assures compliance with all water quality, Oregon Drinking Water laws and DEQ regulations.
- Oversees the safety of the districts and ensures compliance with applicable Federal, State and local laws and regulations.
- Manage the District's Backflow and Cross Connection Program
- Performs other duties as assigned or required.

### **Minimum Qualifications**

#### **Knowledge of:**

- Principals, practices, tools, equipment and terminology used in the operation and maintenance of a water and sewer utility system.
- Principles and practices of public administration, policy development, operations, and problems of Special Districts.
- Principles and practices of public financial planning, budgeting, expenditure control and reporting.
- Principles of leadership, management, team building and conflict resolution.
- Federal and State regulations governing water quality, treatment, distribution, and waste water collections.
- Laws, rules, ordinances and legislative processes controlling District functions, programs and operations.
- Public purchasing and contract requirements and regulations; principles and practices of contract review and administration.
- Engineering and construction principles applicable to the planning, design, construction, and maintenance of district facilities.
- Proper English usage, spelling, grammar and punctuation
- Safety regulations and programs
- Computer operation and standard applications software

#### **Skills and Ability to:**

- Effectively plan, organize, assign and coordinate the activities of the Districts.
- Evaluate and develop improvements in operations, procedures, policies, or practices.
- Collect and interpret complex information to analyze a problem, identify solutions and make and implement recommendations.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Interpret and apply federal, state and local policies, laws, codes and regulations.
- Select, supervise, train and evaluate staff.
- Communicate clearly and concisely both orally and in writing to diverse audiences.
- Identify and respond to customers, staff, public, and board issues and concerns.
- Effectively represent the Districts in meetings with governmental agencies, community groups and businesses, professional and regulatory organizations, and meetings with individuals.
- Exercise sound, professional judgment in managing complex internal, external, and political situations.
- Effectively respond to and manage emergency situations.
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective and cooperative working relationships with elected officials, employees, other utilities, government officials and the general public.



### **Education, Training and Minimum Job Requirements**

A typical way to obtain the requisite knowledge and abilities would be:

- Bachelor's degree or equivalent training in technical subject area such as water resources, business administration, public administration, engineering and construction or relevant field.
- Ten years of progressively responsible experience involving the technical, supervisory, administrative, design, construction, operation and maintenance of a modern water district or similar agency.
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

### **Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

State Certificates of Water Treatment I, Distribution II, Collections II and Cross Connection & Backflow

Must be bondable.

Ability to obtain a Confined Space Entry Permit.

May be required to work after normal business hours in case of emergency and 24 hour response on a rotational basis.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Carry, lift, load, push, and pull up to 90 pounds. This position requires manual dexterity and coordination. Many responsibilities take place outside of buildings with exposure to all types of weather conditions, bio-hazards, electrical energy, traffic, dirt, oil, grease, fumes, noise and chemicals.

Operate a variety of motor vehicles, office equipment and field equipment; hand tools, electric tools and heavy equipment.

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

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October 2011

## **KERNVILLE-GLENEDEN BEACH-LINCOLN BEACH WATER DISTRICT JOB DESCRIPTION**

### **SYSTEM OPERATOR**

#### **Summary**

This position performs a wide variety of duties in the operation and maintenance of the water district's treatment plant, distribution system and the sanitary district's collection system. These duties provide assurance of an uninterrupted, adequate supply of safe, potable drinking water and uninterrupted sewer services for the community by protecting the districts systems and ensures that all Federal, State and local reporting requirements are met for compliance. Many of these activities relate to design, installation, inspection, repair, monitoring, purchasing supplies, parts and chemicals.

#### **Essential Duties and Responsibilities**

- Inspect, troubleshoot, repair and isolate problems in malfunctioning equipment, including motors, pumping equipment, piping and electrical control systems in both water and sewer systems.
- Install, maintain, inspect, troubleshoot and make repairs to the wastewater collections system, including pump stations, force mains, variable speed controllers, gravity lines and other machinery used in the wastewater collection system.
- Perform various inside and outside facilities/grounds maintenance activities at plant, and off-site facilities and stations.
- Monitor and adjust water plant operating processes in compliance with regulations, including pre-treatment, filtration and disinfection. Check flows, chemical feeds, levels, water quality indicators, and measuring systems.
- Take water samples. Perform tests for turbidity, coagulation, pH, temperature, and chlorine residuals. Submit samples to certified testing lab. Demonstrate an understanding of EPA and State rules for water quality compliance, including how these complex rules apply to the water district.
- Install, maintain and inspect the water distribution system including new service lines, reservoirs, pumps, gauges, hydrants and other related equipment. Flush dead end lines.
- Safely operate various equipment, e.g., dump truck, backhoe, compactors, tapping machine, jet roder, mowers, jack hammer, chain saws etc.. Perform operator maintenance such as conducting pre and post operation checks; maintain proper fluids, cleaning etc.
- Respond to water main breaks, sewer spills, service emergencies and similar problems. Determine location of shut off valves, take emergency action to minimize damage to property and restore services as soon as practical.
- Leads the Safety Program, keep records, minutes, and ensures compliance with all regulations.
- Locate water and sewer lines per State regulations of Call before you Dig
- Read 2358 meters on rotation with other staff, address issues of high usage, leaks, etc.
- Attend and participate in local and professional group meetings and training. Stay abreast of new trends and innovations in the field of water treatment, supply and storage and waste water collections.
- Performs other duties as assigned or required.

### **Minimum Qualifications**

#### **Knowledge of:**

- Principals, practices, tools, equipment and terminology used in the operation and maintenance of a water and sewer utility system.
- Federal and State regulations governing water quality, treatment, distribution, and waste water collections.
- Engineering and construction principles applicable to the planning, design, construction, and maintenance of district facilities.
- Rules and regulations, ordinances, policies and procedures of the operations of the districts.
- Methods, materials, tools and equipment used in a water treatment and distribution system and a sewer collections system.
- Recordkeeping, mathematical calculations, hazards and safety precautions used in the maintenance and repair.
- Proper English usage, spelling, grammar and punctuation
- Safety regulations and programs
- Computer operation and standard applications software

#### **Skills and Ability to:**

- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.
- Establish and maintain effective and cooperative working relationships with Boards and employees, other utilities, officials and the general public.
- Maintain professional, productive and cooperative working relationships with district staff, other organizations and the general public.
- Perform strenuous physical work outdoors in varying weather conditions and frequently in confined spaces and uncomfortable conditions, which may include direct contact with hazardous materials and heavy lifting.
- Perform skilled maintenance work and equipment operations.
- Operate and train others in the safe use of a variety of equipment and tools.
- Read and interpret equipment instructions, map and blueprints.
- Follow instruction and procedures including emergency procedures.

### **Education, Training and Minimum Job Requirements**

A typical way to obtain the requisite knowledge and abilities would be graduation from high school or the equivalent plus one year of specialized training in water treatment, water distribution and wastewater collections and two years of related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

#### **Licensing and Other Requirements:**

Possess and maintain a valid Oregon Driver's License "or the ability to obtain within 30 days of employment".

Ability to obtain a Confined Space Entry Permit.

Certificate of Water Treatment I, Distribution II, Collections II

Must be bondable.

May be required to work after normal business hours in case of emergency and 24 hour response on a rotational basis.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Carry, lift, load, push, and pull up to 90 pounds. This position requires manual dexterity and coordination. Many responsibilities take place outside of buildings with exposure to all types of weather conditions, bio-hazards, electrical energy, traffic dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required with exposure to inert gases and various atmospheric conditions. The ability to maintain certification to wear a respirator mask is required.

Operate a variety of motor vehicles, office equipment and field equipment; hand tools, electric tools and heavy equipment.

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

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