



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ACCOUNTANT I ACCOUNTANT II

DEFINITION

Under general direction of the Director of Administrative Services, performs detailed professional accounting, administrative and technical work in support of the District's financial, auditing and treasurer programs, including providing work direction and training to technical and office support staff in the Accounting Division; demonstrates a full understanding of policies and procedures and work methods associated with assigned duties; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Director of Administrative Services. May supervise technical and support staff.

CLASS CHARACTERISTICS

Accountant I

This is the entry-level class within the professional Accountant series. Initially, incumbents with experience learn District systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with skill and training of the incumbent. This class is flexibly staffed with the Accountant II and incumbents may advance to the higher level after gaining the knowledge, skills, and experience which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. Advancement from the Accountant I level to the Accountant II level is in accordance with District policies and procedures, including receiving recommendation for advancement from the respective Department Manager or designee.

Accountant II

This is the journey-level classification within the professional Accountant series. This class is distinguished from the Accountant I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Positions may be filled by advancement from the Accountant I level, or by recruiting an outside candidate with substantial accounting, budgeting, auditing, and financial experience. Incumbents are expected to perform a wide variety of professional accounting duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents and the ability to choose among alternatives in solving many problems. An Accountant II is expected to work productively in the absence of a supervisor. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for the Finance Department.

EXAMPLES OF DUTIES (Illustrative Only)

Accountant I

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
- Ensures the integrity of the general ledger, including evaluating and analyzing transactions, implementing accounting procedures, and preparing accurate and timely financial analyses and reports.
- Assists with the preparation of the Accounting department budget.
- Ensures that reporting requirements of various federal, state and private agencies related to the accounting function are met.
- Coordinates with internal/external consultants to update rates, fees, assessments; prepares and submits Board documents if required and coordinates with management the necessary notifications and publications.
- Performs duties related to payroll, accounts payable, general ledger, and fixed assets to ensure compliance is maintained; performs follow-up procedures when compliance is not being maintained.
- Prepares and distributes monthly and periodic financial reports.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.
- Calculates and prepares payments for employee insurances, retirement, taxes and other employee deductions and benefits.
- Prepares and distributes payroll tax forms and 1099's on an annual basis as well as other forms and reports required by law.
- Establish and maintain effective working relationships and act in a courteous manner when interacting with the public, Board members, vendors, contractors and District staff in person and over the telephone.

Accountant II (In addition to the above)

- Participates in a lead capacity in the preparation of the District's Operation budget.
- Oversees and directs the preparation of annual financial statements and note, such as the preparation and submittal of the Comprehensive Annual Financial Report (CAFR) as well as the State Controller's Report.
- Assists in the coordination of the annual audits and assumes a lead role as needed, such as preparing the necessary documentation and serving as a liaison to the auditing team.

- Develops, implements, and maintains internal services cost accounting procedures.
- Interprets reimbursement agreements and implements special accounting for adequate tracking and reporting.
- Monitors District cash flow, purchases investments in accordance with the District's Investment Policy and California Government Code; initiates wire transfers; maintains investment activity in portfolio management software.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Provides training to lower-level staff.
- Prepares and analyzes cash and investment reports for the Board of Directors as well as statement of revenues and expenditures.
- Performs analysis, research, journal entries and schedules during year-end closing and research relating to assigned area.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Accountant I

Knowledge:

- Modern principles, practices and methods of public and governmental accounting and financing, including program budgeting, cost accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Basic and advanced arithmetic and statistical techniques.
- Applicable Federal and State laws; District and Department regulations, codes, policies, and procedures.
- Basic standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Recordkeeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skills:

- Build and maintain positive working relationships with the public, vendors, District staff and Board members.
- Accurately respond to inquiries in person or by telephone of accounting functions and analysis.

- Read, write and speak English effectively to communicate in person or over the telephone.
- Analyzing data and information using established criteria in order to identify and select alternatives.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Abilities:

- Perform professional accounting work; examine, audit, analyze, interpret, prepare and verify fiscal, financial, and statistical records and reports.
- Understand and interpret principles, laws and procedures involved in fiscal recordkeeping and accounting functions including federal and state laws, District policies, contracts, ordinances, and resolutions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Understand written sentences and paragraphs in work-related documents.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet crucial time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications and programs, including specific spreadsheet and database programs at an intermediate to advanced level.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Accountant II

All knowledge, skills and abilities as that of the Accountant I required including:

- Basic principles and practices of supervision and training.
- Principles and practices of governmental accounting to include revenue, debt, budgeting, revenue forecasting and investing.
- Analyze financial data and draw sound conclusions.
- Modify existing policies, strategies, and/or methods to meet unusual conditions.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Identify and take appropriate action when unusual operating issues occur.

Education and Experience

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may not substitute for education. However, the requirement for equivalent to a Bachelor's degree could be met by demonstrating completion of a number of higher-level educational units that would normally meet a Bachelor degree requirement. Minimum requirements to obtain the requisite knowledge and abilities are:

Accountant I

Associate's degree with coursework in accounting, business administration or a related field and a minimum of two (2) years experience performing accounting-related duties.

Accountant II

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or a related field and five (5) years of increasingly responsible professional accounting experience.

Licenses or Certifications

Possession of a valid California Class C Driver's License and the ability to be insured for the operation of a District vehicle in accordance with the terms and conditions of the District's insurance program.

Physical Demands

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and office support work related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Director of Administrative Services and the Accountant II. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a fully experienced single-position accounting support class. The incumbent is cross-trained and performs a full range of technical work primarily in the area of accounts payable, in addition to performing a variety of record keeping, reconciliation and report preparation activities. This class is distinguished from general office support and secretarial classes by the technical knowledge of accounting support terminology, processes and procedures. This class is further distinguished from Accountant I/II in that the latter provides oversight, supervision and training to the Technician class series.

EXAMPLES OF DUTIES (Illustrative Only)

- Processes accounts payable.
- Maintains accounts payable records, including vendor information.
- Tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.
- Receives vendor inquiries via telephone, fax or mail and resolves any issues, problems or requests.
- Prepares and distributes 1099's on an annual basis as well as other forms and reports required by law.
- Provides administrative assistance during financial auditing process.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- May perform general office support duties such as opening and routing mail, preparing correspondence, maintaining an inventory of office supplies and stationary, and duplicating and distributing various written materials.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping primarily in the area of accounts payable.
- Basic principles and practices of fund accounting and public agency budgeting.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skill in:

- Performing detailed accounting and financial office support work accurately and in a timely manner.
- Responding to and effectively prioritizing multiple phone calls and other requests for service.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Establishing, maintaining and researching files.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school, supplemented by coursework related to bookkeeping, basic accounting and/or related computer applications.

Experience:

Two years of experience in processing financial documents, maintaining financial or accounting records.

Physical Demands:

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.



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ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides responsible assistance in the analysis, implementation and monitoring of programs; provides highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide-range of departmental activities; develops and maintains databases; performs varied office administrative support to assigned department and related management, professional, and operational staff; performs technical support work for the District such as regulatory reporting and work order processing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the District Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a fully experienced office administrative classification. The incumbent coordinates the office administrative work for the Department by performing multiple duties to ensure efficient District service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of District functions and the capability of relieving the District Engineer of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees and ensures that the office administrative functions of the department are effectively carried out.
- Monitors and coordinates the daily operation of assigned project or program areas; perform administrative and technical work and maintains appropriate records and statistics.
- Compiles and assists in the preparation of statistical and regulatory reports, manuals and publications.
- Provides office administrative staff assistance including conducting analyses of a wide range of departmental programs and activities.
- Attends to a variety of office administrative details, such as keeping informed of District activities, attending meetings, transmitting information, arranging for equipment maintenance, maintaining appropriate records and calendars on capital assets, permits, licenses, certificates and agreements.
- Develops office support procedures, forms, and systems to meet department needs.

- Secures and compares information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyze and make recommendations.
- Coordinates activities with and provide information to outside contractors and service suppliers.
- Assists in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Receives and screens visitors and telephone calls; provides information to District staff, regulatory agencies, other organizations and the public, requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
- Performs project research; may prepare and reconcile technical reports, grant reports and documents, issues permits and performs other technical work related to District activities.
- Prepares detailed correspondence, reports, forms, invitations, graphic materials and specialized documents from drafts, notes, brief instructions, dictation, or corrected copy, proofreads materials for accuracy, completeness, compliance with District policies, format and English usage, including grammar, punctuation and spelling.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate a two-way radio or other department-specific equipment.
- Organizes and maintains various administrative, departmental, reference and follow- up files; purges files as required.
- Assists in preparation of bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties.
- Assists in the development of the contracts management system including files, databases, processing protocol, and monitoring procedures to enforce milestones, deliverables, and post-contract warranties: responsible for on-going maintenance and refinement of those systems.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected District Board.
- Applicable codes, regulations, policies, technical processes and procedures.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Techniques of contract administration, preparation and monitoring for a public agency which includes purchasing, construction, and professional/personal services contracts.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Providing varied and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Responding to and effectively prioritizing multiple phone calls, visitors and other requests for service.
- Planning, organizing and managing assigned technical and procedural functions.
- Interpreting and implementing policies, procedures, technical processes and computer applications related to the department.
- Analyzing and resolving office administrative and procedural concerns.
- Performing basic research and preparing reports and recommendations.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Taking a proactive approach to customer service issues.
- Making process improvement changes to streamline procedures.
- Word processing at a net speed of 50 words per minute from printed copy.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school with supplemental business school or applicable college-level course work. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis.

Experience:

Three years of responsible office administrative experience. Experience in dealing with the public and working in a public agency setting is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Other Requirements:

Occasional attendance at off-hours meetings is required.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



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APPLICATION SYSTEMS ANALYST

DEFINITION

Under general direction, performs a variety of professional systems analysis and computer programming work of a specialized or complex nature; ensures availability, performance and security of strategic and major information systems critical to District operations; oversees the installation, testing and implementation of major system upgrades or new systems; learns new technologies and evaluates their utility for the District; serves as a technical resource and provides advice to staff; assists with end user training and provides technical assistance during system implementation; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the Director of Administrative Services. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single-position professional class is characterized by a high degree of professional and technical knowledge and skill in business analysis and overseeing complex information technology projects. The incumbent is responsible for coordinating with District personnel at all levels for implementing, maintaining and enhancing major information systems. In addition to serving as the primary liaison between IT and staff personnel, the incumbent serves as the project manager who plans and oversees IT projects that may be large, broad in scope and impact, and involve complex business requirements and a diverse customer base, requires integration of different technologies and solutions, and have many critical dependencies. Work requires strong customer engagement competencies, business process analysis skills, and understanding of technology solutions and options.

EXAMPLES OF DUTIES (Illustrative Only)

- Responsible for maintenance and implementation of District software applications and support activities, including supporting business processes and objectives.
- Develop and implement strategic plans, policies and procedures, technical standards, methods and schedules for software applications.
- Evaluate and test system upgrades; install or upgrade software applications; and document testing for new and revised software applications.
- Oversee the development and modification of business processes to align them with best practices and optimize the use of District software applications.
- Evaluate user requirements and develop technical solutions.
- Resolve system issues related to data integrity for Assets, Locations, Classifications, Job Plans, Work Orders, Reports, and Queries.

- Perform analysis of existing business processes and make recommendation on alternatives to leverage maximum functionality and system performance.
- Develop, test, debug and deploy customizations and interface configurations to meet business needs.
- Administer integrations with other systems such as the enterprise Geographic Information System (GIS), Citiworks, utility billing and finance software Springbrook and others.
- Provide troubleshooting, support, and problem resolution for applications as required.
- Develops and produces ad hoc customized reports through the use of end user reporting tools, spreadsheets and or word processors.
- Performs and directs the control of system security, addition or deletion of employee ID's, changes to passwords, and maintenance of appropriate levels of system access and database update.
- Develops a thorough understanding of user needs, capabilities and limitations regarding their use of information technologies and graphical user interfaces.
- Ensure all graphical user interfaces are as simple to use as the technologies will allow.
- Assist in preparation of project cost estimates and justification for new or enhanced system modifications.
- Maintains current knowledge in the field of Information Technology, Business Analysis, and Project Management.
- Performs the investigation of system-related problems including terminal breakdowns, expanded response times, and other ongoing system issues.
- Develops effective working relationships with end users and functions as the end users' representative on information technology.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- The principles involved in the design and development of mainframe terminals and personal computers in business or information systems applications, system analysis methods and business office procedure development techniques; information and data gathering and presentation techniques.
- Advanced programming techniques including integrated database management applications.
- Principles and procedures of quality assurance and security related to computer applications.
- Extensive knowledge of Microsoft Office products, e.g., word processing, spreadsheet, presentation, database, project planning, process modelling.
- Best practices in application systems development and network security.
- The use and operation of mainframe terminals and personal computers in business information systems applications; system analysis methods and business office procedure development techniques and information and data gathering.
- Appropriate computer programming languages used to run District applications.

- The functions and capabilities of various computer hardware and auxiliary and peripheral equipment.
- Current and emerging trends and developments in the information technology field.

Skill in:

- Designing the logic for individual programs and program systems. Facilitating the integration of systems in a user –friendly manner and conducting complex analysis studies.
- Troubleshooting computer software and hardware problems and resolving issues as appropriate.
- Identifying and communication the features, advantages and disadvantages of various software applications.
- Implementing best practices in application systems development and network security.
- Evaluating and testing software applications, compiling data and producing relevant reports.
- Responding in a timely manner to internal and external customer requests.
- Research, analyze and make recommendations using sound judgements within procedural guidelines.
- Written and verbal communication along with ability to present complex information through various forms of easily understood communications to most levels of business stakeholders, IT management, and other technical staff.
- Establishing and maintaining effective working relationships with personnel at all organizational levels including external customers and vendors.

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in computer science, computer information systems, management information systems or related field. A Master's of Science in Information Technology with a concentration in database management or a MBA with a specialization in information technology management is highly desirable.

Experience:

Three (3) to five (5) years of IT experience with an emphasis on documenting business processes and system requirements including experience on multiple projects that have enterprise-wide impact and require subject matter expertise of process improvement areas and process improvement tools. Experience in the utilities industry or public sector highly desirable.

License:

Must possess a class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone. Intermittently twist and reach equipment or supplies and frequently lift and carry CPU's, computer monitors and printers weighing up to 20 pounds and occasionally up to 50 pounds.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



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ASSISTANT ENGINEER

DEFINITION

Under general supervision or direction of an assigned supervisor, performs a variety of engineering activities including the design, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

CLASS CHARACTERISTICS

This is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series. Advancement from the Assistant Engineer level to the Associate Engineer level is in accordance with District policies and procedures, including obtaining a California professional engineer's license.

EXAMPLES OF DUTIES (Illustrative Only)

- Calculates plan check, inspection and connection fees and prepares conditions of approval; issues construction permits; collects connection fees and miscellaneous engineering fees; confirms connection fees paid prior to installation of water meters; assists supervisor in administration of reimbursement agreements, including confirmation of reimbursement amounts;
- Serves as project manager for assigned small capital projects and may serve as resident engineer also;
- Coordinates capital improvement projects with contractors, utility companies, other agencies; maintains construction diaries, prepare change orders and payments;
- Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, procures professional services, negotiates contracts and task orders, reviews progress payments and change orders;
- Assists in the preparation of the CIP Budget, determines components (e.g., staff time, materials, equipment) to be funded and estimates costs;
- Coordinates water system and sewer system construction with operations, municipal public works departments, and other appropriate agencies;
- Interprets drawings and specifications to resolve differences on technical matters, enforces project safety standards, ensures compliance with District infrastructure standards;

- Assists with development of requests for proposalsParticipates in design activities in preparing plans, specifications and cost estimates; prepares plans for review by a registered engineer as appropriate;
- Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposal submitted by private engineering firms;
- Prepares reports and presents data related to water demand, usage, and conservation;
- Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District water and wastewater infrastructure development and maintenance;
- Principles and practices of civil engineering;
- Principles and procedures of project management including planning, scheduling, budget, and control;
- Principles and practices of cost estimation and contract administration;
- Methods, materials, and techniques used in the construction of public utilities projects;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Construction methods, materials, specifications and codes;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

Skill in:

- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, board staff reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.

Education:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

One to two years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

License:

Must possess Engineer-in-Training (EIT) certification with State of California or be eligible to sit for the EIT exam at date of hire;

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



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ASSOCIATE ENGINEER

DEFINITION

Under general direction, performs engineering review and/or management of all or parts of capital and operating projects or development projects of moderate scope; assists in the development of strategic issues within District policies; performs plan checks of proposed developments including project coordination with other agencies, small-scale construction inspection to assure compliance with District standards; and performs a variety of professional tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direction from the District Engineer; however, may be assigned on a specific project basis to work with other senior District staff to include Engineering, Operations, and Water Conservation.

CLASS CHARACTERISTICS

This is an experienced class with responsibilities focused on a full range of engineering and project management duties as assigned. Successful performance of the work requires occasional instruction and/or assistance as new or unusual situations arise, as well as skills in coordinating work with those of other District departments and public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Performs a variety of professional civil engineering duties in the planning, design development, construction of District facilities; ensures adherence to professional standards, codes and District specifications;
- Performs professional management work as a team member for capital and operating projects and assists in analyzing strategic issues within the boundaries of the District policies;
- Conducts and/or participates in preparation of reports regarding issues such as environmental, hydraulic, geotechnical, seismic, and treatment process aspects of water supply and wastewater facilities;
- Reviews drawings, plans and other work submitted by external consultants, engineers, contractors and developers for conformance with professional codes, standards and District specifications; drafts and prepares administrative correspondence and reports;
- Performs and reviews engineering calculations, and prepares and manages cost estimates and budgets for proposed projects and contract construction and installation work;
- Participates in and may coordinate regulatory, environmental and/or construction permit requirements with District staff, outside agencies, and developers;

- Participates in consultant selection process; assists in administration of consultant and professional service contracts;
- Develops and maintains various databases and computer files and uses engineering software or develops programs to solve specific engineering questions;
- Reviews statutes and regulations; interprets and applies the regulations with respect to District compliance; develops compliance strategies for meeting regulations; and analyzes proposed regulations;
- Prepares and presents reports on project status to the Board of Directors; management staff, other District staff, outside agencies, the public and developers;
- Confers with District staff, contractors, the public and other agencies or organizations as needed regarding assigned work;
- Responds to public inquiries in a courteous manner;
- Prepares a variety of project and administrative reports and correspondence;
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District infrastructure development and maintenance;
- Principles and practices of civil engineering;
- Principles and procedures of project management including planning, scheduling, budget, and control;
- Principles and practices of cost estimation and contract administration;
- Methods, materials, and techniques used in the construction of public utilities projects;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Construction methods, materials, specifications and codes;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

Skill in:

- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Interpreting, applying and explaining statutes, codes, regulations and ordinances;

- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Making effective public presentations;
- Maintaining accurate records and files.

Education:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

3-5 years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

License:

Must possess California State Registration as a Professional Civil Engineer.

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-Exempt –Eligible for overtime
Bargaining Unit: Marina Coast Water District Employees Association



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

CAPITAL PROJECTS MANAGER

DEFINITION

Under general direction, performs professional field and office engineering project management work related to the District's Capital Improvement Program; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the District Engineer and District staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy General Manager/District Engineer. May provide technical direction to contract engineering and project staff.

CLASS CHARACTERISTICS

This is a full-journey level class with responsibilities focused on planning, design, construction and maintenance of District engineering projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background as well as skill in coordinating work with those of other District departments and public agencies and dealing with the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares designs, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.
- Prepares bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- Designs or prepares contract documents and specifications for District engineering projects.
- Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.

- Conducts field inspections of new public sewer systems and/or repairs made by contractors, owners, other agencies and district crews.
- Participates in District long and short-range improvement and preventive maintenance activities.
- Directs and oversees the work of contractors and support staff on a project or day-to-day basis; instructs staff in work procedures.
- Estimates and maintains budget for expenditures related to engineering consulting services necessary for capital improvement projects.
- Interprets and administers applicable laws and ordinances governing engineering work.
- May act as the District's liaison with a variety of committees, commissions, construction and design engineers, developers and represents the District and the department in meetings with other public, regulatory and private organizations.
- Assists in the planning and administration of the capital improvement budget.
- Prepares a variety of written correspondence, reports, plans, procedures, ordinances and other written materials.
- Assists with the mapping and development of the geographic information systems of the District.
- Maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District infrastructure development and maintenance.
- Principles and practices of civil engineering.
- Principles and practices of cost estimation and contract administration.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Practices related to surveying, including reviewing and preparing maps and legal descriptions.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to water distribution and wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Developing and reviewing plans for water and wastewater treatment plants and distribution and collection facilities projects.
- Developing and administering contracts for professional services and construction in a public agency setting.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Instructing staff in work procedures.
- Working under pressure and coordinating numerous activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

Five years of professional engineering design, construction supervision of increasing complexity, plan review and project administration experience, preferably in a public agency setting.

License:

Must possess California State Registration as a Certified Professional Civil Engineer. Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Teamsters Local 890



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
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CUSTOMER SERVICE REPRESENTATIVE I/II

DEFINITION

Under general supervision, performs a variety of office support duties related to the establishment and maintenance of customer accounts for water and wastewater services; provides direct customer service associated with utility payments, requests for service, responding to complaints and providing information; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Customer Service Supervisor. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Customer Service Representative I

This is the entry-level class within the Customer Service series. Initially, incumbents with experience learn the District's customer service and billing systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with skill and training of the incumbent. This class is flexibly staffed with the Customer Service Representative II and incumbents may advance to the higher-level class after demonstrating the ability to perform the work of the higher-level class. Advancement from the Customer Service Representative I level to the Customer Service Representative II level is in accordance with District policies and procedures, including receiving the recommendation for advancement from the respective Department Manager or designee.

Customer Service Representative II

This is the journey-level classification within the Customer Service series. This class is distinguished from the Customer Service Representative I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and may provide team leadership, training and work review for those at the entry-level. Positions may be filled by advancement from the Customer Service Representative I level upon fulfilling the required criteria or by recruiting an outside candidate with substantial administrative or clerical experience in public contact. Incumbents are expected to perform a wide variety of customer service duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental office procedures, precedents and the ability to choose among alternatives in solving many problems. A Customer Service Representative II is expected to work productively in the absence of a supervisor. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Customer Service Supervisor in that the latter has overall responsibility for the Customer Service Department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Customer Service Representative I

Knowledge of:

- Standard office procedures, practices, and equipment
- Basic cash handling practices and recordkeeping
- Business arithmetic and statistical techniques
- Computer applications related to the work, including word processing spreadsheets and database applications and data entry
- Basic filing systems
- Receptionist duties, receive calls and visitors and direct them to appropriate person or department

Skills:

- Provide information and answer questions calmly in stressful situations
- Respond to and effectively prioritize multiple phone calls and other requests or interruptions
- Interpret, apply and explain policies and procedures
- Compose correspondence independently or from brief instructions
- Balance cash receipts
- Organize own work, set priorities and meet critical time deadlines
- Respond to customer inquiries and complaints in person or by telephone, provide information and solutions of billing issues, make billing arrangements, and represent the District in a professional and courteous manner

Abilities:

- Make accurate arithmetic, financial and statistical computations
- Receive customer payments in person or by mail; make change, issue receipts, balance cash, prepare deposit documents and end-of-day reports
- Use English effectively to communicate in person, over the telephone and in writing
- Exercise independent judgment and utilize initiative within established procedural guidelines
- Accuracy in establishing, maintaining and researching files
- Organizing own work, setting priorities and meeting critical time deadlines
- Providing information and answering questions calmly in stressful situations
- Establish and maintain effective working relationships and act in a courteous manner when interacting with the public, vendors, contractors and District staff in person and over the telephone

- Understand and follow written and oral instructions
- Communicate information and policies clearly and concisely, both verbally and in writing

Customer Service Representative II

All knowledge, skills and abilities as that of the Customer Service Representative I required including:

- Operate computer billing system, process field meter readings, identify abnormal readings; prepare, audit, review and send bills;
- Set up new accounts and prepare closing bills for canceled service
- Verify water and wastewater service locations for new customers by reading as-built engineering maps; research pressure readings, hydrant locations and main line locations
- Prepare First Past Due Notices, Second Past Due Notices with late charges and 24- hour Shut Off Notices
- Track and send first and second collection letters; telephone customers with past due accounts; refer delinquent accounts to collection agency
- Work closely with the Operations & Maintenance staff to maintain location of backflow devices; establish service for newly installed meters including new construction

Education and Experience

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:

Customer Service Representative I

Equivalent to high school graduate with one (1) year of experience in providing general office support, computer applications such as word processing and spreadsheets. Some customer service experience highly desirable.

Customer Service Representative II

Equivalent to high school graduate supplemented by business school or college level coursework in business and computer applications with two (2) years of administrative/clerical experience in an office environment and intermediate Microsoft Office skills. Prior customer service experience required.

Licenses or Certifications

Possession of a valid California Class C Driver's License and the ability to be insured for the operation of a District vehicle in accordance with the terms and conditions of the District's insurance program.

Physical Demands

Must possess mobility to work in a standard office setting including standing, walking, sitting, kneeling, stooping, reaching overhead and below waist level. Use of standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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CUSTOMER SERVICE SUPERVISOR

DEFINITION

Under general supervision, plans, organizes and supervises the workflow of the District Customer Service, Billing, and Meter Reading functions; provides direction and communication to direct reports and ensures that customer inquiries are answered in a timely, professional manner; audits and verifies completeness and accuracy of work; performs daily helpdesk and technical support and problem resolution to internal and external customers; reviews, develops and implements procedures relevant to the effective and efficient operation of the department; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Human Resources/Customer Relations Manager. Direct supervision of the Customer Service, Billing and Meter Reading staff is exercised.

CLASS CHARACTERISTICS

This single position class oversees day-to-day operations and participates in all District activities required to ensure that District Customer Service, Billing and Meter Reading functions. Incumbents are expected to perform a technical billing work, in addition to performing a variety of record keeping, reconciliation and report preparation activities. Incumbents will be required to work independently, use sound judgment and assist in the instruction of others. This class provides leadership, training and evaluation of work in addition to dealing with the more complex customer inquiries and problems.

EXAMPLES OF DUTIES (Illustrative Only)

- Assist Customer Service, Billing, and Meter Reading in troubleshooting problems that require special handling and responds to customer inquiries and complaints in a courteous and effective manner.
- Provide continual evaluation of processes and procedures and responsible for suggesting methods to improve operations, efficiency and service to both internal and external customers.
- Maintain in-depth working knowledge of District's customer service systems and processes.
- Work as a member/leader of special or on-going projects that are important to process improvement, such as customer service and/or technology upgrades.
- Monitor and provide performance feedback and coaching on a regular basis; write and administer performance reviews for skill improvement and career development.
- Ensure that Customer Service, Billing, and Meter Reading staff has appropriate training, information, and resources to perform their jobs, including safety procedures, confidentiality and District policies.

- Establish work procedures and processes that support the District's standards, procedures and strategic directives.
- Use appropriate judgment in upward communication regarding department or employee concerns.
- Provide feedback to the Finance Director about any workflow problems or improvement opportunities with the Customer Service, Billing, and Meter Reading functions.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Safeguard the confidentiality of employee and customer records.

QUALIFICATIONS

Knowledge of:

- Practices and procedures related to accounting for receipts and the maintenance of customer accounts.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Skill in:

- Dealing courteously and tactfully with the public and others in providing information, answering questions and providing customer service.
- Responding to and effectively prioritizing multiple phone calls and other requests or interruptions.
- Attention to detail and organizational skills.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence independently or from brief instructions.
- Balancing cash receipts and maintaining accurate financial records.
- Establishing, maintaining and researching files.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Associate of Arts/Science with major coursework in business, accounting or related field.

Or

Five years of experience as a Customer Service Representative II may be substituted for the education requirements.

Experience:

Two years of experience in maintaining financial or accounting records, including dealing with the public and explaining procedures and regulations. Public sector experience desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone.



Marina Coast Water District

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DEPUTY GENERAL MANAGER / DISTRICT ENGINEER

DEFINITION

Under general direction, assists the General Manager in directing and managing the daily activities of administration, long-range planning, engineering, operations, maintenance and finances of the District's water, wastewater, recycled water and conservation activities. Acts on behalf of the District General Manager as directed and as the General Manager in his/her absence. Coordinates and directs the operations of the Engineering Department including, environmental planning, design, construction, permitting, and water conservation programs. Responsible for executing District policies and to support the General Manager in the overall success of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives managerial direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative support staff. When acting as the Deputy General Manager, provides direction to and coordinates actions of District managers.

CLASS CHARACTERISTICS

This single-position class requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the department. The class is distinguished from other management classifications by its responsibility for performing duties related to the Deputy General Manager, and for directing District-wide engineering services.

EXAMPLES OF DUTIES (Illustrative Only)

- As Deputy General Manager, coordinates selected activities of District managers as directed, represents General Manager to outside agencies as the District, and acts on behalf of the General Manager in his/her absence.
- Develops District Budgets and integrated financial plans, as directed.
- Serves as the Chief Engineer for the District, and manages all engineering activities.
- Acts as a leader and provides direction on the setting of standards for District projects to assure continuity and progress toward overall goals.
- Prepares and presents regular and special reports, information and recommendations to the General Manager and Board of Directors on work program status.
- Assists in providing positive and constructive leadership and management.
- Represents the District in meetings and discussions with employees, customers, the public, governmental officials, regulators, attorneys, environmental groups and contractors in order to promote the District's goals and objectives and resolve issues.

- Develops, plans and implements goals and objectives for the department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Directs and oversees, work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory and legal requirements are met.
- Oversees the coordination and management of engineering consultants.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering issues.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors and implements courses of action.

QUALIFICATIONS

Knowledge of:

- Principles and practices of water and wastewater utility operations, including water resource supply, recycling, treatment, collection and distribution and facilities maintenance.
- Laws, rules, ordinances, and legislative processes controlling water utility functions, programs and operations.
- Public administration policies and practices including fiscal planning and control, administrative analysis and policy and program development.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of water and wastewater facilities.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles and practices of senior management and leadership.
- Principles and practices of financial management, budgeting and risk assessment.
- Methods, materials and techniques used in the construction of public utilities projects.
- Public works contracting and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to water distribution and wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Principles and practices of public agency budget development, administration and accountability.

Skill in:

- Providing tactful and effective leadership and communication.
- Preparing precise, complex and comprehensive reports, budget projections and other administrative documents.
- Planning, organizing and directing an effective engineering services program.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical reports.
- Coordinating and directing the activities of District managers to achieve specified tasks or goals.
- Interpreting, applying, explaining and implementing complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Providing for the selection, training, professional development, motivation and work evaluation of staff.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations including technical material to non-technical audiences.
- Managing and maintaining accurate records and files.

Education:

Equivalent to graduation from a four-year college or university with major coursework in civil engineering or a related engineering field. Master’s Degree in Public Administration, Management, or Organizational Development preferred.

Experience:

Seven years of professional engineering in the water/wastewater industry, including five years in a supervisory or management position preferably in the public sector.

License and Certification:

Must possess and maintain a valid California class C driver's license and satisfactory driving record.
Must possess California State Registration as a Professional Civil Engineer.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, and to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Unrepresented



Marina Coast Water District

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DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under general direction, plans, organizes, directs and coordinates the District's financial activities to include highly complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports, development, implementation and revision of accounting systems, procedures and internal controls, and coordination of the outside audit process; oversees accounting, information technology services, utility billing, customer service, procurement, contracts, and budget preparation, serves as Chief Financial Officer for the District; provides professional assistance to District management staff in areas of expertise, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. Direct supervision is provided to Finance Director, Accounting, and Customer Service staff.

CLASS CHARACTERISTICS

This single-position department head class oversees, and directs activities of the Finance, Accounting, and Customer Service Department, including all budget functions. The work involves both the oversight of functions and activities and performs diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. This classification is responsible for supervising accounting, customer service and information technology staff and managing areas such as, enterprise fund accounting, grant research, fixed asset accounting, utility billing, purchasing and procurement and other related activities for all District funds. Within this framework, the incumbent of this classification is accountable for planning, meeting operational goals and objectives and conducting special studies and projects. This position also provides oversight to the human resources function.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans and coordinates preparation of the District budget and monitor revenues and expenditures throughout the year, including budget guidelines and projections; attends budget meetings, prepares supporting documentation such as spreadsheets and graphs.
- Performs a variety of complex financial duties in support of accounting and financial reporting; oversees the establishment and administration of the financial control systems.
- Invests District funds and manages investment activities; analyzes, researches and studies investment opportunities by keeping current on the development of legislation affecting the District's financial status and functions.
- Provides technical advice to the Board of Directors, General Manager and District staff in financial and accounting matters; makes presentations regarding agenda items and resolutions.
- Forecasts future financial trends and economic impacts that may affect District operations.

- Manages the preparation of a variety of required monthly, periodic and annual financial and statistical reports and accounting summaries.
- Coordinates financial reporting and auditing activity with external auditors and other agencies; researches, compiles and analyzes data; prepares reports as required, including the preparation of audit schedules and confirmations; responds to inquiries from auditors and provides information as needed.
- Provides professional, technical accounting and budget advice to District staff; coordinates activities with other departments; assists in special projects as assigned, including preparing financial reports and other information required by District staff and external agencies.
- Oversees development and maintenance of the automated financial management system.
- Prepares schedules of direct and indirect cost allocations for cost centers.
- Oversees the selection of staff; provides for training and development; reviews and approves performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related employment actions.
- Reviews the impact of annexations, new developments, sales taxes, impact fees, capital improvement, regulations and technology changes
- Administers the District's programs related to the issuance of grants and loans.
- Prepares and directs the preparation of a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of working and official departmental files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance and budget development, including investments, auditing and reporting functions in conjunction with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of public funds investment, cash management, banking operations and systems, analysis of complex financial statements and reports, and research and statistical evaluation of data.
- Methods and principles of management, including mentoring, counseling, work planning, evaluating, training, and corrective action.
- Applicable Federal, State and local laws, codes and regulations.
- Computer applications related to the work, including word processing, spreadsheet, database management and specific financial applications.
- Techniques for effectively representing the District in contacts with governmental agencies, various business, professional, regulatory and legislative organizations.

- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Skill in:

- Managing, overseeing, and personally participating in a comprehensive public agency financial management program.
- Overseeing the planning, development and implementation of a District-wide financial plan.
- Maintaining an effective investment portfolio within the guidelines established by the District.
- Gathering and analyzing data, drawing conclusions, project consequences, formulate strategies, and make recommendations.
- Exercise sound judgment in handling large sums of money and maintain cash flow procedures and reporting systems.
- Interpret, apply, and explain legislation, rules, regulations, policies, and procedures, including the District's investment policy and cash handling policy.
- Maintaining accurate financial records and preparing accurate statistical reports for informational, auditing and operational use.
- Administering programs and the work of professional, technical and office support staff directly and through subordinate levels of supervision.
- Providing for the selection, training, professional development, motivation and work evaluation of staff.
- Meeting schedules and deadlines.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in economics, finance, business management, public administration or closely related field. Master's degree in Public Administration or Business Management preferred.

Experience:

Seven (7) years of increasingly responsible experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance with at least five (5) years at the management/supervisory level. Experience in a public agency setting is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Teamsters Local 890



Marina Coast Water District

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DISTRICT ENGINEER

DEFINITION

Under managerial direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department including long-range and short-range project planning, environmental planning, design, construction, permitting, right of way, and water conservation programs; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives managerial direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative staff.

CLASS CHARACTERISTICS

This single position class requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the department. The position is distinguished from other management classifications by its responsibility for directing District-wide engineering services.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, plans and implements goals and objectives for the department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Directs, oversees, and participates in the engineering program work plan; assigns work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory and legal requirements are met.
- Develops contractual documents for District use and recommends selection of engineering design consultants; oversees the coordination and management of engineering consultants.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Coordinates engineering activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering issues.

- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Oversees the maintenance of engineering project files and work papers.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors and implements courses of action.
- Researches, acquires, and administers grants for various engineering and water conservation projects.

QUALIFICATIONS

Knowledge of:

- Principles and practices of water and wastewater utility operations, including water resource supply, treatment, and facilities maintenance.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of water and wastewater facilities.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Public works contracting and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to water distribution and wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Principles and practices of public agency budget development, administration and accountability.

Skill in:

- Planning, organizing and directing an effective engineering services program.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical reports.
- Interpreting, applying, explaining and implementing complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Providing for the selection, training, professional development, motivation and work evaluation of staff.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations including technical material to non-technical audiences.
- Managing and maintaining accurate records and files.

Education:

Bachelor's Degree from an accredited four-year college or university with major coursework in civil engineering or a related engineering field. Master's Degree desirable.

Experience:

Seven years of professional engineering in the water/wastewater industry, including five years in a supervisory or management position.

License:

Must possess and maintain a valid California class C driver's license and satisfactory driving record. Must possess California State Registration as a Professional Civil Engineer.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Teamsters Local 890



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ENGINEERING TECHNICIAN

DEFINITION

Under general supervision or direction, performs skilled and sub-professional office and field technical engineering work of widely varying difficulty; including routine drafting, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Deputy General Manager/District Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, revises and maintains a variety of maps, property maps, easements, right of ways, drawings and sketches;
- Prepares and revises a variety of graphic presentations, including visual displays for meetings, technical illustrations, signs, charts, graphs, pamphlets, and similar materials;
- Reads and interprets engineering contracts, plans, specifications, and survey notes;
- Calculates distances, angles, ties, areas, traverses, and enclosures;
- Makes field surveys to verify as-built discrepancies and to verify locations of existing facilities; assists in conducting, tabulating and analyzing various engineering surveys and studies;
- Uses and maintains a variety of drafting tools and equipment, including survey equipment, reproduction equipment, calculators, etc.; enters and retrieves data from computers and operates CAD and GIS equipment;
- Provides and obtains information as directed and delivers and picks up maps, drawings, records, and documents from other agencies;
- Compiles information required for assignments and consults with engineering staff to obtain necessary information;

- Updates and maintains engineering records and files of maps, drawings, notes and records, including project files, runs copies, and obtains supplies as necessary;
- Provides engineering support to construction inspectors; responds to inquiries and provides information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

QUALIFICATIONS

Knowledge of:

- Basic drafting principles, practices, and techniques; simple detailing practices and standard representations;
- Basic GIS principles, practices and techniques.
- Algebra, geometry, and solving mathematical problems related to drafting, basic surveying principles and equipment
- Basic principles and practices of civil engineering;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Construction methods and standards, and read and interpret plans and specifications;
- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

Skill in:

- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Following oral and written directions with ability to work on projects alone or cooperatively in a group effort.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.
- Providing excellent customer service when interacting with the public, other agencies and co-workers.

Education:

Equivalent to graduation from the twelfth grade or its equivalent, including successful completion of coursework in mechanical drawing, algebra, geometry, and trigonometry.

Experience:

Two years of experience in engineering drafting or other technical civil engineering work or similar related experience. An Engineering degree or EIT may substitute for the two years' experience.

License:

Must possess a valid California class C driver's license and provide proof of satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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EXECUTIVE ASSISTANT / CLERK OF THE BOARD

DEFINITION

Under general supervision, provides confidential administrative support and assistance to the General Manager and Administrative Department; supports the Board of Directors relative to their meeting processes and statutory responsibilities; performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the General Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single position class is responsible for providing direct support to the General Manager and Board of Directors on District-wide issues. Assignments from the General Manager are varied in scope and include data gathering, analysis, and writing projects as well as responsible and confidential administrative support tasks. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work also requires the interpretation and application of policies, procedures and regulations and frequent contact with the public. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of District functions and the capability of relieving the General Manager of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees and ensures that the office administrative functions of the General Manager's Office are effectively carried out.
- Acts as the Clerk of the Board of Directors; prepares, receives and maintains all official District records.
- Maintains a calendar and coordinates the schedule of the General Manager with those of the members of the Board of Directors and other District managerial staff, representatives of other organizations and the public; makes travel arrangements as required.
- Provides a variety of support to the District Board and committees; prepares and distributes agenda packets; prepares resolutions and ordinances; attends meetings and prepares minutes; follows up on decisions as required.
- Coordinates routine office activities and schedules; develops and recommends office procedures and systems; ensures smooth office operations.
- Arranges meetings by obtaining relevant background information, scheduling rooms, notifying participants, arranging for refreshments as appropriate and preparing agendas; ensures information is compiled and duplicated; arranges District-sponsored activities for employees.

- Plans, arranges, and organizes District-sponsored events and activities for employees and community outreach.
- Attends to a variety of office administrative details, such as keeping informed of District activities, transmitting information, and attending meetings.
- Receives and screens visitors and telephone calls; refers inquiries to appropriate sources; provides information to District staff, other organizations and the public, requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
- Performs project research; may prepare technical reports and perform other technical work related to District activities.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with District policies, format and English usage, including grammar, punctuation and spelling.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Coordinates special projects that vary depending on the needs of the District.

QUALIFICATIONS

Knowledge of:

Basic organization and function of public agencies, including the role of an elected District Board.

- Codes, regulations, policies, technical processes and procedures related to District activities.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- English usage, grammar and punctuation.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Providing varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Responding to and effectively prioritizing multiple phone calls, visitors and other requests or interruptions.

- Interpreting and implementing policies, procedures, technical processes and computer applications.
- Maintaining detailed and accurate records.
- Gathering and analyzing data and preparing reports and recommendations based thereon.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Making process improvement changes to streamline procedures.
- Word processing at a net speed of 50 words per minute from printed copy.
- Taking notes rapidly and accurately transcribing own notes.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school with supplemental business school or applicable college-level coursework. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis to a maximum of two years

Experience:

Four years of responsible office administrative, secretarial and/or general clerical experience. Experience in dealing with the public and working in a public agency setting is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain, within a time specified by the District, a Notary Public Certificate.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasional attendance at off-hours meetings is required.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: Teamsters Local 890



Marina Coast Water District

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GENERAL MANAGER

DEFINITION

Under general policy guidance from the Board of Directors, the GM: plans, organizes, directs, administers, reviews and evaluates the activities and operations of the Marina Coast Water District; acts as principal advisor to the Board of Directors; represents the District and the Board of Directors in relations with the community, media and other agencies; manages a variety of complex managerial and technical matters involving water distribution, wastewater collections, recycled water, water production and development of new water supplies; and understands and meets the needs of the District. The GM serves as Secretary to the Board of Directors; and performs related duties as assigned.

SUPERVISION EXERCISED AND RECEIVED

The GM is appointed by and reports to the Board of Directors. The GM gives general direction to the Director of Administrative Services, Operations and Maintenance Superintendent, Management Services Administrator and the Executive Assistant to the GM/Board. The GM provides indirect supervision to remaining District staff.

CLASS CHARACTERISTICS

This single-position executive management classification serves as the District's Chief Executive Officer. The GM is accountable for developing, implementing and executing short-and long-term plans, policies, budgets, and strategies to accomplish the District's mission, strategic plan and the Board of Directors' priorities. The GM operates within broad general policy guidelines and exercises substantial latitude and discretion while complying with applicable laws and regulations to achieve effective and efficient use of the District's resources in serving the District's ratepayers and other constituencies.

EXAMPLES OF DUTIES (Illustrative Only)

- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities;
- Plans, organizes, controls, integrates and evaluates the work of all district departments to ensure that operations and services comply with the policies and strategic direction set by the Board of Directors and with all applicable laws and regulations;
- Directs the development of operating and capital improvement budgets for consideration and possible adoption by the Board; directs annual rate setting procedures and participates in public and Board hearings on proposed rates;
- Directs and monitors the implementation of adopted budgets; directs development and implementation of the capital improvement program and all major engineering and construction projects financed by the District through grants, loans, and bond issuances;

- Advises and consults with the Board of Directors regarding long range planning for District projects, operations, services, revenues, expenditures and fees. Acts to obtain funding for special projects and seeks to maximize funding received from grant making organizations;
- Plans and evaluates executive staff performance. Establishes performance standards and personal development targets; regularly monitors performance and provides coaching for performance improvement; ensures that appropriate training and education opportunities are made available for the employees; takes disciplinary action in accordance with the District's personnel rules and policies;
- Provides leadership and works with the executive team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the District's mission, objectives and values;
- Directs the preparation of the full agenda packet, oversees preparation of minutes and makes presentations for the meetings of the Board of Directors;
- Assesses the needs of customers, the community, the District service area, local industry and the region and ensures that objectives and priorities are focused on meeting those needs effectively and with high quality service; directs initiatives for service improvement/enhancement;
- Directs and oversees the analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs;
- Keeps abreast of regional, state and national water and water reclamation trends by participating in meetings and conferences;
- Oversees and supports the District's health and safety programs in accordance with, but not limited to OSHA guidelines and state rules and regulations

QUALIFICATIONS

The GM must have knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, personnel management and organization, policy and program development;
- All pertinent regulatory agencies, grant regulations, and Federal, State and local laws relating to water, wastewater and recycled water operations;
- The California Administrative Code for special district administration applicable to water, wastewater and recycled water functions, programs, and operations;
- The parts of the California Water Code that apply to County Water Districts;
- Employer-employee labor relations and contract negotiations;
- Principles of supervision, training and management;
- Safety regulations and programs.

The GM must have the ability to:

- Analyze and make sound recommendations and decisions on complex management and administrative issues;
- Plan, organize and direct the operations of a complex water distribution, collections and recycled water system;
- Interpret and apply District policy and procedures;
- Resolve conflict at all levels and maintain collaborative working relationships;
- Represent the District effectively in negotiations;
- Prepare clear, concise and comprehensive correspondence, reports and other written materials;
- Establish and ensure compliance with appropriate procedures and controls;
- Deal tactfully and effectively with District personnel, Board of Directors, government officials, representatives of specific interest groups, and the general public;
- Use a personal computer, peripherals, telecommunications devices and related word processing and spreadsheet programs;
- Provide leadership in the development of new or improved District procedures and business rules;
- Apply effective problem solving techniques and react appropriately to spontaneous problems and render sound decisions under urgent conditions.

Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Education

Graduation from an accredited college or university with a major in civil engineering, public or business administration, or a closely related field; Master's degree in public administration or related professional fields such as legal, fiscal or engineering, highly desirable.

Experience

At least ten years of progressively responsible executive or management experience in the operation and maintenance of a public utility. Experience in engineering, especially water-related matters desirable but not required.

License:

Possession of the category of California's driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. The following are conditions of continuing employment: Continued maintenance of a valid California driver's license of the required category; compliance with established District vehicle operation standards; and the ability to be insured for the operation of a personal vehicle and a District vehicle in accordance with the terms and conditions of the District's insurance program.

Physical Requirements:

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis:

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and database software, a calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at the neck and waist, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 25 pounds.

The noise level in the work environment is quiet to moderate noise. The position may require the ability to work overtime and weekends as needed.

FLSA Status: Exempt

At-Will Contract Employee



Marina Coast Water District

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LABORATORY SUPERVISOR

DEFINITION

Under general direction, supervises the operation of the certified laboratory to provide services in support of water and wastewater operations for the potable water supply; performs standard and complex physical, chemical and bacteriological analyses and data interpretation of surface and ground water, and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Operations and Maintenance Superintendent. Supervision is exercised on subordinate staff.

CLASS CHARACTERISTICS

This single position class is responsible for planning, overseeing, directing, and coordinating a variety of laboratory services, including water and wastewater analyses, data management, and the evaluation and incorporation of new technology. This single position class requires knowledge and skill in performing a wide variety of water analyses, including the use of instrumentation. The incumbent must use independent judgment in carrying out assigned laboratory activities. This class is responsible for planning, directing, and managing the water quality program; directs the operation of the certified water quality laboratory; supervises support staff and provides technical guidance and expertise to the District and others on water quality matters.

EXAMPLES OF DUTIES (Illustrative Only)

- Schedules, performs and interprets a variety of moderately complex and standard physical, chemical, and bacteriological tests and analysis on water supply samples, distribution system samples, wastewater collection system and recycled water samples, following specific procedures; recognizes potential or actual problems which may occur in an analytical procedure; applies known procedures or confers with supervisor to find solutions.
- Coordinates special investigations in water, wastewater, and process control; recommends changes in methods, and operations, as indicated by study findings and regulatory compliance monitoring.
- Provides technical consultation to engineering and operations staff in the evaluation and solution of problems on water quality or where laboratory analysis is necessary.
- Receives, investigates and responds to complex inquiries and complaints regarding water quality.
- Coordinates existing and plans new sample collection programs, conferring with field sampling personnel as required.

- Implements and reviews the effectiveness of a laboratory quality assurance program; recommends improvements in methods to maintain adequate standards.
- Assists and confers with other District staff as required; represents the District in meetings with governmental and industrial representatives, regulatory agencies, and members of professional and technical organizations.
- Prepares and standardizes chemical reagents, prepares and sterilizes bacteriological media.
- Researches district water quality laboratory data files; interprets and analyzes data and determines long term trends using graphs, maps and statistical calculations; reduces laboratory results to usable data; prepares reports.
- Compiles, maintains and enters water quality data on computer files.
- Sets up, calibrates, operates and performs routine maintenance on a variety of complex laboratory equipment and instruments.
- Oversees collection of water samples from wells, tanks, reservoirs and distribution systems for analysis according to a predetermined schedule; operates and maintains automatic sampling equipment; determines if additional sampling may be necessary to assure adequate information; determines which wells to add or delete from well testing program.
- Assures that Federal, State and County laws, rules, regulations and guidelines on sampling, testing and record keeping are adhered to.
- Observes standard safety precautions related to the work; conducts safety meetings, hazard evaluation surveys, and other safety programs.
- Performs laboratory quality assurance tests and maintains proper quality assurance in performing analytical work and for laboratory accreditation and certification.
- Reviews environmental impact reports and various other technical reports submitted by other agencies; prepares departmental comments.
- Investigates, resolves and responds to water quality inquiries from the public.
- Assists in conducting training programs in sample collection and basic laboratory procedures for operations personnel.
- Reviews technical journals, articles, books and attends seminars and training in order to remain current on developments in the water quality field.
- Maintains and updates periodic inventories of laboratory chemicals, equipment and supplies.
- Prepares the annual laboratory budget and monitors expenditures throughout the fiscal year.

QUALIFICATIONS

Knowledge of:

- Principles of statistical, quantitative and qualitative analysis.
- Standard administrative techniques including planning, scheduling, training, supervising, and budgetary control functions.
- Principles of chemistry, microbiology, and closely related sciences.
- Principles and methods used in physical, chemical and bacteriological testing of water and wastewater samples.
- Principles and techniques of laboratory, plant and field safety methods and practices.
- Applicable State and Environmental Protection Agency regulations.
- Chemical laboratory methods, equipment, facilities, and materials.
- Sampling techniques and methods.
- Safety practices and procedures related to the work.
- Computer systems, applications, and automated equipment related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Working with the chemicals and equipment used in water, wastewater, marine or recreational water and recycled water analysis.
- Maintaining accurate and up-to-date records using automated and manual systems.
- Performing standard and moderately complex physical, chemical and bacteriological analysis of water.
- Evaluating the outcome of laboratory results in order to detect errors and recommend solutions.
- Set up, operate, calibrate and perform routine maintenance on complex analytical instruments.
- Using sound independent judgment.
- Preparing clear, complete, and accurate records and reports.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major coursework in chemistry, biology, or a closely related field.

Experience:

Five years of increasingly responsible work experience in water or wastewater and industrial laboratory testing, analysis, and control, including two years of increasingly responsible supervisory experience.

License:

Must possess at appointment date:

California Water Environment Association Laboratory Analyst Grade I certificate or American Water Works Association Water Quality Analyst Grade I certificate.

The following certification must be obtained with 24 months of appointment date:

American Water Works Association Water Quality Analyst Grade II

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to safely lift 50 pound containers of liquid with assistance and place on overhead shelves, stand for extended periods of time and perform multiple work activities that require a significant level of physical and mental coordination; vision to read printed material and identify color changes encountered in routine chemical analysis; hearing and speech to communicate in person and over the telephone.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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MANAGEMENT SERVICES ADMINISTRATOR

DEFINITION

Under administrative direction, plans, administers and implements a broad human resources program and other administrative projects, including such elements as recruitment and selection, employee relations, job analysis and classification, compensation and benefit strategy development, plan implementation, worker's compensation and employee performance evaluation and recognition; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships among District departments and other governmental and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single-position management classification directs and personally performs all activities of the human resources function and other miscellaneous management activities. Responsibilities include coordinating the activities of the function with those of other District departments and ensuring that the District has an up-to-date and proactive human resources plan to support management and employees. The incumbent is accountable for accomplishing functional and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements recruitment, testing and selection processes to ensure that vacancies are filled in a timely manner from a group of well-qualified candidates; prepares recruitment information and strategies; develops or obtains selection devices; provides for candidate notification and certifies eligibility lists; ensures equal employment opportunity for all candidates.
- Performs or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit strategies.
- Coordinates employee relations activities, such as establishing negotiation schedules; researching proposals and cost implications; and providing assistance to management, supervisors and staff in the interpretation of MOUs and the processing of grievances.
- Administers District benefit plans; orients and enrolls employees; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums; and works closely with the third-party administrator to process claims and administer the workers' compensation program.

- Coordinates employee development, training, work evaluation and recognition programs.
- Serves as legislative analyst for the District, analyzing and preparing reports regarding proposed legislation, which may affect the operations of the District.
- Serves as the District's risk manager in matters relating to worker's compensation, liability and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
- Conducts or directs the conduct of various research studies; analyzes results; evaluates alternatives; makes recommendations and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Monitors changes in laws, regulations and technology that may affect the human resources function; implements policy and procedural changes as required.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources in a public agency setting.
- Principles, practices and techniques of recruitment, selection, equal employment opportunity and employee orientation.
- Principles of job analysis, classification, compensation and benefit analysis and administration.
- Practices and techniques of employee relations, including negotiations and the interpretation of laws, regulations and memoranda of understanding.
- Basic principles, practices and procedures of public administration in a public agency setting.
- Basic principles of risk management.
- Basic functions and services of public agency management.
- Applicable laws, codes and regulations.
- Computer applications related to the work, including word processing, spreadsheets and databases.
- Records management principles and practices.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive public agency human resources program.
- Assisting, developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the function.

- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Planning and implementing effective recruitment, testing and selection practices.
- Developing and maintaining equitable and consistent human resources programs and plans related to job analysis and classification and compensation, benefits and employee relations functions.
- Making effective presentation to groups.
- Maintaining accurate records and files.
- Effectively representing the District in meetings with employee groups, governmental agencies, applicants, contractors and various professional and regulatory organizations.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from a four-year college or university with major course work in human resources, business or public administration, public policy or a field related to the work.

Experience:

Three years of administrative or professional experience related to the human resources function. Experience in public agency setting is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Unrepresented



Marina Coast Water District

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METER READER

DEFINITION

Under general supervision, reads water meters and records consumption; cleans, inspects, and repairs water meters; identifies irregularities in meter equipment and related plumbing; provides a variety of customer service functions; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Operations & Maintenance Supervisor or Assistant Operations & Maintenance Superintendent. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This single position class is responsible for working independently in the field to read water meters, record consumption, maintain meters, perform customer service activities and other field duties in Marina and the former Fort Ord community.

EXAMPLES OF DUTIES (Illustrative Only)

- Reads water meters on assigned routes and records readings.
- Inspects meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
- Installs, replaces and repairs up to 2" meters as needed.
- Performs leak investigations, informs customers of results, makes minor repairs in the field or prepares work orders if needed.
- Connects or disconnects water services according to work orders issued by the Customer Service Department.
- Reports violations of the rules and regulations governing water consumption or conditions that may necessitate a change in rate for the service rendered.
- Shuts off service to customers with delinquent bills and restores service once payment arrangements are satisfied.
- Delivers and hangs door tags at assigned addresses according to customer work orders.
- Cleans dirt and weeds from meter boxes and trims bushes and trees around meter boxes.
- Identifies addresses for new water utility billing.
- Tactfully responds to and documents inquiries and complaints from the public.
- May perform hydrant and residential flow tests.

- May perform required route and usage information downloads and uploads daily using appropriate equipment and computer applications.
- Performs various office administrative and maintenance duties as required.

QUALIFICATIONS

Knowledge of:

- District street and address system, including awareness of hazards.
- A variety of meters and meter reading equipment and their respective functions.
- Basic safety practices related to the work, including confined space entry.
- Billing procedures and policies of water utility services.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Reading meters efficiently and recording accurate consumption information.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate and up-to-date records using automated and manual systems.
- Working under deadline pressure.
- Reading maps.
- Understanding and following written and oral directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from high school.

Experience:

No experience is required. Experience reading utility meters or reading and recording data with speed and accuracy is desirable.

License:

Position requires substantial driving in a District vehicle. Must possess a valid California class C driver's license, have a satisfactory driving record and be insurable under the regulations and guidelines of the District's liability and risk carrier.

Physical Demands:

Ability to work outdoors and walk for long periods of time, in a variety of weather conditions, sometimes over rough, uneven or rocky surfaces with dust, sand, noise, and traffic; carrying and lifting equipment and materials weighing up to 50 pounds; vision to read printed materials and meters; and hearing and speech to communicate in person, over a two-way radio and by phone.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

OPERATIONS & MAINTENANCE SUPERINTENDENT

DEFINITION

Under administrative direction, plans, organizes and provides administrative direction and oversight for all District operations and maintenance functions including laboratory and water conservation activities; plans, manages and coordinates the installation, operations, maintenance and repair of water treatment and distribution and/or wastewater collections systems and related facilities; ensures the reliable operation of all equipment, whether stationary or mobile; ensures conformance with applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager and/or the Deputy General Manager/District Engineer. Direct supervision is provided to Operations and Maintenance Supervisor, Laboratory Supervisor, and Water Conservation Specialist. General supervision is provided to Operations and Maintenance staff through subordinate levels of supervisory staff.

CLASS CHARACTERISTICS

This is a single-position management classification functioning as head of the District's Operations & Maintenance Department. The incumbent oversees and directs all activities of the Operations & Maintenance Department, Laboratory and Water Conservation programs, including short- and long-range capital improvement planning and budgeting. Responsibilities include coordination of safety program, establishing procedures and policies for employee safety, training, and documentation. This position serves as the District's Emergency Operations Center Director and assures that emergency planning is up to date. The position also serves as the Fats Oils and Grease Source Control Program Administrator and the District's Backflow and Cross Connection Control Administrator and maintains records to ensure conformity with specifications, compliance and maintenance of these programs. The incumbent facilitates department activities with those of other appointed officials and oversees departmental planning, operational goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Ensures compliance with state and federal regulations regarding water quality, employee safety and environmental issues.

- Implementation and administration of the District's Backflow and Cross Connection Control program to ensure that the water system is protected from contamination, all testing has been performed annually and appropriate records are kept as required by law. Provides administrative oversight and support of the Fats, Oils, and Grease (FOG) Source Control and Backflow programs.
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software.
- Oversees laboratory programs that support water and wastewater treatment plant operations and processes and related water quality activities and supports the District's Environmental Laboratory Accreditation (ELAP) program certification.
- Coordinates special investigations in water, wastewater, and process control and ensures necessary changes are made, as indicated by study findings and regulatory compliance monitoring.
- Prepares and administers the department's budgets, including materials and supplies, outside services, chemical and outside lab service costs and vehicle and equipment expenses.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff directly and through subordinate levels of supervision. Monitors and evaluates developments in water conservation technologies and techniques; makes recommendations for new developments into programs.
- Coordinates and administers water conservation program administration with local and state agencies and ensure appropriate reporting.
- Responsible for overall facilities security and emergency preparedness.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Participates in and provides input for the District's Capital Improvement Program.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees the development or update of the District's water and wastewater Asset Management plans and programs and other plans related to District infrastructure.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.

- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the development, maintenance and management of water treatment and distribution and wastewater collections systems and related facilities.
- Pertinent local, State, and Federal laws, rules and regulations and reporting, including EPA and CADPH Safe Drinking Water Regulations.
- Principles of supervision, management and general administration, including coaching and mentoring staff.
- Principles and techniques of capital improvement design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive water and wastewater systems and facility construction, maintenance and operations program.
- Reading and interpreting plans, specifications and diagrams used in the design and construction of water treatment and distribution and wastewater collection systems and related facilities.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.

- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups and various business professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and five years of experience in maintenance and operations of water treatment and distribution and wastewater collection systems and facilities, including at least three years of progressively responsible supervisory experience. Public sector experience highly desirable.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework that includes physical, chemical or biological science is desired and a minimum of three years of experience in water technology to include water distribution, treatment and wastewater management and one year of supervisory experience.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework that includes physical, chemical, or biological science is desired and at least two years of experience in water technology to include water distribution, treatment and wastewater management with one year of supervisory experience.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record.

The following certification is required for this position or can be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade IV, California Department of Public Health Water Treatment Operator Grade II California Water Environment Association Collection System Maintenance Grade IV

American Water Works Association Backflow Prevention Assembly General Tester and Cross Connection Control Specialist certification.

Physical Demands:

Work is normally performed in a standard office setting and uses standard office equipment, including a computer. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require ability to walk, observe, talk, listen, and operate a two-way radio and telephone. Occasionally, work requires lifting or moving up to 25 pounds.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Teamsters Local 890



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
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OPERATIONS & MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, assists in the planning, organizing and direction of the District operations and maintenance functions and programs; performs work in support of water treatment, potable and recycled water distribution and/or wastewater collection system activities; ensures that all federal, state and local regulatory requirements are met; ensures departmental safety training and reporting is current and policies and procedures are compliant; provides assistance to District management staff in areas of expertise performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent. Direct supervision is provided to field operations and maintenance support staff.

CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance and participates in all District activities required to ensure that District systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include supervising the performance of work in all operations and maintenance areas, depending upon the immediate needs of the District. This may include water treatment, potable and recycled water distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Superintendent in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision. This position performs the duties of the Superintendent in his/her absence.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides direct supervision, training, and work evaluation to department staff and interpretation of District policies.
- Oversees both routine and non-routine implementation of Operations and Maintenance field duties.
- Performs operations and maintenance tasks in the repair, installation, and/or start-up of District-owned or operated facilities by coordinating with District O&M personnel, engineering consultants, and/or contractors who are under contract with the District.

- Develops, updates and maintains the District Asset Management system. Provides oversight and support of the Fats, Oils, and Grease (FOG) and Cross Connection Control programs.
- Assists in evaluating and solving complex system problems including water distribution, collection system, lift station/booster pump station problems and/or SCADA system problems.
- Provides assistance to engineering department with operational input for engineering design.
- Oversees the routine inspection of water treatment facilities, water distribution, wastewater collection systems, and recycled water distribution systems.
- Directs the mitigation of sewer and recycled water overflow spills, leakages and other damage; reports such incidents to the proper regulatory agency if required by law.
- May perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations of water resources, water/wastewater and recycled water facilities and utility operations;
- SCADA software programming and repair;
- Principles and procedures of project management including planning, scheduling, budget and control;
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety;
- Principles and practices of preventative and predictive maintenance with emphasis on water supply, treatment and distribution; and wastewater collection;
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software;
- Knowledge and understanding of pertinent federal, state, and local codes, laws and regulations;
- Operation and maintenance of recycled water, water treatment, water distribution, and wastewater collections facilities and equipment;
- Principles, practices and equipment required to maintain and repair water treatment, potable and recycled water distribution and/or wastewater collection systems, including underground water and wastewater collection mains and pumping/lift stations;
- Safety equipment related to the handling and storage of hazardous chemicals;
- Safe work practices as related to underground construction and repair;
- Principles and practices of supervision and staff development and training,

Skill in:

- Operating, maintaining, troubleshooting and repair of water treatment and water distribution facilities and equipment, as well as wastewater collections and recycled water systems and related facilities;
- Training, motivating, supervising and evaluating the work of staff;
- Troubleshooting water/wastewater and recycled water system problems including, but not limited to hydraulics;
- Report writing, correspondence, and policy interpretation;
- Mathematical calculations;
- Reading maps, blueprints, manuals, and specifications;
- Meeting critical deadlines and record generation and submission requirements;
- Using tact, initiative, and independent judgment;
- Responding to public requests in a courteous and timely manner.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and five years of skilled operations and maintenance experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that may include physical, chemical or biological science and a minimum of two years of experience in water technology to include water distribution, treatment or wastewater management with some supervisory experience.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework in a technical field related to the work that may include physical, chemical, or biological science and at least one year of experience working in water technology and some supervisory experience.

Licenses and Certifications:

Must possess valid California class C and B driver's licenses and have a satisfactory driving record. The following certification is required for this position or can be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade IV California Department of Public Health Water Treatment Operator Grade II

California Water Environment Association Collection System Maintenance Grade III .

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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PROJECT MANAGER

DEFINITION

Responsible for general management of a major project of moderate scope; perform complex professional project management work as a team member for capital and operating projects and strategic issues within District policies; provides assistance to the District Engineer and staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; participates in and review initiation, planning, change management, control, and close-out procedures; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a management level class with responsibilities focused on planning and implementation of District projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background in project and construction management, as well as skill in coordinating work with contractors, developers, public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Coordinates with District Engineering staff and outside engineering consultants for the design, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.
- Prepares contract bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts studies, evaluates alternatives, makes recommendations, prepares and present reports for the Board of Directors.

- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Conducts field inspections of new public sewer systems and/or repairs made by contractors, owners, other agencies and district crews.
- Participates in District long and short-range improvement and preventive maintenance activities.
- Directs and oversees the work of contractors and support staff on a project or day-to-day basis; instructs staff in work procedures.
- Estimates and maintains budget for expenditures related to planning, design, and construction of capital improvement projects.
- Procures necessary project permits from regulatory agencies.
- Coordinates getting easements and property associated with project needs.
- May act as the District's liaison with a variety of committees, commissions, construction, and design engineers, developers and represents the District and the department in meetings with other public, regulatory and private organizations.
- Assists in the planning and administration of the capital improvement budget.
- Prepares a variety of written correspondence, reports, plans, procedures, ordinances and other written materials.
- Maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District infrastructure development and maintenance.
- Principles and practices of public bidding and contracting processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Computer applications related to the work, including project management software.
- Applicable laws, codes and regulations.
- Water distribution and wastewater collections systems.
- Practices of evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Developing and administering contracts for professional services and construction in a public agency setting.
- Evaluating alternatives, making sound recommendations, and preparing effective staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Instructing staff in work procedures.
- Working under pressure and coordinating numerous activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in construction management or a related field.

Experience:

Five years of increasingly responsible professional project and construction management experience in the management, development, and completion of redevelopment/economic development programs, preferably in a public agency setting. Water and Wastewater experience highly desirable.

License:

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt – Not eligible for overtime

Bargaining Unit: Teamsters Unit, Local 890



Marina Coast Water District

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SYSTEM OPERATOR I SYSTEM OPERATOR II

DEFINITION

Under direct and general supervision, learns and performs a variety of semi-skilled and skilled work in support of all District water treatment, distribution, and wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; assists in performing underground televised wastewater collection main inspection and hydrocleaning of wastewater collection lines; assists in inspecting and performing preventive maintenance, servicing and mechanical repair of potable water booster pump stations, wastewater lift stations and mobile equipment; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Operations and Maintenance Supervisor, and the System Operator III as needed. General supervision is given by the Operations and Maintenance Superintendent. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

System Operator I is the entry-level class into this operations and maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all equipment. Incumbents will be assigned to roving maintenance crews to be trained in water distribution and wastewater collection systems maintenance in all locations of the District. This class is alternately staffed with System Operator r II and incumbents may advance to the higher level after gaining the knowledge, skills, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

System Operator II is the experienced-level class, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment, distribution and wastewater collection systems maintenance in all locations of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the System Operator III, by the latter's lead, special assignment and advanced training and certification requirements.

EXAMPLES OF DUTIES (Illustrative Only)

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains, manholes, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection mains
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.

When performing the water distribution systems assignment:

- Inspects underground water mains and service laterals and associated appurtenances to locate leaks, and breaks
- Installs potable water pipelines, fittings, valves and fire hydrants; taps and repairs water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.
- May learn and perform water desalination plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing all assignments:

- Completes work orders initiated by customer service staff or assigned by supervisor according to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.

- Operates heavy equipment and vehicles such as backhoe, vactor/jetter, dump truck, forklift, lift truck and hydro-cleaning equipment.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Marks the location of underground water and wastewater collection lines in response to USA requests.
- Maintains accurate records of work performed.
- May maintain external District premises including weeding, painting, basic carpentry and other tasks as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection mains, manholes and pump/lift stations.
- The operation, cleaning and preventive maintenance of water treatment, distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations.
- Operating, maintaining and repairing water desalination and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.

- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

System Operator I: Equivalent to graduation from high school and a course of specialized training covering the fundamentals of water supply principles.

System Operator II: Equivalent to graduation from high school with specialized coursework or training in a technical field that includes the fundamentals of water supply principles and two years of experience in water distribution and wastewater collection systems at a level equivalent to that of a MCWD System Operator II.

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field that may include physical, chemical or biological science.

Licenses and Certifications:

System Operator I: Must possess and maintain a valid California class C driver's licenses and have a satisfactory driving record. Must obtain within the probationary period a valid California class B driver's license (and continue to maintain). The following certifications must be obtained within 36 months of appointment date:

California Department of Public Health Water Distribution Operator Grade I, California Department of Public Health Water Treatment Operator Grade I, California Water Environment Association Collection System Maintenance Grade I.

System Operator II: Must possess and maintain a valid California class B and C driver's licenses and have a satisfactory driving record. The following certifications are required at time of appointment:

California Department of Public Health Water Distribution Operator Grade II, California Department of Public Health Water Treatment Operator Grade II, California Water Environment Association Collection System Maintenance Grade II,

In order to be eligible for promotion from the System Operator I to the System Operator II, employees must be in possession of all the listed Grade I and Grade II certifications.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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SYSTEM OPERATOR II CROSS CONNECTION CONTROL SPECIALIST

DEFINITION

Under direct and general supervision, performs a variety of skilled work in support of all District water treatment, distribution, and wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; makes cross connection control inspections and determines the need for the installation of approved backflow prevention assemblies at water and recycled water customer connections based on assessed level of hazard present at the premises; ; assists in inspecting and performing preventive maintenance, servicing and mechanical repair of potable water booster pump stations, wastewater lift stations and mobile equipment; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Assistant Operations and Maintenance Superintendent, and the Lead Operator as needed. General supervision is given by the Operations and Maintenance Superintendent. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

System Operator II is the experienced-level class, capable of performing a wide variety of independent work to ensure that District systems and facilities are maintained in a safe and effective working condition. Incumbents spend a majority of time out in the field conducting inspections to ensure proper installation and to verify that on site connections exist and following up with customers to ensure compliance with the District's Cross Connection Control Program requirements. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the Lead Operator, by the latter's lead, special assignment and advanced training and certification requirements.

EXAMPLES OF DUTIES (Illustrative Only)

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance and emergency basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and maintain wastewater collection lines on a scheduled or emergency basis.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.

- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water mains and associated appurtenances to locate leaks, and breaks on a scheduled preventive maintenance and emergency basis.
- Installs potable water mains, fittings, valves and fire hydrants; taps and repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Performs sampling of the water distribution system and may perform routine chemical, biological and physical analysis as required.
- Repairs, replaces and may read water meters. May learn and perform water-treatment plant operations and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.

When performing Cross Connection Control functions:

- Conduct cross connection control surveys in order to identify water user premises where cross connections are likely to occur and assess the level of hazard present at the premises.
- Inspects backflow assemblies for correct installation to meet District requirements.
- Develops and implements a periodic inspection schedule to ensure annual testing; notifies customers of need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance and maintains backflow database.
- Approves the installation of backflow prevention devices at the time of final inspection of new and remodeled residential and commercial properties.
- Consult with and advise others in the correction or elimination of cross connection hazards.
- Inspect the backflow equipment installation work performed by contractors.
- Completes work orders initiated by customer service staff or assigned by supervisor according to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Maintains accurate records of work performed.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and/or wastewater collection systems, including underground water and wastewater collection lines and pump/lift stations.
- All phases of cross connection control; procedures for inspection, cleaning, installation, removal and repair of backflow prevention devices; proper use of all tools, equipment and supplies used in all phases of the cross connection control program.
- Principles and practices of safety related to areas of assignment and procedure for maintaining records of work activity and equipment usage.
- Testing, calibration, maintenance and repair of testing equipment used in the, installation, repair and testing of backflow assemblies.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled work related to the installation, inspection, maintenance and repair of underground water distribution and wastewater collection lines and pump and lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

System Operator II: Equivalent to graduation from high school.

Experience:

System Operator II: Two years of journey-level experience in both water distribution and wastewater collection systems and the installation, maintenance and repair of pumping equipment, including valves, pumps and motors, or an equivalent combination of training and experience.

Licenses and Certifications:

System Operator II – Backflow: Must possess or obtain within the probationary period a valid California class B and C driver's licenses and have a satisfactory driving record. The following certification must be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade II, California Department of Public Health Water Treatment Operator Grade II, California Water Environment Association Collection System Maintenance Grade II. American Water Works Association Cross Connection Control Program Specialist American Water Works Association Backflow Prevention Assembly General Tester

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position will require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment. This work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

SYSTEM OPERATOR III

DEFINITION

Under general supervision, provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; performs underground televised water and wastewater line inspection and hydrocleaning of wastewater collection lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; acts as the Operations and Maintenance Supervisor on a relief basis; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent and the Operations and Maintenance Supervisor. Direct supervision is exercised as required. Crew direction and training in safety and work procedures are provided to field operations and maintenance staff on an as-needed basis.

CLASS CHARACTERISTICS

The Operator III is the skilled, advanced journey-level class that participates in all District activities required to ensure that systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas, depending upon the immediate needs of the District. This may include water treatment and distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that the District meets all regulatory agency requirements. The incumbent troubleshoots and performs repair on a variety of mechanical and electrical equipment as well as providing training, guidance and oversight to staff as assigned. This class may also be assigned to special projects and additional administrative responsibilities. This class is distinguished from the Operations and Maintenance Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

EXAMPLES OF DUTIES (Illustrative Only)

When performing all assignments:

- Troubleshoots problems in water treatment and distribution and wastewater collection systems, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills, leakages and damage as required.

- Acts as crew leader on a day to day basis; acts for the Operations and Maintenance Supervisor on a relief basis.
- Trains, directs and reviews the work of less experienced staff.
- Performs the full range of Operator duties, such as:

When performing the wastewater collection systems assignment:

- Inspects underground wastewater collection mains and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled preventive maintenance basis.
- Installs, maintains and repairs wastewater collection mains.
- Operates hydro-cleaning equipment to clean and flush wastewater collection lines on a scheduled or emergency basis.
- Repairs and maintains, manholes, cleanouts, catch basins and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service and repair television inspection and specialty hydro-cleaning equipment.
- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shut-downs; explains applicable rules and regulations.

When performing the water distribution systems assignment:

- Inspects underground water pipes and associated appurtenances to locate leaks, breaks and infiltration on a scheduled preventive maintenance basis.
- Installs potable water mains, fittings, valves and fire hydrants; taps, repairs and replaces water service lines.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Inspects pumping stations on a scheduled basis; reads and records flow meters and gauges; performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Learns and performs chlorination of the water distribution system and the maintenance of chlorination equipment.
- Learns and performs sampling of the water distribution system and may perform routine chemical and physical tests.
- Repairs, replaces and may read water meters.
- May learn and perform water treatment plant operations and operation of water treatment and distribution control equipment such as telemetry controls, chemical feeders, chlorinators and hypochlorite generators.
- May learn and perform handling of water treatment instrumentation and control equipment.

When performing special projects or other administrative duties:

- May conduct purchases and order parts, supplies and safety equipment.
- May act as liaison between the District and contractors, vendors and other public agencies that provide services to the District and supervise the work of same; process purchase orders and invoices from suppliers, vendors, contractors and agencies in a timely manner.
- May dispatch emergency and non-emergency two-way communications to operations & maintenance crews.
- May support the efforts to implement and maintain the District's backflow program.
- With the Operations and Maintenance Superintendent's guidance, may develop work plans for the operations and maintenance department; identify issues, problems and set goals.
- May implement safety awareness program and training and ensure District compliance with federal, state and local safety laws and regulations.
- File reports with the appropriate federal, state and local authorities on sewage spills and other damager as required by law.
- Maintain reports, records and files related to work.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump and wastewater lift stations.
- Operating, maintaining and repairing water treatment and distribution facilities and equipment.
- Performing servicing and minor maintenance on a variety of stationary and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.

- Safely using hand and power tools related to the work and driving and operating trucks and hydrovactor equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Maintaining accurate records of work performed.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Experience:

Equivalent to graduation from high school and three years of skilled maintenance experience in both water distribution and wastewater collection systems or three years at a level equivalent to that of MCWD System Operator II.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that includes the fundamentals of water supply principles and one year of experience in water technology to include distribution, treatment or wastewater collection systems.

Licenses and Certifications:

Must possess a valid California class B and C driver's license and have a satisfactory driving record. The following certification is required within 24 months from appointment date:

California Department of Public Health Water Treatment Operator Grade II, California Department of Public Health Distribution Operator Grade III, California Water Environment Collections System Maintenance Grade III.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pumping/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
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UTILITY LABORER

DEFINITION

Under general supervision, responsible for performing (at a semi-skilled level) general building and grounds maintenance and repair work; to keep assigned areas and buildings in a clean, neat and orderly condition; to perform a variety of tasks relative to assigned area of responsibility.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may/not performs all these tasks and/or may perform similar related tasks not listed here:

- Cleans and removes debris and trash from parking lots, buildings and yards; washes vehicles and cleans interiors; pressure cleans heavy equipment, trucks and tools
- Changes oil, fluids, filters, batteries, and fuses in vehicles;
- Cleans spills and breakage, washes, vacuums, sweeps, mops and dusts; sets up and takes down meeting equipment; picks up, delivers and moves boxes, furniture, supplies, parts and materials. Requisitions supplies for restocking. Inspects for safety hazards or maintenance needs, prepares and submits work orders;
- Sweeps paved areas, curbs, and gutters; cleans debris from drains and catch basins, seeds, mows and trims grass, cuts and pulls weeds, trims, prunes, and plants bushes and trees. Irrigates and applies fertilizer. Prepares new landscaped areas, installs irrigation systems; identifies pest and weed control needs of grounds surrounding operations and remote pump stations;
- Identifies and obtains materials, supplies and equipment needed to accomplish maintenance and repair projects. Prepares walls, ceilings and floors, metal, asphalt and cement surfaces for repairs, alterations and painting. Digs holes and trenches, cuts and removes existing wood and metal materials and structures;
- Blasts, sands and patches surfaces. Mixes, sprays and brushes paint to interior and exterior surfaces of buildings, paved and cemented areas, tanks, metal equipment and fences;
- Cleans hallways, offices, lobbies, ceilings and ceiling fans, light fixtures, interior glass, blinds, doors; wash windows, mirrors and walls; empties, cleans and sanitizes waste receptacles and ash trays; replaces light bulbs and tubes;
- Sweeps, vacuums, mops, waxes, strips and polish floors; vacuums and shampoos carpets and rugs;
- Performs other assigned work consistent with the responsibilities of the classification.

QUALIFICATIONS

Knowledge of:

- Methods, materials and tools used in building maintenance and construction, landscape maintenance, and irrigation systems;
- Techniques used for servicing vehicles, power tools and equipment in routine building and repair;
- Cleaning supplies, equipment and custodial methods;
- Proper materials and procedures used for cleaning purposes;
- Basic tools used in routine building and equipment maintenance and repair;

Ability to:

- Clean and care of assigned area and facilities;
- Perform minor building maintenance and repair work;
- Use a variety of custodial equipment, supplies and materials;
- Exhibit a high customer service priority;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Purchase and inventory supplies;

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of building and grounds maintenance experience. Minor vehicle servicing is preferred.

Education/Training:

High School diploma or equivalent

License of Certificate:

Possession of an appropriate, valid driver's license.

Working Conditions

Field environment; travel from site to site; exposure to potentially hazardous chemicals.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 pounds; walking, standing, squatting, kneeling, or sitting for prolonged periods of time; bending; ascending and descending ladders and exterior walkways; visual and mental acuity.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association



Marina Coast Water District

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WATER CONSERVATION SPECIALIST III

DEFINITION

Under general direction, performs professional level duties in the District's residential, commercial, and landscape water conservation programs; developing programs to promote water conservation; conducting field audits and providing consultation on residential and landscape water conservation methods; responding to customer inquiries or complaints; and analyzing data and preparing reports on water conservation issues.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Water Conservation Specialist III. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Water Conservation Specialist I

Positions in this classification are distinguished from that of Water Conservation Specialist III in that the latter has overall programmatic responsibility for the water conservation program including the evaluation and supervision of staff. This is the entry-level class within the professional Water Conservation Specialist series. Individuals in this class perform a wide range of conservation department duties, initially under close supervision. As experience and proficiency are gained, assignments become progressively more diversified while supervision gradually decreases. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with skill and training of the incumbent. This class is flexibly staffed with the Water Conservation Specialist II and incumbents may advance to the higher level after gaining the knowledge, skills, and experience which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. Advancement from the Water Conservation Specialist I level to the Water Conservation Specialist II level is in accordance with District policies and procedures, including receiving recommendation for advancement from the respective Department Manager or designee.

Water Conservation Specialist II

This is the advanced-level classification within the professional Water Conservation Specialist series. This class is distinguished from the Water Conservation Specialist I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Individuals in this position typically have two years of experience in the field of water conservation and have achieved proficiency in a wide range of conservation department duties. Positions may be filled by advancement from the Water Conservation Specialist I level, or by recruiting an outside candidate with substantial proficiency in a wide range of conservation duties. Incumbents

are expected to perform a wide variety of professional Water Conservation duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents and the ability to choose among alternatives in solving many problems. A Water Conservation Specialist II is expected to work productively in the absence of a supervisor. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Conservation Specialist III position by the latter's supervisory role, special assignments, and advanced training and certification and has overall responsibility for the Conservation Departmental functions.

EXAMPLES OF DUTIES (Illustrative Only):

Water Conservation Specialist I

- Assist with the operation and support of water conservation programs with particular focus on new developments, outside irrigation practices, and associated public information campaigns.
- Solicit, schedule, and conduct water audits of residential, commercial and industrial, and large turf customers. Provide support for Water Conservation programs, such as the District's Ultra Low Flow Toilet program, as appropriate.
- Gather and analyze data, and make written reports to site owners, managers, and other District departments which outline suggestions for water system use improvements.
- Respond to customer inquiries or complaints, schedule appointments and provide assistance regarding irrigation or water use problems.
- Support rebate incentive program outreach and process rebates.
- Assist in development and distribution of public information.
- May assist in District's water education program including working with local elementary and secondary school programs.
- Partner with external agencies and businesses and collaborate on conservation issues.
- Use a personal computer to enter, maintain, and analyze data, and prepare reports and correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using the principles of good customer service.
- Assist staff with special water conservation projects, as required.
- Perform related duties as assigned.

Water Conservation Specialist II (in addition to the above)

- Provide technical expertise and advice on building or landscape projects, landscape plan review support and develop public information materials relative to the water conservation program.
- Attend and make presentations at community workshops or events, and assist in publicizing the District's water conservation programs. May be required to occasionally work at weekend water conservation events or at after-school programs.
- Represent the District at professional or industry group meetings and generally remain current on new developments in the field of water conservation.

- Make recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting good water management practices.
- Partner with external agencies and businesses and collaborate on conservation issues.
- Train and provide guidance to Water Conservation Interns, establish their work assignments, manage their workloads and assist them with more technically difficult problems.
- Develop and manage Water Conservation programs, such as the District's Ultra Low Flow Toilet program, as appropriate.
- Perform related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Water Conservation Specialist I

Knowledge:

- General principles and practices of data processing and its applicability to water conservation and municipal operations.
- Basic arithmetic and statistical techniques for analyzing water consumption data.
- Applicable Federal and State laws; District and Department regulations, codes, policies, and procedures.
- Basic standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Recordkeeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Current techniques, practices, and institutional processes related to water conservation.
- General principles and practices of landscape management methods for commercial, institutional and residential applications.
- The types and characteristics of water conserving plants, landscape designs, soils, turf grasses, and irrigation systems.
- Evapotranspiration and its application to landscape water management.
- Residential, commercial, industrial and institutional water conservation devices, materials and practices.
- Word-processing, spreadsheet and other computer applications related to water conservation applications.

Skills:

- Build and maintain positive working relationships with the public, vendors, District staff and Board members.
- Accurately respond to inquiries in person or by telephone of water conservation functions and analysis.
- Read, write and speak English effectively to communicate in person or over the telephone.
- Analyzing water consumption data and information using established criteria in order to identify and select alternatives and solutions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Abilities:

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make accurate water conservation related arithmetic and statistical computations.
- Understand written sentences and paragraphs in work-related documents.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet crucial time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications and programs, including specific spreadsheet and database programs at an intermediate to advanced level.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Water Conservation Specialist II

All knowledge, skills and abilities as that of the Water Conservation Specialist I required including:

- Analyze water consumption data and draw sound conclusions and recommendations.
- Recommend modifications to existing conservation policies, strategies, and/or methods to meet unusual water consumption and conditions.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Work independently, without close supervision, in the office and the field.
- Market, organize and conduct effective water conservation and water auditing programs.
- Read and interpret complex technically written materials, landscape and building plans.
- Prepare for and attend various community and civic meetings and/or functions and make presentations on behalf of the District.
- Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence. Speak effectively to large groups.

- Analyze water conservation problems and make practical independent decisions and recommendations based on findings.
- Use a variety of tools, devices, and equipment specific to water conservation activities. Provide technical and functional supervision to other staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities. A typical way to obtain the minimum knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field. Two years of experience in a water conservation program, or landscape design or irrigation design.

OR

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field. Four years of experience in a water conservation program, or landscape design, irrigation or design.

Formalized training in water conservation and irrigation auditing methods may be substituted for the listed academic majors.

License or Certificate:

Must possess and maintain a valid California class C driver's licenses and have a satisfactory driving record. The following certifications are desired but not required, AWWA Water Use Efficiency Practitioner Certification Grade I or higher, Irrigation Association Landscape Irrigation Auditor and/or Landscape Manager Certification, SWRCB DDW Grade I Water Distribution Operator and/or Treatment I Operator certification.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-Exempt – Eligible for overtime

Bargaining Unit: Marina Coast Water District Employees Association



Marina Coast Water District

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WATER CONSERVATION SPECIALIST III

DEFINITION

Under general direction, performs professional level duties in the District's residential, commercial, and landscape water conservation programs, including developing programs to promote water conservation, conducting field audits and providing consultation on residential and landscape water conservation methods, responding to customer inquiries and complaints, and analyzing data and preparing reports on water conservation issues; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Operations and Maintenance Superintendent. Direct supervision of Water Conservation Specialist I/II and Intern staff is exercised.

CLASS CHARACTERISTICS

This single position class has overall programmatic responsibility for the water conservation programs. Successful performance of the work requires a professional background as well as skills in coordinating work with those of other District departments and public agencies and dealing with the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Recommends and assists in the implementation of program goals and objectives; establish schedules and methods for District water conservation programs; implements policies and procedures.
- Researches and designs water conservation programs; develops, implements and administers program work plans; prepares reports and analyses regarding program operations and evaluation.
- Develops and executes program-marketing plans including reviewing, proposing, and developing program literature and outreach materials.
- Coordinates program administration with local and state agencies including compilation of reports.
- Partner with external agencies and businesses to collaborate on conservation efforts.
- Oversee the District's water education program including working with local elementary and secondary school programs and make recommendations for continuous improvement to the programs.
- Solicits, schedules and conducts water audits of residential, commercial and industrial customers.
- Gathers and analyzes data and makes recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting effective water management practices.

- Responds to customer inquiries or complaints and provides technical assistance regarding irrigation or water use problems.
- Ensures adherence to District ordinances, resolutions and other District requirements. Monitors and evaluates developments in water conservation technologies and techniques; incorporate new developments into programs.
- Plans, coordinates and staffs special events, workshops, and professional seminars; makes presentations to community and other groups.
- Participates in a lead capacity in the Conservation budget preparation; prepares cost estimates for budget recommendations; submits justifications for water conservation program activities; monitors and controls program expenditures.
- Prepares a variety of written correspondence, reports, plans, procedures and other written materials.
- Maintains accurate records and files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of natural resource management, water conservation, landscape maintenance and irrigation systems.
- Principles and practices of public information services.
- Equipment and materials used in preparing and presenting public information services.
- Principles and practices of cost estimation and budget administration.
- Applicable local, state and federal laws, ordinances and rules.
- Computer applications related to the work, including word processing applications.
- Sources of information regarding developments in water conservation technology and practices.
- Practices of researching conservation issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Preparing accurate schedules, budgets, plans, specifications, cost estimates, and reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Equivalent to graduation from a four-year college or university with major course work in environmental planning, public or business administration or a field related to the work. Five years of water conservation experience or related administrative experience, related/ applicable field with at least 3 years in the Water Conservation Specialist II position or equivalent capacity, preferably in a public agency setting.

Licenses and Certifications:

Must possess and maintain a valid California class C driver's license and satisfactory driving record. The following certifications are desired but not required, AWWA Water Use Efficiency Practitioner Certification Grade III or higher, Irrigation Association Landscape Irrigation Auditor and/or Landscape Manager Certification, SWRCB DDW Grade I Water Distribution Operator and/or Treatment I Operator certification.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-Exempt – Eligible for overtime

Bargaining Unit: Marina Coast Water District Employees Association