

TABLE 1
MOWD Job Classifications and Salaries
FY 2017-2018

Step	Utility Worker		Utility		Field		A/R		Office		
	Trainee	Worker I	Worker II	Worker II	Supervisor	Admin Asst	Clerk	strator	Admini-	General	
1	\$38,481	\$42,426	\$54,147	\$65,816	\$35,355	\$45,123	\$57,589	\$60,469	\$63,492	\$66,667	up to
2	\$40,405	\$44,547	\$56,855	\$69,107	\$37,122	\$47,379	\$60,469	\$63,492	\$66,667	\$70,000	\$136,000
3		\$46,774	\$59,697	\$72,562	\$38,979	\$49,748	\$63,492	\$66,667	\$70,000	\$136,000	
4		\$49,113	\$62,682	\$76,190	\$40,928	\$52,235	\$66,667	\$70,000	\$136,000		
5		\$51,569	\$65,816	\$80,000	\$42,974	\$54,847	\$70,000	\$136,000			

Notes: Step 5 of a position/range is available but advancement is not automatic.
 Steps within a range vary by 5%, compounded.

Meiners Oaks Water District

Job Description Field Supervisor/Foreperson

Salary ranges from \$ 65,816 - \$ 80,000
Non-exempt

1. General Job Description

Works under the direction of the General Manager, independently, and as a member of the crew. Duties include; Meter reading, meter replacements, and flow testing, maintenance and submittal of records and documents to the general manager and the State of California and, all other duties as directed.

2. Qualifications

- Knowledge of chemical water treatment and methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Make reports and record figures accurately. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others.

3. Possession of the following

- Must have a valid class" C" California driver's license
- Must be a certified Water Distribution Operator Grade 2 issued by the California State Water Resources Board
- Must be a certified Water Treatment Operator Grade 2 issued by the California State Water Resources Board
- High School Diploma or GED or equivalent
- The physical ability to pass a fit for duty test and urine analysis

4. Work Hours

- Monday through Friday 8AM to 5PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 30 minute response time to the district while on-call

5. Essential Job Duties

- Cleaning, repair, and maintenance of District facilities inside and out of all District properties.
- Repair any water leaks in water District distribution system, including meters
- Applies weed control chemically around above ground District facilities
- Complete State of California Water Resources Control Board reports
- The maintenance, repair and/or replacement of pumps, motors, valves and water treatment facilities
- Maintains Districts tools and equipment including assigned vehicle
- Reading meters monthly; installs and removes meters; responds to office request for service turn on and turn off calls; locking or unlocking meters.
- Maintain, keep clean and orderly shop and areas around tanks and booster sites
- Responds to water leaks or call outs in the District within 30 minutes of initial call.
- Social Skills- ability to relate cooperatively with members of the public and District personnel
- Must have the ability to assess possible problems with wells and/or boosters and calculate flow

6. Physical Demand, Work Environment or Environmental Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves

fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

7. Personal Protective Equipment

Field employee's must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able don and be fitted for a respirator requiring to be clean shaven at all times.

8. Working Conditions

Must be willing to work weekends, holidays, and off-hour shifts for emergency call back response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

- Rate of pay increases will vary upon merit/cola
- Beginning pay rate will DOQ
- Compensation hourly
- Must remain within 30 minute response time to the district while on-call

Employee Signature Date

Revised 8/04/17

Meiners Oaks Water District

Job Description Utility Worker II

**Salary \$ 54,147 - \$ 65,816
Non-exempt**

1) General Job Description

Works under general supervision, reads meters, assists in pipeline repair, replacement, and basic operations of the district. Including, maintaining written records, replacement of meters, meter testing, and other related duties as directed.

2) Qualifications

Knowledge of chemical water treatment and methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Make reports and record figures accurately. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others

3) Possession of the following

- Knowledge of construction tools and equipment; knowledge of district operations and materials used in potable water transmission systems
- Must have a valid class "C" California driver's license
- Must be a certified Water Distribution Operator Grade 2 issued by the California State Water Resources Board
- Must be a certified Water Treatment Operator Grade 2 issued by the California State Water Resources Board
- High School Diploma or GED
- The ability to pass a fit for duty test and urine analysis

4) Work Hours

- Monday through Friday 8am to 5PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 30 minute response time to the district while on-call

5) Essential Job Duties

- Cleaning, repair, and maintenance of District facilities inside and out of all District properties.
- Repair any water leaks in water District distribution system, including meters
- Applies weed control chemically around above ground District facilities
- Complete State of California Water Resources Control Board reports
- The maintenance, repair and/or replacement of pumps, motors, valves and water treatment facilities
- Maintains Districts tools and equipment including assigned vehicle
- Reading meters monthly; installs and removes meters; responds to office request for service turn on and turn off calls; locking or unlocking meters.
- Maintain, keep clean and orderly shop and areas around tanks and booster sites
- Responds to water leaks or call outs in the District within 30 minutes of initial call.
- Social Skills- ability to relate cooperatively with members of the public and District personnel
- Must have the ability to assess possible problems with wells and/or boosters and calculate flow

6) Physical Demand, Work Environment or Environmental Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves

fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

7. Personal Protective Equipment

Field employee's must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able don and be fitted for a respirator requiring to be clean shaven at all times.

8. Working Conditions

Must be willing to work weekends, holidays, and off-hour shifts for emergency call back response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

- 6 month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Employee Signature Date

Revised 8/9/2017

Meiners Oaks Water District

Job Description Utility Worker I

**Salary \$ 42,426 - \$ 51,569
Non-Exempt**

1) General Job Description

Works under direct supervision, reads meters, assists in pipeline repair, replacement, and basic operations of the district. Including, maintaining written records, replacement of meters, meter testing, and other related duties as directed.

2) Qualifications/ Possession of the following

- Must have a valid class "C" California driver's license
- Must be a certified Water Distribution Operator Grade 1 issued by the California State Water Resources Board
- Must be a certified Water Treatment Operator Grade 1 issued by the California State Water Resources Board
- Must obtain T- 2 and D-2 certificate to move up to next level
- High School Diploma or GED
- The ability to pass a fit for duty test and urine analysis

3) Basic Work Hours

- Monday through Friday 8AM to 5PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 30 minute response time to the district while on-call

4) Essential Job Duties

- Clean, repair, maintenance of district building in and out and grounds
- Repair any water leaks in the water district distribution system, including meters
- Applies weed control chemically around above ground district facilities
- Maintenance, repair and/or replacement of pumps, motors, valves and water treatment facilities
- Maintains districts tools and equipment. This includes the vehicle
- Reading meters; installs and removes meters; responds to office requests for service turn on and turn off calls; locking or unlocking meters; maintain access to meters and fire hydrants by cleaning away soil, debris, weeds, etc.
- Maintain, keep clean and orderly shop and areas around tank
- Responds to water districts emergencies.
- Willingness to work rotating shifts including nights, weekends, holidays and overtime as assigned

5) Physical Demand, Work Environmental or Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

6) Personal Protective Equipment

Field employee's must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able don and be fitted for a respirator requiring to be clean shaven at all times.

7) Working Conditions

Must be willing to work weekends, holidays, and off-hour shifts for emergency call-outs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

- 6 month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Employee Signature Date

Meiners Oaks Water District

Job Description Utility Worker Trainee

**Salary \$ 38,481 - \$ 40,405
Non-Exempt**

1) General Job Description

Works under direct supervision, reads meters, assists in pipeline repair, replacement, and basic operations of the district. Including, maintaining written records, replacement of meters, meter testing, and other related duties as directed.

2) Qualifications/ Possession of the following

- Must have a valid class "C" California driver's license
- Must be able to pass Water Distribution Operator Grade 1 test issued by the California State Water Resources Board within 2 years of hire date
- Must be able to pass Water Treatment Operator Grade 1 test issued by the California State Water Resources Board within 2 years of hire date
- Must obtain T- 1 and D-1 certificate to move up to next level
- High School Diploma or GED
- The ability to pass a fit for duty test and urine analysis

3) Basic Work Hours

- Monday through Friday 8AM to 5PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 30 minute response time to the district while on-call

4) Essential Job Duties

- Clean, repair, maintenance of district building in and out and grounds
- Repair all water leaks in the water district distribution system, including meters under direct supervision
- Applies weed control chemically around above ground district facilities
- Maintenance, repair and/or replacement of pumps, motors, valves and water treatment facilities
- Maintains districts tools and equipment. This includes the vehicle
- Reading meters; installs and removes meters; responds to office requests for service turn on and turn off calls; locking or unlocking meters; maintain access to meters and fire hydrants by cleaning away soil, debris, weeds, etc.
- Maintain, keep clean and orderly shop and areas around tank
- Responds to water districts emergencies.
- Willingness to work rotating shifts including nights, weekends, holidays and overtime as assigned

5) Physical Demand, Work Environmental or Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.