

# **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 with pipeline repairs, replacement, and basic operations of the district, including, maintaining written records, replacing meters, meter testing, and other related duties as directed.

#### **2) Qualifications/Requirements**

- Must have a valid class "C" California driver's license.
- Must be able to pass the Water Distribution Operator Grade 1 exam issued by the California State Water Resources Board within 2 years of hire date.
- Must be able to pass the Water Treatment Operator Grade 1 exam issued by the California State Water Resources Board within 2 years of hire date.
- Must obtain California T- 1 and D-1 certificates within 2 years of hire date.
- Must have a High School Diploma or GED.
- Must be able to pass a fitness for duty physical examination and a pre-employment drug test.

#### **3) Basic Work Conditions**

- Normal work hours are Monday through Friday, 8 AM to 5 PM.
- Assigned on-call or standby time as necessary.
- Compensation will be made at an hourly rate.
- Must remain within an area that allows a 30 minute response time to the district while on-call.

#### 4) **Essential Job Duties**

The Utility Worker Trainee will perform the following tasks:

- Clean, repair, and maintain district buildings, inside and outside, including grounds.
- Repair water leaks in the water distribution system, and replace/repair meters under direct supervision.
- Apply weed control chemicals around above-ground district facilities.
- Maintain, repair, and replace pumps, motors, valves and water treatment facilities and components.
- Maintain district tools and equipment. This includes vehicles.
- Read meters; install and remove meters; respond to office requests for service turn-on and turn-off calls; lock or unlock meters; maintain access to meters and fire hydrants by cleaning away soil, debris, weeds, etc.
- Maintain, keep clean and orderly areas within and around the shop, warehouse, tanks, and other facilities.
- Respond to water district emergencies.
- Must be willing to work rotating shifts including nights, weekends, holidays and overtime as assigned.

#### 5) **Physical Demands and Work Environment**

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 90 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally-distraught public and private representatives, staff, and contractors in interpreting and enforcing district policies and procedures.

**6) Personal Protective Equipment**

Field employees must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and, when required, be able to don and be fitted for a respirator, requiring parts of the face to be cleanly 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 job 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

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Employee Signature                      Date

# **Meiners Oaks Water District**

## **Job Description**

### **Utility Worker I**

**Salary \$ 42,426 – \$ 51,569**

**Non-Exempt**

#### **1. General Job Description**

Works under direct supervision, read meters, assists with pipeline repair, replacement, and basic operations of the district, including maintaining written records, replacing meters, meter testing, and other related duties as directed.

#### **2. Qualifications/Requirements**

- Must have a valid class "C" California driver's license.
- Must be a certified Water Distribution Operator Grade 1, as issued by the California State Water Resources Board.
- Must be a certified Water Treatment Operator Grade 1, as issued by the California State Water Resources Board.
- Must have T- 2 and D-2 certificates.
- Must have a High School Diploma or GED.
- Must be able to pass a fitness for duty physical exam and pre-employment drug test.

#### **3. Basic Work Hours**

- Normal work hours are Monday through Friday 8 AM to 5 PM.
- Assigned on call or standby time.
- Compensation will be made at an hourly rate.
- Must remain within an area that allows a 30 minute response time to the district while on-call.

#### **4. Essential Job Duties**

The Utility Worker I will perform the following tasks:

- Clean, repair, and maintain district facilities inside and outside, at all District properties.
- Repair any water leaks in the water district distribution system, and repair replace water meters.
- Apply weed control chemicals around above ground district facilities.
- Maintain, repair, and replace pumps, motors, valves and water treatment facilities
- Maintain district tools and equipment. This includes vehicles.
- Read meters; install and remove meters; respond to office requests for service turn-on and turn-off calls; lock or unlock meters; maintain access to meters and fire hydrants by cleaning away soil, debris, weeds, etc.
- Maintain, keep clean and orderly areas within and outside the shop, warehouse, tanks and other facilities.
- Respond to water district emergencies.
- Willing 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. 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, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally distraught public and private representatives, staff, and contractors in interpreting and enforcing district policies and procedures.

## **6. Personal Protective Equipment**

Field employees must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able to don and be fitted for a respirator requiring parts of the face to be cleanly 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

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Employee Signature                      Date

# **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 with pipeline repair, replacement, and basic operations of the district, including maintaining written records, replacing meters, meter testing, and other related duties as directed. This position is similar to a Utility Worker I, but with additional knowledge and experience.

#### **2) Qualifications**

Must possess 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. Makes reports and records figures accurately. Follows oral and written instructions both for job functions and safety requirements of the District. Establishes and maintains effective relationships with others.

#### **3) Requirements**

- Knowledge of construction tools and equipment; knowledge of district operations; and familiarity with materials and equipment used in potable water systems.
- Must have a valid class "C" California driver's license.
- Must be a certified Water Distribution Operator Grade 2, as issued by the California State Water Resources Board.

- Must be a certified Water Treatment Operator Grade 2, as issued by the California State Water Resources Board.
- Must have a High School Diploma or GED.
- Must be able to pass a fitness for duty physical examination and pre-employment drug test.

#### **4) Basic Work Conditions**

- Normal work hours are Monday through Friday, 8 am to 5 PM.
- Assigned on-call or standby time as necessary.
- Compensation will be made at an hourly rate.
- Must remain within an area that allows a 30 minute response time to the district while on-call.

#### **5) Essential Job Duties**

The Utility Worker II will perform the following tasks:

- Clean, repair, and maintain district facilities inside and outside, at all District properties.
- Repair any water leaks in the water distribution system, and replace/repair water meters.
- Apply weed control chemicals around above-ground District facilities.
- Complete State of California Water Resources Control Board reports.
- Perform maintenance, repair, and replacement of pumps, motors, valves and water treatment facilities.
- Maintain Districts tools and equipment, including assigned vehicles.
- Read meters monthly; install and remove meters; respond to office requests for service turn-on and turn-off calls; lock or unlock meters.
- Maintain, keep clean and orderly areas around the shop, warehouse, tanks and booster sites.
- Respond to water leaks or call-outs in the District within 30 minutes of the initial call.
- Social Skills - ability to relate cooperatively with members of the public and District personnel.
- Must have the problem-solving abilities to assess possible problems with wells and boosters and to calculate flows and dosages.



## **6) Physical Demand and Work Environment**

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. Must be able to 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. Employees 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 90 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally-distraught public and private representatives, staff and contractors in interpreting and enforcing district policies and procedures.

## **7. Personal Protective Equipment**

Field employees must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and, when required, be able to don and be fitted for a respirator, requiring parts of the face to be cleanly shaven at all times.

## **8. Working Conditions**

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

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Employee Signature      Date

Revised 10/9/2017

# **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. Instructs and supervises other utility worker(s) as necessary. Duties include; operation and maintenance of all district water facilities, meter reading, meter replacements, and flow testing, preparation 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 water treatment and methods, chemicals, tools, and equipment used in mechanical repair work. Ability to direct and 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. Requirements**

- Must have a valid class "C" California driver's license.
- Must be a certified Water Distribution Operator Grade 2, as issued by the California State Water Resources Board.

- Must be a certified Water Treatment Operator Grade 2, as issued by the California State Water Resources Board.
- Must have a High School Diploma or GED or equivalent.
- Must be able to pass a fitness for duty physical examination and pre-employment drug test.

#### **4. Basic Work Conditions**

- Normal work hours are Monday through Friday, 8 AM to 5 PM.
- Assigned on-call or standby time as necessary.
- Compensation will be made at an hourly rate.
- Must remain within an area that allows a 30 minute response time to the district while on-call'

#### **5. Essential Job Duties**

The Field Supervisor will perform the following tasks:

- Clean, repair, and maintain District facilities inside and outside, at all District properties.
- Repair any water leaks in water District distribution system, and replace/repair water meters.
- Apply weed control chemicals around above-ground District facilities.
- Complete State of California Water Resources Control Board reports.
- Perform maintenance, repair and replacement of pumps, motors, valves and water treatment facilities.
- Maintain Districts tools and equipment including assigned vehicles.
- Read meters monthly; install and remove meters; respond to office request for service turn-on and turn-off calls; lock or unlock meters.
- Maintain, keep clean and orderly all areas around the shop, warehouse, tanks and booster sites.
- Respond to water leaks or call-outs in the district within 30 minutes of the initial call.
- Social Skills - ability to relate cooperatively with members of the public and District personnel.
- Must have problem-solving abilities to assess possible problems with wells and boosters, and to calculate flows and dosages.

- Must supervise other utility workers in the completion of these tasks.

## **6. Physical Demand and Work Environment**

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 to 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. Employees 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 90 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally-distraught public and private representatives, staff and contractors in interpreting and enforcing district policies and procedures.

## **7. Personal Protective Equipment**

Field employees must wear, at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able to don and be fitted for a respirator requiring parts of the face to be cleanly shaven at all times.

## **8. Working Conditions**

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

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Employee Signature      Date

# **Meiners Oaks Water District**

Salary Range \$ 35,355 – \$ 42,974

## **Job Description Non-exempt**

### **Accounts Receivable Clerk/Board Secretary**

#### **1) General Job Description**

- Works under the direction of the General Manager and Office Administrator.
- AR clerk must provide excellent customer service, process customer payments, enter them into the billing system, and generate service orders for field personnel.
- AR clerk must also prepare daily bank deposits and perform other secretarial duties such as preparing for meter reading on a monthly basis.
- Other duties will include use and maintenance of the current billing system, preparation and or generation of multiple reports for the General Manager.
- AR clerk will also be responsible for cashing in and out to prepare for each day.
- This job will also be required to cross train with the Office Administrator position for redundancy reasons.

#### **2) Qualifications/Requirements**

- High School Diploma, GED, or Equivalent.
- Must pass a fitness for duty physical examination prior to start date.
- Ability to accurately type a minimum of 40 wpm.
- Applicant must have a High School diploma or GED.
- Must know 10 key by touch.
- Must have basic knowledge in MS Word and Excel.

#### **3) Basic Work Conditions**

- Normal working hours are 8:00 AM to 5:00 PM Monday through Friday.
- Compensation is paid on an hourly basis.
- Overtime is paid for attending Board meetings.

#### **4) Physical Demands**

- Sitting for long periods, standing, lifting, pushing, pulling, carrying (up to 25lbs.), kneeling, stooping, bending and squatting.

#### **5) Other required skills**

- Must have good attention to detail, good communication, and social skills, and the ability to work well with others
- Position requires excellent communication and writing skills including the ability to effectively communicate in both a written and verbal manner in English, with the constituents of the water district and other agency personnel.
- 6 Month Probation Period
- Rate of pay increases are based on merit and COLA
- Beginning pay rate will DOQ

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.

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Employee Signature

Date



Revised 9/9/2017

# **Meiners Oaks Water District**

## **Job Description**

### **Administrative Assistant**

**Salary Range \$ 45,123 – \$ 54,847**

**Non-exempt**

#### **1) General Job Description**

- Works under the direction of the General Manager and Office Administrator.
- Admin. Asst. must provide excellent customer service, process customer payments, entering them into the billing system and generating service orders for field personnel.
- Admin. Asst. must also prepare daily bank deposits and perform other secretarial duties such as preparing for meter reading on a monthly basis.
- Other duties will include use and maintenance of the current billing system, preparation and or generation of multiple reports for the General Manager and Office Administrator.
- Admin. Asst. will also be responsible for cashing in and out to prepare for each day.
- This position will also be required to cross train with the Office Administrator position for redundancy reasons.
- This position may also be required to perform Board Secretary duties.

#### **2) Qualifications/Requirements**

- High School Diploma, GED, or Equivalent
- Must pass a fitness for duty physical examination before start of employment.
- Ability to accurately type minimum of 40 wpm.
- Applicant must have a High School diploma or GED.
- Must know 10 key by touch.

- Must have excellent working knowledge office MS Word and Excel.

### **3) Basic Work Conditions**

- Normal work hours are 8:00 AM to 5:00 PM Monday through Friday.
- Compensation is paid on an hourly basis.
- Overtime is paid for working Board meetings as needed.

### **4) Physical Demands**

- Sitting for long periods, standing, lifting, pushing, pulling, carrying (up to 25 lbs.), kneeling, stooping, bending and squatting.

### **5) Other required skills**

- Must have good attention to detail, good communication, and social skills, and the ability to work well with others.
- Position requires excellent communication and writing skills including the ability to effectively communicate in both a written and verbal manner in English, with the constituents of the water district and other agency personnel.
- Must have problem-solving skills to deal with District problems as they arise.
- 6 Month Probation Period.
- Rate of pay increases are based on merit and COLA.
- Beginning pay rate will DOQ.

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 duties.

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Employee Signature

Date

## **MOWD Job Classifications and Salary Ranges**

### ***Amendments to Current Policy of the MOWD Board of Directors***

Adopted by the MOWD Board of Directors on October 17, 2017

## **FOR BOARD APPROVAL**

October 17, 2017

### **Introduction**

The purpose of this policy is to define job classifications for employment by MOWD and to establish salary ranges for those positions. Our intent is to offer competitive salaries while maintaining the financial integrity of the District. Retaining good employees is essential to ensure the reliability of our water system.

These job classifications and salary ranges will be updated from time to time by MOWD's board.

### **Job Titles and Classifications**

There are 8 possible job positions within MOWD that might be filled:

- Utility Worker Trainee
- Utility Worker I
- Utility Worker II
- Field Supervisor
- Administrative Assistant
- A/R Clerk
- Office Administrator
- General Manager

It is not intended to fill all of these positions at one time. For example, we could hire a Utility Worker I at some point, who could be promoted to a Utility Worker II after a few years, leaving the UW-I position vacant.

### **Salary Ranges in FY 2017-2018**

The salary ranges shown in the Table apply to each of the 8 job positions. Each position is divided into 5 steps. Each step is 5% above or below the adjacent steps. The bottom step (Step 1) of a UW-II position is 5% higher than the top step of a UW-I position. [Since the salaries within and between positions are linked, the spreadsheet is set up so that only the 3 numbers within the solid borders require adjustment; the rest are calculated automatically.]

### **Cost of Living Increase**

It is intended that the Board will adopt an annual cost of living adjustment (COLA) each year along with the annual budget. The COLA will be selected based on published data and the Board's discretion. In that case, all of the salaries in the *MOWD Job Classifications and Salaries* Table will be increased by the same percentage. Employees will normally receive their COLA early in the fiscal year.

Whereas in the past, it has been somewhat vague as to whether employees received salary increases based on merit or COLA, this method makes a clear separation between the two types of salary increases: COLA and merit.

### **Board Secretary**

Either the Office Administrator, Administrative Assistant or A/R Clerk position may serve as Board Secretary, responsible for attending Board meetings and related tasks. While serving in that capacity, the Board Secretary will receive an additional 5% salary, above that shown in the Table. The Board Secretary will still remain eligible for overtime pay for that work.

### **Criteria for Advancing to the Next Step**

An employee may be promoted to the next step of the applicable salary range at the discretion of the general manager. Such a promotion will be based on factors reflecting improvement of an employee's abilities, such as training courses, certifications, increased knowledge, increased responsibility, performance above and beyond during special projects, etc. Step increases will not be considered to be automatic after any given interval of time. It is normally expected that at least one year or more will elapse between step increases.

Step increases are completely independent of COLA increases.

At the general manager's discretion, an employee may be given a partial step increase in salary, between steps, while remaining at his/her present step.

### **Promotions to New Positions**

An employee may be promoted to another position at the discretion of the general manager. However, during the budgeting process each year, the general manager must advise the Board of his intentions for promoting employees the following year. The Board will decide whether or not to fund the new position.

**TABLE 1  
MOWD Job Classifications and Salaries  
FY 2017-2018**

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