



July 2, 2020

**TO:** LOCSO Board of Directors

**FROM:** Ron Munds, General Manager

**SUBJECT: Agenda Item 6G – 7/02/2020 Board Meeting**  
Adopt Resolution #2020-17 Amending the Personnel Policy to Update the Job Description of the Utility Systems Manager.

**President**  
Charles L. Cesena

**Vice President**  
Christine M. Womack

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Marshall E. Ochylski

**General Manager**  
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### **DESCRIPTION**

With impending departure of the current Utility Systems Manager, staff has taken the opportunity to evaluate the current job description for the position. This report provides an overview of the updated job description and salary series.

### **STAFF RECOMMENDATION**

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

***Motion: I move that the Board adopt Resolution 2020-17 amending the District's Personnel Policy by updating the job description and salary series for the Utility Systems Manager position.***

### **DISCUSSION**

The current Utility Systems Manager provided notice that he will be leaving District employment in early July. With the transition, staff used this opportunity to evaluate the position, examine the District's needs moving into the future and the options available to fulfill those requirements. For reference the current job description in the Personnel Policy was last updated in 2003.

The current job description, though adequate for routine operations, does not reflect the importance of the leadership role the position has in the organization and skills required to administer the major capital projects forthcoming including the future challenges to sustain the community's water supply, fee studies that need to be conducted and engineering standards that are in need of updating. Additionally, the District has historically relied heavily on outside engineering support services which has worked well but has come with substantial costs. Staff is proposing adding a pay differential to individuals that successfully move through the recruitment process and have a California Professional Engineering license (P.E.). This strategy would not preclude highly qualified individuals that do not have a P.E. from applying therefore potentially providing the District with applicants with a wide range of experiences and skill sets.

### **FINANCIAL IMPACT**

The proposed changes to the Utility Systems Manager job description does not have a direct fiscal impact to the District since the salary series will remain unchanged. Staff is recommending that the Board approve a 10% pay

differential if the District was successful in attracting and hiring a P.E. for the position. It is anticipated that the increase in salary would be offset by decreasing the District reliance on outside engineering services. To be clear, hiring a P.E. will not eliminate the need for outside engineering assistance but would greatly decrease the number of support hours needed. The following table shows the existing salary series plus the recommended 10% pay differential by step if the District hires a P.E.

<b>Salary Pay Scale Utility Systems Manager (7/1/20)</b>					
	Step A	Step B	Step C	Step D	Step E
Annual	\$91,582.40	\$96,408.00	\$101,233.60	\$106,288.00	\$111,612.80
Monthly	\$7,631.87	\$8,034.00	\$8,436.13	\$8,857.33	\$9,301.07
Hourly	\$44.03	\$46.35	\$48.67	\$51.10	\$53.66
Professional Engineering License					
Annual	\$100,740.64	\$106,048.80	\$111,356.96	\$116,916.80	\$122,774.08

For reference, as of June 15<sup>th</sup>, the District has spent approximately \$30,000 for general engineering support services. This does not include engineering services for capital project such as the design of the South Bay Well Transmission Main Project.

Attachment: Resolution 2020-17  
 Updated Utility Systems Manager Job Description  
 Current Job Description

**RESOLUTION NO. 2020-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT AMENDING  
THE PERSONNEL POLICY TO UPDATE THE JOB DESCRIPTION  
FOR THE UTILITY SYSTEMS MANAGER AND SET THE SALARY SERIES**

**WHEREAS**, the Board desires to provide for prudent management of the LOCSD's Personnel Resources; and

**WHEREAS**, the Board reviewed the proposed amendment to the District Personnel Policy to update the Utility Systems Manager job description and salary series attached herein to the Personnel Policy at a public meeting;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

1. The Personnel Policy is hereby amended to revise section 7200, Utility Systems Manager, as detailed in the attached Job Description, incorporated by reference herein.
2. The FY 2020/21 Salary Series for the position is established as detailed in the attached Job Description, incorporated by reference herein.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 2<sup>nd</sup> day of July, 2020.

\_\_\_\_\_  
Charles L. Cesena  
President, Board of Directors  
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Ron Munds  
General Manager and Secretary to the Board

\_\_\_\_\_  
Jeffrey A. Minnery  
District Legal Counsel



**UTILITY SYSTEMS MANAGER**

**NUMBER: 7200**

**CHAPTER SEVEN – JOB DESCRIPTIONS**

**EFFECTIVE: JULY 2020**

**COMPENSATION:**

<b>Salary Pay Scale Utility Systems Manager (7/1/20)</b>					
	Step A	Step B	Step C	Step D	Step E
Annual	\$91,582.40	\$96,408.00	\$101,233.60	\$106,288.00	\$111,612.80
Monthly	\$7,631.87	\$8,034.00	\$8,436.13	\$8,857.33	\$9,301.07
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**7200 - UTILITY SYSTEMS MANAGER**

The Los Osos CSD (District) offers a 10% higher pay differential in salary to an employee in possession of a California Professional Engineer license upon the date of hire.

**1. GENERAL PURPOSE:**

The Utility Systems Manager will plan, organize, direct and review the activities of the District’s water, drainage operations and related storm water program activities. Manages, supervises and participates in a wide range of capital improvement, maintenance and repair related projects involving the District’s infrastructure for water and drainage facilities in accordance with all applicable regulatory operational, procedural and budget guidelines. Provides professional and technical assistance to outside management, staff and consultants.

**2. DISTINGUISHING CHARACTERISTICS:**

This is an advanced level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements may include evening, weekend and holiday hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Utilities Systems Manager (District Engineer) will be responsible for all District utility operations, including administration of consultant and construction contracts, managing, planning, organizing, developing, directing and reviewing programs related to District’s drainage facilities and the water supply, production, treatment, storage, control, distribution, conservation, metering and customer service programs.

**3. SUPERVISION RECEIVED**

Receives administrative direction from the General Manager.

#### **4. SUPERVISION EXERCISED**

Supervises Water Resource Crew Leader and Utility Billing Specialist, indirect or direct supervision over Water Resource Operators and temporary and/or contract personnel, as assigned.

#### **5. DUTIES AND RESPONSIBILITIES (Illustrative Only)**

- Serves as a member of the District's management team and participate in the development and implementation of District goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.
- Manage and oversee the operations of utilities departments; monitor workload, output, and efficiency of operations; plans, schedules, supervises, reviews, trains, and evaluates the work of assigned staff; holds regular meetings with assigned staff to communicate expectations, receive feedback, resolve problems, and provide required resources for work assignments.
- Oversees the provision of contracted services; prepares specifications and requests for proposals; reviews bids and makes recommendations for contract award; administers and monitors consultant service agreements and public works contracts to ensure compliance.
- Complete and maintain a variety of records and reports including time and materials records, work reports, and cost records.
- Supervise, train, instruct, and motivate employees.
- Recommend and enforce safety requirements and inspect against those standards; assist in maintaining safety records.
- Represent the District in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; process and resolve employee grievances.
- Oversees and assumes responsibility for the District's asset management and inventory programs in collaboration with other District staff.
- Assists in development of Capital Improvement Program projects; prepare budget estimates and other staff reports.
- Evaluate staff's performance and prepare performance evaluation reports in a timely manner.
- Monitor maintenance, repair, and capital improvement budgets of project sites

to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.

- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
- Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.
- Attends Board of Directors and community meetings as required.
- Recommends District policies and implements programs and actions to maintain compliance with local, regional, state, federal laws and programs related to water quality, operations, and public health and safety.
- Coordinates projects with other agencies, teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Develop notification letters and other public information documents as appropriate.

## **6. ADDITIONAL DUTIES**

- Monitors inter-governmental actions affecting Water Operations.
- Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.
- Serves as member and/or leader of various committees or other assigned groups; assures coordination and cooperation.
- Represents the District in related professional organizations as appropriate.
- Performs other duties as assigned.

## **7. KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles and practices as applied to the field of water system design, construction, and operations; laws, codes, and regulations applicable to municipal utility operations; professional, technical, legal, and financial problems involved in municipal programs and projects.
- Skilled in; project management techniques including scheduling, budgeting, enforcement of contract articles, documentation and good contractor-owner relations; cost estimating for public works type projects; specification writing for

construction projects; and plan preparation and development for construction projects.

- Ability to establish and implement goals, objectives, procedures, and priorities; administer the work of multiple functions of the utilities operations organization; prepare and present statistical and descriptive reports; develop and monitor complex capital and operating budgets; provide sound customer service; provide accurate and thorough oral presentations to the public; operate a computer and applicable software; write clear and meaningful correspondence to convey ideas in non-technical terms and to provide technical documentation to back-up recommendations.

## **8. EDUCATION/EXPERIENCE**

An Associate's Degree (undergraduate degree preferred) with major coursework in engineering, public administration or other utility-related studies or a field related to the work which will have provided the required technical knowledge;

And;

Four years of experience in the design, operations and/or maintenance of water distribution and drainage systems including two years at a supervisory capacity or higher

Or,

Have six years of experience in water, drainage and/or utility design, operations or maintenance, three years of which must have been in a supervisory capacity.

Or,

An equivalent combination of education and experience.

## **9. LICENSES/CERTIFICATES**

Valid California Driver's License at time of application AND possession of a D1 and a T2 Certificate.

### **California Professional Engineer License**

Individuals in possession of a California Professional Engineering license qualify for a 10% higher pay differential on each of the five salary steps in this job classification.

## Current Job Description

### 7200 - UTILITY SYSTEMS MANAGER

#### 1. DEFINITION:

The Utility Systems Manager position is an exempt position under the Fair Labor Standards Act. Under direction of the District's General Manager, administers and supervises the operations, maintenance, repair and construction activities of the water, wastewater, drainage, and other utility facilities and systems of the District; and does other related work as required.

#### 2. TYPICAL TASKS:

- plans, organizes, directs, and supervises through subordinates, the operations, maintenance, repair, and construction work of the water, wastewater, drainage and other utility facilities and systems of the District;
- develops budget information, requests, and recommendations;
- working with District engineers, consultants and contractors and through subordinates, determines work priorities, cost estimates, and work methods and project responsibilities including the preparation of master plans for the District's utility operations and facilities, water resource management plans, and other necessary reports and studies;
- is responsible for the efficient operation of water and wastewater treatment plants, water distribution systems, wastewater collection and disposal systems, reservoirs, drainage, storm water and flood control facilities, water pumping stations and all associated District structures and equipment;
- responds to emergencies;
- records and evaluates the results of routine and special laboratory analyses;
- inspects work in progress to ensure that construction, maintenance, and water quality standards are met;
- directs and supervises maintenance problems;
- responsible for supervision, training, and evaluation of subordinate personnel, maintains discipline and good morale among the utility workers;
- responsible for timely submission of required reports to various state and local agencies;
- may attend and participate in various advisory groups and commissions relating to the District's utilities.



- Will be required to respond in storm situations

Secondary to the Utility Systems Manager's responsibilities and in the absence of a Water Resource Crew Leader, acts as the working supervisor and directs the day to day onsite maintenance and operations work being performed at all utility facilities.

### 3. EMPLOYMENT

#### STANDARDS:

##### Knowledge of:

- the principles, methods, materials, and equipment utilized in the maintenance and operation of water, wastewater, drainage and other utility facilities;
- the mechanical and electrical characteristics of pumps, motors, valves, meters, control panels, telemetry systems, and other water and wastewater control measuring devices;
- Federal, State, and local standards required for maintaining water quality.

##### Ability to:

- plan and direct the work of utility crews assigned;
- perform basic mathematics at a level required for job success;
- analyze specific utility problems accurately and take effective action;
- to prepare budgets, and write reports;
- administer an effective safety program;
- establish and maintain effective working relationships;
- communicate effectively orally and in writing;
- meet and deal with the public and co-workers tactfully and courteously;
- perform tasks which involve moderate to heavy physical labor or exertion and or hazardous working conditions. Prior to appointment, the successful candidate must be able to pass a physical examination as required by the District.

Hours: Employees in this position may be required to work holidays, weekends, and irregular hours.

### 5. EDUCATION/EXPERIENCE:

Possession of a valid certificate in wastewater and water facilities appropriate to the District's assigned class of treatment plants or systems, or in the case that the District constructs new facilities, must obtain valid