

CRESTLINE SANITATION DISTRICT

*MEMORANDUM*

**DATE:** 04/11/2024

**TO:** BOARD OF DIRECTORS  
Crestline Sanitation District

**FROM:** DAWN GRANTHAM  
General Manager

**SUBJECT:** SCADA/ Maintenance Technician

**A. RECOMMENDATION**

I am recommending that the Equipment Maintenance Mechanic position be reclassified as SCADA/ Maintenance Technician.

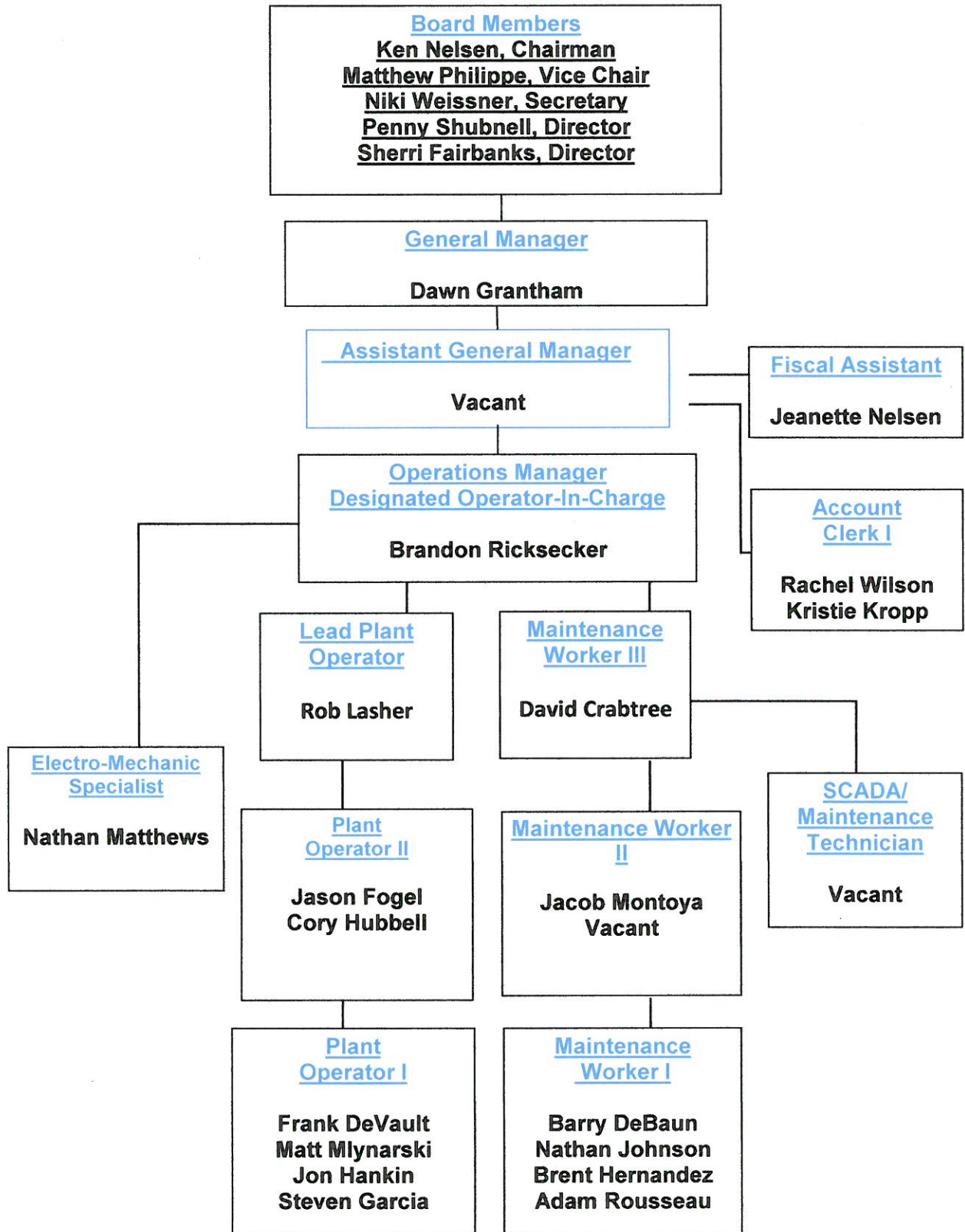
**B REASON FOR RECOMMENDATION**

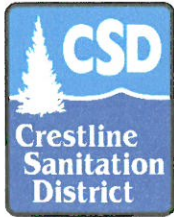
The change in classification will allow us to hire an individual that can assist the Electro-Mechanical Position with electrical and SCADA upgrades.

**C. ATTACHMENTS**

Organizational Chart  
Job Description  
Salary Schedule

# Crestline Sanitation District





**CRESTLINE SANITATION DISTRICT**  
**CLASS SPECIFICATION**

**Job Code: 0008**  
**FLSA Status: Non-Exempt**  
**Bargaining Unit: IBEW**  
**Effective Date: 04/11/24**

**CLASS TITLE: SCADA/ MAINTENANCE TECHNICIAN**

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are not to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, installs, repairs, replaces and performs corrective, preventive and productive maintenance on a variety of automated process information and control equipment, electrical, electronic, pneumatic, hydraulic, and electro-mechanical systems as found in the wastewater treatment plants, District buildings and related facilities; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an experienced-level class responsible for the maintenance and repair of electrical and pneumatic systems and equipment found at the District's wastewater treatment facilities. Under the supervision of the Maintenance Supervisor and direction by the Electrical Mechanical Specialist, responsibilities include inspecting, diagnosing, and attending to issues in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned equipment, facilities, and equipment.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional of different duties from those set forth below to address business needs and changing business practices.*

1. Inspects, installs, modifies, maintains, calibrates and repairs process instrumentation, such as indicators, recorders, flow meters, transmitters, transducers, electric motors, switches, panels, lines, controls, regulators, instrumentation equipment and other equipment related to the pumping and treatment of wastewater.
2. Installs, maintains and repairs various meters, gauges and related instrumentation to acquire treatment process information and control process equipment.
3. Performs preventative maintenance and services equipment according to an established schedule and inspects facilities and equipment to determine the need for major maintenance or repair.
4. Calibrates equipment and instruments on a routine schedule and after repairs; makes unscheduled or emergency repairs as required.
5. Inspects lift stations on a scheduled basis; and performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment, including monitoring and making any necessary updates or repairs to the Supervisory Control and Data Acquisition (SCADA) system applications.
6. May perform maintenance, changes, and upgrades to the SCADA program and the PLC & RTU controllers' configuration and programming.
7. Designs or assists in the design of pump control systems, relay control logic, telemetry design and implementation, PLC application, programming, and implementation.
8. Interprets electrical and electronic schematics, piping and instrumentation drawings, interpret loop diagrams, electrical elementary drawings, wiring diagrams, and construction drawings.



9. Uses and performs maintenance on a variety of tools and electrical and electronic test equipment; calibrates equipment as required; assists in reading and calibrating gauges and meters used for process control.
10. Assists with the preventative maintenance and repairs of mechanical equipment and facilities.
11. May perform related facility and equipment maintenance such as welding, painting or other craftwork.
12. Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
13. Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
14. Maintains accurate records and files of work performed and materials and supplies used.
15. Observes appropriate safety procedures and works to applicable codes and guidelines.
16. Attends training and safety sessions as assigned; observes safe work methods and makes appropriate use of related safety equipment as required.
17. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
18. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
19. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
20. Answers inquiries from citizens regarding work performed; takes visitors on facility tours and explains operating procedures; maintains accurate records of work performed.
21. May assist other operations and mechanical maintenance crews in emergency or relief situations.
22. Responds to after-hours emergencies.
23. Performs related duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Principles, practices and methods related to the electrical maintenance and repair of motors, switches, panels, lines, regulators and related equipment and facilities used in the wastewater treatment and pump stations.

Principles, practices and methods related to the maintenance and repair of various data acquisition and control instrumentation.

The use and care of test equipment and hand and power tools common to the trade.

Safety practices pertaining to work in the industry, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.

Safe work methods and safety practices pertaining to the work.

Basic computer software related to work.

English usage, spelling, vocabulary, grammar and punctuation.

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

#### **Ability to:**

Inspect, operate, diagnose problems and perform preventive maintenance and repair work on electric motors and systems, pumps, and compressors.

Analyze work problems and make corrections that will facilitate the completion of assignments.

Read and interpret gauges and other recording devices, and interpret the information as it relates to repair and maintenance activities.

Read and understand schematic diagrams, construction drawings and blueprints.

Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.

Perform routine equipment maintenance.  
Maintain both manual and automated logs, records, reports and charts.  
Follow department policies and procedures related to assigned duties.  
Understand and follow oral and written instructions.  
Organize own work, set priorities and meet critical time deadlines.  
Use English effectively to communicate in person, over the telephone and in writing.  
Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.  
Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in automobile or other mechanical and/or electrical repair related to wastewater treatment facilities.

**License:**

Valid California class C driver's license (class A or B, or ability to get, highly desirable) with satisfactory driving record.  
Obtain a Grade I Collection System Maintenance Certificate within 18 months of date of entry.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting and wastewater treatment plant, collection system and related facilities and equipment; incumbents may be required to work extended hours including evenings, weekends and holidays, and may be required to travel to attend meetings. While performing the duties of this job, the employee works at an elevation of 4,700 feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months. The employee is regularly to fumes of airborne particles, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.

**Physical:** Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment, finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Ability to operate a vehicle to travel to various locations and meetings. Persons in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites; require strength, stamina, and mobility to perform light to medium physical work; work in confined spaces, around machines and to climb and descend ladders and operate varied hand and power tools and equipment; require color vision to read gauges and identify appurtenances. Must possess the ability to lift, carry, and pull materials and objects weighing up to 75 pounds; class requires frequent walking in operational areas to identify problems and hazards.

**Vision:** See in the normal vision range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

**Hearing and Speech:** Hearing and speech to clearly communicate in person and over the telephone or radio.

## CRESTLINE SANITATION DISTRICT - BUDGET 2024-25

## SALARY RANGES - 2.5% between steps including 5% Salary Adjustment

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
AL4	Assistant General Manager	63.69	65.28	66.92	68.58	70.30	72.05	73.86	75.33	76.84	78.37	79.95
		5,094.84	5,222.75	5,353.39	5,486.75	5,623.73	5,764.35	5,908.59	6,026.53	6,147.19	6,269.66	6,395.76
		11,038.81	11,315.96	11,599.01	11,887.95	12,184.75	12,489.42	12,801.95	13,057.48	13,318.91	13,584.26	13,857.48
		132,465.72	135,791.51	139,188.07	142,655.39	146,217.05	149,873.07	153,623.43	156,689.77	159,826.87	163,011.14	166,289.76
OM1	Operations Manager	57.70	59.14	60.62	62.13	63.69	65.28	66.92	68.58	70.30	72.05	73.86
		4,615.83	4,731.05	4,849.89	4,970.55	5,094.84	5,222.75	5,353.39	5,486.75	5,623.73	5,764.35	5,908.59
		10,000.97	10,250.60	10,508.10	10,769.52	11,038.81	11,315.96	11,599.01	11,887.95	12,184.75	12,489.42	12,801.95
		120,011.67	123,007.25	126,097.17	129,234.27	132,465.72	135,791.51	139,188.07	142,655.39	146,217.05	149,873.07	153,623.43
AL3	Fiscal Assistant	35.56	36.45	37.37	38.30	39.25	40.23	41.24	42.28	43.33	44.41	45.52
		2,844.98	2,915.74	2,989.22	3,063.61	3,139.82	3,218.75	3,299.49	3,382.04	3,466.41	3,552.60	3,641.50
		6,194.12	6,317.44	6,476.65	6,637.83	6,802.94	6,973.95	7,148.89	7,327.76	7,510.56	7,697.29	7,889.92
		73,969.46	75,809.26	77,719.82	79,653.97	81,635.00	83,687.39	85,796.65	87,933.08	90,126.69	92,367.48	94,679.02
AL1	Account Clerk I	22.97	24.23	24.83	25.45	26.09	26.75	27.41	28.10	28.80	29.52	30.26
		1,837.99	1,938.09	1,986.61	2,036.07	2,087.39	2,139.64	2,192.83	2,247.89	2,303.87	2,361.73	2,420.51
		3,982.31	4,199.20	4,304.33	4,411.48	4,522.68	4,635.90	4,751.14	4,870.42	4,991.73	5,117.07	5,244.45
		47,787.67	50,390.35	51,651.92	52,937.76	54,272.13	55,630.75	57,013.63	58,445.04	59,900.71	61,404.89	62,933.35
AE4	Electro Mechanical Specialist	38.68	39.66	40.65	41.66	42.71	43.77	44.87	46.00	47.14	48.32	49.53
		3,094.46	3,172.48	3,252.31	3,333.05	3,416.52	3,501.79	3,589.79	3,679.60	3,771.23	3,865.58	3,962.65
		6,704.66	6,873.70	7,046.68	7,221.61	7,402.45	7,587.22	7,777.88	7,972.47	8,171.00	8,375.42	8,585.74
		80,455.94	82,484.44	84,580.11	86,659.37	88,829.40	91,046.59	93,334.55	95,699.68	98,051.99	100,505.06	103,028.89
AD7	SCADA/Maintenance Technician	28.27	28.99	29.71	30.45	31.21	31.99	32.80	33.61	34.45	35.31	36.20
		2,261.65	2,318.80	2,376.86	2,435.83	2,496.61	2,559.21	2,623.62	2,688.94	2,756.07	2,825.02	2,895.78
		4,900.24	5,024.07	5,149.87	5,277.64	5,409.33	5,544.96	5,684.52	5,826.04	5,971.49	6,120.88	6,274.20
		58,802.89	60,288.88	61,798.46	63,331.63	64,911.97	66,539.49	68,214.18	69,912.46	71,657.91	73,450.54	75,290.34
AL8	Maintenance Worker I	24.80	25.42	26.06	26.71	27.37	28.06	28.76	29.48	30.22	30.97	31.75
		1,984.05	2,033.94	2,084.75	2,136.46	2,189.98	2,244.41	2,300.66	2,358.72	2,417.69	2,477.56	2,540.16
		4,298.77	4,406.88	4,516.95	4,628.99	4,744.96	4,862.89	4,984.76	5,110.56	5,239.32	5,368.05	5,503.68
		51,585.21	52,882.50	54,203.39	55,547.86	56,939.50	58,354.73	59,817.14	61,326.72	62,889.89	64,416.64	66,044.16
AL9	Maintenance Worker II	28.27	28.99	29.71	30.45	31.21	31.99	32.80	33.61	34.45	35.31	36.20
		2,261.65	2,318.80	2,376.86	2,435.83	2,496.61	2,559.21	2,623.62	2,688.94	2,756.07	2,825.02	2,895.78
		4,900.24	5,024.07	5,149.87	5,277.64	5,409.33	5,544.96	5,684.52	5,826.04	5,971.49	6,120.88	6,274.20
		58,802.89	60,288.88	61,798.46	63,331.63	64,911.97	66,539.49	68,214.18	69,912.46	71,657.91	73,450.54	75,290.34
AM1	Maintenance Worker III	42.64	43.70	44.79	45.92	47.06	48.24	49.44	50.68	51.95	53.24	54.58
		3,411.07	3,496.35	3,583.44	3,673.25	3,764.88	3,859.23	3,955.39	4,054.28	4,155.88	4,259.30	4,366.35
		7,390.66	7,575.42	7,764.12	7,956.71	8,157.24	8,361.66	8,570.02	8,784.27	9,004.41	9,228.49	9,460.43
		88,687.87	90,905.07	93,169.44	95,504.57	97,886.88	100,339.95	102,840.19	105,411.20	108,052.96	110,741.90	113,525.19
AM7	Treatment Plant Operator I	28.64	29.36	30.10	30.84	31.62	32.41	33.21	34.08	35.74	37.18	38.11
		2,291.59	2,348.74	2,407.71	2,467.58	2,529.27	2,592.78	2,657.19	2,750.63	2,859.49	2,974.71	3,049.10
		4,965.11	5,088.94	5,216.70	5,346.43	5,480.09	5,617.68	5,757.24	5,959.70	6,195.57	6,445.20	6,606.38
		59,581.27	61,067.26	62,600.43	64,157.18	65,761.11	67,412.22	69,086.91	71,516.39	74,348.85	77,342.43	79,276.58
AM8	Treatment Plant Operator II	32.14	32.94	33.77	34.61	35.48	36.37	37.27	38.20	39.17	40.14	41.14
		2,571.00	2,635.42	2,701.64	2,768.77	2,838.63	2,909.39	2,981.97	3,056.36	3,133.47	3,211.49	3,291.32
		5,570.51	5,710.07	5,853.56	5,999.01	6,150.36	6,303.68	6,460.93	6,622.11	6,789.18	6,958.22	7,131.20
		41.67	42.71	43.78	44.87	46.00	47.15	48.33	49.54	50.77	52.05	53.34
AM9	Treatment Plant Operator III	43.75	44.85	45.97	47.12	48.30	49.51	50.75	52.02	53.31	54.65	56.01
		3,499.98	3,587.98	3,677.79	3,769.42	3,863.76	3,960.84	4,060.72	4,161.33	4,264.75	4,371.80	4,480.66
		7,583.28	7,773.95	7,966.54	8,167.07	8,371.49	8,581.81	8,796.06	9,016.21	9,240.29	9,472.23	9,708.10
		90,999.42	93,287.38	95,622.51	98,004.82	100,457.88	102,981.72	105,552.72	108,184.49	110,863.43	113,666.72	116,497.18