

February

# Classification and Salary Range Study

# 2013

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## **SECTION 1 INTRODUCTION**

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### **BACKGROUND**

The Crestline Sanitation District (District) was formed in 1946 to provide sewer collection and treatment service to the Crestline/Lake Gregory area, approximately 30 miles northeast of the City of San Bernardino. The Huston Creek Treatment Plant was constructed in 1950 in conjunction with construction of the sewer collection system. The wastewater system currently operated by the District includes Pilot Rock, Seeley Creek, Cleghorn treatment plants, and the joint use land outfall along the areas tributary to Silverwood Lake, to the reuse sites on the Las Flores Ranch area northwest of Silverwood Lake Dam. The District provides collection, treatment, and redisposal for primarily domestic sewage from four wastewater collection and treatment systems through one common effluent disposal system.<sup>1</sup>

The District was formed under Chapter 3, Sections 4700-4858 of the California Government Code and is governed by a five-member, elected Board of Directors. On October 1, 2010 the operation and maintenance of the wastewater system was transferred from the San Bernardino County Special Districts Department to the District. The District now owns, operates and maintains the wastewater treatment and collection system within the District's service area. The District serves approximately 10,200 residents and its planning area encompasses approximately 13 square miles, while its service area encompasses approximately 10 square miles.

The organization is divided into three sections: (1) Operations, (2) Maintenance, and (3) Administration. The Operations staff are responsible for the majority of functions related to operating the District's three wastewater treatment plants and the effluent disposal site. These duties include operational functions as well as light duty maintenance functions (both scheduled and unscheduled). The Maintenance staff are primarily responsible for maintaining the wastewater collection lines, pump station and effluent outfall system; they also assist plant operators in major maintenance functions. In addition to these duties, maintenance personnel assist plant operators in major maintenance functions. These include, CCTV, sewer inspection, USA line location services, vehicle maintenance, portable mechanical equipment maintenance, and electrical/instrumentation operations and maintenance. The Administration section provides bookkeeping and accounting services for the District, collects fees, issues permits, maintains records, and performs general office duties.<sup>2</sup>

The chief executive officer of the District is the General Manager; at the time of this study, this position was vacant – the prior incumbent having retired in November 2012 – however, the Operations Manager was appointed the Acting General Manager soon thereafter.

On November 13, 2012, the District recognized the International Brotherhood of Electrical Workers (IBEW) as the employee's<sup>3</sup> exclusive bargaining agent; it is expected that the collective bargaining process will commence in February 2013.

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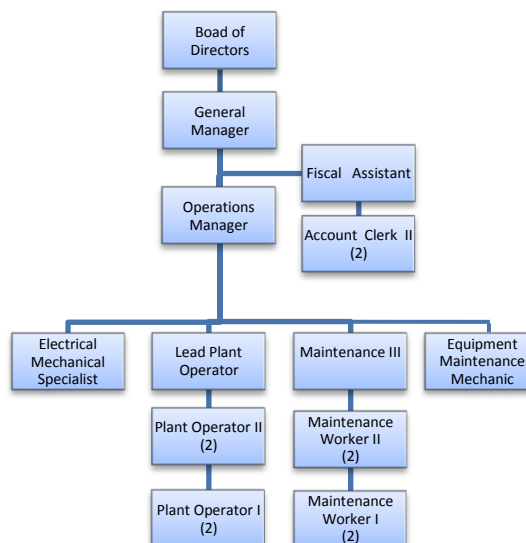
<sup>1</sup> County of San Bernardino, Special Districts, Crestline Sanitation District, History and Background ([www.specialdistricts.org/2/crestline/history&background/intro.htm](http://www.specialdistricts.org/2/crestline/history&background/intro.htm)).

<sup>2</sup> Ibid.

<sup>3</sup> All employees, with the exception of the General Manager and Fiscal Assistant, are represented by the IBEW.

As of January 31, 2013, there are 18 full-time employees in the District with one vacancy. The organizational structure is shown in Figure 1.

**Figure 1. Crestline Sanitation District Organizational Chart**



## STUDY SCOPE OF WORK

Ohlund Management and Technical Services was retained by the District to conduct a limited classification and salary range study. The District reviewed two approaches to the scope of work for this study – referred to as the “Non-MMBA”<sup>4</sup> and the “MMBA” approach; ultimately the Board approved the Non-MMBA approach for this work and requested that the work be completed in an approximately one-month period of time. This study did not examine total compensation.

## SCOPE OF STUDY AND STUDY PROCESS

The work requested by the District was comprised of four tasks:

- Task 1 – Preparation of Updated Classification Descriptions
- Task 2 – Completion of a Salary Range Comparison Study
- Task 3 – Meetings
- Task 4 – Preparation of Draft and Final Reports

### Task 1 – Preparation of Updated Classification Descriptions

The classification description (CD) forms the basis for the salary comparison survey. Careful review of the CD is necessary to properly conduct the survey because each agency often titles a comparable

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<sup>4</sup> MMBA – The Myers-Milias-Brown Act is the legislation that governs most public agency labor relations issues in California; the scope of work for this approach included participating in a meet-and-confer process as part of the study.

classification differently than another. The District's CD's were out-of-date and didn't meet current legal and best practice requirements, didn't accurately reflect the revised duties and responsibilities that several employees had assumed with the transfer of operations from the County to the District, and three positions (Operations Manager, Fiscal Assistant and Equipment Maintenance Mechanic) didn't have a CD at all.

Following analysis of the existing CDs, as well as CDs from other similarly sized/located agencies and/or agencies that employed personnel with the specialized skills/licenses/certifications required by the District, draft CDs were developed for all of the positions in the District. The draft CDs were reviewed with all personnel by the Acting General Manager; comments and concerns were noted and appropriately changed/corrected in consultation with the Acting General Manager. The CDs are attached to this study as Attachment A.

## Task 2 – Salary Survey

Due to time limitations, the District limited the salary survey to five agencies. District staff developed a list of four water/wastewater public agencies located in the San Bernardino Mountain area within a 20-minute driving time and one water/wastewater agency located within San Bernardino County. The agencies contacted for salary information are shown in Table 1:

Agency Name	Responsibilities
<b>Big Bear Area Regional Wastewater Authority (BBARWA)</b>	Provides wastewater treatment, collection and disposal services to Big Bear Valley area.
<b>Crestline Village Water District (CVWD)</b>	Serves water to the Crestline Village and Lake Gregory area.
<b>Inland Empire Utilities Agency (IEUA)</b>	Serves imported and recycled water and provides collection, treatment and disposal of wastewater to the southwestern portion of San Bernardino County.
<b>Lake Arrowhead Community Services District (LACSD)</b>	Serves water and provides wastewater collection, treatment and disposal to the Lake Arrowhead area.
<b>Running Springs Water District (RSWD)</b>	Serves water and provides wastewater collection, treatment and disposal services to the Running Springs area; also provides fire and emergency medical care to the area.

The Inland Empire Utilities Agency was selected as the fifth agency surveyed pursuant to their response to the survey request within the time frame for the study completion. Subsequent to the completion of the study, compensation information was obtained from the County of San Bernardino Special Districts Department and was included in the study as a sixth agency.

A Request for Classification and Compensation Information was sent to each of the agencies and requested the following information:

1. Organizational Chart
2. Classification Descriptions

3. Salary Range Information
4. Personnel Handbook and/or Memorandum of Understanding (for each bargaining unit)
5. Benefits Summary (by bargaining unit)

Upon receipt of this information, benchmark determinations were developed for each CD and the salary survey data assembled.

### **Task 3 – Meetings**

Several meetings were scheduled to collect information from supervisory staff as well as the incumbents in the positions for which CD didn't exist; unfortunately, inclement weather prevented two of the meetings. One meeting was held with the Acting General Manager to review the draft CDs, draft salary survey information and review other related issues; other information was obtained via telephone interviews with staff.

### **Task 4 – Draft and Final Report**

A draft report documenting the study approach, process, findings and recommendations was submitted on January 31, 2013.

This report is organized as follows:

- Section 1 – Introduction
- Section 2 – Salary Range Comparison
- Section 3 – Recommendations
- Appendix A – Classification Descriptions
- Appendix B – Salary Survey Data

## **SECTION 2    SALARY RANGE COMPARISON**

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### **METHODOLOGY**

In order to survey the salary ranges for each classification, the following information was developed based upon the job classifications provided:

1. The essential duties of each classification.
2. The comparable (benchmark ) classifications in the other agencies.
3. A comparison of the District's salaries with the median (average) results of the survey.
4. Identification of recommended salary ranges for each job classification.

### **BENCHMARKING**

The term “benchmarking” is a term that has been used to distinguish which classifications that exist in other surveyed organizations have similar job functions or require similar types of qualifications so as to make them comparable to the District's classifications.

For this study, job equivalency was established when 80% or more of the job functions and/or licensing/certification requirements were matched. However, due to the small sample size of data available for comparison, comparable classifications were not available for each District classification among all of the surveyed agencies; in these cases we used our best professional judgment to determine the reliability and representativeness of the survey data.

In order to achieve consistency in matching classifications with similar classifications in other agencies (though the classifications may have dissimilar names), benchmarking comparison factors were used. A summary of the factors is provided below:

1. **Relative Impact of the Classification/Job to Organizational Mission** – This criteria considers the importance of the work performed to the mission of the District.
2. **Responsibility Level** – Considers the level of liability and accountability the classification carries directly, or through the work of other employees they direct. This information can also be used to distinguish this class from the next higher level.
3. **Decision-Making Authority** – The unilateral decision making ability of this classification to make major decisions is considered in this criteria; also considers the potential impact of errors in judgment. This information can also be used to distinguish this class from the next higher level.
4. **Supervisory Authority** – This criteria considers the number of employees supervised, the nature of the supervision required and the classification levels being supervised. This information can also be used to distinguish this class from the next higher level.

5. **Essential Job Functions** – This is a list of the typical and essential duties of the classification; it is meant to be a summary and not all encompassing, and to indicate that duties may change from time to time.
6. **Knowledge and Skills** – The breadth and depth of education, experience and training that are required to perform the essential duties of the job are considered in this criteria. These requirements must be sufficiently detailed to conform with the requirements of the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures.
7. **Statutory Compliance** – Considers what specialized types of licensing, certification or training may be needed to satisfy federal, state and local regulatory requirements and that certain licenses and levels of certification may be required to be held in certain classifications. Note that for some classifications, this includes the requirement for a commercial driver’s license. Commercial licenses require passing a three-part test (additional tests are required for each endorsement), pass a physical examination every two years (and be subject to a physical examination at any time), carry restrictive life-style requirements with them (no alcoholic beverage consumption within four hours of operating a vehicle and passing a nationwide driving history background check).
8. **Physical Demands** - The basic physical abilities or unusual characteristics required to perform the required job duties including lifting requirements, manual dexterity requirements (using a keyboard) and other elements that provide information for pre-employment physical assessment as well as a basis for determining reasonable accommodation for Americans with Disabilities Act purposes.
9. **Environmental Elements** – The inside and outside conditions under which a job is performed that provide information regarding risks (working outside in extreme heat and cold, exposure to loud noises, heights, hazardous chemicals, confined spaces, mechanical and electrical hazards) and measures that can be taken to minimize risk (protective clothing, ear protection, training).

## **JOB FAMILIES**

Some classifications may exist on a stand-alone basis and some may exist as part of a “job family.” A job family is a classification where there are similar duties and responsibilities, but varying levels of experience and training is required. For example, an entry-level wastewater treatment or collection system classification may be classified as “Wastewater Treatment Plant Operator I,” while a Journey-level classification may be “Wastewater Treatment Plant Operator II.” Both classifications belong to the Wastewater Treatment job family, but have different responsibility/knowledge/certification levels, and therefore, different compensation levels.

It should be noted that while job family classifications existed for the entry-level/journey level Plant Operator and Maintenance Worker job families, it did not exist for the entry-level/journey level administrative position, Account Clerk – currently only an Account Clerk II position exists. In order to properly standardize the classification descriptions, the entry-level Account Clerk I classification was added to the Account Clerk job family.

Similarly, a manager or department head is a job family that typically is characterized by employees that are engaged in the planning, coordination and oversight of programs and personnel for 80% or more of their work time. A supervisor may have similar personnel oversight duties, however they are typically still involved in field operations as well as oversight of personnel and usually less than 50% of their time is spent on supervisory duties - this would distinguish them as belonging to the job family of supervisors.



In an administrative classification there is usually less consistency in the classifications as all classifications may include clerical, accounting, customer service and administrative support duties and therefore, job titles may reflect more specialization or that reflects the frequency with which particular functions are performed.

## **SALARY RANGE COMPARISON**

In making base salary range comparisons, we have shown the minimum and maximum monthly salary ranges; some organizations may include longevity compensation or differential pay for voluntary certifications – this survey is exclusive of that data.

As shown in the survey data, each agency maintains a “spread” between the minimum and maximum salary range. Historically, it was common that public agencies observed a “step” system, wherein the difference between the minimum and maximum salary was broken down into even intervals called “steps.” Typically, if an employee achieved a satisfactory rating during their annual review, they were granted a step increase; the District currently has an 11 step system with a 28% “spread” between the minimum and maximum range. Among the six agencies surveyed, BBARWA ,Crestline Village Water District and the County of San Bernardino have retained the step system; their spreads were 34% , up to 72%, and 28%, respectively. The other agencies maintain spreads as low as 10% between the minimum and maximum, up to 98%. The breadth of the spread is an important decision: Too narrow of a spread and an employee can quickly reach the top of their range, ending any salary increase and creating an incentive to leave to find additional compensation. Too broad of a spread and there can be wage “inflation” and the potential for lower classification employees having salaries that are higher (within the range) than their relatively new supervisor.

## **CLASSIFICATION DEFINITION**

A “job classification” is not the same thing as a “job description”. A job classification not only includes a description of the essential job duties, it lists the characteristics that distinguish it from other jobs. It also lists the supervision received and exercised, if any. A department can have several employees with the same job classification.

A job classification is analyzed in terms of compensable factors (see Benchmarking Comparison Factors discussed previously). These factors relate to the requirements of the job itself, not to the performance of the person in the classification.

## **BENCHMARK ANALYSIS**

In order to answer the question, ‘What are the essential duties of each classification?’, we examined each job classification using the Benchmarking Comparison Factors and developed the comparative groupings shown in Table 1. Please note that, with the exception of the General Manager, entry-level Treatment Plant Operator I and entry-level Maintenance Worker I, there is wide variability in the titles used among the various districts surveyed.

These groupings formed the basis for the tables developed for each job classification:

1. Benchmark title for the classification

2. Surveyed agency's name
3. Surveyed agency's title for the classification
4. Surveyed agency's minimum salary range
5. Surveyed agency's maximum salary range
6. Median survey minimum salary range
7. Median survey maximum salary range
8. Benchmark criteria for comparison determination

Table 1. Benchmark Groupings for Salary Comparison

<b>Crestline Sanitation District</b>	<b>Big Bear Area Regional Wastewater Authority (BBARWA)</b>	<b>Crestline Village Water District (CVWD)</b>	<b>Inland Empire Utilities Agency (IEUA)</b>	<b>Lake Arrowhead Community Services District (LACSD)</b>	<b>Running Springs Water District (RSWD)</b>	<b>County of San Bernardino</b>
<b>General Manager</b>	General Manager	General Manager	General Manager	General Manager	General Manager	Deputy Director
<b>Operations Manager</b>	Plant Superintendent	Field Supervisor	Manager - Operations	Operations Manager	No Comparable Position	WW Operations Manager
<b>Fiscal Assistant</b>	Finance Manager	Office Manager	Accounting Supervisor	Sr. Accountant	Administrative Division Supervisor	Administrative Supervisor I
<b>Account Clerk II</b>	Accounting H/R Technician	Customer Service Representative	Accounting Technician	Accounting Technician	Senior Billing Clerk	Accounting Technician
<b>*Account Clerk I</b>	Administrative Clerk	Customer Service Representative	Office Assistant	Customer Service Representative	Receptionist/Secretary III	Accounts Representative
<b>Lead Operator</b>	Senior Operator	No Comparable Position	Senior Operator	Senior Operator	Division Supervisor	Treatment Plant Operator III
<b>Treatment Plant Operator II</b>	Plant Operator II	Serviceman-Lead	Treatment Plant Operator II	Treatment Plant Operator II	Treatment Plant Operator II	Treatment Plant Operator II
<b>Treatment Plant Operator I</b>	Plant Operator I	Serviceman	Treatment Plant Operator I	Treatment Plant Operator I	Treatment Plant Operator I	Treatment Plant Operator I
<b>Electrical/Instr Specialist</b>	No Comparable Position	No Comparable Position	Instrument Technician II	Electrical Instr Technician	No Comparable Position	Electrical Technician II
<b>Equipment Maint Mechanic</b>	No Comparable Position	No Comparable Position	Mechanic II	Equipment Mechanic	No Comparable Position	Heavy Fleet Technician II
<b>Maintenance Worker III</b>	No Comparable Position	No Comparable Position	Sr. Collection System Operator	Sr. Maintenance Worker	Collection Division Supvsvr	Maintenance Supervisor

<b>Crestline Sanitation District</b>	<b>Big Bear Area Regional Wastewater Authority (BBARWA)</b>	<b>Crestline Village Water District (CVWD)</b>	<b>Inland Empire Utilities Agency (IEUA)</b>	<b>Lake Arrowhead Community Services District (LACSD)</b>	<b>Running Springs Water District (RSWD)</b>	<b>County of San Bernardino</b>
<b>Maintenance Worker II</b>	No Comparable Position	No Comparable Position	Collection System Operator	Maintenance Worker II	Collection System Operator II	Maintenance Worker II
<b>Maintenance Worker I</b>	No Comparable Position	No Comparable Position	Maintenance Technician I	Maintenance Worker I	Collection System Operator I	Maintenance Worker I

## SECTION 3 SALARY SURVEY RESULTS

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### CLASSIFICATION DESCRIPTIONS

It is recommended that the titles for four classifications be changed from those currently used by the District in order to more accurately reflect the actual job responsibilities and duties performed, as well as to more closely align them with industry standards. The four classifications and the recommended revised titles are:

Current Class Title	Proposed Class Title	Reason
Fiscal Assistant	Office Manager	Reflects management and confidential level of duties
Lead Plant Operator	Operations Supervisor	Reflects supervisory responsibilities
Maintenance Worker III	Maintenance Supervisor	Reflects supervisory responsibilities
Maintenance Worker I/II	Maintenance Technician I/II	Reflects the certification and technical requirements; consistent with industry standards

### SALARY RANGE SURVEY

As noted previously, the District's salary ranges were comparison against the surveyed agencies. Based upon the survey data, all of the District's current salary ranges are below the surveyed median (average), in many cases they are substantially (more than 50-138%) below. This indicates that the District is not competitive when seeking to fill vacant positions. The following is a general discussion of the findings, a summary of which is shown in Table 2. Detailed survey data is included as Appendix B.

- **General Manager:** This classification's current salary range is considerably lower than the survey median - 108% below the minimum range median and 89% for the maximum range median.
- **Operations Manager:** This classification is 29% below the survey minimum range and 35% below the survey maximum range.
- **Fiscal Assistant:** This classification is 101% below the survey minimum range and 129% below the survey maximum range.
- **Account Clerk I:** This classification is 7% below the survey minimum range and 19% below the survey maximum range.
- **Account Clerk II:** This classification is 40% below the survey minimum range and 44% below the survey maximum range.

- **Maintenance Worker I:** This classification is 5% below the survey minimum range and 3% below the survey maximum range.
- **Maintenance Worker II:** This classification is 14% below the survey minimum range and 10% below the survey maximum range.
- **Maintenance Worker III:** This classification is 31% below the survey minimum range and 49% below the survey maximum range.
- **Equipment Maintenance Mechanic:** This classification is 19% below the survey minimum range and 18% below the survey maximum range. It should be noted that only 23 of the 6 surveyed agencies had a comparable position; the other agencies probably use contractual services/outside vendors to provide these advanced maintenance services. A minimum of four data points was considered necessary to yield representative data. In order to validate the survey median, salary ranges at other non-surveyed agencies having comparable positions were examined. Eastern Municipal Water District's comparable position, Mechanical Maintenance Technician II, has a salary range of \$4,640.13 to \$5,773.73 per month. This range is 28% and 24%, respectively, above the *District's minimum and maximum range*. The City of San Bernardino's Equipment Mechanic is comparable to the District position with a salary range of between \$3,606 and \$4,383 per month. This range is 1% below the *District's minimum range* and 6% below the *District's maximum range*. It is noted that the City of San Bernardino is experiencing financial difficulties and these salary ranges may reflect that situation.
- **Electrical Instrumentation Specialist:** This classification is 24% below the survey minimum range and 23% below the survey maximum range. It should be noted that only 3 of the 6 surveyed agencies had a comparable position; the other agencies probably use contractual services/outside vendors to provide these advanced electrical/mechanical services. A minimum of four data points was considered necessary to yield representative data. In order to validate the survey figures, salary ranges at other agencies outside of the survey agencies having comparable positions were examined. Eastern Municipal Water District's comparable position, Systems Control Operator, has a salary range of \$4,988.53 to \$6,207.07 per month. This range is 35% and 31%, respectively, higher than the *District's minimum and maximum range*. We were unable to find another nearby agency that has a position comparable to this one. The particular skill set for this classification are in high demand because of their ability to troubleshoot and repair control systems. Based upon the information available, it is our opinion that the limited data does reflect the average market salary ranges for this position.
- **Treatment Plant Operator I:** This classification is 11% below the survey minimum range and 13% below the survey maximum range.
- **Treatment Plant Operator II:** This classification is 16% below the survey minimum range and 15% below the survey maximum range.
- **Lead Operator:** This classification is 26% below the survey minimum range and 40% below the survey maximum range.

**Table 2. Summary Comparison of Survey Range Results v. Current District Salary Ranges**

Classification	Survey Min Range*	Current Min Range*	Monthly \$ Difference	% Difference	Survey Max Range*	Current Max Range*	Monthly \$ Difference	% Difference
General Manager	\$11,876	\$5,699	(\$6,176.89)	108%	\$13,763	\$7,296	(\$6,467.18)	89%
Operations Manager	\$6,789	\$5,261	(\$1,528.59)	29%	\$9,104	\$6,754	(\$2,350.61)	35%
Fiscal Assistant	\$5,533	\$2,749	(\$2,783.80)	101%	\$8,050	\$3,522	(\$4,527.90)	128%
Account Clerk I	\$2,664.83	\$2,487.33	(\$177.50)	7%	\$3,781.74	\$3,187.60	(\$594.14)	19%
Accountant Clerk II	\$3,481	\$2,487	(\$993.26)	40%	\$4,581	\$3,188	(\$1,393.84)	44%
Maintenance Worker I	\$3,116	\$2,969	(\$146.72)	5%	\$3,900	\$3,799	(\$100.76)	3%
Maintenance Worker II	\$3,646	\$3,186	(\$460.44)	14%	\$4,468	\$4,077	(\$391.13)	10%
Maintenance Worker III	\$4,620	\$3,529	(\$1,090.63)	31%	\$6,734	\$4,519	(\$2,215.69)	49%
Equipment Maintenance Mechanic	\$4,314	\$3,631	(\$682.29)	19%	\$5,500	\$4,647	(\$853.34)	18%
Electro-Mechanical Specialist	\$4,567	\$3,694	(\$873.61)	24%	\$5,806	\$4,729	(\$1,076.95)	23%
Treatment Plant Operator I	\$3,538	\$3,201	(\$336.67)	11%	\$4,622	\$4,099	(\$522.92)	13%
Treatment Plant Operator II	\$3,978	\$3,439	(\$538.58)	16%	\$5,081	\$4,403	(\$678.05)	15%
Lead Operator	\$4,931	\$3,921	(\$1,009.87)	26%	\$7,035	\$5,020	(\$2,015.38)	40%

\*All values shown are monthly salaries

Attachment A  
Classification Descriptions



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0001  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: GENERAL MANAGER**

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

**SUMMARY DESCRIPTION**

Under policy direction, serves as agent of the Board of Directors in planning, directing, managing, and overseeing the administrative, engineering, finance, information technology, human resources and maintenance and operations activities and services of the District. Serves as chief executive officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides highly complex administrative support to the Board of Directors.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other classes by its management, supervisory and policy direction responsibilities, and the performance of executive management administrative tasks. Assignments are determined by Agency goals and objectives as established by the Board of Directors, and work is reviewed through report analysis, conferences and program results. The employee in this class is capable of handling complex, politically sensitive and confidential tasks with no direct supervision.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Serves as chief executive officer of the Crestline Sanitation District; assumes full management responsibility for all District operations, services, and activities; plans, directs, manages, and oversees the administrative services, engineering, finance, information technology, human resources and maintenance and operations activities and services of the District.
2. Facilitate the development, implementation, and administration of District strategic plan and goals and objectives; interpret and implement policies and goals set by the Board of Directors.
3. Direct and participate, with staff assistance, in the development and administration of the District's budget; prepare long-term plans of capital improvements including financing plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Keep Board of Directors advised of financial conditions, program progress, and present and future needs of the District;
4. Provide staff assistance to the Board of Directors; prepare, submit, and present staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.
5. Establish organizational standards and objectives; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0001  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: GENERAL MANAGER**

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6. Plan, direct, and coordinate the work plan for the District; assign projects and areas of responsibility; review and evaluate work methods and procedures; ensure that the District is being operated in compliance with applicable regulations and laws, that the District's needs are being assessed, and that improvements are being developed and implemented as necessary; meet with management staff to identify and resolve issues.
7. Provide policy direction on Labor Relation issues to the Board of Directors, and may participate in labor negotiations or direct others in labor negotiations with Employee Represented Groups.
8. Approve work plans and conduct performance reviews at least once annually for direct reports.
9. Confer with and represent the District to all departments, regulatory agencies, customers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of the District's concern; coordinate District activities with those of other districts, cities, counties, outside agencies, and organizations in accordance with the Board of Directors' policies.
10. Prepares reports and correspondence and makes presentations to legislative bodies, other agencies, the Board of Directors, the general public and District personnel on issues regarding District administrative activities and functions.
11. Respond to and resolve difficult, complex, and sensitive inquiries and complaints; provide direction and delegate authority as necessary to correct issues; interpret, analyze, defend, and explain District policies, procedures, programs, and activities; negotiate and resolve sensitive and controversial issues; handle public relations dealing with the news media.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a sanitation district.
13. Perform related duties as required.

**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 and practices of public administration including the organization, functions, and problems of sanitation districts.  
Safe operations, services, and activities of a sanitation district.  
Government, governing body, and legislative processes.  
Principles and practices of governmental labor relations and negotiations.  
Principles and practices of budget preparation and administration.  
Advanced principles and practices of organization, management and supervision.  
Principles and practices of strategic planning.  
Methods of analyzing, evaluating, and modifying administrative procedures.  
Decision making techniques.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0001  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: GENERAL MANAGER**

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Pertinent federal, state, and local laws, codes and regulations.  
Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.  
Advanced interpersonal relations skills.  
Principles and practices of program development and administration.  
Methods and techniques of research, statistical analysis, and report preparation and presentation.  
Principles of business letter writing.  
Modern office procedures, methods, and equipment including computers.

**Ability to:**

Reside within a twenty-minute driving distance from Crestline Sanitation District.  
Provide effective leadership to and coordinate the activities of the Crestline Sanitation District.  
Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.  
Analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Identify and respond to community and Board of Directors' issues, concerns, and needs.  
Serve effectively as the administrative agent of the Board of Directors.  
Develop and administer District-wide goals, objectives and procedures.  
Research, analyze and evaluate new service delivery methods and techniques.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer budgets.  
Interpret and apply federal, state and local policies, laws and regulations.  
Plan, organize, and direct the work of staff.  
Select, supervise, train and evaluate staff.  
Delegate authority and responsibility.  
Negotiate and resolve complex issues.  
Operate a variety of office equipment including a computer and standard office applications.  
Make effective oral and written presentations to groups within and outside the District.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/and Experience**

High school diploma or equivalent supplemented by college level course work in wastewater treatment and collections operations and, 3-5 years of management and operational experience in a wastewater treatment agency.

**License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.  
Grade IV or higher Wastewater Treatment Operator certificate issued by the State Water Resources Control Board



## CRESTLINE SANITATION DISTRICT

### CLASS SPECIFICATION

Job Code: 0001  
FLSA Status: Exempt  
Bargaining Unit: Executive Mgt  
Effective Date: 03/01/13  
Revised Date: 02/14/13

**CLASS TITLE: GENERAL MANAGER**

**PAGE: 4**

#### **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 exposed to fumes or 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, push, and pull materials and objects weighing up to 50 pounds; class requires frequent walking in operational areas to identify problems and hazards.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0002  
**FLSA Status:** Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: OPERATIONS MANAGER**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under the direction of the General Manager, plans, directs, manages, and oversees the activities and operations of the Operations and Maintenance activities of the District, including one wastewater treatment plant and the District's collection system; assists with strategic and capital facilities planning, design, and construction activities; coordinates assigned activities with outside agencies; and provides responsible and complex administrative support to the General Manager.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other classes by its management, supervisory and operational responsibilities. Assignments are determined by Agency goals and objectives as established by the Board of Directors, and work is reviewed through report analysis, conferences and program results. The employee in this class is capable of handling complex operations, maintenance and confidential tasks with no direct supervision.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all services and activities of the treatment plant and the collection system; ensure compliance with all federal, state, and local laws, permits, rules, and regulations regarding air, solids, water and energy.
2. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, identify opportunities for improvement and efficiency; develop, direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Operations and Maintenance work plan; assign projects and responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; ensure staff are properly trained, are provided training materials, and have proper certifications to meet permit requirements; ensure staff follow established safety measures; ensure staff are aware of and maintain knowledge of applicable regulations and permits; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate, in support of the General Manager, in policy direction on Labor Relation issues and in labor negotiations with Employee Represented Groups.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0002  
**FLSA Status:** Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: OPERATIONS MANAGER**

**PAGE: 2**

8. Oversee and participate in the development and administration of the District budget.
9. Participate and provide input to the District's long range operations and capital improvement programs; review strategic and capital facilities planning, design, and construction activities; consult with design engineers and construction contractors to assure the quality and efficiency of expansion and renovation projects; develop and present personnel, equipment, supply and capital improvement budget recommendations.
10. Negotiate and administer professional, construction and service contracts and agreements.
11. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
12. Oversee and participate in the conduct of research and special projects to meet treatment objectives, new regulations, and operational and workforce efficiency.
13. Serve as liaison to, ensure effective communication with, and represent the Operations and Maintenance functions to staff, other District departments, elected officials, the general public, and outside agencies; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of operations and maintenance.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Responsible for overseeing and evaluating the performance of operations, maintenance, instrumentation & electrical maintenance and collection facilities in setting goals and performance measures to conduct performance reviews of direct reports at least once annually.
17. Perform related duties as required.

**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:**

Operational characteristics of wastewater treatment plant and collection system operations and maintenance.  
Operations, services, and activities of comprehensive operations and maintenance programs.  
Management and supervisory theories and techniques, training and performance evaluation.  
Principles and practices of program development and administration.  
Principles and practices of contract negotiation and administration.  
Principles and practices of generally accepted labor relations and negotiations.  
Principles and practices of research and report preparation.  
Principles and practices of public relations.  
Principles and practices of short and long range planning.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0002  
**FLSA Status:** Exempt  
**Bargaining Unit:** Management  
**Effective Date:** 02/01/13  
**Revised Date:** 02/01/13

**CLASS TITLE: OPERATIONS MANAGER**

**PAGE: 3**

Principles and practices of Asset Management, Computerized Maintenance Management and Geographic Information Systems, Fleet Management, Building and Grounds Management, Maintenance Planning and Scheduling, Equipment and System Reliability, Energy Management, and Corrosion Management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of budget preparation and administration.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Reside within a twenty-minute driving distance from Crestline Sanitation District.

Manage and direct comprehensive operations and maintenance, and when delegated or required, capital improvement programs of engineered systems.

Develop and administer goals, objectives, and procedures in alignment with strategic plans.

Analyze and assess problems, programs, policies, and operational needs and make appropriate adjustments. Identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility; select, supervise, train, and evaluate staff.

Research, analyze, and evaluate new service delivery methods and techniques.

Negotiate and administer various contracts and agreements.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

Graduation from an accredited high school and 3-5 years of supervisory and operations and maintenance experience in a wastewater agency.

**License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.

Grade IV or higher Wastewater Treatment Operator certificate issued by the State Water Resources Control Board





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0002  
**FLSA Status:** Exempt  
**Bargaining Unit:** Management  
**Effective Date:** 02/01/13  
**Revised Date:** 02/01/13

**CLASS TITLE: OPERATIONS MANAGER**

**PAGE: 4**

**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 exposed to fumes or 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, push, and pull materials and objects weighing up to 50 pounds; class requires frequent walking in operational areas to identify problems and hazards.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0003  
**FLSA Status:** Exempt  
**Bargaining Unit:** Confidential  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: FISCAL ASSISTANT**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under the direction of the General Manager, performs a wide variety of complex accounting and clerical duties requiring advanced experience, knowledge, and competency; maintains general ledger accounts including assets, liabilities, equity, revenue, and expenses; prepares monthly, quarterly, and annual financial reports; performs complex administrative duties and oversees subordinate administrative and financial staff; performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other classes by its financial and supervisory duties and responsibilities. The employee in this class is capable of handling financial, administrative and confidential tasks with little direct supervision.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Maintains general ledger accounts including assets, liabilities, revenue and expenses; prepares bank reconciliations. Monitors financial records and provides notice and information to the General Manager of financial status. Compiles data for and prepares budget estimates for the current year and makes recommendations for following year.
2. Plans, prioritizes, assigns, supervises, reviews, and participates in the daily work of subordinate staff responsible for administrative, accounting and customer service activities.
3. Selects and trains subordinate staff and evaluates their performance on an annual basis.
4. Provides administrative assistance to the General Manager by screening mail, calls and visitors, and responding to inquiries and interpreting district policies and procedures on behalf of the General Manager; provides assistance to designated responsible personnel in General Manager's absence.
5. Processes monthly customer billing and provides customer service to assist customers with opening and closing/transferring of accounts.
6. Reviews and processes bills for payment, processes purchase, expense and travel documents; prepares and processes payroll; stays abreast of laws and regulations pertaining to payroll.
7. Maintains and processes human resources information for staff; stays abreast of laws and regulations pertaining to human resources.
8. Schedules meetings and conferences; assists with the preparation and production of Board and Committee meeting agendas.
9. Establishes schedules and methods for providing administrative and accounting services; identifies resource needs; reviews needs with the General Manager; allocates resources accordingly.





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0003  
**FLSA Status:** Exempt  
**Bargaining Unit:** Confidential  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: FISCAL ASSISTANT**

**PAGE: 2**

10. Prepares reports and correspondence for staff; provides administrative assistance to various projects.
11. Perform related duties as required.

**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:**

Generally accepted principles, practices and methods of public and governmental accounting.  
Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.  
Operations, services, and activities of financial management including internal control procedures.  
Principles and practices of fiscal and administrative practices.  
Principles and practices of budget preparation and administration.  
Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors and District staff.  
Modern office practices, methods and computer equipment/applications related to work including financial, word processing and spreadsheet software.  
English usage, grammar, spelling, vocabulary and punctuation.

**Ability to:**

Plan, organize, schedule, assign, review, and evaluate the work of and train staff.  
Effectively resolve conflict within assigned area of responsibility. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.  
Perform complex accounting work in support of the accounting and budget systems of the District.  
Evaluate and recommend improvements in operations, procedures, policies, or methods.  
Apply critical thinking and analysis to a broad range of situations.  
Oversee administration of various accounting functions including daily accounts receivable, accounts payable, and miscellaneous financial reporting operations.  
Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.  
Research, analyze, and evaluate new service delivery methods, procedures, and techniques.  
Perform various accounting and financial analyses.  
Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.  
Make sound, independent decisions within established policy and procedural guidelines.  
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.  
Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.  
Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.  
Use English effectively to communicate in person, over the telephone, and in writing.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0003  
**FLSA Status:** Exempt  
**Bargaining Unit:** Confidential  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: FISCAL ASSISTANT**

**PAGE: 3**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

High school diploma or equivalent and, 3-5 years of financial and supervisory experience in a public agency setting.

**License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.

**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; incumbents may be required to work extended hours including evenings, weekends and holidays, and may be required to travel to attend meetings.

**Physical:** Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment including use of a computer keyboard; ability to operate a vehicle to travel to various locations and meetings.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0004  
**FLSA Status:** Non-exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ACCOUNT CLERK I/II**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under direct or general supervision, performs a variety of clerical/bookkeeping duties associated with accounts payable, accounts receivable, customer billing, provides information and assistance to the general public; maintains files and records; and performs a variety of clerical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

Account Clerk I: This is the entry-level class in the administrative/bookkeeping series. Under direct supervision, incumbents perform a variety of customer service, clerical and bookkeeping tasks. This class is distinguished from other classes by the reception of direct supervision by the Fiscal Assistant and the limited authority and responsibility of the position.

Account Clerk II: This is the journey-level class in the administrative/bookkeeping series. The employee in this class is capable of handling customer service, administrative and bookkeeping tasks with infrequent supervision and oversight by the Fiscal Assistant, as well as the increased authority and responsibility level of the position.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Post, process and reconcile accounts receivable into the District's computer system and provides routine information and timely reports to appropriate District staff.
2. Provide responsive and skilled customer service to ratepayers to resolve billing or service questions.
3. Research District documents, including financial records, logs, maps and legal descriptions to provide timely and accurate information to District staff and customers; issues permits and reviews checklist to ensure that procedural guidelines have been met.
4. Coordinate with appropriate District staff to assemble necessary supporting documentation and process invoices for payment; respond to vendor inquiries; resolve billing errors.
5. Verify and review data, materials, records and reports for completeness, accuracy and conformance with established regulations and procedures.
6. Act as receptionist for office and plant personnel, screening callers and visitors, referring inquiries appropriately.
7. Provide routine administrative and clerical assistance to District staff.
8. Perform related duties as required.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0004  
**FLSA Status:** Non-exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ACCOUNT CLERK I/II**

**PAGE: 2**

**QUALIFICATIONS AND ABILITIES**

*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:**

Basic accounting principles and practices.  
Basic mathematical principles.  
Principles and practices of customer service.  
Basic principles and procedures of preparing financial spreadsheets and reports.  
Proper phone technique and etiquette.  
Modern office practices, methods and computer equipment/applications related to work including financial, word processing and spreadsheet software.  
English usage, grammar, spelling, vocabulary and punctuation.

**Ability to:**

Perform detailed account and financial office support work accurately and in a timely manner.  
Perform clerical accounting duties supporting the processing of accounts payable/receivable.  
Provide customer service to the general public and employees.  
Respond to and effectively prioritize multiple phone calls and other requests for service.  
Make accurate arithmetic, financial, and statistical computations.  
Interpret, apply, and explain policies and procedures.  
Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.  
Maintain a variety of current and accurate financial records and files.  
Organize own work, set priorities, and meet critical time deadlines.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Collect, compile, and research information and data.  
Work independently in the absence of supervision.  
Understand and carry out oral and written instructions.  
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, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/and Experience**

Account Clerk I: Graduation from an accredited high school and two years of experience in customer service, clerical duties and/or office support.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0004  
**FLSA Status:** Non-exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ACCOUNT CLERK I/II**

**PAGE: 2**

Account Clerk II: Graduation from an accredited high school and 3-5 years of administrative, and financial experience in a public agency setting, including at least two years of experience equivalent to an Account Clerk I at Crestline Sanitation District.

**License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.

**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; incumbents may be required to work extended hours including evenings, weekends and holidays, and may be required to travel to attend meetings.

**Physical:** Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment including use of a computer keyboard; ability to operate a vehicle to travel to various locations and meetings.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0005  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: LEAD PLANT OPERATOR**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under general direction of the Operations Manager, plans, schedules, assigns and reviews the work of operations staff assigned to the operation and maintenance of wastewater collection and treatment facilities and systems; coordinates, oversees, and provides technical input for assigned operations related projects and programs; provides responsible and complex administrative and operational assistance to the Operations Manager; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey-level in the treatment plant operator series and is distinguished by its oversight by the Operations Manager. Responsibilities include exercising technical and supervisory control to ensure that the three wastewater treatment facility plants operate effectively and are maintained in a safe and effective working condition. The employee in this class is capable of handling operational tasks with little direct supervision.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Provides technical and functional direction to assigned operations staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
2. Plans, schedules, prioritizes and assigns utilities operations work in consultation with the Operations Manager; communicates status of operations to appropriate personnel, working cooperatively to schedule repairs and adjustments in accordance with established and special operational priorities; instructs staff in work procedures.
3. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
4. Assists in developing work plans, procedures, and schedules.
5. Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
6. Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
7. Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
8. Observes safe work methods and makes appropriate use of related safety equipment as required.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0005  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: LEAD PLANT OPERATOR**

**PAGE: 2**

9. Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
10. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
11. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
12. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
13. Answers inquiries from citizens regarding work performed; takes visitors on facility tour and explains operating procedures; maintains accurate records of work performed.
14. May assist other operations crews in emergency or relief situations.
15. Responds to after-hours emergencies.
16. Stand-by Supervisor
17. 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:**

Basic principles of supervision and training.

Principles, practices, equipment, material and tools used in the operation, cleaning and preventive maintenance of wastewater treatment and distribution/disposal facilities and equipment.

The operation and preventive maintenance of piping systems, including pipes, valves and related appurtenances.

Standard chemical and physical tests of wastewater, sludge and related materials.

Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.

Equipment troubleshooting principles and practices.

Record keeping practices.

Basic mechanical, electrical and hydraulic principles.

Shop mathematics.

Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

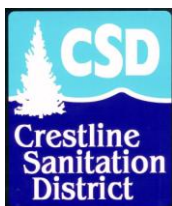
English usage, spelling, vocabulary, grammar and punctuation.

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

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of budget preparation and administration.





## CRESTLINE SANITATION DISTRICT

### CLASS SPECIFICATION

Job Code: 0005  
FLSA Status: Non-Exempt  
Bargaining Unit: IBEW  
Effective Date: 03/01/13  
Revised Date: 02/14/13

**CLASS TITLE: LEAD PLANT OPERATOR**

**PAGE: 3**

#### **Ability to:**

Plan, schedule, assign, and oversee activities of operations personnel.  
Inspect the work of others and maintain established quality control standards.  
Train others in proper and safe work procedures.  
Identify and implement effective course of action to complete assigned work.  
Oversee and participate in operations and related projects.  
Safely and accurately operate, maintain and repair a variety of water and/or wastewater treatment and related facilities and equipment.  
Recognize and correct or report unusual, inefficient or dangerous operating conditions.  
Read a variety of gauges, charts and meters, record data accurately and make appropriate process adjustments.  
Conduct standard chemical and physical tests of water, wastewater, sludge and related materials.  
Use and maintain the tools and equipment of the work skillfully and safely.  
Handle hazardous chemicals in a safe manner.  
Make accurate arithmetic calculations.  
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.  
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 Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/and Experience**

Graduation from an accredited high school and four years of increasingly responsible operations and maintenance experience in a wastewater agency.

#### **License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.  
Grade III or higher Wastewater Treatment Operator certificate issued by the State Water Resources Control Board





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0005  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: LEAD PLANT OPERATOR**

**PAGE: 4**

**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 exposed to fumes or 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, push, and pull materials and objects weighing up to 50 pounds; class requires frequent walking in operational areas to identify problems and hazards.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0006  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: TREATMENT PLANT OPERATOR I/II**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under direct or general supervision, performs a variety of tasks associated with the production, treatment, and distribution of potable water; operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater treatment plant and collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs to plant facilities and equipment; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

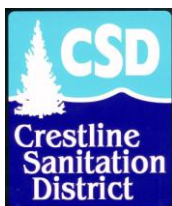
Operator I: This is the entry-level class in the treatment plant operations series. Under direct supervision, incumbents safely operate and maintain water treatment and distribution equipment and appurtenances according to District practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Treatment Plant Operator II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, and certifications that meet the qualifications for, and demonstrating the ability to perform the work of, the higher-level class.

Operator II: This is the full journey-level class in the treatment plant operations series that performs the full range of duties required to ensure that the water and wastewater treatment facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests on water and wastewater operations equipment, inspecting, and attending to issues in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Lead Plant Operator in that the latter is responsible for technical and functional direction over lower-level operations staff and is capable of performing the most complex duties assigned to the department.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
2. Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
3. Collects wastewater, sludge, and other samples from various phases of the treatment process; performing standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0006  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: TREATMENT PLANT OPERATOR I & II**

**PAGE: 2**

4. Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
5. Performs proper usage and handling of chemicals according to industry standards, performing safety hook-up connections for chlorine and sulfur dioxide cylinders.
6. Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.
7. Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, chlorinators, filters, chemical valves, sludge lagoon, bar screens, agitators, and electric motors.
8. Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
9. Observes safe work methods and makes appropriate use of related safety equipment as required.
10. Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
11. Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
12. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
13. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
14. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
15. Answers inquiries from citizens regarding work performed; takes visitors on facility tour and explains operating procedures; maintains accurate records of work performed.
16. May assist other operations crews in emergency or relief situations.
17. Responds to after-hours emergencies.
18. Performs routine groundskeeping work at all district facilities.
19. 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, equipment, material and tools used in the operation, cleaning and preventive maintenance of wastewater treatment and distribution/disposal facilities and equipment.

The operation and preventive maintenance of piping systems, including pipes, valves and related appurtenances.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0006  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: TREATMENT PLANT OPERATOR I & II**

**PAGE: 3**

Standard chemical and physical tests of wastewater, sludge and related materials.  
Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.  
Equipment troubleshooting principles and practices.  
Record keeping practices.  
Basic mechanical, electrical and hydraulic principles.  
Shop mathematics.  
Basic computer software related to work.  
Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.  
Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:**

Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.  
Recognize and correct or report unusual, inefficient, or dangerous operating conditions  
Read a variety of gauges, charts and meters, record data accurately and make appropriate process adjustments.  
Conduct standard chemical and physical tests of water, wastewater, sludge and related materials.  
Use and maintain the tools and equipment of the work skillfully and safely.  
Handle hazardous chemicals in a safe manner.  
Make accurate arithmetic calculations.  
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 departmental 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 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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

Operator I/II: Equivalent to the completion of twelfth (12<sup>th</sup>) grade.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0006  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: TREATMENT PLANT OPERATOR I & II**

**PAGE: 4**

Operator I: One (1) year of experience in wastewater treatment plant maintenance and/or operations.

Operator II: In addition to the above, two (2) years of experience equivalent to an Operator I at the Crestline Sanitation District.

**License or Certificate:**

Possession of, or ability to obtain, a valid California class C driver's license.

**Operator I**

Within 18 months of the date of entry into the position, must obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB).

**Operator II:**

Grade II Wastewater Treatment Plant Operator Certificate issued by the SWRCB.

**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 exposed to fumes or 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, push, and pull materials and objects weighing up to 50 pounds; class requires frequent walking in operational areas to identify problems and hazards. The employee is required to be closely shaven to permit wearing of respiratory protection equipment.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0008  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: EQUIPMENT MAINTENANCE MECHANIC**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under general supervision, installs, repairs, troubleshoots and performs corrective, preventative and predictive maintenance on all District vehicles, wastewater treatment plant equipment, lift stations, power generation facilities and a variety of stationary and mobile equipment and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an experienced-level class responsible for the maintenance and repair of vehicles and equipment found at all of the District's treatment, collection and related facilities. Under the supervision of the Operations Manager, 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 systems. This class is distinguished from the Electrical Mechanical Maintenance Worker in that the latter is responsible for the maintenance and repair of electrical and pneumatic equipment found in the Districts treatment, collection and related facilities.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Inspects, installs, modified, maintains and repairs pumps, motors, valves, compressors, generators, regulators, chemical feeders, piping system, hydraulic controls, natural gas and diesel generators, blowers, and other facilities and equipment related to the pumping and treatment of water and wastewater.
2. 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.
3. Calibrates equipment and instruments on a routine schedule and after repairs; makes unscheduled or emergency repairs as required.
4. Uses and performs maintenance on a variety of tools and electrical and electronic test equipment; reads and calibrates gauges and meters used for process control.
5. Assists with the preventative maintenance and repairs of mechanical equipment and facilities.
6. May perform related facility and equipment maintenance such as welding, painting or other craftwork.
7. Assists in maintaining an inventory of materials, tools and supplies, requisitions materials as required.
8. Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0008  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: EQUIPMENT MAINTENANCE MECHANIC**

**PAGE: 2**

9. Ensures AQMD Generator and underground fuel storage tank maintenance, compliance and permitting.
10. Performs maintenance and alterations on all District buildings and facilities, including administrative offices, maintenance shop, wastewater treatment plant and lift stations.
11. Performs basic maintenance on electrical systems; repairs and replaces light bulbs, switches, and other electrical fixtures.
12. Performs maintenance and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, and replaces faucets and valves; installs, maintains and repairs drains, water lines and hot water heaters.
13. Assists in a variety of carpentry and building tasks for District facilities; reads blueprints; creates specifications and job standards for contracts, including painting and roofing projects; prepares cost estimates for new construction; oversees and monitors contractor work.
14. Installs, performs preventive maintenance on, repairs and replaces equipment involved in the operation and support of water and wastewater treatment plants and related facilities.
15. Troubleshoots equipment problems, and recommends time, equipment and materials required to effect repairs; makes emergency repairs as required.
16. Repairs, overhauls or replaces malfunctioning, damaged or worn parts, materials and equipment.
17. Cleans, services and paints equipment, machinery, vehicles, structures, buildings, pipelines and storage tanks.
18. Services, adjusts and tunes a variety of equipment such as engines, motors, pumps, valves, control systems, boilers, heat exchangers, chemical feed systems.
19. Reads and interprets specifications, diagrams, manuals and other documentation.
20. Designs equipment installations and modifications; makes required mathematical calculations prepares schematics and diagrams for documenting installations; determines supplies and materials required.
21. Maintains and repairs light, medium, and heavy-duty District equipment, vehicles, trucks and other rolling stock.
22. Performs basic maintenance of District communications equipment such as personal computers and phones.
23. Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
24. Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
25. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
26. Maintains accurate records and files of work performed and materials and supplies used.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0008  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: EQUIPMENT MAINTENANCE MECHANIC**

**PAGE: 3**

27. Observes appropriate safety procedures and works to applicable codes and guidelines.
28. Attends training and safety sessions as assigned; observes safe work methods and makes appropriate use of related safety equipment as required.
29. Safely operates a variety of hand and power tools and equipment related to work assignment as instructed.
30. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
31. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
32. Answers inquiries from citizens regarding work performed; takes visitors on facility tour and explains operating procedures; maintains accurate records of work performed.

**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 maintenance and repair of pumps, motors, generators, piping systems and related equipment and facilities used in the wastewater treatment plant and lift stations.

Principles, practices and methods related to the maintenance and repair of various data communication and acquisition devices, as well as telemetry and control instrumentation.

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

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

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.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:**

Inspect, operate, diagnose problems and perform preventive maintenance and repair work on pumps, motors, piping systems, and related equipment and facilities.

Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of District buildings and facilities.

Inspect, operate, diagnose problems and perform preventative maintenance and repair work on electric motors, gas and diesel engines, pumps and compressors.





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0008  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: EQUIPMENT MAINTENANCE MECHANIC**

**PAGE: 4**

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.  
Perform a variety of fabricating and design duties related to water and wastewater systems construction, maintenance and repair; interpret sketches and diagrams.  
Read and understand schematic diagrams, construction drawings and blueprints.  
Use and maintain the tools and equipment of the work skillfully and safely.  
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 departmental 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 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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

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

**Licenses:**

Valid California Class A commercial driver's license with air brake and tank endorsement.  
Grade II Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA)  
Grade II Collection Maintenance System Certificate issued by the California Water Environment Association (CWEA).

**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.*



## CRESTLINE SANITATION DISTRICT

### CLASS SPECIFICATION

Job Code: 0008  
FLSA Status: Non-Exempt  
Bargaining Unit: IBEW  
Effective Date: 03/01/13  
Revised Date: 02/14/13

**CLASS TITLE: EQUIPMENT MAINTENANCE MECHANIC**

**PAGE: 5**

**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 exposed to fumes or 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, push, 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 visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0007  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ELECTRICAL MECHANICAL SPECIALIST**

**PAGE: 1**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended 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 plant, 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 Operations Manager, 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 systems.

**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 or 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, generators, 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.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0007  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ELECTRICAL MECHANICAL SPECIALIST**

**PAGE: 2**

8. Interprets electrical and electronic schematics, piping and instrumentation drawings, instrument 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, generators, switches, panels, lines, regulators and related equipment and facilities used at the wastewater treatment plant and lift stations.

Principles, practices and methods related to the maintenance and repair of various data communication and acquisition devices, as well as telemetry and control instrumentation.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0007  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: ELECTRICAL MECHANICAL SPECIALIST**

**PAGE: 3**

The use and care of test equipment and hand and power tools common to the trade.  
Safety practices pertaining to work, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.  
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.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:**

Inspect, operate, diagnose problems and perform preventive maintenance and repair work on electric motors and systems, pumps, generators, 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.  
Use and maintain the tools and equipment of the work skillfully and safely.  
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 departmental 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 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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

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



## CRESTLINE SANITATION DISTRICT

### CLASS SPECIFICATION

Job Code: 0007  
FLSA Status: Non-Exempt  
Bargaining Unit: IBEW  
Effective Date: 03/01/13  
Revised Date: 02/14/13

**CLASS TITLE: ELECTRICAL MECHANICAL SPECIALIST**

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#### **Licenses:**

Valid California Class C driver's license with satisfactory driving record.  
Grade II Electrical Instrumentation Technician License issued by the California Water Environment Association (CWEA) within 18 months of hiring.  
Grade II Mechanical Technologist Certificate issued by CWEA.  
Class A License with air brake and tank endorsement desirable.

#### **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 exposed to fumes or 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, push, 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 visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0009  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER III**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under general supervision provides work direction and review to maintenance workers; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex work in the installation, repair, cleaning and maintenance of the District's wastewater collection system; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level position in the maintenance series that organizes and oversees the daily work of staff and is required to ensure that District infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Operations Manager in that the latter is the full management-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in maintenance operations.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
2. Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Operations Manager; communicates status of repairs to appropriate personnel, works cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
3. Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
4. Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment and other resources needed to complete day-to-day work.
5. Requests supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
6. Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.
7. Performs a variety of complex and skilled work to inspect, maintain and repair valves, meters, water distribution pipelines and related appurtenances; to inspect and test lines in the collection system visually or using smoke or dye testing and/or television devices





**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0009  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER III**

**PAGE: 2**

8. Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, and hydro cleaning to ensure clean and open distribution.
9. Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
10. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
11. Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
12. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
13. Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
14. May assist other maintenance crews in emergency or relief situations.
15. Performs confined space entry and rescue operations.
16. Acts as Stand-by Supervisor.
17. Responds to after-hours emergencies.

**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:**

Basic principles of supervision and training.  
Maintenance principles, practices, tools and materials for maintaining and repairing wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems, and other related facilities and equipment.  
The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.  
Traffic control procedures and traffic sign regulations.  
Shop arithmetic.  
Safety equipment and practices related to the work, including the handling of hazardous chemicals.  
Safe driving rules and practices.  
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.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, vocabulary, grammar and punctuation.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0009  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER III**

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**Ability to:**

Plan, schedule, assign, and oversee activities of wastewater collection system maintenance and repair personnel.  
Inspect the work of others and maintain established quality control standards.  
Train others in proper and safe work procedures.  
Identify and implement effective course of action to complete assigned work.  
Oversee and participate in maintenance and other related projects.  
Perform construction, inspection, modification, maintenance and repair work on wastewater collection systems, facilities and equipment such as found in the District.  
Inspect new construction, repairs and modifications to private sewers and lateral connections; test connections for compliance with required standards; sign-off on completed work.  
Operate specialized maintenance and repair equipment related to wastewater main cleaning.  
Set up and operate traffic area construction zones, including cones, barricades and flagging.  
Locate sewer pipelines and lateral connections using field observation, plans or specialized equipment.  
Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.  
Troubleshoot maintenance problems and determine materials and supplies required for repair.  
Make accurate arithmetic calculations.  
Use and maintain the tools and equipment of the work skillfully and safely.  
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 departmental 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 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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and three (3) years of increasingly responsible experience in the maintenance and repair of underground utilities or general construction.

**Licenses:**

Valid California Class A commercial driver's license with air brake and tank endorsements.  
Grade III Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0009  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER III**

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**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 exposed to fumes or 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, push, 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 visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under direct supervision, performs a variety of routine to skilled work in the installation, repair, cleaning and maintenance of the District's wastewater collection system; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I: This is the entry-level class in the maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, 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. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level utility maintenance staff and is capable of performing the most complex duties assigned to the division.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, and hydro cleaning to ensure clean and open distribution.
2. Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the District's wastewater infrastructure system.
3. Inspects and tests lines in the collection system visually or using closed-circuit television devices and other specialized testing equipment.
4. Cleans the collection system using appropriate rodding or high velocity cleaner equipment.
5. Inspects and maintains wastewater lines and manholes to ensure compliance with established codes.
6. Provides installation, maintenance, and repair of wastewater mains and laterals.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

**PAGE: 2**

7. Operates and maintains the District's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
8. Installs and maintains wastewater manholes, and makes minor repairs as directed.
9. Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
10. Transports contaminated soils and raw sewage to designated areas for proper disposal.
11. Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
12. Installs and maintains different metering devices throughout the District's infrastructure to monitor wastewater flows.
13. Uses pavement breaker to begin trenches or make minor excavations, places shoring where required, and makes necessary installations and repairs to both the distribution and collection system pipelines.
14. Operates and maintains light, medium, and heavy duty equipment and trucks appropriate for the construction, maintenance, and repair of the District's infrastructure.
15. May learn how to operate a backhoe loader, compressor, trencher, and various power and hand tools.
16. Assists in backfilling excavations and applies temporary resurfacing to repair area.
17. Raises, sets and seals valves and manholes as required.
18. Reads and interprets maps and diagrams in the performance of the work.
19. Observes safe work methods and makes appropriate use of related safety equipment as required.
20. Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
21. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
22. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
23. Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
24. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
25. Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
26. May assist other maintenance crews in emergency or relief situations.
27. Performs confined space entry and rescue operations.
28. Responds to after-hours emergencies.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

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**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:**

Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems, and other related facilities and equipment.

Basic principles and practices of the design and fabrication of specialized tools or equipment used for the maintenance and repair of District infrastructure, which may include arc and gas welding, and oxygen acetylene cutting.

The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.

Traffic control procedures and traffic sign regulations.

Shop arithmetic.

Safety equipment and practices related to the work, including the handling of hazardous chemicals.

Safe driving rules and practices.

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.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:**

Perform construction, modification, maintenance and repair work on wastewater collection systems, facilities and equipment such as found in the District.

Operate specialized maintenance and repair equipment related to wastewater main cleaning.

Set up and operate traffic area construction zones, including cones, barricades and flagging.

Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.

Troubleshoot maintenance problems and determine materials and supplies required for repair.

Make accurate arithmetic calculations.

Use and maintain the tools and equipment of the work skillfully and safely.

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 departmental policies and procedures related to assigned duties.

Understand and follow oral and written instructions.





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

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
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**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

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Organize own work, set priorities and meet critical time deadlines.  
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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Worker I: One (1) year of experience in the maintenance and repair of underground utilities or general construction.

Maintenance Worker II: In addition to the above, one (1) year of experience equivalent to Maintenance Worker I at LACSD.

**Licenses:**

Maintenance Worker I:

Must be able to obtain a Class A California driver's license with air brake and tank endorsements within 12 months of entry into the position.  
Within 18 months of the date of entry into the position, must obtain a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).

Maintenance Worker II:

Valid California driver's license Class A with air brake and tank endorsements.  
Grade II Collection System Maintenance Certificate issued by the CWEA.

**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.*





## CRESTLINE SANITATION DISTRICT

### CLASS SPECIFICATION

Job Code: 0010  
FLSA Status: Non-Exempt  
Bargaining Unit: IBEW  
Effective Date: 03/01/13  
Revised Date: 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

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**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 exposed to fumes or 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, push, and pull materials and objects weighing up to 75 pounds; class requires frequent walking in operational areas to identify problems and hazards. The employee is required to be closely shaven to permit wearing of respiratory protection equipment.

**Vision:** See in the normal visual 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**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

**PAGE: 1**

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

**SUMMARY DESCRIPTION**

Under direct supervision, performs a variety of routine to skilled work in the installation, repair, cleaning and maintenance of the District's wastewater collection system; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I: This is the entry-level class in the maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, 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. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level utility maintenance staff and is capable of performing the most complex duties assigned to the division.

**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 or different duties from those set forth below to address business needs and changing business practices.*

1. Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, and hydro cleaning to ensure clean and open distribution.
2. Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the District's wastewater infrastructure system.
3. Inspects and tests lines in the collection system visually or using closed-circuit television devices and other specialized testing equipment.
4. Cleans the collection system using appropriate rodding or high velocity cleaner equipment.
5. Inspects and maintains wastewater lines and manholes to ensure compliance with established codes.
6. Provides installation, maintenance, and repair of wastewater mains and laterals.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

**PAGE: 2**

7. Operates and maintains the District's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
8. Installs and maintains wastewater manholes, and makes minor repairs as directed.
9. Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
10. Transports contaminated soils and raw sewage to designated areas for proper disposal.
11. Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
12. Installs and maintains different metering devices throughout the District's infrastructure to monitor wastewater flows.
13. Uses pavement breaker to begin trenches or make minor excavations, places shoring where required, and makes necessary installations and repairs to both the distribution and collection system pipelines.
14. Operates and maintains light, medium, and heavy duty equipment and trucks appropriate for the construction, maintenance, and repair of the District's infrastructure.
15. May learn how to operate a backhoe loader, compressor, trencher, and various power and hand tools.
16. Assists in backfilling excavations and applies temporary resurfacing to repair area.
17. Raises, sets and seals valves and manholes as required.
18. Reads and interprets maps and diagrams in the performance of the work.
19. Observes safe work methods and makes appropriate use of related safety equipment as required.
20. Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
21. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
22. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
23. Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
24. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
25. Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
26. May assist other maintenance crews in emergency or relief situations.
27. Performs confined space entry and rescue operations.
28. Responds to after-hours emergencies.



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

**PAGE: 3**

**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:**

Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; storm and sanitary wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and pump systems, and other related facilities and equipment.

Basic principles and practices of the design and fabrication of specialized tools or equipment used for the maintenance and repair of District infrastructure, which may include arc and gas welding, and oxygen acetylene cutting.

The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.

Traffic control procedures and traffic sign regulations.

Shop arithmetic.

Safety equipment and practices related to the work, including the handling of hazardous chemicals.

Safe driving rules and practices.

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.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

English usage, spelling, vocabulary, grammar and punctuation.

**Ability to:**

Perform construction, modification, maintenance and repair work on wastewater collection systems, facilities and equipment such as found in the District.

Operate specialized maintenance and repair equipment related to wastewater main cleaning.

Set up and operate traffic area construction zones, including cones, barricades and flagging.

Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.

Troubleshoot maintenance problems and determine materials and supplies required for repair.

Make accurate arithmetic calculations.

Use and maintain the tools and equipment of the work skillfully and safely.

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 departmental policies and procedures related to assigned duties.

Understand and follow oral and written instructions.



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

**Job Code:** 0010  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** IBEW  
**Effective Date:** 03/01/13  
**Revised Date:** 02/14/13

**CLASS TITLE: MAINTENANCE WORKER I & II**

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Organize own work, set priorities and meet critical time deadlines.  
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.  
Use English effectively to communicate in person, over the telephone and in writing.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/and Experience**

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Worker I: One (1) year of experience in the maintenance and repair of underground utilities or general construction.

Maintenance Worker II: In addition to the above, one (1) year of experience equivalent to Maintenance Worker I at LACSD.

**Licenses:**

Maintenance Worker I:

Must be able to obtain a Class A California driver's license with air brake and tank endorsements within 12 months of entry into the position.  
Within 18 months of the date of entry into the position, must obtain a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).

Maintenance Worker II:

Valid California driver's license Class A with air brake and tank endorsements.  
Grade II Collection System Maintenance Certificate issued by the CWEA.

**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.*



**CRESTLINE SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 0010  
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**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 exposed to fumes or 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, push, and pull materials and objects weighing up to 75 pounds; class requires frequent walking in operational areas to identify problems and hazards. The employee is required to be closely shaven to permit wearing of respiratory protection equipment.

**Vision:** See in the normal visual 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.

**Attachment B**  
**Salary Range Survey Data**



Crestline Sanitation District  
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**BENCHMARK TITLE: General Manager**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	General Manager	\$9,448.40	\$13,178.10	39%
Crestline Village Water District	General Manager	\$10,336.00	\$10,336.00	0%
Inland Empire Utilities Agency	General Manager	\$17,904.55	\$21,815.00	22%
Lake Arrowhead Community Services District	General Manager*	\$14,144.00	\$14,144.00	0%
Running Springs Water District	General Manager	\$10,313.33	\$12,537.17	22%
County of San Bernardino	Deputy Director	\$9,110.40	\$10,566.40	
Crestline Sanitation District	<b>General Manager</b>	<b>\$5,699.22</b>	<b>\$ 7,295.60</b>	28%
<b>Median<sup>1</sup></b>		<b>\$11,876.11</b>	<b>\$13,762.78</b>	16%
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$6,176.89)</b>	<b>(\$6,467.18)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-108%</b>	<b>-89%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

\* Former General Manager's Salary - Current Salary Unavailable

Benchmark Criteria: Executive Management level class. Serves at pleasure of Board of Directors; working through subordinate managers, is responsible for overall management, personnel, finance, planning, engineering, construction, public relations, maintenance and operation of the District. Requires CDPH Grade IV Wastewater Treatment Plant Operator license and 3-5 years management level experience.

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**BENCHMARK TITLE: Operations Manager**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Plant Superintendent	\$7,205.47	\$9,658.13	34%
Crestline Village Water District	Field Supervisor	\$4,397.90	\$7,561.60	72%
Inland Empire Utilities Agency	Manager - Operations	\$10,153.72	\$12,371.38	22%
Lake Arrowhead Community Services District	Operations Manager	\$6,490.00	\$8,635.00	33%
Running Springs Water District	NCP <sup>2</sup>	\$0.00	\$0.00	
<b>Crestline Sanitation District</b>	<b>Operations Manager</b>	<b>\$5,260.67</b>	<b>\$6,753.73</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$7,061.77</b>	<b>\$9,556.53</b>	<b>35%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$1,801.10)</b>	<b>(\$2,802.80)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-34%</b>	<b>-41%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Management level class that directs the daily operations of the wastewater treatment and collections functions of the District. Requires a CDPH Grade IV Wastewater Treatment Plant Operator license and 3-5 years supervisory experience. Acts as General Manager in his/her absence.

**BENCHMARK TITLE: Fiscal Assistant**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Finance Manager	\$7,205.47	\$9,658.13	34%
Crestline Village Water District	Office Manager	\$4,858.60	\$8,341.90	72%
Inland Empire Utilities Agency	Accounting Supervisor	\$6,541.58	\$7,970.13	22%
Lake Arrowhead Community Services District	Sr. Accountant	\$4,455.00	\$5,912.00	33%
Running Springs Water District	Administration Division Supervisor	\$4,924.42	\$9,746.42	98%
County of San Bernardino	Administrative Supervisor I	\$5,212.13	\$6,671.60	28%
<b>Crestline Sanitation District</b>	<b>Fiscal Assistant</b>	<b>\$2,749.07</b>	<b>\$3,522.13</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$5,532.87</b>	<b>\$8,050.03</b>	<b>45%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$2,783.80)</b>	<b>(\$4,527.90)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-101%</b>	<b>-129%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Under general supervision at a management level, provides high level accounting and administrative assistance; directly supervises administrative staff.

**BENCHMARK TITLE: Account Clerk II**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Administrative Clerk	\$2,658.93	\$3,567.20	34%
Crestline Village Water District	Customer Service Representative	\$2,886.60	\$4,958.90	72%
Inland Empire Utilities Agency	Office Assistant	\$2,726.53	\$3,321.07	22%
Lake Arrowhead Community Services District	Customer Service Representative	\$2,806.00	\$4,058.00	45%
Running Springs Water District	Receptionist/Secretary III	\$2,382.00	\$3,549.17	49%
County of San Bernardino	Accounts Representative	\$2,528.93	\$3,236.13	28%
Crestline Sanitation District	<b>Account Clerk II</b>	<b>\$2,487.33</b>	<b>\$3,187.60</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$2,664.83</b>	<b>\$3,781.74</b>	<b>42%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$177.50)</b>	<b>(\$594.14)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-7%</b>	<b>-19%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Under direct supervision, provides entry-level financial and administrative support to District customers and staff.

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**BENCHMARK TITLE: Account Clerk II**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Accounting H/R Technician	\$3,745.73	\$5,016.27	34%
Crestline Village Water District	Customer Service Representative	\$2,886.60	\$4,958.90	72%
Inland Empire Utilities Agency	Accounting Technician	\$3,478.80	\$4,239.73	22%
Lake Arrowhead Community Services District	Accounting Technician	\$3,872.00	\$5,131.00	33%
Running Springs Water District	Sr. Billing Clerk	\$3,919.08	\$4,325.92	10%
County of San Bernardino	Accounting Technician	\$2,981.33	\$3,816.80	28%
Crestline Sanitation District	<b>Account Clerk II</b>	<b>\$2,487.33</b>	<b>\$3,187.60</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$3,480.59</b>	<b>\$4,581.44</b>	<b>32%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$993.26)</b>	<b>(\$1,393.84)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-40%</b>	<b>-44%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Under general supervision, provides mid-level financial and administrative support to District customers and staff.

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**BENCHMARK TITLE: LEAD OPERATOR**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Senior Operator	\$5,548.40	\$7,434.27	34%
Crestline Village Water District	NCP <sup>2</sup>	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	WW Treatment Senior Operator	\$5,936.44	\$7,232.98	22%
Lake Arrowhead Community Services District	Senior WW Treatment Operator	\$4,455.00	\$5,912.00	33%
Running Springs Water District	WW Treatment Division Supr	\$4,924.42	\$9,746.42	98%
County of San Bernardino	Treatment Plant Operator III	\$3,789.07	\$4,849.87	28%
Crestline Sanitation District	<b>Lead Operator</b>	<b>\$3,920.80</b>	<b>\$5,019.73</b>	28%
<b>Median<sup>1</sup></b>		<b>\$4,930.67</b>	<b>\$7,035.11</b>	43%
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$1,009.87)</b>	<b>(\$2,015.38)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-26%</b>	<b>-40%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Advanced journey-level class; excercises technical and supervisory control over the day-to-day operations of the wastewater treatment plant; requires CDPH Grade III Wastewater Treatment Plant Operator license and four years increasingly responsible experience in a wastewater plant.

**BENCHMARK TITLE: Treatment Plant Operator II**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Plant Operator II	\$3,995.33	\$5,352.53	34%
Crestline Village Water District	Serviceman - Lead	\$3,984.80	\$5,621.90	41%
Inland Empire Utilities Agency	WW Treatment Operator II	\$4,651.47	\$5,667.39	22%
Lake Arrowhead Community Services District	WW Treatment Operator II	\$3,872.00	\$5,131.00	33%
Running Springs Water District	WW Treatment Operator II	\$4,038.67	\$4,457.92	10%
County of San Bernardino	WW Treatment Plant Operator II	\$3,322.80	\$4,253.60	28%
<b>Crestline Sanitation District</b>	<b>Treatment Plant Operator II</b>	<b>\$3,438.93</b>	<b>\$4,402.67</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$3,977.51</b>	<b>\$5,080.72</b>	<b>28%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$538.58)</b>	<b>(\$678.05)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-16%</b>	<b>-15%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Journey-level position, operates with little oversight; requires CDPH Grade II Treatment Plant Operator license.



**BENCHMARK TITLE: Treatment Plant Operator I**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	Plant Operator I	\$3,650.40	\$4,893.20	34%
Crestline Village Water District	Serviceman	\$3,111.00	\$5,089.80	64%
Inland Empire Utilities Agency	WW Treatment Operator I	\$4,429.81	\$5,397.31	22%
Lake Arrowhead Community Services District	WW Treatment Operator I	\$3,373.00	\$4,455.00	32%
Running Springs Water District	WW Treatment Operator I	\$3,567.17	\$3,937.50	10%
County of San Bernardino	WW Treatment Plant Operator I	\$3,097.47	\$3,960.67	28%
<b>Crestline Sanitation District</b>	<b>Treatment Plant Operator I</b>	<b>\$3,201.47</b>	<b>\$4,099.33</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$3,538.14</b>	<b>\$4,622.25</b>	<b>31%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$336.67)</b>	<b>(\$522.92)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-11%</b>	<b>-13%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Entry-level class; operates under direct supervision; requires CDPH Grade I Wastewater Treatment Plant Operator License within 18 months of hire.

**BENCHMARK TITLE: Equipment Maintenance Mechanic**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	NCP	\$0.00	\$0.00	0%
Crestline Village Water District	NCP	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	Mechanic II	\$4,440.26	\$5,410.04	22%
Lake Arrowhead Community Services District	Equipment Mechanic	\$4,455.00	\$5,912.00	33%
Running Springs Water District	NCP	\$0.00	\$0.00	0%
County of San Bernardino	Heavy Equipment Mechanic	\$4,045.60	\$5,179.20	28%
<b>Crestline Sanitation District</b>	<b>Equipment Maint Mechanic</b>	<b>\$3,631.33</b>	<b>\$4,647.07</b>	<b>28%</b>
Eastern Municipal Water District <sup>3</sup>	Heavy Fleet Technician II	\$4,640.13	\$5,773.73	24%
City of San Bernardino <sup>3</sup>	Equipment Maint. Mechanic II	\$3,606.00	\$4,383.00	22%
<b>Median<sup>1</sup></b>		<b>\$4,313.62</b>	<b>\$5,500.41</b>	<b>28%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$682.29)</b>	<b>(\$853.34)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-19%</b>	<b>-18%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

<sup>3</sup> Not included in survey data; used for validation purposes only

Benchmark Criteria: Experienced-level class; performs complex corrective, preventative and predictive maintenance duties. Requires Commercial Class A Driver's License (with air brake and tanker endorsements); CWEA Grade II Mechanical Technologist certification and CWEA Grade II Collection Systems certification

**BENCHMARK TITLE: Electrical-Mechanical Specialist**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	NCP	\$0.00	\$0.00	0%
Crestline Village Water District	NCP	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	Instrument Technician II	\$5,397.29	\$6,576.03	22%
Lake Arrowhead Community Services District	Electrical/Instrumentation Tech	\$4,455.00	\$5,912.00	33%
Running Springs Water District	NCP	\$0.00	\$0.00	0%
County of San Bernardino	Electrical Technician II	\$3,849.73	\$4,929.60	28%
<b>Crestline Sanitation District</b>	<b>Electrical/Mechanical Spec</b>	<b>\$3,693.73</b>	<b>\$4,728.93</b>	<b>28%</b>
Eastern Municipal Water District <sup>3</sup>	Systems Control Operator II	\$4,988.53	\$6,207.07	24%
<b>Median<sup>1</sup></b>		<b>\$4,567.34</b>	<b>\$5,805.88</b>	<b>27%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$873.61)</b>	<b>(\$1,076.95)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-24%</b>	<b>-23%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

<sup>3</sup> Not included in survey data; used for validation purposes only

Benchmark Criteria: Experienced-level class that performs complex corrective, preventative and predictive repairs to the automated process information and control system, electrical, electronic pneumatic, hydraulic and electro-mechanical systems in the wastewater plant. Requires CWEA Grade II Electrical/Instrumentation certification within 18 months of hire; Class B license is desirable.

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**BENCHMARK TITLE: Maintenance Worker III**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	NCP	\$0.00	\$0.00	0%
Crestline Village Water District	NCP	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	Sr. Collection System Operator	\$5,141.07	\$6,262.53	22%
Lake Arrowhead Community Services District	Sr. Maintenance Worker	\$3,872.00	\$5,131.00	33%
Running Springs Water District	Collection Division Supr	\$4,924.42	\$9,746.42	98%
County of San Bernardino	Maintenance Supervisor	\$4,541.33	\$5,798.00	28%
<b>Crestline Sanitation District</b>	<b>Maintenance Worker III</b>	<b>\$3,529.07</b>	<b>\$4,518.80</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$4,619.70</b>	<b>\$6,734.49</b>	<b>46%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$1,090.63)</b>	<b>(\$2,215.69)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-31%</b>	<b>-49%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Advanced journey-level supervisory position overseeing the wastewater collection system crew; requires Commercial Class A Driver's License (with air brake and tanker endorsements) and Grade III CWEA Collection Systems Maintenance certification.

**BENCHMARK TITLE: Maintenance Worker II**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	NCP	\$0.00	\$0.00	0%
Crestline Village Water District	NCP	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	Collection System Operator	\$4,028.27	\$4,907.07	22%
Lake Arrowhead Community Services District	Maintenance Worker II	\$3,530.00	\$4,670.00	32%
Running Springs Water District	Collection System Operator II	\$3,946.83	\$4,356.50	10%
County of San Bernardino	Maintenance Worker II	\$3,080.13	\$3,938.13	28%
<b>Crestline Sanitation District</b>	<b>Maintenance Worker II</b>	<b>\$3,185.87</b>	<b>\$4,076.80</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$3,646.31</b>	<b>\$4,467.93</b>	<b>23%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$460.44)</b>	<b>(\$391.13)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-14%</b>	<b>-10%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Journey-level class that operates with little supervision to maintain and repair the wastewater collections system; requires Commercial Class A CDL (with air brake and tank endorsements); and CWEA Grade II Wastewater Collections System Maintenance certification.

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**BENCHMARK TITLE: Maintenance Worker I**

Agency	Class Title	Monthly Salary Range		Range Spread
		Min	Max	
Big Bear Area Wastewater Authority	NCP	\$0.00	\$0.00	0%
Crestline Village Water District	NCP	\$0.00	\$0.00	0%
Inland Empire Utilities Agency	Maintenance Technician I	\$3,313.66	\$4,037.36	0%
Lake Arrowhead Community Services District	Maintenance Worker I	\$2,806.00	\$4,058.00	45%
Running Springs Water District	Collection System Operator I	\$3,475.33	\$3,836.08	10%
County of San Bernardino	Maintenance Worker I	\$2,868.67	\$3,669.47	28%
<b>Crestline Sanitation District</b>	<b>Maintenance Worker I</b>	<b>\$2,969.20</b>	<b>\$3,799.47</b>	<b>28%</b>
<b>Median<sup>1</sup></b>		<b>\$3,115.92</b>	<b>\$3,900.23</b>	<b>25%</b>
<b>CSD Over(Under) Median - \$/Month</b>		<b>(\$146.72)</b>	<b>(\$100.76)</b>	
<b>CSD Over(Under) Median - %</b>		<b>-5%</b>	<b>-3%</b>	

<sup>1</sup>Median calculation doesn't include CSD salary ranges

<sup>2</sup> NCP = No comparable position

Benchmark Criteria: Entry-level class; operates under close supervision to maintain and repair the wastewater collection system; requires ability to obtain a Commercial Class B Driver's License (with air brake and tanker endorsements) within 12 months of hire, and CWEA Grade I Collection System Maintenance certification within 18 months of hire.