

GENERAL MANAGER

DEFINITION:

Under general direction, assists the CEO/CFO in the planning, organizing, directing and controlling all District field and plant operations and customer service activities, as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished by being directly responsible to the CEO/CFO in the daily hands on operations of the District, and all phases of staff supervision in the absence of the CEO/CFO.

EXAMPLE OF DUTIES:

Management of daily activities. Receives daily reports from field, plant and administrative staff and delegates matters requiring attention to appropriate staff members. Directs capital projects, prioritizes projects, makes budget requests and recommendations for each department to the CEO/CFO in planning process. Provides supervision to the administrative staff, as required in the absence of the CEO/CFO.

Represents Board policies and programs to employees, the public and other agencies as necessary.

EMPLOYMENT STANDARDS:

Any combination of education and experience in public utility sufficient to directly demonstrate possession and application of the following:

Knowledge of: Tools, materials, and equipment used in water utility treatment and distribution systems;
Knowledge of office procedures and customer service;
Principles of organization and personnel supervision;
Safe work practices and standards;
Records, maps, blueprints of distribution system, wells, booster station, treatment plant, and office and maintenance facility.

Ability to: Provide leadership and skilled supervision of personnel;
Prepare work orders, records, and reports; prioritize projects, make budget recommendations by department;
Effectively communicate with staff, customers and other public agencies both in writing and orally;
Understand and implement proper procedures and techniques for accomplishing assigned tasks efficiently.

Special Requirements: Possession of a valid California Drivers License and Grade D2 or higher Certification. Possession of commercial vehicle licenses an advantage. College courses credits with emphasis in business management and/or accounting.

ADMINISTRATIVE ASSISTANT

DEFINITION:

Under the supervision of the General Manager, performs a variety of complex secretarial, administrative, and related work as required.

DISTINGUISHING CHARACTERISTICS:

This position spends a significant portion of the workday preparing and reviewing documents used for recording clerical and fiscal information. This position may supervise and subordinate staff members.

EXAMPLE OF DUTIES:

May post customer payments; prepare bank deposits; accounts payable; and takes and transcribes accurate minutes for the Board of Directors meetings. Responsible for maintaining a filing system of correspondence, agreements, etc. Prepares payroll and payroll reports, maintains personnel records, files federal and state quarterly reports and reconciles to the general ledger. Works with the auditor during annual audit gathering information, answering questions, etc. Composes and types correspondence and reports with established office procedures to meet District needs. Coordinates with District personnel and other agencies to complete District responsibilities. Works as support personnel to the General Manager.

EMPLOYMENT STANDARDS:

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Correct English usage, spelling, grammar and punctuation;
Modern office practices, procedures, equipment, including operation of
billing,
payroll, payable and word processing software.

Ability to: Understand and follow oral and written instructions;
Make arithmetical computations rapidly and accurately;
Accurately enter and retrieve information from computer system;
Establish and maintain cooperative working relationships;
Complete the assigned job in a timely manner.
Ability to operate a 10 key by touch;
Ability to accurately type 45 words per minute;
Ability to reconcile accounts and bank statements.

Note: These knowledges and abilities are typically attained by five years of
experience in a responsible position and successful completion of business
management and/or accounting classes from an accredited college.

SECRETARY

DEFINITION

Under general direction performs clerical work that does not require speed-typing skills; to complete other routine water district business and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This position spends a significant portion of the working time completing general office duties.

EXAMPLE OF DUTIES

Receives and records all customer's payments for water deposits, water use and meter installations to the appropriate posting source. Answers telephone, routing calls to appropriate individuals as necessary. Reconciles daily cash and prepares bank deposits. Establishes and maintains customer records, including utility billing. Completes general secretarial, typist and clerical work.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Correct English usage, spelling, grammar and punctuation;

Basic arithmetic skills;

Ability to: Understand and follow oral and written instructions;

words per Learn office rules; methods and procedures, type at a minimum of 45
minute;

Operate various standard office machines;

Establish and maintain cooperative working relationships;

Complete the assigned job in a timely manner.

Note: This knowledges and abilities are typically attained with two years
experience of secretarial and receptionist training.

FIELD ENGINEERING TECHNICIAN

DEFINITION

Under general direction, performs a variety of field and office work. Field duties include operation and maintenance functions; assists in installations, repair and construction in the distribution system; meter reading. Office duties include routine drafting, determination of rights-of-way; compiling data and preparing reports; research of historical data; prepare water service and capital improvement estimates and drawings.

DISTINGUISHING CHARACTERISTICS

This position is assigned to the field, however works in the office as necessary, depending on workload. Individual must be flexible, and able to perform duties when and where required.

EXAMPLE OF DUTIES

Under supervision, installs and repairs meters and appurtenances. Assists on construction sites, may control traffic. Reads customers meters, prepares repair orders, etc.

Performs routine drafting assignments, as required. Compiles information and repair reports; prepares construction estimates; checks legal descriptions, rights-of-way, prepare encroachment permits for approval. Prepares annexation packages for approval and submission to LAFCo. Updates construction standards; inspects installations by contractors. Inspects and installs backflow devices, and prepares annual report.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: District construction standards. Use of basic tools, materials and equipment related to district operations. Safe work practices; drafting methods and equipment; principles and uses of algebra, geometry and trigonometry. Working knowledge of word processor; spread sheet programs, etc.

Ability to: Operate standard tools, equipment and vehicles in performance of district activities. Use drafting tools and equipment to prepare maps, cross sections, construction drawings, etc.; work cooperatively with field and office personnel, customers, vendors, etc.; plan and complete duties in a timely manner. Understand and follow written and oral instructions.

Note: These knowledge's and abilities are typically attained with four years experience in the water works field, and by completing drafting, research and other assignments, as directed.

Special

Requirements: Possession of valid California Drivers License.

State of Possession of valid minimum operators certification as required by the California, Department of Health Services Regulations for

2001.

MAINTENANCE WORKER I

DEFINITION

Under general direction, performs a wide variety of work related to the District operations, maintenance, repair and construction activities and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Work is usually performed under supervision although work assignments, which are repetitive in nature, once learned, can be carried on without difficulty under only general supervision.

EXAMPLE OF DUTIES

Performs a wide variety of District operations and maintenance functions; installs, maintains, inspects, repairs or constructs District facilities as assigned. Utilizes tools or equipment necessary to perform and complete an assigned project. Operates or drives mechanized equipment of vehicles. Assists other members of a crew in varied work assignments including emergencies. Maintains records on District operations and assists in billing procedures.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Basic tools, materials and equipment related to water district operations;
Safe work practices;

Ability to: Use and operate standard equipment, vehicles and hand tools in the performance of district activities;
Understand and follow oral and written instructions;
Acquire skill and knowledge in the area of assignment;
Complete the assigned job in a timely manner;
Establish and maintain cooperative working relationships;

Note: These knowledge's and abilities are typically attained with two years experience in the water works field.

Special

Requirement: Possession of valid minimum operators certification as required by the State of California, Department of Health Services Regulations for 2001.

MAINTENANCE WORKER II

DEFINITION

Under general direction, performs a variety of work related to District operations, maintenance, and repair and construction activities; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the classification of Maintenance Worker I by the requirement to perform more difficult District work in the operation, maintenance, repair, and construction activities. In addition, they may frequently operate heavy equipment, backhoe, etc., related to District activities.

EXAMPLE OF DUTIES

Performs a wide variety of District operation and maintenance functions; inspects, operates, installs, maintains, repairs, and constructs District facilities as assigned. Operates or drives specialized vehicles or equipment as needed. Supervises the work of a small crew in the absence of the Field Supervisor. Enforces rules and regulations pertinent to specialized facilities. Maintains records on District operations and assists in billing procedures.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Tools, materials, equipment and standard practices of water utility operations and maintenance work; Safe work practices;

Ability to: Use, operate and drive heavy equipment and vehicles on an as needed basis;

Understand and follow oral and written instructions;
Complete the assigned job in a timely manner;
Supervise less experienced employees as required;
Establish and maintain effective working relationships;

Note: These knowledge's and abilities are typically attained with three years experience in water utility operation and maintenance.

Special

Requirements: Possession of an appropriate California Drivers License.

Possession of a valid minimum operators certification as required by the State of California, Department of Health Services Regulations for 2001.

FILTER PLANT SUPERVISOR

DEFINITION:

Under direction of the General Manager, performs any combination of production and supervisory duties related to the water treatment facilities.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory position. Ability to make responsible decisions, and work independently. Must be versatile and able to work cooperatively and communicate effectively with staff, public and other agencies.

EXAMPLE OF DUTIES:

Oversees the operation of the water treatment facilities. Supervises subordinate staff. Monitors gauges, controls and meters to control flow and treatment of water. Operates valves, gates and pumps either manually or by remote control; samples and performs routine tests to determine proper treatment. Serves as the District's liaison with the Department of Health Services and other agencies. May make written or oral reports at Board and other meetings.

EMPLOYMENT STANDARDS:

Any combination of education and experience sufficient to demonstrate possession and application of the following:

Knowledge of: The California Safe Drinking Water Act;
Principles and processes of water treatment;
Principles and uses of math and chemistry;
Working knowledge of tools, controls and equipment
related to water treatment and distribution facilities.

Ability to: Perform complex computations and equations relating to treatment and
storage of water;
Understand and follow written and oral instructions;
Effectively supervise subordinate staff;
Plan, coordinate and follow through with projects;
complete assigned duties in a timely manner.

Note: These knowledges and abilities are typically attained with five years
experience in a responsible position in a water treatment facility of 10
mgd or more and two years of supervisory experience.

Special Note: Possession of valid T5 Certification;
Possession of valid CDL;
Possession of valid D2 Certification or higher is desirable.

FIELD MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, responsible to plan, organize, supervise and participate in work related to the operations, repair and maintenance of all District facilities and equipment, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the classification of Maintenance Worker II as being responsible to the General Manager for field operations.

EXAMPLE OF DUTIES

Supervises and assists assigned personnel in the efficient operations and maintenance of all District facilities including filter plant, transmission pipeline, storage facilities, distribution pipelines, and other related facilities. Supervises and assists in the repairs, emergencies and otherwise, installations and maintenance to all facilities.

EMPLOYMENT STANDARDS

Knowledge of: Tools, materials, equipment and standard practices of water utility operations and maintenance operations;
Safe work practices and standards;
Principles of organization, management and personnel supervision;

Ability to: Supervise the work of subordinates and provide appropriate advice and assistance on maintenance and repair problems;
the Use tools and equipment skillfully, i.e. heavy equipment, in performing necessary repair and maintenance;
Complete the assigned job in a timely manner;
Understand and follow oral and written instructions;
Prepare and maintain records and reports;
Establish and maintain effective working relationships;

Note: These knowledge's and abilities are typically attained with five years of supervisory experience with a water utility involved in the operation and maintenance of water facilities.

Special

Requirements: Possession of an appropriate California Drivers License.

Possession of a valid minimum operators certification as required by the State of California, Department of Health Services Regulations for 2001.

CLERK II

DEFINITION

Under general direction, performs general clerical and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position spends the majority of time dealing with the public.

EXAMPLE OF DUTIES

Takes money at the counter from customers, answers questions concerning utility bills; answers phone, takes messages and routes calls; completes monthly data input tasks to generate customer bills. Takes new customers service orders; acts as receptionist; may open and route mail, and completes routine clerical duties.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Correct English usage; spelling and grammar;

Ability to: Understand and follow instructions;

Efficient use of utility billing program; word processor; ten key calculators;

Count back change to customers;

Learn office procedures and methods;

Operate copier, postage machine, typewriter, cash register and other office machines;

Establish and maintain cooperative working relationships;

Complete jobs efficiently and in a timely manner.

Note: This is the second level of clerical positions with increased responsibilities. This knowledge is typically attained with two or more years experience working with the public in clerical position with minimal supervision.

CLERK I

DEFINITION

Under general direction, performs general clerical and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position spends the majority of time dealing with the public.

EXAMPLE OF DUTIES

Takes money at the counter from customers, answers questions concerning utility bills; answers phone, takes messages and routes calls; completes monthly data input tasks to generate customer bills. Takes new customers service orders; acts as receptionist; may open and route mail, and completes routine clerical duties.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Correct English usage; spelling and grammar;

Ability to: Understand and follow instructions;

Count back change to customers;

Learn office procedures and methods;

office Operate copier, postage machine, typewriter, cash register and other machines;

Establish and maintain cooperative working relationships;

Complete jobs efficiently and in a timely manner.

Note: This knowledge is typically attained with one-year experience working with the public in retail or clerical position.

WATER TREATMENT PLANT OPERATOR II

DEFINITION

Under general direction, performs any combination of tasks related to operation of the District's water treatment plant and related operations.

DISTINGUISHING CHARACTERISTICS

This is a journeyman level plant operation classification. Performs and is responsible for operator duties with minimal supervision.

EXAMPLE OF DUTIES

Operates treatment facilities to control flow and the treatment of water. Monitors gauges, meters, and control panels. Observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and gauge readings. Extracts samples and performs routine laboratory tests and analysis. Performs preventative and corrective maintenance on equipment and plant. Performs custodial duties as required to keep premises in a presentable manner.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

- Knowledge of: Principles and processes of water treatment;
Principles and uses of chemistry and math to make mathematical computations;
Basic tools, materials and equipment related to water treatment plant operation and maintenance.
- Ability to: Perform the assigned tasks relating to effective and efficient operation, maintenance and repair of equipment and machines;
- operational relationships Understand and follow oral and written instructions; complete the assigned job in a timely manner; make and perform required laboratory tests; establish and maintain effective working relationships with fellow employees and public;
- Drive and operate vehicles and/or equipment.
- Note: These knowledge's and abilities are typically attained with two years experience with two years experience as a water treatment plant operation.

Special

Requirements: Possession of a Grade II or higher water treatment plant operator's certifications issued by the State of California. Possession of appropriate California Drivers License.

WATER TREATMENT PLANT OPERATOR III

DEFINITION

Under general direction, performs any combination of tasks related to operation of the District's water treatment plant and related operations.

DISTINGUISHING CHARACTERISTICS

This is a journeyman level plant operation classification. Performs and is responsible for operator duties with minimal supervision.

EXAMPLE OF DUTIES

Operates treatment facilities to control flow and the treatment of water. Monitors gauges, meters, and control panels. Observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and gauge readings. Extracts samples and performs routine laboratory tests and analysis. Performs preventative and corrective maintenance on equipment and plant. Performs custodial duties as required to keep premises in a presentable manner.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Principles and processes of water treatment;
Principles and uses of chemistry and math to make mathematical computations;
Basic tools, materials and equipment related to water treatment plant operation and maintenance.

Ability to: Perform the assigned tasks relating to effective and efficient operation, maintenance and repair of equipment and machines;
Understand and follow oral and written instructions; complete the assigned job in a timely manner; make and perform required
operational laboratory tests; establish and maintain effective working
relationships with fellow employees and public;

Drive and operate vehicles and/or equipment.

Note: These knowledge's and abilities are typically attained with two years experience with two years experience as a water treatment plant operation.

Special

Requirements: Possession of a Grade III or higher water treatment plant operator's certifications by the State of California. Possession of appropriate California Drivers License.

WATER TREATMENT PLANT OPERATOR IV

DEFINITION

Responsible for the operation and maintenance of the water treatment plant, chlorination station and accompanying equipment and machinery including pumps, screens, valves, filters, chemical feeders, telemetry equipment, alarms, recorders and pump controls. Collects required samples for analysis and preparation and maintenance of records and reports in conjunction with plant operation, in compliance with State Health Department regulations.

Has a working knowledge of the operation and maintenance of the wells, booster pump station and related distribution facilities.

Reports directly to management all necessary operational and maintenance problems, needs and information, necessary to accomplish successful operations. May serve on stand-by duty on a rotational basis.

DISTINGUISHING CHARACTERISTICS

This is an advanced technical position, which works with minimal supervision and reports directly to management. This position is responsible for supervision of subordinate staff as required, and on occasion will be required to perform the duties of other classifications and work in the distribution system, as required.

EXAMPLE OF DUTIES

Performs a variety of skilled duties including controlling flow and treatment of water, monitors plant while on site or remotely to ensure optimal operation; performs routine lab tests and analysis. Keeps daily records accurately; responds to system alarms and emergencies in both water treatment and distribution system as required.

EMPLOYMENT STANDARDS

Any combination of education and experience necessary to demonstrate possession and application of the following:

Knowledge of: Principles and processes of water treatment; principles and application of chemistry and math to make complicated computations; proper use of tools, materials and equipment related to the operation and maintenance of the water treatment and distribution facilities. Basic knowledge of computers and controllers.

Ability to: Understand and follow complicated written and oral instructions; complete assignments in a timely, efficient manner with minimal supervision.
Ability to: effectively communicate verbally and in writing; maintain effective and professional working relationship with management, personnel and outside agencies.

Special

Requirements: Possession of appropriate valid California Drivers License; Possession of valid minimum distribution operators certification as required by the State of California, Department of Health Services. Possession of a valid Class A California Drivers License, Successful completion of college level or ACWA sponsored supervisory classes.

SUPERINTENDENT

DEFINITION:

Under direction of the General Manager, performs any combination of production and supervisory duties related to the water treatment facilities and the distribution system.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory position. Ability to make responsible decisions, and work independently. Must be versatile and able to work cooperatively and communicate effectively with the public, other agencies and staff members.

EXAMPLE OF DUTIES:

Oversees the operation of the water treatment facilities. Supervises subordinate staff. May monitor gauges, controls and meters to control flow and treatment of water. Operate valves, gates and pumps either manually or by remote control; samples or performs routine tests to determine proper treatment. Serves as the District liaison with the Health Department and other agencies. May make written or oral reports to the Board and other groups.

Schedules and oversees activities of the field crew. May supervise major projects; assists with capital improvement plans. Other duties as assigned.

EMPLOYMENT STANDARDS:

Any combination of education and experience sufficient to demonstrate possession and application of the following:

Knowledge of: The California Safe Drinking Water Act;
Principles and processes of water treatment;
Principles and uses of math and chemistry;
Working knowledge of tools, controls and equipment related to
water treatment and distribution facilities.

Ability to: Perform complex computations and equations relating to
treatment and distribution of water;
Understand and follow written and oral instructions.
Effectively supervise subordinate staff.
Plan, coordinate and follow through with projects.
Complete assigned duties in a timely manner.

Special Note: Possession of a valid California Drivers License;
Possession of a valid minimum operators certification as required by the
State of California, Department of Health Services Regulations for 2001.

CHIEF EXECUTIVE OFFICER/
CHIEF FINANCIAL OFFICER

DEFINITION: Under direction of the Board of Directors; is in charge of the administration and operation, public relations, personnel, and general affairs of the District. Implements the Board's policies and programs with employees, community organizations, and the general public. Reviews budget requests and makes recommendations to the Board on expenditure levels; is responsible for employer/employee relations; and other related work as required.

EXAMPLE OF DUTIES: Serves as chief administrative and operational officer for the District. Provides advice and consultation on the development programs and policies. Oversees development of the Board agenda for meetings. Conducts a variety of special studies and surveys to determine the effectiveness of District programs.

Implements and enforces the Board's policies and programs with employees, community representatives and other agencies. Prepares the annual budget, and amendments, makes recommendations to the Board on expenditure levels. Reviews expenditure requests from staff and makes recommendations on such. Maintains continuous awareness of administrative practices and recommends changes, which increase the efficiency and economy of District operations.

Responsible for District personnel matters, including employment procedures, grievances, affirmative action, classification and pay, employer/employee relations, and union negotiations.

Prepares grant applications and maintains responsibility for proper administration of grants received. Prepares long-term capital improvement plans for financing. Represents the District before Boards and Commissions.

ABILITY TO: Communicates orally with Board members, co-workers, and the public in face-to-face, one-to-one and group settings. Evaluates and make recommendations on improvements to District operations, programs and services. Provide advice and consultation to the Board on development of ordinances, regulations, programs and policies. Effectively implements the District's policies, programs and services with individuals, groups, and other organizations. Establish and maintain cooperative working relationships.

KNOWLEDGE OF: Effective supervisory methods; generally accepted accounting procedures; preparation and analysis of financial statements; California Government Code; and other federal and state regulations and laws and application of each. Effective communications with Board, public and employees. Contract development and implementation. Additional knowledge of the Federally operated Central Valley Project and familiarity of CVP water users and Bureau of Reclamation policies is desirable. Knowledge of California surface water treatment rules and regulations.

SPECIAL REQUIREMENT: Possession of appropriate valid California Drivers License; minimum of five years experience in upper management position in similar industry; high school diploma; and successful completion of college level business classes including accounting and human resources. Continued educational credits are required to remain current on regulations, laws and procedures.

DESIRABLE POSSESSION: Bachelor's Degree in Accounting, Business Management or other closely related field. Successful management experience may be substituted on a year for year basis for formal education. Valid membership in American Water Works

Association.

OFFICE MANAGER

DEFINITION:

Under direction of the General Manager, performs any combination of supervisory of office staff; accounting procedures; and implementation of office policies and procedures.

DISTINGUISHING CHARACTERISTICS:

Works independently with a minimum of supervision. Assists in the preparation of financial statements and other reports for the CEO/CFO and General Manager, as assigned. Work cooperatively with other employees, customers and the public.

EXAMPLE OF DUTIES:

Prepare and analyze financial statements; assist in preparation of reports and documents for Board of Director meetings; supervise subordinate staff, effectively manage office functions for effectiveness and economy. May prepare cost allocation plans; prepare payroll and required reports; accounts payable; assist in grant writing and preparation of annual budgets and amendments. Responsible to report activities to the CEO/CFO and General Manager.

EMPLOYMENT STANDARDS:

Any combination of education and experience sufficient to demonstrate possession and application of the following:

Knowledge of: Generally accepted accounting procedures; recruitment and screening procedures for staff; personnel policies and labor law; office procedures; personnel management; accounts payable/receivable; bank reconciliation; preparation of trial balance and financial statements; payroll and quarterly tax reports, etc.

Ability to: Perform complex accounting procedures; work effectively with auditor in preparing annual accounting statements; understand and follow complicated instructions; plan, coordinate and follow through with projects; complete assigned duties in a timely manner, effectively supervise subordinate staff members.

Note: These knowledges and abilities are typically attained with five years experience in a responsible administrative position; and with successful completion of college level accounting and business courses.

Special Note: Possession of valid California Drivers License.

PROFESSIONAL CERTIFICATION LEVELS

Clear Creek's water filtration facilities are currently capable of flows up to 39 million gallons per day. Full filtration is accomplished through six pressure vessels. Due to the irrigation demands during the summer, the peak flows reach approximately 29 million gallons, however, the sustained flows during the same period are approximately 18-20 million gallons per day. Due to the size and complexities of operation and maintenance of the facilities, the State Department of Health Services (DHS) requires the highest level of certification available, a T5, be on staff as a responsible operator of record. Clear Creek currently employs one each T5, T4, T3 and T2. All are highly qualified, responsible individuals, some of whom oversee the plant daily, and others whose primary involvement is on-call or vacation relief.

The distribution system is large and complicated as well. With over 127 miles of distribution lines ranging from 42" to 2", numerous valves, five pressure reduction stations, 75 backflow devices, approximately 2600 domestic units, three deep water wells (each capable of producing 1,500 gallons per minute), two booster stations and numerous storage facilities, it requires skilled maintenance and equipment operators to maintain. The DHS requires certified operators in the field. Clear Creek employs two D5's, three D2 and one D1 plus two certified Back Flow Prevention Assembly Testers. Three individuals on staff also maintain Class A California Drivers Licenses.