

MEMORANDUM OF UNDERSTANDING

between

The Designated Representatives of  
**SOUTH FEATHER WATER AND POWER AGENCY**



and

The Designated Representatives of  
LOCAL UNION 1245  
of  
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
AFL-CIO**

for the  
**WATER TREATMENT AND DISTRIBUTION EMPLOYEES UNIT**

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## Statement of Purpose

1. The South Feather Water and Power Agency, hereinafter referred to as Agency, is a public agency within the meaning of Section 3501 (c) of the Government code of the State of California.
2. International Brotherhood of Electrical Workers Local 1245 hereinafter referred to as I.B.E.W., has been formally acknowledged by the Board of Directors of Agency as the exclusive representatives of employees in the Water Treatment and Distribution Unit in all matters of employer-employee relations regarding wages, hours and other terms and conditions of employment, subject to the provisions of the Meyers-Milias Brown Act at Government Code § 3500 *et seq.*, of the State of California. [Amended 2005]
3. The Labor Committee of Agency (Agency's designated representatives) has met and conferred in good faith with designated representatives of I.B.E.W. regarding wages, hours and other terms and conditions of employment and the parties have freely exchanged information, opinions and proposals and have endeavored to reach agreement on matters within the scope of representation.

## General

The following employment policies and rules and regulations for the administration of employer-employee relations, hereinafter referred to as "Memorandum of Understanding," or "MOU" and all additions thereto and amendments and revisions thereof that may be hereafter made are for the guidance of the management and supervisory staff and for employees of the Agency and their employee organizations and are subject to the following limitations, conditions, constructions and interpretations: [Amended 1993]

- (a) They may be changed at any time and from time to time as specified in this Memorandum of Understanding between the Board of Directors of the Agency and the I.B.E.W. Local 1245 [Amended 1993].
- (b) They shall not be construed as a contract with any union or employee organization.
- (c) They shall not be construed as an unalterable relationship with any employee.

## Employee Representation

The Agency recognizes the employees' rights of self-organization and to be represented by organizations of their own choosing as set forth in Chapter 10, Division IV of Title I of the Government Code of the State of California. To that end, the Board of Directors has appointed a labor committee to meet and confer with representatives of recognized employee organizations on all matters of employer-employee relations, including but not limited to wages, hours and other terms and conditions of employment. Sections 3500 through 3509 of the Government Code and Section 923 of the Labor Code are cited hereafter for reference.

**ARTICLE 1**  
**Preamble**

- 1.1 The parties acknowledge the provisions of Chapter 10 (section 3500 et. seq.) of Division 4 Title I of the Government Code of the State of California.
- 1.2 It is the policy of Agency not to interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, age, creed, religion, sex, sexual orientation, disability, color or national origin. [Amended 1993]
- Any gender specific changes or eliminations made to the memorandum of Understanding, effective January 1, 1993, are not intended to change the context of the genders. Any remaining masculine gender references shall be understood to include the feminine gender and vice versa, but not to be construed to be sex limitations. [Added 1993]
- 1.3 Agency is engaged in rendering public utility services to the public and Agency and Union recognize their mutual obligation for the continuous rendition and availability of uninterrupted services.

**ARTICLE 2**  
**Recognition**

- 2.1 The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to wages, hours, and other terms and conditions of employment. Except, however, the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.
- 2.2 Official representatives of I.B.E.W. will be permitted access to Agency property to confer with Agency employees on matters of employer-employee relations but such representatives shall not interfere with work in progress, and shall request and receive the authorization of the Agency's manager or his representative before entering the premises. At times when authorization card and/or election procedures are in progress, Agency may prohibit all access to Agency property that relates to the authorization card or election procedures. Provided, however, access for purposes of discussing these procedures with management and for the purposes of processing grievances shall be permitted during this period. [Amended 2005]
- 2.3 The Agency recognizes the right of I.B.E.W. to appoint a shop steward. I.B.E.W. shall notify the Agency in writing as to such shop steward's identity and of subsequent appointments, if any. An employee appointed as shop steward shall, nevertheless, be required to and shall work full time in his/her respective classification and shall not interrupt the work of other employees. A steward may, with the permission of his/her supervisor, leave his/her work during working hours for reasonable periods to investigate pending grievances and to present said grievances to representatives of the Agency. No steward shall leave his/her job without first obtaining the permission of his/her supervisor, which permission may be withheld by the supervisor if, in the sole discretion of the supervisor, his/her presence is necessary for the safe conduct and efficiency of the operations. [Amended 2005]

- 2.4 Agency will provide I.B.E.W. with board space for the purpose of posting thereon matters relating to organization affairs. [Amended 2005]
- 2.5 Agency will not interfere with, intimidate, restrain, coerce or discriminate against any employee because of his/her membership in I.B.E.W. [Amended 2005]
- 2.6 All unit employees will be represented by I.B.E.W.. The foregoing will apply to cases such as disciplinary actions, formal investigations, hearings, etc. An employee will not be required to participate without representation. An employee may choose to represent himself at his/her own discretion. [Amended 2005]
- 2.7 (a) Agency Fee: Employees are required as a condition of continued employment either to join I.B.E.W. Local 1245, or to pay the organization a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the organization. [Amended 2005]
- (b) Deductions shall be made from the first payroll period of each month and a check for the total deductions shall be submitted to I.B.E.W. within five (5) working days of the date the dues are withheld from the employee's check. Agency will provide the Union with a master list of all employees covered by this Agreement. [Amended 1993, 2005]
- The list will include the following information: Name, Address, Social Security Number, Classification, Agency Seniority, Birth Date, Wage Rate and Amount of Union Dues withheld. Subsequent to receipt of the master list, Agency will notify Union each month at the time of the dues transmittal to Union of any changes in the master list and the reasons therefore. [Added 1988, Amended 2005]
- (c) Religious Beliefs: Any employee who is a member of a bona fide religion, body or sect that has historically held conscientious objections to joining or paying a public employee organization is not required to join the union as a condition of employment. Furthermore, such employee shall be required, in lieu of periodic dues, initiation fees, or in lieu of a service fee, to pay sums equal to such service fees to one of the following nonreligious, non-labor-organization charitable fund that is exempt from taxation under I.R.C. §501(c)(3): United Way; American Cancer Society; American Heart Association; or, a charity, as defined above, of the employee's choosing. Such payment shall be made on or before October 15 of each year. [Added 2005]
- (d) The provisions of this agency shop arrangement will not apply to an employee that is separated from the unit because of transfer, promotion, demotion, lay-off, or leave of absence for more than 30 days. Upon the employee's return to the unit, the provisions of this section will apply to the employee. [Added 2005]
- (e) This agency shop arrangement may be rescinded by a majority secret vote of all of the employees in the unit after a petition for the vote is signed by at least 30% of the unit

employees. The vote can be taken at any time during the term of the MOU, but only one vote can be taken during that term. [Added 2005]

- (f) IBEW Local 1245 must indemnify and hold the Agency harmless against any liability arising from any claims, demands or actions relating to the Agency's compliance with this agency shop arrangement. [Added 2005]

2.8 Whenever, as approved by the General Manager, any employee is absent from work as a result of a formal request by the Union's Business Manager or designee and is engaged in official Union business, the Agency shall pay for all regular time lost and shall be reimbursed therefore by the Union. [Added 1993]

### ARTICLE 3 Grievance Procedure

3.1 A grievance is defined as a claim or dispute arising between an employee or employees and the Agency. A grievance will include claims or disputes of employees regarding the interpretation or application of any of the terms and conditions of the Memorandum of Understanding, and will include such matters as alleged discriminatory and/or arbitrary discipline, demotion, or discharge of an employee or employees. A dispute over whether a particular claim of any employee or employees is subject to the grievance procedure shall be considered and resolved under the procedures established by this Article.

3.2 Step I, Preliminary Informal Resolution. Any employee who believes they have a grievance shall present the evidence thereof orally to their Division Manager, at a meeting which may be attended by the Shop steward, within seven (7) calendar days after the employee knew, or reasonably should have known of the circumstances which form the basis for the alleged grievance. The Division Manager shall hold discussions and attempt to resolve the matter within five (5) calendar days after such presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the Division Manager.

3.3 Step II, General Manager. If the grievance has not been resolved at Step I, the grievant must present their grievance in writing on a form provided by the Agency to the General Manager within seven (7) calendar days after the Division Manager's response in Step I. If the Division Manager fails to provide the employee with an opportunity to present their Step I evidence, as prescribed above, within seven (7) days of receiving a request for a meeting, the employee may proceed to Step II. Attached hereto and made a part hereof is Exhibit "E", titled "Employee Grievance Form".

(a) The Statement shall include the following:

- (1) A concise statement of the grievance including specific reference to any specific MOU provision, law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

- (2) The circumstances involved;

- (3) The decision rendered by the Division Manager at Step I;
    - (4) The specific remedy sought.
  - (b) The General Manager shall communicate his decision within seven (7) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next step. Time limits for appeal shall begin the day following the receipt of the written decision by the General Manager. Within the above time limits, either party may request a personal conference with the other. [Amended 2003]
- 3.4 Step III, Labor Committee. In the event the grievant is not satisfied with the decision at Step II, the grievant may appeal the decision in writing on a form provided by the Agency (attached hereto and made a part hereof of as Exhibit E) to the Labor Committee within seven (7) calendar days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Step III.
  - (a) Said Labor Committee shall be composed of: one member of the Agency's Board of Directors, the General Manager, the grievant, the grievant's Division Manager, the grievant's representative, and the Shop Steward.
    - (1) The Labor Committee shall have the obligation and authority to obtain such factual information for its deliberations as is necessary and proper.
    - (2) The Labor Committee has the authority to decide, and its decision is binding upon the Agency, grievant, and grievant's representative.
    - (3) The Division Manager and the grievant shall not participate in the vote on the decision.
    - (4) To become binding, the decision vote shall be unanimous.
    - (5) Any member of the Labor Committee, other than the grievant, may nominate an alternate, if unable to attend a particular Labor Committee meeting, by notice, prior to the meeting, to all members and the grievant. Notice may be verbal. Absence from a Labor Committee meeting by any member or alternate, shall not cancel any decision of those of the committee in attendance. Attendance by the grievant is mandatory.
- 3.5 Step IV, Mediation. Upon failure of the Labor Committee to resolve the grievance, the grievant or grievant's representative may request mediation of the grievance. Such request shall be in writing within seven (7) calendar days after failure by the Labor Committee to resolve the grievance. The Agency shall grant the request for mediation. A mediator shall be requested through the Division of Conciliation of the Department of Industrial Relations of the State of California. Both parties shall cooperate in availability of a mediator in regard to location and time, etc.



- 3.6 Step V, Arbitration. Upon failure of mediation to resolve the grievance, the grievant's representative may file a letter with the Agency requesting referral of the matter to arbitration. The letter shall be filed within fourteen (14) calendar days after the conclusion of mediation proceedings. Arbitration shall be accepted by both the grievant's representative and the Agency prior to initiating the following and the decision shall be binding on all parties:
- (a) Arbitration shall be conducted by the American Arbitration Association or any other agent that is mutually accepted by the grievant and the Agency;
  - (b) Each party shall pay one-half (1/2) of the arbitration fee in advance of the proceedings.
  - (c) Proceedings shall be conducted according to the California Evidence Code and California Code of Civil Procedure to the extent they are compatible with the arbitration proceedings.
  - (d) Arbitration shall be accepted only upon completion of mediation proceedings.
- 3.7 The time periods and limits stated above shall be consecutive. Failure by the Agency to meet any of the aforementioned time limits will result in forfeiture, and all demands made by the grievant will be met. Failure by grievant and/or their representative to meet any of the aforementioned time limits will result in forfeiture of all demands made by the grievant. The aforementioned time limits may be extended by mutual agreement in writing.
- 3.8 Where written notice is specified, such notice shall be sent by certified mail, return receipt requested.
- 3.9 Nothing prevents a grievance from being withdrawn or settled at any time prior to any steps of this procedure.
- 3.10 The purpose of this procedure is to expedite the process in a manner that will provide both the employee and the Agency with a satisfactory resolution to the problem in the shortest time span.
- 3.11 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

[Entire Article Amended 1993]

#### **ARTICLE 4 Safety**

- 4.1 The Board of Directors desires to maintain a safe place of employment for Agency employees and to that end Agency management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.
- 4.2 Regular "tailgate" meetings will be held on all jobs to plan and emphasize safety in their performance.

- 4.3 Regular safety meetings will be held bimonthly for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions and familiarizing employees with safe work procedures and applicable State Safety orders and for training in first aid. Agency will notify recognized employee organizations of the date, time and place of such meetings, in order that representatives may attend and participate.
- 4.4 In the event of an accident, resulting in serious injury or death of an employee of Agency, Agency will notify recognized employee organizations immediately in order that they may conduct an investigation of the accident.
- 4.5 All employees not adhering to all Agency safety orders shall be subject to disciplinary action.

**ARTICLE 5**  
**Disability and Unemployment**

- 5.1 (a) Worker's Compensation: Injuries or disabilities arising out of and in the course of employment with Agency are and will continue to be within the application of the Worker's Compensation and Insurance Chapters of the State Labor Code. [Amended 2003]
- (b) When an employee is absent by reason of injury arising out of and in the course of his/her employment with the Agency which comes within the application of Workers' Compensation and State Disability Insurance, he/she shall be eligible for sick leave for the duration of temporary disability. The amount of sick leave payable for each day of absence shall be one hundred percent (100%) of an employee's basic wage rate less the sum of any payments to which he may be entitled under Workers' Compensation and State Disability Insurance. Sick leave is payable from and only insofar as an employee has accrued sick leave credits as provided in Article 14, but will be reduced by the amount of Workers' Compensation and/or State Disability Insurance paid. [Amended 2000]
- 5.2 State Unemployment and Disability Insurance: As of October 1, 1968, all Agency employees became and will continue to be covered by the California Unemployment Insurance Code.
- 5.3 Social Security: All Agency employees are and will continue to be covered by the United States Social Security Act.

**ARTICLE 6**  
**Employee Status**

- 6.1 Employees will be designated as regular, probationary, or temporary depending upon the purpose for which they were hired and their length of continuous service with the Agency.
- 6.2 A regular employee is defined as an employee who has twelve (12) months, or more, of continuous employment with the Agency. [Amended 1996]

- 6.3 A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he becomes eligible, but will not be eligible for a leave of absence. Upon completion of twelve (12) months of continuous service with the Agency, a probationary employee will be given the status of a regular employee. [Amended 1996]
- 6.4 A temporary employee is defined as an employee hired by the hour for occasional or seasonal work for a period not to exceed one hundred eighty (180) days. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days in which case it shall be filled by the bidding procedure at the location where the position is available. A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. If a temporary employee is reclassified to probationary or regular status he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him in his/her new status. Upon completion of 180 days as a temporary employee the employee will be placed as a probationary employee. [Amended 2003]

## **ARTICLE 7**

### **Wages and Classifications**

- 7.1 Employees shall be paid the wage established for their classification. Upon initial appointment to a classification an employee shall normally be paid the lowest wage rate for that classification. An employee may, however, be paid a wage rate above the lowest wage rate if circumstances justify it. When an employee is appointed to a classification that has a wage range overlapping the wage range of the employee's previous classification, the employee shall be paid at a wage rate that is at least 5% greater than their previous wage rate, but not more than the top wage rate of the classification to which the employee is appointed. [Amended 1994]
- 7.2 Wages shall be paid at biweekly intervals on Fridays for a week's payroll period ending not less than 4 nor more than 10 days prior to the pay date, provided that if the regular pay date falls on a holiday payment shall be made on the preceding work day. [Amended 1988, 2000]
- 7.3 When an employee is temporarily assigned to work in a classification which has a wage range higher than their regular classification, they shall be paid at a wage rate which is at least 5% greater than their regular wage rate, but not more than the top wage rate of the classification to which the employee is temporarily assigned, with a minimum of one hour and time computed to the next full hour. [Amended 1994]
- 7.4 When an employee is temporarily assigned to work in a classification lower than their regular classification, their rate of pay will not be reduced.
- 7.5 For purposes of wage rate progression in a temporary classification, the time worked by an employee in other than their regular classification shall also be accrued in such temporary classification.

7.6 Attached hereto and made a part hereof is Exhibit "A", titled "Schedule of Wage Rates". [Amended 1988, 1993, 1994, 2003]

Effective June 29, 2008, each incumbent employee will receive a 3.58% wage-rate increase. [Added 2008]

7.7 The Agency and the Employees Representative may, from time to time during the year establish new and/or revise existing classifications and/or wage rates as a result of changes in operations or requirements of the Agency in accordance with the "Meet and Confer Process" as provided in the Government Code of the State of California. Attached hereto and made a part hereof is Exhibit "C", titled "Classification Specifications." [Amended 1993, 2003]

7.8 When an employee is permanently reclassified to a lower classification they shall be paid at a wage rate which is equal to their previous wage rate, but not more than the top wage rate of the classification to which the employee is permanently reclassified. [Amended 1994]

7.9 Lead Person Assignment and Compensation.

(1) A lead person provides leadership to a work crew. A "work crew" is defined as being two or more employees that have been assigned to a specific task or project that necessitates, in the estimation of a foreman and/or division manager, cooperative and interdependent efforts by crew members, such that a leader is necessitated to ensure optimal safety, teamwork, efficiency, and productivity. A lead person shall not be assigned when two or more employees, working at the same site and outside the supervision of a foreman or division manager, have non-dependent tasks, or have dependent tasks but supervision is not required to maintain organization and orderliness of work. Also, the lead person stipend will not be authorized for training or assisting in the training of another employee. Responsibilities of a Lead Person include the following, when applicable:

- (a) Determining and implementing the most efficient work plan;
- (b) Assigning crew members to specific tasks within their classification;
- (c) Determining and implementing a safe and efficient traffic control plan when the work site is within a traveled area;
- (d) Determining potential safety hazards and implementing appropriate safeguards;
- (e) Ensuring the utilization of specific safety procedures where applicable (e.g., locking and tagging electrical circuits, chocking wheels of equipment parked on inclines, implementing confined space protocols, wearing hardhats, etc.);
- (f) Coordinating with foremen or division manager for the scheduling and utilization of equipment and tools; and,

- (g) Coordinating with warehouse personnel, foremen, and/or division manager for the delivery to job site of necessary supplies and materiel.
- (2) Employees (with the exception of Equipment Operators) who accept lead-person assignments will receive a 5% increase in pay for the duration of the assignment. Foremen or division managers make lead-person assignments on a daily basis, or for the duration of a specific job or project. Employees accepting lead-person assignments shall receive the 5% stipend on their time sheet for the actual period of time they perform lead-person duties.
- (3) A lead person is to be assigned whenever a foreman or division manager is not available to perform the functions itemized above. However, if a foreman or division manager can be present at the work site periodically throughout the day and frequently enough, in their estimation, to provide adequate supervision, they shall perform said functions. Otherwise, they will designate an on-site lead person. Once a lead person is assigned for a specific job, they shall maintain said assignment for the duration of the job, unless a foreman or division manager is available to provide supervision, or until another lead person is assigned.
- (4) Assignment of lead-person responsibilities is the exclusive responsibility of the foremen and/or division managers. Said assignment is to be made on the basis of competency and qualifications, with seniority a consideration if all else is equal. Assignment of lead-person responsibilities does not impose any new or additional legal liability on the employee. An employee may decline a lead-person assignment if another employee who is qualified for the assignment is available and willing to accept the assignment.
  - (a) Employees in the Equipment Operator classification may not decline assignment of lead-person responsibilities. Performing lead-person duties is one of the essential job duties of the Equipment Operator classification. Compensation for employees in the Equipment Operator classification includes performance of lead-person duties and, therefore, the 5% lead-person stipend will not apply. (The provisions of this paragraph are effective January 1, 2004.)
- (5) Only employees who are certified by the State of California as distribution operators (D2 minimum) will be assigned as Lead Person for the following operational activities:
  - (a) Installing, tapping, relining, disinfecting, testing, and connecting water mains and appurtenances;
  - (b) Shutting down, repairing, disinfecting, and testing broken water mains;
  - (c) Overseeing the flushing, cleaning, and pigging of existing water mains;
  - (d) Draining, cleaning, disinfecting, and maintaining distribution reservoirs.
- (6) Only employees who are certified by the State of California as distribution or treatment operators (D2 and T2 minimum) will be assigned as Lead Person for the following operational activities:

- (a) Operation of pumps and related flow- and pressure-control and storage facilities manually or by use of a system control and data acquisition (SCADA) system;
- (b) Maintaining and/or adjusting system flow and pressure requirements, controlling flows to meet consumer demands including fire-flow demands and minimum pressure requirements; and,
- (c) Investigating water quality problems in the distribution system.

[Amended 1988, 1997, 2003]

- 7.10 When an employee is appointed to fill a vacancy in an apprentice classification, such employee shall normally be placed at the beginning rate. Notwithstanding the foregoing, the Agency and Union by written letter agreement consistent with the apprentice program will place or advance an employee to an appropriate wage step. Such appointments shall be based on the employee's knowledge, skill, efficiency, adaptability and physical ability demonstrated by prior performance duties that supplant the need for training in an apprenticeship. [Added 1993, 2003]
- 7.11 Shift Differential Pay [Added 2003]
- (a) Employees assigned to a shift during which the majority of their work time is between the hours of 3:00 p.m. and 11:00 p.m. ("PM shift") shall have their basic wage rate increased by 10% for the entire shift.
  - (b) Employees assigned to a shift during which the majority of their work time is between the hours of 11:00 p.m. and 7:00 a.m. ("night shift") shall have their basic wage rate increased by 15% for the entire shift.
- 7.12 Effective January 1, 2004 employees in the Equipment Operator classification will receive a 5% increase in their rate of pay, in addition to any COLA that may be granted. The compensation range for the position will be increased 10%, in addition to the COLA approved for 2004. [Added 2003]

## ARTICLE 8 Hours and Overtime

- 8.1 All regular employees will receive full time employment for each workweek employed, provided they report for duty and are capable of performing their work. This is not to be interpreted that the Agency does not retain the right to lay off or release employees on account of lack of work or other valid reason at the end of the workweek.
- 8.2 Employees shall report for work at their regularly established Agency headquarters and shall return thereto at the conclusion of the day's work and the time spent in traveling between such headquarters and the job site shall be considered as time worked. When assigned to a Power Division project, the

employee's location for starting work shall be the same as Power Division employees assigned to work on that same project. [Amended 2008]

8.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 4:30 p.m. with one-half (1/2) hour off for lunch. A majority of Water Division employees may ratify a change of regular work hours, for their division, with the consent of the General Manager and the Union, occurring within the approximate designated daylight saving time period. The regular work hours shall then be 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour off for lunch. [Amended 1993]

(a) A three-fourths (3/4) majority of the employees within a division may ratify a change of regular work hours for their division to affect a "9-80s" schedule (i.e., employees would work eight nine-hour days and one eight-hour day during a pay period), subject to the consent of the General Manager and the Union. A simple majority (>50%) may ratify returning the regular work hours for a division to a traditional "10-80s" schedule (ten eight-hour days in a pay period). [Added 2002, Amended 2003]

8.4 In addition to other shift work schedules for Agency positions:

(a) Utility Workers assigned to agricultural ditch-tending duties, may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday [Amended 1993];

(b) Employees classified as Ditchtender may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday [Added 1993];

(c) Employees classified as Water Treatment Plant Operator or Trainee may, as authorized by the Agency, have regularly scheduled basic workweeks with the first week beginning Tuesday through Saturday, and the second week beginning Sunday through Thursday, which provides for ten (10) consecutive workdays and four (4) consecutive non-workdays of two (2) non-workdays being Friday/Saturday and the other two (2) being Sunday/Monday. [Added 1993]

8.5 [Deleted 2003]

8.6 Shift work assignments.

(a) When there is a need to operate a treatment plant on a 24-hour basis, certified Treatment Plant Operators may be assigned to shift work. Twenty-four (24) hours after the notification,

the employee's regular hours and days of work will be that of the shift to which they are assigned and any overtime compensation paid will be on the basis of the new shift. All time worked outside of a regular shift shall be paid at the overtime rate. [Amended 1997, 2003]

- (b) When there is a need to operate facilities on a twenty-four (24) hour basis for security purposes (e.g., "Orange Alert", declared state of emergency, etc.), employees may be assigned to shift work. Twenty-four (24) hours after the notification, the employee's regular hours and days of work will be that of the shift to which they are assigned and any overtime compensation paid will be on the basis of the new shift. All time worked outside of a regular shift shall be paid at the overtime rate. [Added 2003]

8.7 Overtime is defined as:

- (a) time worked in excess of forty (40) hours in a workweek,
- (b) time worked in excess of eight (8) hours on a scheduled workday,
- (c) time worked in excess of nine (9) hours on a 9-80s workweek schedule,
- (d) time worked on a non-workday,
- (e) time worked outside of regular hours on a workday, or
- (f) time worked on a holiday.

Overtime shall be computed to the nearest one-quarter (1/4) hour.

[Amended 2003]

- 8.8 (a) Overtime compensation shall be paid at a rate equivalent to one and one-half (1½) times the regular rate of pay.
- (b) The time worked in excess of 16 consecutive hours and continuing until the employee is dismissed from such work shall be paid at the rate of two (2) times the employee's straight rate of pay, or
- (c) If, following an employee's dismissal from work or on an employee's non-workday, the employee is called out for work, he shall be paid at two (2) times his/her straight rate of pay for work performed either after accumulation of twelve (12) hours and/or in the eight (8) hours preceding his/her next regular work hours [Amended 1988].
- (d) Overtime compensation shall be paid at a rate equivalent to two (2) times the regular rate of pay for all overtime worked on Sundays, Holidays, and on the second non-workday during four (4) consecutive non-workdays [Amended 1993].

8.9 Employees who are required to report to work on their non-workdays, or on holidays they are entitled to have off, or outside of their regular hours on workdays, when called away from their residence, will be paid overtime compensation for the actual time worked, including travel time, but for not less than two (2) hours. If an employee who is called out for such work outside of his/her regular hours on a workday continues to work into his/her regular hours, he will be paid overtime compensation only for the actual time worked outside of his/her regular hours and travel time one way. Employees who have



not left the Agency yard prior to being asked to work, and have completed an their regular shift, shall be paid for the actual time worked outside the regular hours. For purpose of this section only one (1) two-hour minimum call will be paid, subsequent calls will require pay for actual time worked plus any travel time and one hour meal time. The maximum of only one (1) two-hour minimum call will apply during any twenty-four (24) hour period of midnight to midnight. [Amended 2003]

- 8.10 Overtime will be distributed as equally as is practicable among those employees who are qualified and available and the Agency will not require employees who have worked overtime to take equivalent time off during the workday, without pay. [Amended 1988]
- 8.11 Agency may from time to time request employees to designate in writing their anticipated availability during non-work hours for the purposes of allowing Agency to compile lists of available employees for emergency work. Employees should report any changes from such anticipated availability and locations to Agency or its designated representative. Agency employees requested to perform emergency service should respond promptly to such request. "Emergency" is defined as a situation involving immediate hazard to life and/or property as determined by management or his authorized representative from the facts available at the time of action. This shall cover all job classifications.
- 8.12 Except where a hazard to life or property exists, employees will not be required to work more than three consecutive weeks (21 consecutive days) without having two (2) consecutive days off. If mandated to work more than twenty-one (21) consecutive days, all hours worked until a rest period of two (2) consecutive days is taken shall be paid at the applicable overtime rate.
- 8.13 Regularly scheduled employees whose workweek includes Saturday, Sunday, and Holiday workdays shall work eight (8) consecutive hours and be permitted to eat their meals during working hours on Saturday, Sunday, and Holidays only.
- 8.14 Standby employees shall be compensated a minimum of two hours pay on Friday evenings, and a minimum of four (4) hours pay for each regular non-workday and/or holiday even if they are not required to respond to a callout. The Agency will provide transportation and a means of communication for standby employees. [Amended 1988, 2003, 2011]
- (a) Only employees certified by the State of California as a distribution operator (D2 minimum) may perform stand-by and on-call emergency response duties for after-hours distribution system operational emergencies. [Added 2003]
- (b) Only employee certified as Treatment Operators (T3 minimum) may perform on-call emergency response duties for after-hours treatment system emergencies. [Added 2003]

## **ARTICLE 9**

### **Continuity**

- 9.1 Continuity is defined as total length of continuous service with the Agency. In determining an employee's continuity his/her service will be deemed to be broken by termination of employment by reason of:

- (a) Resignation;
- (b) Discharge for cause;
- (c) Layoff for more than six (6) consecutive months;
- (d) Failure to return immediately on the expiration of a Leave of Absence or acceptance of other employment while on leave; or,
- (e) Absence without pay for two (2) days without notifying the Agency, without a leave of absence.

9.2 Continuity of service will not be broken when an employee is:

- (a) Inducted, enlists, or is called to active duty in the Armed Forces of the United States, or service in the Merchant Marine, under any Act of congress which provides that the employee is entitled to re-employment rights;
- (b) On duty with the National Guard;
- (c) Absent due to industrial injury;
- (d) On leave of absence; and,
- (e) Absent due to layoff for a period of less than one (1) year [Amended 1993].

## ARTICLE 10 Promotion and Transfer

- 10.1 When new jobs or additional jobs are created, or vacancies other than temporary occur within the Agency, regardless of bargaining unit, which Agency intends to fill, the Agency shall post vacancy notices on all bulletin boards and a copy shall be mailed to the recognized employee organization. Vacancy notices shall be posted for a period of five (5) days and shall set forth the date of posting, the classification and location of the job, its duties, qualifications required and the rate of pay. Employees may submit bids on such vacancies by United States mail to the Office of the Agency and the Agency shall not consider any bids postmarked more than five (5) days from the date of posting. [Amended 2003]
- 10.2 The Agency shall within not less than seven (7) nor more than twelve (12) days from the original date of posting, post on all bulletin boards, a notice regarding the disposition of the posted vacancy with the name of the applicant, if any, awarded the job, and mail a copy of such notice to all recognized employee organizations together with a list of all bidders on the job.
- 10.3 In filling vacancies, the Agency will give preferential consideration to the applicant's length of service with Agency and will consider the applicant's knowledge, skill, efficiency, adaptability and the physical

ability required for the job. Notwithstanding anything contained herein, Agency need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, adaptability and physical ability required for the job on which the bid is made.

- 10.4 All positions filled by promotion of an Agency employee shall be subject to a twelve (12) month probationary period, provided that any such employee who the Agency determines cannot successfully perform the duties of the new position during the probationary period will be returned to their former position that they would have received had they not accepted the promotion. [Amended 1996]
- 10.5 Employees who complete an Agency apprenticeship program will not be eligible to apply for another apprenticeship program until they have completed a time equal to the length of the apprenticeship in the journeyman position subsequent to their training.

The Apprenticeship Committee shall make recommendation to the Labor Committee where a natural line of progression would supercede the proceeding provision.

[Added 1995]

#### **ARTICLE 11 Demotion and Layoff**

- 11.1 Should it become necessary for the Agency to lay off regular employees, the Agency will give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice prior to layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need be given.
- 11.2 An employee whose job is being eliminated will be considered to displace an employee in a lower paid classification if qualified to perform the duties of the lower paid classification with consideration given to length of service with the Agency.
- 11.3 Regular employees who are laid off will be given preference in filling future vacancies for a period up to one (1) year, providing they keep the Agency advised of their current address. [Amended 1993]

#### **ARTICLE 12 Leave of Absence**

- 12.1 (a) Leave of absence may be granted to regular employees for urgent and substantial reasons, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work.
- (b) In cases of extended illness or injury, an employee's inability to return to work (verified in writing by an attending physician) after sick leave has been exhausted will be considered as

an urgent and substantial reason, and in such cases a leave of absence will be granted of up to one (1) year. [Amended 2000]

- 12.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates with and includes the workday preceding the day the employee returns to work.
- 12.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the Agency in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, he will be reinstated to his/her former position and working conditions, except that if there has been a reduction of forces or his/her position has been eliminated during said leave, he will be returned to the position he would be in, had he not been on a leave of absence.
- 12.4 An employee's status as a regular employee will not be impaired by such leave of absence and his/her continuity will accrue. However, an employee on a leave of absence will not earn compensation for sick leave, vacation, or holidays. [Amended 2008]
- 12.5 If an employee fails to return immediately on the expiration of his/her leave of absence or if he accepts other employment while on leave, he/she will thereby forfeit the leave of absence and terminate his/her employment with the Agency.
- 12.6 Leave of absence shall be granted under the following authority:
- (a) One day - Division Manager. [Amended 1993]
  - (b) More than one day - General Manager or his designated representative. [Amended 1993, 1997]
- 12.7 In the event of the death of the mother, father, step-mother, step-father, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, wife, husband, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, or any relative or ward residing in the same home as the employee, funeral leave of three (3) days with pay may be taken.

### **ARTICLE 13** **Expenses**

- 13.1 Whenever an employee uses their personal vehicle with authorization by the Division Manager or the General Manager for the Agency's convenience, they will be reimbursed therefore at the maximum IRS rate allowable for mileage. [Amended 1993]
- 13.2 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed actual personal expenses for board and lodging for the duration of such assignment, provided they board and lodge at places to be designated by the Agency. The time spent by such employees in traveling to such temporary job at its beginning, to and from home on holidays and weekends, and

from such temporary job at its conclusion and any reasonable expense incurred thereby will be paid by the Agency. Employees attending schools, seminars, training, etc. shall have arrangements including fees, meals, lodging, travel and miscellaneous expenses approved by the General Manager or his designated representative at the time attendance is approved. [Amended 1993]

- 13.3 If Agency requires an employee to perform work for two (2) hours or more beyond regular work hours, it will provide him with a meal and with meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for the Agency to do so. The cost of any such meal and one hour to consume it will be at Agency's expense. The Agency will pay up to \$4.50 for breakfast, \$5.00 for lunch, and \$8.00 for dinner. [Amended 2003]
- 13.4 If Agency requires an employee to perform work on non-workdays or outside of regular hours on workdays, and the employee does not have sufficient time to prepare a meal, the Agency will provide meals at intervals of approximately four (4) hours, but not more than five (5) hours insofar as it is possible for Agency to do so and for as long as the work continues. The cost of any such meals and one hour to consume same will be at Agency's expense. Where any such work extends into regular work hours on workdays, the foregoing provisions shall be operative until such time as the employee is released from work for the day.
- 13.5 When work is to be performed during regular work hours on non-workdays and the employee is given time to prepare a lunch, the normal lunch practices will be followed on such days.
- 13.6 Agency shall pay the cost of any meal which it is required to provide, in accordance with this Article, and shall consider as hours worked one hour to consume such meal, except, however, that when a meal is taken at Agency's expense following dismissal from work the time allowance therefore shall be one-half (1/2) hour. If an employee who is entitled to a meal under the provisions of this Article upon dismissal from work does not accept such meal he shall nevertheless be entitled to such time allowance of one-half (1/2) hour.
- 13.7 The foregoing provisions relating to meals are applicable, except, where it is not possible for the Agency to provide meals on the job for such employees, they shall either provide their own meals or forego the meals and the Agency shall reimburse them at the rate of 80% of the maximum allowed in Section 13.3.
- 13.8 [Deleted 1994]
- 13.9 Employees requested by the Agency to relocate their permanent residence for the convenience of Agency operations shall have normal moving expenses paid by the Agency.
- 13.10 Coveralls shall be provided, at Agency expense to operators, mechanics, and others when needed.
- 13.11 The allowance for work pants (maximum of three pair annually) shall be \$25.91 per pair (plus sales tax), and the allowance for work boots shall be \$150 annually, effective January 1, 2003. These amounts shall be adjusted annually based on the U.S. Department of Labor's Consumer Price Index for All Urban Consumers (West - B/C). [Added 1996. Amended 2001, 2003]

- 13.12 [Deleted 2003]
- 13.13 Work shirts shall be provided to each regular employee as follows: (a) five "button-down" shirts with sleeve style (short or long) to be at each employee's discretion; or, (b) ten tee-shirts; or (c) and equivalent combination of "a" and "b". [Added 2003]
- 13.14 Work coats shall be provided on an as-needed basis. Employees may be required to return a used coat to verify need. [Added 2003]

#### **ARTICLE 14** **Sick Leave**

- 14.1 Sick leave with pay shall be accumulated for each employee at the rate of one (1) day for each calendar month worked with accrual effective at the conclusion of each pay period [Amended 2000].
- 14.2 The General Manager, or the Division Manager under the General Manager's direction, may require satisfactory evidence of sickness or disability before payment for sick leave will be made [Amended 1993].
- 14.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave he shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.
- 14.4 Agency shall notify each employee as to his/her sick leave status in January of each year.
- 14.5 Agency shall pay for one-half (½) of all unused accumulated sick leave to any employee upon separation of employment or termination for just cause, at the then current rate of pay. In the event of layoff, the Agency will pay for 100% of all accumulated sick leave at the then current rate of pay. In the event of death, 100% of all accumulated sick leave will be paid to the beneficiary. [Amended 1994, 2003]
- 14.6 Any employee who in any calendar year uses four days or less of sick leave shall be entitled, at their option, to trade two (2) days of unused sick leave for one day paid vacation, up to a maximum of four such additional days of vacation. Employees will normally utilize these additional days from October through March. [Amended 2003]

After an employee has accumulated more than thirty (30) days of sick leave, Agency shall pay, at the employee's option, for one-half (½) of accumulated sick leave beyond said thirty (30) days, up to a maximum of twelve (12) days in any calendar year at the current rate of pay. [Added 1994]

- 14.7 Beginning on January 1, 2000 each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Family members covered include parents, children and spouses and are defined as follows:

- (a) A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for which an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.
- (b) A "parent" means a biological, foster or adoptive parent, a stepparent or a legal guardian. Mothers-in-law, fathers-in-law and grandparents are considered "parents" for purposes of this provision.
- (c) The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time.

[Added 1988, Amended 2000]

## ARTICLE 15 Holidays

- 15.1 Regular employees, except as otherwise provided herein, will be entitled to the following holidays off with pay when they fall on a workday in the basic workweek:

New Year's Day  
 Martin Luther King, Jr. Day [Added 2003]  
 Presidents Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veterans' Day [Amended 2003]  
 Thanksgiving Day  
 Day after Thanksgiving Day  
 Day before Christmas Day [Added 1993, Amended 1994]  
 Christmas Day  
 New Year's Eve [Added 1993, Amended 1994]  
 Employee's Birthday

NOTE: The Employee's birthday holiday shall be the work day immediately preceding the employee's next non-work day, or, if desired by the employee, may be any other work day agreed to by the employee's Division Manager. [Amended 1993]

- 15.2 In addition to the holidays listed above, employees will be entitled to one floating holiday if the average amount of sick leave usage was not greater than 1.50 hours per employee per pay period in the prior calendar year. Evaluation of sick leave usage will be done independently for Water Treatment employees and Water Distribution employees, respectively, and will not include sick leave used for

long-term (greater than 10 days) illnesses, recuperation from accidental injuries or after major surgery. [Amended 2003]

Floating holidays may be taken at each employee's discretion, subject to the prior approval of their Division Manager. Approval may be withheld if the employee's absence from work on the day requested significantly impairs work production or the provision of service. [Added 1994]

- 15.3 When any of the above holidays fall on a Saturday, the Friday preceding will be observed as the holiday. When any of the above holidays fall on a Sunday, the Monday following will be observed as the holiday. [Amended 1993]
- 15.4 When any of the above holidays fall on a non-workday, either a workday in conjunction with the holiday or a workday in conjunction with the employee's vacation will be observed as the holiday. The foregoing selection to be at the option of the employee, subject to management approval.
- 15.5 If an employee is absent from work on either the workday prior to the holiday or the workday following the holiday, without permission or a bona fide reason, he will not receive pay for the holiday.
- 15.6 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to his/her holiday pay, be compensated therefore at the overtime rate of pay for all time worked on such days. The maximum combination of salary shall not exceed three (3) times the base rate in any event.
- 15.7 A three-person crew may be assigned to work the Day after Thanksgiving in the Water Division. Volunteers will be solicited; if there are no volunteers the Agency may assign work on a rotating basis. Those employees who work the Day after Thanksgiving shall not receive overtime pay but will be granted an additional day to be taken as a holiday in lieu of the Day after Thanksgiving. This day will be the employee's choice and must be taken prior to July 1st of the following year.
- 15.8 Employees are entitled to two days annually of personal necessity leave (only one day is available in 2003). [Added 2003]
- 15.9 Whenever a "9-80s" schedule is in effect in accordance with Article 8.3(a), holidays will be counted as a nine-hour day when they fall on a day that the employee was scheduled to work a nine-hour day. [Added 2008]

## **ARTICLE 16**

### **Vacations**

- 16.1 Employees may take vacation as it accrues, with the approval of their Division Manager. Vacation accrues monthly at a rate of [Amended 1993]:



- (a) 3.077 hours/pay period for 10 days vacation  
4.615 hours/pay period for 15 days vacation  
6.154 hours/pay period for 20 days vacation  
7.692 hours/pay period for 25 days vacation.  
[Amended 2003]

Vacation accrual is effective at the conclusion of each pay period. [Added 2000]

- (b) Employees will accrue ten (10) days vacation with pay from employment and on each anniversary date thereafter through three (3) years of continuity. [Amended 2003]
- (c) Employees will accrue fifteen (15) days vacation with pay after completing three (3) years of continuity and on each anniversary date thereafter through twelve (12) years of continuity. [Amended 1993, 2003]
- (d) Employees will accrue twenty (20) days vacation with pay after completing twelve (12) years of continuity and on each anniversary date thereafter through twenty-two (22) years of continuity. [Amended 2003]
- (e) Employees will accrue twenty-five (25) days vacation with pay after completing twenty-two (22) years of continuity and on each anniversary date thereafter. [Added 2003]

- 16.2 Vacation will be scheduled throughout the year by the full basic workweek. Vacations of less than a full basic workweek may be scheduled in unusual circumstances such as urgent or substantial personal reasons, illness, disabilities, etc. with approval of the Agency's General Manager. Employees with greater continuity will be given preference over those with less continuity in the selection of a vacation period.
- 16.3 The Agency will not require an employee to take his/her vacation in lieu of sick leave on account of illness. [Amended 2000]
- 16.4 If a holiday which an employee is entitled to have off with pay occurs on a workday during the employee's vacation period, such employee will be entitled to an additional day of vacation and will be compensated for same.
- 16.5 A maximum entitlement of eighteen (18) months of vacation allowance may be accumulated on a rolling calendar year anniversary basis. Forfeiture of additional vacation accrual under normal circumstances shall occur provided a minimum offset allowance is not utilized. With prior written approval by the Agency's General Manager, additional vacation accumulation may nevertheless be allowed in unusual circumstances such as urgent or substantial personal reasons, extended trips, illness, disabilities, etc.
- 16.6 Employees whose employment with the Agency is terminated for any reason, will, at the time of termination, receive any unused vacation previously earned. Earned vacation from the employee's anniversary date to the time of termination shall be based on the schedule in 16.1.

- 16.7 On January 1 of the fifth (5th) calendar year following their date of employment, and on January 1 of each fifth (5th) calendar year thereafter, Agency shall grant each employee a quinary-bonus vacation of five (5) work days with pay. A quinary-bonus vacation shall be in addition to the annual vacation set forth in section 16.1, above. Each year in which a quinary-bonus vacation is granted shall be referred to, herein, as a "quinary-bonus year." [Amended 1993]
- (a) New employees hired on any date during or before 1988, or on any date before July 1 of any year after 1988, shall have the calendar year in which they were hired count as a completed year of service for future quinary bonus vacation benefit determination. [Amended 1993]
  - (b) New employees hired on or after July 1 of any year after 1988, shall not have that calendar year in which they were hired count as a completed year of service for the purpose of future quinary bonus vacation benefit determination. [Amended 1993]
  - (c) The five (5) days of quinary bonus vacation shall not accrue to the employee's vacation accumulation for the purpose of determining the maximum vacation entitlement (as discussed in Section 16.5 hereof) during the quinary bonus year. However, any quinary bonus vacation not used during the quinary bonus year shall accrue to the employee's vacation accumulation on January 1 of the year following the quinary bonus year. [Added 1993]
- 16.8 Notwithstanding the above, an employee shall be entitled to utilize five (5) days of earned vacation accrual in daily increments. The employee may select such vacation days after preference has been given to all employees who have selected a full basic workweek or more of vacation accrual. Such daily selections shall be rotated with the initial preference over those with less continuity in the daily increment selection process.
- 16.9 Any employee who is willing to schedule vacation during the "off season" (defined as October 1 through March 31) will be entitled to one "Bonus Day" per week of vacation taken. To qualify for the said Bonus Day, vacation time must be taken at the convenience of the Agency, and in full workweek increments (i.e. fractional bonus days will not be granted for vacations taken in increments less than full workweek increments.) An employee requesting a vacation schedule for the purpose of qualifying for a Bonus Day(s) shall advise their Division Manager of this at the time the request is submitted. [Added 1993, Amended 2003]

## ARTICLE 17 Inclement Weather Practice

- 17.1 Regular or probationary employees who are unable to work in the field because of inclement weather or other similar causes will receive pay for the full day, provided they have reported for duty. During such day they may be held pending emergency calls, may be given first aid, safety or other instruction, or they may be assigned to perform miscellaneous duties in sheltered locations.
- 17.2 Temporary employees who are unable to work in the field because of inclement weather or other similar causes will be paid only for the time they work or are held by the Agency, except however, that they will be paid for not less than two (2) hours.

- 17.3 Agency supervisors will be responsible for determining whether weather conditions warrant cessation of outside work. In arriving at a decision with respect to weather conditions, the Supervisor shall taken into account such factors as:
- (a) Employee health and safety.
  - (b) Undue hazards.
  - (c) Operating requirements.
  - (d) Service to the public.
  - (e) Job site working conditions.
  - (f) Anticipated duration of time required to leave unfinished job in a safe condition.
  - (g) Anticipated duration of inclement weather.
  - (h) Distance from job site to operating headquarters.
- 17.4 If employees are required to work during inclement weather, Agency shall provide rain gear for such work.

#### **ARTICLE 18 Miscellaneous**

- 18.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform his/her regular duties will be paid for the time lost at his/her regular rate of pay. All fees received for jury service shall be deducted from the employee's regular rate of pay.
- 18.2 All employees who take on-call and/or standby assignments will reside within a 30-minute travel-time radius (under normal driving conditions) of their normal base of operations. This requirement will not affect any regular employee hired prior to January 1, 1999 whose residence is beyond the 30-minute radius, unless they request a promotion to a position for which the travel-time requirement applies. [Added 1999, Amended 2003]

#### **ARTICLE 19 Employee Benefit Program**

- 19.1 Defined contribution retirement programs (i.e., 401a and 457 deferred compensation plans) and a defined benefit retirement program (i.e., PERS) have been established by the Agency for all employees. The PERS Plan shall be effective on the date established by PERS, subject to completion of all precedent requirements by Agency and the employees, including an election. Upon establishment of the PERS Plan, Agency shall make no further contribution to any other retirement plan. The employee's share of the PERS contract payment shall be 8% of each employee's reportable compensation as defined in the Public Employee Retirement Law (Government Code §20636) with Agency responsible for the balance as calculated by PERS. In addition to their PERS payment, each employee may make additional contributions to available deferred compensation plans. [Amended 2000, 2008]

- 19.2 (a) Effective January 1, 1991, the Agency shall continue to provide and maintain the State of California Public Employees Retirement System Health Benefit Plans. The Agency will contribute to the health benefit plan premium for each employee and their eligible dependents an amount equal to the average of the premiums of all the PERS plans available and applicable (i.e., may be different for individual employees when PERS differentiates premiums on a zip-code basis) for a family of three or more - excluding the plan with the lowest premium and the plan with the highest premium - in any given year. [Amended 1991, 1997, 2008]
- (b) The Agency will make minimum contributions for retirees as required by the dental and vision insurance providers (applicable only to employees retiring after December 31, 1999) and the State of California PERS Health Plan. The contribution will be \$1.00 per month for the retiree and dependents starting January 1, 1989. Contributions will be increased annually by 5% of the maximum contribution for active employees and dependents. Annual increases will be applicable on January 1<sup>st</sup> of each year consistent with the requirements of the PERS Health Plan. [Added 1993, Amended 2002]
- (c) To qualify as a retiree from the Agency for coverage in the PERS Health Plan, the employee has to meet the following criteria:
1. Terminate his/her employment with the Agency with a minimum age of 55 years. [Amended 1998, 2000]
  2. Notify the Agency within 120 days prior to their retirement date if they desire to be covered by the PERS Health Plan after retiring. [Amended 2003]
  3. All employees hired after January 1, 1989 must also have 10 years of employment with the Agency to be eligible to participate in the PERS Health Plan. [Added 1993]
- (d) Employees retiring for health reasons, and are eligible for social security benefits, are exempt from the requirements of section 19.2 (c) 1 through 3. [Added 1993]
- (e) Employees presently covered by the Agency's health insurance plan under COBRA are eligible to participate in the PERS Health Plan as retirees. [Added 1993]
- 19.3 Where it is assured by the attending physician that the duration of an illness or disability will require the employee's absence from work in excess of ninety (90) calendar days, the Agency will at its expense pay the employees required medical insurance premiums (including his/her dependent's coverage) for the two (2) month period following the last deducted payment made by the employee. In addition, for each completed five (5) years of service, the Agency will pay an additional one (1) month's premium.
- 19.4 The Agency will pay prescribed costs of dental coverage by the present policy under present policy and premium.
- 19.5 The Butte County Federal Employees Credit Union is available to the employees of the Agency.
- 19.6 Vision Care will be provided to the employees at no cost to the employees.

- 19.7 The Agency shall provide to each employee a life insurance policy of \$30,000, together with life insurance coverage for each employee's spouse and dependents in the amount of \$3,000 per person. [Added 1993, Amended 1996]
- 19.8 [Deleted 2002]
- 19.9 The Agency shall not, by reason of the execution of this Memorandum of Understanding, abrogate or reduce the scope of any present plan or rule beneficial to its employees, such as, but not limited to, the retirement plan, group health, life insurance, vision and dental program, or reduce the wage rate of any employee covered hereby (unless demoted), or change the conditions of employment to such employee's disadvantage. The intent of this provision is not to restrict management rights as provided for in 22.1, but is intended to provide for certain past practices which are of value, have been previously considered by the Union during the Meet and Confer Meetings but were not included in the Memorandum of Understanding. [Added 1986, Amended 2003].
- 19.10 To promote the physical fitness of employees and to reduce the risk of illness and injury, it is the desire of both parties hereto to pursue a physical fitness program. Employees who participate in a verifiable exercise regimen at a physical-fitness facility within Butte County will be reimbursed for their individual monthly membership expense up to a maximum of \$40 per month. [Added 1993, Amended 1999]

## ARTICLE 20 Training

- 20.1 Enabling Clause: A joint training/apprenticeship committee shall be established and meet as required on set dates. The function of the committee shall be to discuss any relative training requirement and analysis of such subjects as job specifications, job numbers, qualifications, progression, testing, methods of grading, training periods, termination of training, pay schedule, relative training, previous experience, etc. By written agreement, the Agency and the Union may adopt additional training programs recommended by the training/apprenticeship committee. Adopted programs and job definitions shall be attached and made a part of the Memorandum of Understanding as an appendix. [Added 1990]
- 20.2 The Agency will be responsible for the expense of specialized training needed by employees to qualify for operator certification exams if the certification is required for their position, or for a posted vacant position for which an employee has submitted a qualified bid. Time spent in such training shall be considered as part of the employee's normal workweek. [Added 2003]
- 20.3 The Agency will pay for or provide 100% of the continuing education courses needed by certified-operator employees, including allowing the time spent by employees in said courses to count as part of their normal workweek. Whether to pay for outside courses or provide them "in house", as well as the content of said courses will be at the Agency's discretion. [Added 2003]

**ARTICLE 21**  
**Merit System**

- 21.1 The General Manager, at his/her discretion, may initiate a merit increase to deserving employees. Employee representatives may also recommend to the General Manager employees whom they consider deserving of a merit increase due to, but not limited to, an increase in job responsibilities, additional education to improve performance, or significant improvement to the Agency's operations beyond their job classification. If, based on an employee's annual performance appraisal, a merit increase is warranted, the General Manager shall have the prerogative to increase an individual's compensation rate within their respective wage range. Based on the ten-point performance scoring system prescribed on the employee performance appraisal form (Exhibit D) where a score of "5" or "6" is within the "satisfactory" range, an employee whose average score for all the performance categories in Section A of Exhibit D is at least 6.0 will be guaranteed a minimum annual merit increase of 2%. [Amended 2009]

Employees who, no more than two months prior to their annual employment anniversary date (or that date that has historically triggered their annual performance evaluation) have received an appointment (promotion) that affects the minimum 5% wage rate increase prescribed in Article 7.1, will not also be entitled to the merit increase described above. [Added 2011]

**ARTICLE 22**  
**Management Rights**

- 22.1 The management of the Agency and its business and the direction of its working forces are vested exclusively in Agency, and this includes, but is not limited to, the following: to direct and supervise the work of its employees; to hire, promote, demote, transfer, suspend, and discipline or discharge employees for just cause; to plan, direct and control operations; to lay off employees because of lack of work or for other legitimate reasons; to introduce new or improved methods or facilities, except to the extent that all of the foregoing shall be subject to the provisions of this Memorandum of Understanding, or letters of agreement interpreting this Memorandum of Understanding. [Amended 1993]

**ARTICLE 23**  
**Performance Evaluations [Added 1993]**

- 23.1 The Division Manager shall conduct a scheduled performance review of each employee annually. In the event the Division Manager is on a long-term leave (in excess of 30 days), or in the event the Division Manager's position is vacant, the General Manager shall conduct the scheduled performance review for the foremen, and the supervising foreman shall conduct the scheduled performance review for all other employees. [Amended 2009]
- 23.2 Performance evaluations shall be in writing on forms provided by the Agency. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. Attached hereto and made a part hereof is Exhibit "D" titled "Employee Performance Appraisal".

- 23.3 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee's supervising foreman (or Water Treatment Superintendent in the case of treatment plant operators) shall be present during the Division Manager's discussion of the evaluation with the employee. If the supervising foreman or superintendent is unavailable, the employee may request the presence of a shop steward during the Division Manager's discussion of the evaluation with the employee. Foremen may also request the presence of a shop steward during the Division Manager's discussion of their evaluation. [Amended 2009]
- 23.4 Unscheduled performance evaluations may be made at the discretion of the General Manager and the Division Manager.

**ARTICLE 24**  
**Disciplinary Process** [added 1993]

- 24.1 The General Manager may discipline any employee for just cause. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay.
- 24.2 Grounds for discipline when acts are confirmed:
- (a) Discourteous treatment of the public or fellow employees.
  - (b) Drinking of intoxicating beverages or use of controlled substances on the job, or arriving on the job under the influence of such controlled substances.
  - (c) Habitual absence or tardiness.
  - (d) Abuse of sick leave.
  - (e) Disorderly conduct.
  - (f) Incompetence or inefficiency.
  - (g) Being wasteful of material, property, or working time.
  - (h) Violations of any lawful or reasonable regulation or order made or given by an employee's supervisor.
  - (i) Insubordination.
  - (j) Neglect of duty.
  - (k) Dishonesty.
  - (l) Misuse of Agency property.

- (m) Willful disobedience.
  - (n) Conduct unbecoming an Agency employee.
- 24.3 All acts of discipline will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of five (5) working days, respond in writing to the contents of the letter of warning.
- 24.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluations shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action that merited a warning has not recurred for a period of at least two (2) years.
- 24.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager and shall contain the following:
- (a) A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated.
  - (b) A statement of the acts or omissions upon which the action is based.
  - (c) A statement that a copy of the material upon which the action is based is attached or available for inspection upon request.
  - (d) A statement advising the employee of the right to request a "Skelly" hearing.
  - (e) A date by which time the employee must respond in writing if they wish to contest the action.
- 24.6 All notices of proposed action shall be personally served, or if personal service is not possible, then by certified mail, return receipt requested, to the last known address of the employee.

## ARTICLE 25 Term

- 25.1 This "Memorandum of Understanding" shall remain in full force and effect until changed by mutual agreement between the Agency and the recognized employee organization in accordance with the provisions of the Government Code of the State of California. [Amended 1993]
- 25.2 This Memorandum of Understanding, having taken effect as of January 1, 1993, and having thereafter been amended from time to time shall continue in full force and effect until the first day of January 2013, and thereafter from year to year unless written notice of change or termination is submitted with



written proposals by either party during the period of August 1 to September 1 of any year. All amendments hereto shall only become effective with the approval of the Board of Directors. [Added 1993. Amended 2002, 2003, 2005, 2008, 2011]

- 25.3 Whenever notice is given for changes, the general written nature of the changes desired shall be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect. [Added 1993]
- 25.4 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each. [Added 1993]
- 25.5 After 2005 (for 2006 and 2007), annual negotiations shall reopen for wages only. In consideration for the amendments ratified during annual negotiations for 2011, including a 4% COLA for all employees effective January 1, 2011 and a 4% COLA effective January 1, 2012, no reopeners will be submitted by Agency or Union for 2012. [Amended 1988, 1998, 2003, 2005, 2011]
- 25.6 Notwithstanding anything contained in the Memorandum of Understanding, the Agency and Union, by written agreement on a case-by-case basis, may substitute alternative provisions for Americans with Disabilities Act compliance. [Added 1993]
- 25.7 Any provision of this Memorandum of Understanding which may be in conflict with any Federal or State law, regulation or executive order shall be suspended and inoperative to the extent of and for the duration of such conflict; the balance of the Memorandum of Understanding, however, shall remain in full force and effect.

In the event any provision of this Memorandum of Understanding is suspended or declared inoperative by reason of the operation of this section, the parties shall meet and confer within thirty (30) days to negotiate a substitute provision which will, as nearly as possible, reflect the intent of the suspended clause in a lawful manner. [Amended 1993]

WHEREAS, this MEMORANDUM OF UNDERSTANDING, has been jointly prepared by the designated representatives of the SOUTH FEATHER WATER AND POWER AGENCY and the designated representatives of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 1245, AFL-CIO; and,

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding this 22<sup>nd</sup> day of July, 2003, to be effective the 22<sup>nd</sup> day of July, 2003:

South Feather Water and Power Agency

International Brotherhood of Electrical Workers  
Local 1245, AFL-CIO:

\_\_\_\_\_  
Vivian R. Meyer, President

\_\_\_\_\_  
Perry Zimmerman, Business Manager

\_\_\_\_\_  
Louis F. Cecchi, Vice President

\_\_\_\_\_  
Ed Mallory, President

\_\_\_\_\_  
Jean Brown, Director

\_\_\_\_\_  
Jack Osburn, Business Representative

\_\_\_\_\_  
Dee Hunter, Director

\_\_\_\_\_  
Dorinda Matney-Scofield, Shop Steward

\_\_\_\_\_  
Virgil Ricketts, Director

\_\_\_\_\_  
Michael C. Glaze, General Manager

WHEREAS, in conclusion of annual negotiations for 2006, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective \_\_\_\_\_.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical Workers  
Local 1245, AFL-CIO:

\_\_\_\_\_  
Dee Hunter, President

\_\_\_\_\_  
, Business Manager

\_\_\_\_\_  
James Edwards, Vice President

\_\_\_\_\_  
, President

\_\_\_\_\_  
Jean Brown, Director

\_\_\_\_\_  
, Business Representative

\_\_\_\_\_  
Lou Cecchi, Director

\_\_\_\_\_  
Rick McCullough, Shop Steward

\_\_\_\_\_  
Vivian Meyer, Director

\_\_\_\_\_  
Michael C. Glaze, General Manager

WHEREAS, in conclusion of annual negotiations for 2008, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective January 1, 2008.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical  
Electrical Workers Local 1245, AFL-CIO:

\_\_\_\_\_  
February 26, 2008  
Michael C. Glaze Date  
General Manager

\_\_\_\_\_  
Jack Osburn Date  
Business Representative

\_\_\_\_\_  
Business Manager

WHEREAS, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective July 22, 2008.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical  
Electrical Workers Local 1245, AFL-CIO:

\_\_\_\_\_  
Michael Glaze  
General Manager

July 22, 2008

Date

\_\_\_\_\_  
Tom Dalzell  
Business Manager

Date

\_\_\_\_\_  
Mike Davis  
President

\_\_\_\_\_  
Raymond Thomas  
Business Representative

\_\_\_\_\_  
Rick McCullough, Maintenance Foreman  
Shop Steward

\_\_\_\_\_  
John Shipman, Senior Treatment Operator  
Shop Steward

WHEREAS, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective January 27, 2009.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical  
Electrical Workers Local 1245, AFL-CIO:

\_\_\_\_\_  
January 27, 2009  
Michael Glaze  
General Manager

Date

\_\_\_\_\_  
Tom Dalzell  
Business Manager

Date

\_\_\_\_\_  
Mike Davis  
President

\_\_\_\_\_  
Raymond Thomas  
Business Representative

\_\_\_\_\_  
Rick McCullough, Maintenance Foreman  
Shop Steward

\_\_\_\_\_  
John Shipman, Senior Treatment Operator  
Shop Steward

WHEREAS, this MEMORANDUM OF UNDERSTANDING has been amended by the parties hereto, effective January 1, 2011.

IN WITNESS THEREFORE, the parties below have executed this amended Memorandum of Understanding:

South Feather Water and Power Agency

International Brotherhood of Electrical  
Electrical Workers Local 1245, AFL-CIO:

\_\_\_\_\_  
Michael Glaze  
General Manager

April 26, 2011

Date

\_\_\_\_\_  
Tom Dalzell  
Business Manager

Date

\_\_\_\_\_  
Mike Davis  
President

\_\_\_\_\_  
Raymond Thomas  
Business Representative

\_\_\_\_\_  
Rick McCullough, Maintenance Foreman  
Shop Steward

\_\_\_\_\_  
John Shipman, Senior Treatment Operator  
Shop Steward

**APPENDIX I**  
**Water Treatment Plant Operator Training Program**  
**(also known as O.I.T. program)**

Preamble:

It is the Agency's desire to employ competent operators at its Water Filtration Plant. Further, the Agency has a permit, from the State of California, to operate a domestic water system that requires compliance with the laws and regulations relating to certification of water treatment facility operation, California Health and Safety Code. In order to comply with the above regulations, the Agency will employ qualified and State of California certified operators. The Agency, at its discretion, may elect to train an unqualified person if a vacancy exists or additional personnel are needed at the water filtration plant.

The training program will be as follows:

A. Minimum Qualifications:

Applicant must have:

- 1) High school diploma or GED equivalent.
- 2) T2 Water Treatment Operator Certificate issued by the State of California, or must be able to obtain the certificate within 6 months of appointment. [Amended 2003, 2005]
- 3) Valid driver's license with a good driving record.

B. Training Period:

- 1) six months at step 1, Trainee must pass employee progress review to be promoted to Step 2.
- 2) six months at Step 2, Trainee must pass employee progress review to be promoted to step 3.
- 3) six months at step 3, Trainee must pass employee progress review to be promoted to Step 4.
- 4) six months at Step 4, Trainee must pass employee progress review and obtain T3 Water Treatment Operator Certificate issued by the State of California to be promoted to Water Treatment Plant Operator III. [Amended 2003, 2005]
- 5) Upon completion of Step 4, a Trainee failing to pass the State of California T3 test will be given time to pass the test at the next testing date for which the employee qualifies. Failure to pass the second attempt shall be cause for termination of employment at the Water Treatment Plant. The employee shall be reinstated to the position and salary from which the employee came. [Amended 2003, 2005]

C. Termination of Training:



- 1) If Trainee fails to pass any level of employee progress review the employee will be held at that training level for an additional three months of training. Following this additional period, a second employee-progress review will be conducted. Failure to pass this second review will terminate the training program and the employee will be returned to the position and salary from which the employee came. [Amended 2003]
- 2) Employees failing this training program will not receive any credit toward any other apprenticeship program the Agency may have.

D. Pay schedule.

- 1) Water Treatment Plant Operator Trainee at Step 1 shall be paid the same wages as the Utility Worker, per Exhibit "A", with recognition of his/her valid State of California T2 Water Treatment Operator Certificate. [Amended 2003, 2005]
- 2) Upon successful completion of each training step 2 through 4, the Trainee shall receive one-fourth increments of the difference between Water Treatment Operator III and Utility Worker. (See Exhibit "A".)

E. Credit for Previous Employment with SFWPA:

The specialized nature of this training program allows no credit from any other training program the Agency may have to be carried over. The State of California requires two years of actual water treatment plant experience as a T2 Operator, or a combination of one year of potable treatment experience and two years of other water related experience (California Code of Regulations Title 17, Part 1, Chapter 5, Group 2, certification of Water Facility Operators.) On obtaining a T3 Operator Certificate, a Trainee may be eligible, at the discretion of the Joint Apprenticeship Committee, for reduction of their training program, (not to exceed three months.) All trainees will start per D(1), above. [Amended 1993, 2003, 2005]

[Added April 26, 1990]

**EXHIBIT "A"**  
**Schedule of Wage Rates – Water Treatment & Distribution Employees Unit**

Position		Start	Top	Year
Construction Foreman	C-1	\$ 21.91	\$ 28.48	2000
		\$ 23.01	\$ 29.91	2001
		\$ 23.70	\$ 30.81	2002
		\$ 25.63	\$ 33.32	2003
		\$ 26.40	\$ 34.32	2004
		\$ 27.19	\$ 35.35	2005
		\$ 28.01	\$ 36.41	2006
		\$ 28.85	\$ 37.50	2007
		\$ 30.61	\$ 45.80	2008
		\$ 31.53	\$ 47.18	2009
		\$ 32.47	\$ 51.02	2010
		\$ 33.77	\$ 53.06	2011
		\$ 35.12	\$ 55.18	2012
Maintenance Foreman	C-2	\$ 21.91	\$ 28.48	2000
		\$ 23.01	\$ 29.91	2001
		\$ 23.70	\$ 30.81	2002
		\$ 25.63	\$ 33.32	2003
		\$ 26.40	\$ 34.32	2004
		\$ 27.19	\$ 35.35	2005
		\$ 28.01	\$ 36.41	2006
		\$ 28.85	\$ 37.50	2007
		\$ 30.61	\$ 45.80	2008
		\$ 31.53	\$ 47.18	2009
		\$ 32.47	\$ 51.02	2010
		\$ 33.77	\$ 53.06	2011
		\$ 35.12	\$ 55.18	2012
Senior Treatment Operator	C-3	\$ 18.53	\$ 24.09	2000
		\$ 20.53	\$ 26.69	2001
		\$ 21.14	\$ 27.49	2002
		\$ 23.95	\$ 31.14	2003
		\$ 24.67	\$ 32.07	2004
		\$ 25.41	\$ 33.04	2005
		\$ 26.17	\$ 34.03	2006
		\$ 26.96	\$ 35.05	2007
		\$ 27.77	\$ 42.81	2008
		\$ 28.60	\$ 44.10	2009
		\$ 29.46	\$ 47.69	2010
		\$ 30.64	\$ 49.60	2011
		\$ 31.86	\$ 51.58	2012

Water Treatment Operator V *	C-4	\$ 17.82	\$ 23.16	2000
		\$ 18.35	\$ 23.86	2001
		\$ 19.60	\$ 25.49	2002
		\$ 20.19	\$ 26.25	2003
		\$ 20.80	\$ 27.04	2004
		\$ 21.43	\$ 27.85	2005
		\$ 22.07	\$ 28.69	2006
		\$ 22.74	\$ 29.55	2007
		\$ 23.42	\$ 36.09	2008
		\$ 24.12	\$ 37.17	2009
		\$ 24.12	\$ 40.20	2010
		\$ 25.08	\$ 41.81	2011
		\$ 26.09	\$ 43.48	2012
Water Treatment Operator IV *	C-4	\$ 17.55	\$ 22.82	2000
		\$ 18.08	\$ 23.51	2001
		\$ 19.22	\$ 24.99	2002
		\$ 19.80	\$ 25.74	2003
		\$ 20.40	\$ 26.51	2004
		\$ 21.01	\$ 27.31	2005
		\$ 21.64	\$ 28.13	2006
		\$ 22.29	\$ 28.97	2007
		\$ 22.96	\$ 35.39	2008
		\$ 23.65	\$ 36.45	2009
		\$ 24.36	\$ 39.42	2010
		\$ 25.33	\$ 41.00	2011
		\$ 26.34	\$ 42.64	2012
Water Treatment Operator III *	C-4	\$ 17.22	\$ 22.39	2000
		\$ 17.74	\$ 23.06	2001
		\$ 18.84	\$ 24.50	2002
		\$ 19.41	\$ 25.24	2003
		\$ 19.99	\$ 25.99	2004
		\$ 20.59	\$ 26.77	2005
		\$ 21.21	\$ 27.57	2006
		\$ 21.84	\$ 28.40	2007
		\$ 22.50	\$ 34.69	2008
		\$ 23.17	\$ 35.73	2009
		\$ 23.87	\$ 38.64	2010
		\$ 24.82	\$ 40.19	2011
		\$ 25.82	\$ 41.79	2012
Water Treatment Operator-In-Training	C-5	**	**	2000 – 2012



Mechanic	C-9	\$ 15.92	\$ 20.70	2000
		\$ 16.40	\$ 21.32	2001
		\$ 16.77	\$ 21.80	2002
		\$ 19.00	\$ 24.70	2003
		\$ 19.57	\$ 25.44	2004
		\$ 20.16	\$ 26.20	2005
		\$ 20.76	\$ 26.99	2006
		\$ 21.39	\$ 27.80	2007
		\$ 22.03	\$ 33.95	2008
		\$ 22.69	\$ 34.97	2009
		\$ 23.37	\$ 37.82	2010
		\$ 24.31	\$ 39.33	2011
\$ 25.28	\$ 40.90	2012		
Meter Service Technician	C-10	\$ 15.92	\$ 20.70	2000
		\$ 16.40	\$ 21.32	2001
		\$ 18.11	\$ 23.55	2002
		\$ 18.66	\$ 24.26	2003
		\$ 19.22	\$ 24.98	2004
		\$ 19.80	\$ 25.73	2005
		\$ 20.39	\$ 26.50	2006
		\$ 21.01	\$ 27.30	2007
		\$ 21.64	\$ 33.34	2008
		\$ 22.29	\$ 34.34	2009
		\$ 22.95	\$ 37.14	2010
		\$ 23.87	\$ 38.62	2011
\$ 24.83	\$ 40.17	2012		
Meter Reader	C-11	\$ 14.23	\$ 18.50	2000
		\$ 14.66	\$ 19.05	2001
		\$ 14.99	\$ 19.48	2002
		\$ 15.43	\$ 20.06	2003
		\$ 15.90	\$ 20.67	2004
		\$ 16.37	\$ 21.29	2005
		\$ 16.86	\$ 21.93	2006
		\$ 17.37	\$ 22.59	2007
		\$ 17.89	\$ 27.59	2008
		\$ 18.42	\$ 28.41	2009
		\$ 18.98	\$ 30.73	2010
		\$ 19.74	\$ 31.96	2011
\$ 20.53	\$ 33.24	2012		

Utility Worker	C-12	\$ 14.23	\$ 18.50	2000
		\$ 14.66	\$ 19.05	2001
		\$ 14.99	\$ 19.48	2002
		\$ 15.43	\$ 20.06	2003
		\$ 15.90	\$ 20.67	2004
		\$ 16.37	\$ 21.29	2005
		\$ 16.86	\$ 21.93	2006
		\$ 17.37	\$ 22.59	2007
		\$ 17.89	\$ 27.59	2008
		\$ 18.42	\$ 28.41	2009
		\$ 18.98	\$ 30.73	2010
		\$ 19.74	\$ 31.96	2011
\$ 20.53	\$ 33.24	2012		
Laborer	C-13	\$ 10.97	\$ 14.26	2000
		\$ 11.30	\$ 14.68	2001
		\$ 11.55	\$ 15.02	2002
		\$ 11.90	\$ 15.47	2003
		\$ 12.26	\$ 15.93	2004
		\$ 12.63	\$ 16.41	2005
		\$ 13.01	\$ 16.90	2006
		\$ 13.40	\$ 17.41	2007
		\$ 13.80	\$ 21.26	2008
		\$ 14.22	\$ 21.90	2009
		\$ 14.64	\$ 23.69	2010
		\$ 15.23	\$ 24.63	2011
\$ 15.84	\$ 25.62	2012		
Warehouse Technician	C-14	\$ 16.22	\$ 21.08	2000
		\$ 17.74	\$ 23.06	2001
		\$ 18.27	\$ 23.75	2002
		\$ 18.82	\$ 24.47	2003
		\$ 19.39	\$ 25.20	2004
		\$ 19.97	\$ 25.96	2005
		\$ 20.57	\$ 26.74	2006
		\$ 21.19	\$ 27.54	2007
		\$ 21.82	\$ 33.64	2008
		\$ 22.48	\$ 34.65	2009
		\$ 23.15	\$ 37.47	2010
		\$ 24.08	\$ 38.97	2011
\$ 25.04	\$ 40.53	2012		

Warehouse Worker	C-15	\$ 15.06	\$ 19.57	2000
		\$ 15.51	\$ 20.16	2001
		\$ 15.86	\$ 20.61	2002
		\$ 16.33	\$ 21.23	2003
		\$ 16.82	\$ 21.87	2004
		\$ 17.32	\$ 22.52	2005
		\$ 17.84	\$ 23.20	2006
		\$ 18.37	\$ 23.89	2007
		\$ 18.93	\$ 29.18	2008
		\$ 19.49	\$ 30.06	2009
		\$ 20.08	\$ 32.51	2010
		\$ 20.88	\$ 33.81	2011
	\$ 21.72	\$ 35.16	2012	
Ditchtender	C-16	\$ 15.92	\$ 20.70	2000
		\$ 16.40	\$ 21.32	2001
		\$ 16.77	\$ 21.80	2002
		\$ 17.27	\$ 22.45	2003
		\$ 17.79	\$ 23.13	2004
		\$ 18.32	\$ 23.82	2005
		\$ 18.87	\$ 24.53	2006
		\$ 19.44	\$ 25.27	2007
		\$ 20.02	\$ 30.86	2008
		\$ 20.62	\$ 31.79	2009
		\$ 21.24	\$ 34.38	2010
		\$ 22.09	\$ 35.76	2011
	\$ 22.97	\$ 37.19	2012	
Apprentice Ditchtender		***	***	2000 – 2012
Facilities Maintenance Worker	C-17	\$ 17.89	\$ 27.59	2008
		\$ 18.42	\$ 28.41	2009
		\$ 18.98	\$ 30.73	2010
		\$ 19.74	\$ 31.96	2011
		\$ 20.53	\$ 33.24	2012
Hydrographer	C-18	\$ 24.11	\$ 39.02	2010
		\$ 25.07	\$ 40.58	2011
		\$ 26.08	\$ 42.20	2012

Note: 2.24% COLA for 2002 (5/1/01 LTD premium for Water Division employees equal to 0.76% of Water Division payroll. 3.00% - 0.76% = 2.24%)

\* See Exhibit B, "Continuing Education Incentive Program."

\*\* Progressive – apprentice program wage steps are even increments between Utility Worker and Water Treatment Operator III.

\*\*\* Progressive – apprentice program wage steps are even increments between Utility Worker and Journeyman.

## EXHIBIT B – CONTINUING EDUCATION INCENTIVE PROGRAM

The purpose of this program is to compensate employees for education or training (hereafter called "courses") which are beyond their basic duties and responsibilities, or beyond that which is a "pre-requisite qualification" in their classification specification.

**Course Qualification.** The compensation specified below (hereafter called "certification pay") will be granted for courses which are directly related to the employee's classification specification or to their routinely assigned tasks, and which will obviously enhance their effectiveness and efficiency. Effective January 1, 2004, specialized training used to maintain a certification will not be considered for certification pay. [Amended 2003]

Only courses provided by qualified trainers, professional organizations, water utility associations, vocational schools, colleges or universities will be considered for certification pay. Courses wherein the employee's performance is graded will only be considered for certification pay if the earned grade is a "C" or better. In-service training requested and/or provided by the Agency (e.g., chlorine safety, CPR certification, word processing, etc.) does not qualify for this program. To be considered for this program, courses: (1) must have qualified before January 1, 1994, for the "merit certification program;" or (2) must have been completed by the employee on or after January 1, 1992, or after the date they attained status as a "regular employee," whichever is most recent.

**Determination of Course Qualification.** Prior to enrolling in a course for which an employee desires to receive certification pay, they will submit a request to the General Manager to determine if the course will qualify for this program. Along with the request the employee will provide information prepared by the course provider explaining its content. They may also include other information that explains the course's subject matter, and/or a written statement as to why they believe the course satisfies the relevancy requirements discussed above.

The General Manager may determine that the course will qualify for this program or may submit it to the Labor Committee for consideration. If the General Manager determines that the course will not qualify for this program, the employee may request consideration by the Labor Committee. Decisions of the Labor Committee will be final.

**Certification Pay Requests.** Upon completion of a course that has been qualified for this program, the employee shall submit to the General Manager a request for certification pay. The course certificate, continuing education credit certificate, or college/university course grade report shall be included with the request to verify satisfactory completion of the subject course.

The General Manager will return a certification pay request to the employee if it does not include appropriate verification of satisfactory course completion. An employee who's request has been returned on this basis may resubmit it if appropriate verification is included.



**Effective Date of Certification Pay.** After verification of satisfactory completion of a qualified course has been submitted to the General Manager, the employee's wage will be increased retroactive to the first day of the pay period after the date the course was completed.

**Basis of Compensation [Amended 2003].** Certification pay will be a percentage increase based upon the employee's classification wage. The increase percentage will be based on the formulae below, as determined by the course's rated credit value: continuing education units (CEU); semester units (SU); or, classroom hours (Hours). Initially, employees hired prior to March 1, 2003 will earn certification pay for courses with accumulated credit value up to 4½ CEU's, 3 SU's or 48 Hours, or combination thereof, based on the following formula:

$$4\frac{1}{2} \text{ CEU's} = 3 \text{ SU's} = 48 \text{ Hours} = 4\% \text{ certification pay increase.}$$

Courses with credit value ratings less than those listed in this formula will generate a proportional certification pay increase percentage. For example: a 6-hour seminar would produce a 0.5%  $[(6 / 48) \times 4\%]$  certification pay increase; and, a course with 3 CEU's would produce a 2.67%  $[(3 / 4\frac{1}{2}) \times 4\%]$  certification pay increase.

After employees hired prior to March 1, 2003 have accumulated their first 4½ CEU's, 3 SU's or 48 Hours, or combination thereof, and for employees hired after March 1, 2003, the certification pay increase will be based on the following formula:

$$4\frac{1}{2} \text{ CEU's} = 3 \text{ SU's} = 48 \text{ Hours} = 2\% \text{ certification pay increase.}$$

In this situation, if the employee has earned a total of 13½ CEU's by taking several qualified courses, the resulting certification pay increase would be 8% (4% for the first 4½ CEU's, and 4% for the next 9 CEU's). If the employee has taken several qualifying seminars totaling 60 Hours of credit value, the resulting certification pay increase would be 4.5% (4% for the first 48 Hours, and 0.5% for the next 12 Hours).

If the employee is not provided with certification of a course's rated credit value, the classroom hours will be determined by the General Manager or the Labor Committee from the course syllabus or agenda. If a course has credit values rated multiple ways (i.e., CEU's and Hours, or CEU's and SU's), the rating that generates the greatest certification pay increase will be used.

**Certification Pay For More Than One Course.** If the employee has received certification pay for more than one course, the percentage increase for all the courses are accumulated and applied to the classification wage. [Amended 1994]

**Impact of Transfers or Promotions on Certification Pay.** Once approved, certification pay increases continue to be applied to the employee's classification wage even if the employee transfers or is promoted to a classification for which the qualifying course is not directly related. After a transfer or promotion an employee may request certification pay for a course that had not qualified for their previous classification.

### **Special Consideration for State Water Treatment Plant Operator Training and Certification.**

Water treatment plant operators will not be considered as qualifying for this program. However, Water Treatment Operators may request, in accordance with this program, certification pay for courses that are not preparatory for State water treatment plant operator certification. [Amended 2003]

**Program Implementation and Retroactivity.** Certification pay being paid to employees for courses approved prior to January 1, 1994 will be adjusted in accordance herewith, effective at the beginning of the pay period immediately following.

[Article Entirely Amended 1994]

**EXHIBIT "C" – CLASSIFICATION SPECIFICATIONS**  
**WATER TREATMENT & DISTRIBUTION EMPLOYEES UNIT**

**EXHIBIT C-1**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Construction Foreman

**Department:** Leak Repair / Pipe Replacement / Ditch Maintenance

**General Job Description**

Under the direction of the Water Division Manager:

primarily responsible for supervising the replacement of obsolete and failing components of the Agency's domestic water distribution system;

plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks;

supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of domestic and irrigation water systems;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

supervises employees in the positions of Carpenter, Equipment Operator, Mechanic, Meter Service Technician, Welder, Meter Reader and Utility Worker; trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program; and,

processes records relating to job costs and time expenditures of equipment and Agency personnel.

### **Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Five (5) years of experience, or combination of training and experience, as an Agency journeyman, or comparable non-Agency position.

D3 Distribution Operator certification issued by the State of California, Department of Health Services. [Added 2003]

Certification from AWWA or other qualified training institution in recognition of satisfactory completion of "Competent Person" (OSHA designation) training.

Knowledge of underground utility construction techniques and management, with emphasis in the area of construction of water distribution systems consisting of a variety of type (e.g., C900 PVC, ductile iron, asbestos cement, mortar lined and coated steel) and size (e.g., 4"0 through 24"0) pipe.

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems.

Ability to use, or learn within a reasonable time, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Ability to use, or learn within a reasonable time, Excel 4 (or latest edition) for Windows spreadsheet software.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record. (*Amended:4/23/96*)

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

### **Essential Job Duties:**

1. Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and irrigation water systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping;

bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Prepares work schedules and job cards, reads contracts, specifications, details and plans, and does other paper work appurtenant to work in progress.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

6. Task: Inspects construction in progress by private contractors of water distribution or measurement facilities to enforce compliance with Agency policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

8. Task: Inspects Agency facilities and/or the ground surface in and around the area of underground Agency facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

9. Task: Prepares as-built drawings of Agency facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into Agency's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

**Environmental Demands:**

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

**Mental Requirements:**

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 6/27/95, Amended 2003]

**EXHIBIT C-2**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Maintenance Foreman

**Department:** Leak Repair / Pipe Replacement / Ditch Maintenance

**General Job Description**

Under the direction of the Water Division Manager:

plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks;

supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of domestic and irrigation water systems;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

supervises employees in the positions of Maintenance Technician, Equipment Operator, Mechanic, Meter Service Technician, Welder, Ditchtender, Meter Reader and Utility Worker;

trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

and, processes records relating to job costs and time expenditures of equipment and Agency personnel.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Five (5) years of experience, or combination of training and experience, as an Agency journeyman, or comparable non-Agency position.

D3 Distribution Operator certification issued by the State of California, Department of Health Services. [Added 2003]

Certification from AWWA or other qualified training institution in recognition of satisfactory completion of "Competent Person" (OSHA designation) training.

Certification from AWWA or other qualified training institution (e.g., University of Southern California) in recognition of satisfactory completion of a course for "Specialists in Cross-Connection Control" (or ability to obtain within six months of appointment). (Added 7/23/96)

Certification from AWWA or other qualified training institution (e.g., University of Southern California) in recognition of competency as a "Backflow Prevention Assembly General Tester" (or ability to obtain within six months of appointment). (Added 7/23/96)

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems.

Ability to use, or learn within a reasonable time, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Ability to use, or learn within a reasonable time, Excel 4 (or latest edition) for Windows spreadsheet software.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record. [Amended 1996]

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and irrigation water systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Prepares work schedules and job cards, reads contracts, specifications, details plans, and does other paper work appurtenant to work in progress.



Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

6. Task: Inspects construction in progress by private contractors of water distribution or measurement facilities to enforce compliance with Agency policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

7. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

8. Task: Inspects Agency facilities and/or the ground surface in and around the area of underground Agency facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

9. Task: Prepares as-built drawings of Agency facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into Agency's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

**Environmental Demands:**

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

**Mental Requirements:**

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 4/26/94. Amended 1998, 2003]

## EXHIBIT C-3 CLASSIFICATION SPECIFICATION

**Job Title:       Senior Treatment Operator**

### **General Job Description**

Under the direction of the General Manager, the Water Division Manager and the Treatment Plant Superintendent, and with a minimum of supervision:

will assume the Water Treatment Superintendent's responsibilities (as specified in the Superintendent's classification specification) in his/her absence;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

administers and is responsible for the efficient daily operation of the water treatment plants and associated valves, pumps, motors and controls, including all aspects of the water treatment system;

administers and is responsible for the efficient daily operation of the treated water storage facilities;

supervises and evaluates the performance of treatment plant staff;

trains, or supervises the training of subordinates;

performs both chemical and bacteriological sampling, performs the various standardized laboratory tests, and interprets test results for process control and distribution system water quality control;

enforces the Agency's safety programs and policies;

prepares or supervises the preparation of payroll reports, together with other records and logs pertinent to the operation of the Agency's treatment facilities;

compiles records and reports as required by county, state and federal health agencies;

prepares, or supervises the preparation of specifications and/or purchase orders for the acquisition of equipment, tools, fittings, etc.;

supervises and performs a variety of duties relating to developing and providing information requested by Agency customers and other members of the public having an interest in the Water Division's treatment plant;

attends meetings of the Agency's Board of Directors when requested by the General Manager;

attempts at all times to build a consensus among Agency personnel through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration;

effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operational and administrative tasks in support of the Treatment Plant Superintendent, Water Division Manager and the General Manager.

### **Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Four (4) years minimum experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

T4 Water Treatment Operator Certificate issued by the Department of Health Services, State of California. [Amended 2003]

Basic knowledge of computers, including ability to operate, or learn to operate within a reasonable time, the treatment system control and data acquisition system and the latest versions of Excel™ (spreadsheet software) and WordPerfect™ (word processing software).

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, per shift schedule.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

### **Essential Job Duties:**

1. Task: Reviews and prepares reports, forms, questionnaires, etc., in response to requirements of, and personally interfaces with staff of other special districts, city, county, state and federal agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Inspects equipment, pumps, motors, valves, fittings and other facilities appurtenant to treatment facilities, and determines priority of maintenance and rehabilitation projects.

Physical Demand: Sitting; standing; close and distant vision; walking over uneven ground; stooping; bending; squatting; climbing; pulling; pushing; occasionally lifting up to 25 lbs., and infrequently lifting up to 50 lbs.; driving vehicle.

3. Task: Prepares handwritten and printed (from word processor) reports for use by management and/or the Board of Directors.

Physical Demand: Close vision; use of hands to write and finger, handle, feel objects, tools or controls.

4. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; climbing stairs; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; climbing stairs; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

6. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; climbing stairs; close, distance and color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Marginal Job Duties**

1. Task: Operation of telephone, two-way radio, computer, calculator, copier, typewriter, printers, and other related office and laboratory machines and equipment, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting; standing; stooping; bending; squatting; walking; occasionally lifting and carrying up to 25 lbs., and infrequently lifting and carrying up to 50 lbs.; pushing; pulling; close and distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls.

### **Environmental Demands:**

Outside: Works on occasion in a variety of weather conditions ranging from snow to +100° F.

Inside: Usually works indoors in temperature-controlled environment.

Perfumes/Gases: Exposure to chlorine, solvents and lab chemicals.

Noise/Vibration: Pumps, motors, and other water treatment related equipment.

### **Mental Requirements:**

Reading: Reads complex manuals, instructions and reports for equipment and computer software and plans, details and specifications of water treatment facility construction.

Writing: Writes letters, reports, memos, messages, and fills out information forms.

Math: Ability to work with mathematical concepts such as algebra. Ability to quickly apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to comprehend or produce reports and to perform laboratory tests.

Repetition: Repetitive data entry to computer system for text and spreadsheets.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with staff of local, state and federal agencies, members of the public, Directors, and Agency personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Adopted 2/25/97, Amended 2003]

## EXHIBIT C-4 CLASSIFICATION SPECIFICATION

**Job Title:** Water Treatment Operator

### **General Job Description**

Under the direction of the Water Treatment Plant Superintendent:

operates and maintains water treatment plant facilities, pumping systems and reservoirs;

takes both chemical and bacteriological samples, runs the various standardized laboratory tests, and interpret test results for process control and distribution system water quality control;

performs a wide variety of skilled and semi-skilled manual and automated tasks;

trains or assists in training of subordinates.

### **Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

T3 Water Treatment Operator certificate issued by the Department of Health Services, State of California. [Amended 2003]

If assigned to cross connection program, must have demonstrated competency in testing and repairing backflow prevention assemblies and inspecting users' premises for cross connections, and should be certified in backflow testing by AWWA.

Basic knowledge of computers, including ability to use, or learn within a reasonable time, the treatment plant's data acquisition and control system.

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

3. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; close and distance vision; color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Marginal Job Duties:**

1. Task: If qualified, inspects users' premises for cross connections.

Physical Demand: Standing; walking over uneven ground; close and distance vision; driving vehicle.

2. Task: If qualified, tests and repairs backflow prevention assemblies.

Physical Demand: Standing; walking over uneven ground; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., infrequently up to 50 lbs.); driving vehicle.

**Environmental Demands:**

Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from chlorine, bacteria, chemicals used in the treatment process and lab odors.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from pumps and motors.



**Mental Requirements:**

Reading: Reads road maps, construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to laboratory work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Adopted 08/24/93, Amended 2003]

## EXHIBIT C-5 CLASSIFICATION SPECIFICATION

**Job Title:** Water Treatment Plant Operator-in-Training

### General Job Description

Under the direction of the Water Treatment Plant Superintendent, and training by Treatment Plant Operators:

learns the operation and maintenance of water treatment plant facilities, pumping systems and reservoirs in accordance with the "Water Treatment Plant Operator Training Program" Appendix to the Memorandum of Understanding between the I.B.E.W. Local 1245 and the Agency;

learns to take both chemical and bacteriological samples, runs the various standardized laboratory tests, and interpret test results for process control and distribution system water quality control, in accordance with the training program noted above; performs a wide variety of unskilled and semi-skilled manual and automated tasks.

### Prerequisite Qualifications

High school diploma or the equivalency thereof.

T2 Water Treatment Operator certificate issued by the State of California or the ability to obtain said certificate within six (6) months of appointment. [Amended 2003]

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

### Essential Job Duties:

1. Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

3. Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; close and distance vision; color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

#### **Environmental Demands:**

Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from chlorine, bacteria, chemicals used in the treatment process and lab odors.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from pumps and motors.

#### **Mental Requirements:**

Reading: Reads road maps, construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

Writing: Reports, messages and instructions.

Math: Ability to perform basic math and algebra calculations.

Attention to Detail: Above average level concentration and attention to detail.

Repetition: Routine daily work practices, especially relating to laboratory work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Adopted 03/23/93, Amended 2003]

## EXHIBIT C-6 CLASSIFICATION SPECIFICATION

**Job Title:**       **Equipment Operator**

**Department:**   **Leak Repair/Pipe Replacement/Ditch Maintenance**

### **General Job Description**

Under the direction of the Maintenance Foreman, Construction Foreman, Ditch Foreman, Division Manager or Water Treatment Plant Superintendent:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment;

reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, siphons, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

trains or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

processes records relating to job costs and time expenditures of equipment and Agency personnel;

assumes lead-person responsibilities when assigned [Added 2003];

as lead person, supervises other employees in construction activities.

### **Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, as an apprentice equipment operator, or comparable non-Agency position.

Knowledge of capability and operation construction tools and mechanical and hydraulically operated construction equipment.

D2 Distribution Operator certificate from the State of California, Department of Health Services. [Amended 2003]

Knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmission systems; and.

Valid Class A California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Operates backhoe, excavator, end loader, compactors, etc., in the repair of pipe leaks on Agency's potable water distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Operates backhoe, excavator, end loader, compactors, etc., in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Operates backhoe, excavator, end loader, compactors, etc., in the maintenance and repair of raw water distribution facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Operates backhoe, excavator, end loader, compactors, etc., in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

7. Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

#### **Marginal Job Duties:**

1. Task: Assists in locating Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

3. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Environmental Demands:**

Outside: Always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from tools and equipment.

**Mental Requirements:**

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Frequently works unsupervised; good judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 6/27/95, Amended 2003]

**EXHIBIT C-7**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Carpenter

**Department:** Shop/Warehouse/Yard/Office/Treatment Plant  
Leak Repair/Pipe Replacement/Ditch Maintenance

**General Job Description**

Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, constructs, remodels or removes wood frame, concrete, masonry, metal and other types of structures utilizing a variety of skills including carpentry, plumbing, and concrete placing and finishing.

Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Journeyman-level training and experience as a carpenter.

Basic knowledge of, and experience in plumbing and concrete placing and finishing.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmission systems.

Valid California Class B driver license and satisfactory driving record, or ability to obtain within six (6) weeks of appointment.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Constructs, remodels, repairs and removes structures, including buildings, concrete forms, flumes, weirs, spills, water service and diversion structures, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping;



bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Constructs, remodels, repairs and removes potable and non-potable plumbing systems and delivery facilities.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Places and finishes concrete in a variety of construction applications.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Gives direction and supervision to Agency employees assigned to assist this position in the essential job duties listed above..

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

### **Marginal Job Duties:**

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

## **Environmental Demands:**

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

## **Mental Requirements:**

Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches, and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 3/24/98]

**EXHIBIT C-8**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Maintenance Technician (amended 4/25/95)  
**Department:** Shop/Warehouse/Yard/Office/Treatment Plant  
Leak Repair/Pipe Replacement/Ditch Maintenance

**General Job Description**

Under the direction of the Water Division Manager:

constructs, remodels or removes wood frame, concrete, masonry, metal and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting;

fabricates tools, fittings and other parts or components needed for Agency maintenance and construction projects which can not be readily or economically acquired commercially, utilizing a variety of skills including arc and acetylene welding/cutting and machining.

Under the direction of the Maintenance and Construction Foremen:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Journeyman-level training and experience as a carpenter.

Basic knowledge of, and experience in a majority of the following crafts: plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting, and machining.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid California Class B driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

## Essential Job Duties:

1. Task: Constructs, remodels, repairs and removes structures, including buildings, flumes, concrete forms, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Constructs, remodels, repairs and removes potable and non-potable plumbing systems and delivery facilities.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Installs and repairs electrical circuitry.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Places and finishes concrete in a variety of construction applications.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Constructs (including layout and fabrication), remodels and repairs structures, tools, equipment parts and plumbing fittings utilizing arc and acetylene welding and cutting equipment, as well as basic machining tools.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Gives direction and supervision to Agency employees assigned to assist this position in the essential job duties listed above.

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

### **Marginal Job Duties:**

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Environmental Demands:**

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

### **Mental Requirements:**

Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches. and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted10/26/93]

**EXHIBIT C-9**  
**CLASSIFICATION SPECIFICATION**

**Job Title:**                   **Mechanic**

**Department:**               **Shop/Warehouse/Yard**

**General Job Description**

Under the direction of the Water Division Manager:

maintains and repairs all Agency mechanical equipment, vehicles and construction equipment;

in conjunction with warehouse functions, operates a computer-based equipment preventative maintenance program;

maintains an appropriate inventory of spare parts and other maintenance items;

reads and interprets mechanical equipment and vehicle specifications and details;

fosters a positive attitude among Agency employees about the proper and safe use, service and maintenance of Agency equipment;

supervises employees assigned to vehicle maintenance and, when directed, trains or assists in the training of subordinates;

and, processes records and receipts relating to job costs and time expenditures of equipment and Agency personnel engaged in the repair and maintenance of Agency equipment.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof, together with advanced technical training in equipment repair (gas and diesel) from an accredited training institution.

Three (3) years of experience, or combination of training and experience, as a Master Mechanic, or comparable non-Agency position.

Knowledge of capability and operation of construction tools and equipment.

Valid California Class A driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Uses hand and power tools to maintains and repairs vehicles and equipment.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Reads and interprets mechanical equipment and vehicle specifications and details.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Operates computer equipment to input information into the preventative maintenance program and to generate reports regarding inventory and expenses.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Trains Agency employees in the proper and safe use, service and maintenance of Agency equipment.

Physical Demand: Sitting; standing; close vision; speaking; hearing.

5. Task: Supervises employees assigned to vehicle maintenance.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Environmental Demands:**

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.



## **Mental Requirements:**

**Reading:** Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents related to the, repair and maintenance of Agency equipment.

**Writing:** Writes daily work orders, reports, memos, messages, and fills out other information forms, makes entries in preventive maintenance program.

**Math:** Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Attention to Detail:** High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

**Repetition:** Minimal repetitive work.

**Judgment:** Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

**Social Skills:** Ability to relate cooperatively with members of the public, and Agency personnel.

**Communication Skills:** Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

[Adopted 6/27/95]

**EXHIBIT C-10**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Meter Service Technician

**Department:** Shop/Warehouse/Yard/Leak Repair/Pipe Replacement

**General Job Description**

Under the direction of the Water Division Manager:

removes, repairs, tests and installs a variety of sizes and types of water meters and pressure regulators;

facilitates account management by providing meter turn-on/turn-off services;

responds to customer complaints and seeks to resolve problems;

locates and delineates Agency facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors and property owners.

Under the direction of the Maintenance and Construction Foremen:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

D2 Distribution Operator certificate issued by the State of California, Department of Health Services. [Added 2003, effective January 1, 2004]

Knowledge of basic procedures and techniques in the repair, testing and installation of a variety of sizes and types of water meters; knowledge of basic construction tools and equipment, basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

### **Essential Job Duties:**

1. Task: Installs and removes water meters and pressure regulators at service locations.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 75 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2. Task: Repairs and tests water meters.

Physical Demand: Standing, kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Operates and locks valves on water meters to turn-on or turn-off services.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs., and infrequently up to 75 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Talks to customers to: obtain information about their inquiries, problems and complaints; inform about requirements for service imposed by the Agency; explain how a problem or complaint is going to be handled.

Physical Demand: Sitting; standing; walking; distance vision; driving vehicle; clear and complete speech.

5. Task: Locates and marks underground and surface facilities utilizing as-built plans and electronic locating equipment.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Marginal Job Duties:**

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the replacement of pipeline on Agency's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying(regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Environmental Demands:**

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise and minimal vibration from construction equipment.

### **Mental Requirements:**

Reading: Reads construction plans and specifications, technical manuals, material data sheets, safety manuals, work orders, street maps, letters, reports, memos and messages.

Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches, and fills out materials lists and other information forms.

Math: Ability to perform basic math calculations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Moderate repetition level; usually performing a variety of tasks each day.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 10/26/93, Amended 2003]

**EXHIBIT C-11**  
**O.W.I.D. CLASSIFICATION SPECIFICATION**

**Job Title:** Meter Reader

**Department:** Shop/Warehouse/Yard

**General Job Description**

Under the supervision of the Water Division Manager, and direction of the Clerk III, Information Services Technician, Manager of Information Services, and/or Business Manager: [Amended 2003]

- reads and records water usage data from meters;
- organizes accounts into routes for optimal data collection efficiency;
- facilitates account management by monitoring and controlling meter usage;
- provides support to office clerical staff and to pipeline construction and maintenance crews;
- trains other staff as necessary for relief or replacement purposes;
- delivery of account information or notification forms;
- performs a wide variety of unskilled and semi-skilled manual and automated tasks.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Reads and records water usage data from water meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2. Task: Respond to customer requests for service turn-on and turn-offs, and locking or unlocking meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Installs and removes meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Maintains access to meters by clearing away soil, debris, weeds, leaves, brush, etc., and uses appropriate tools to do so, including brush saw, weed-eater, shovel, rake, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Marginal Job Duties:**

1. Task: Provides assistance to clerical staff in office.

Physical Demand: Sitting; standing; walking; close vision; use of hands to operate office equipment, including copy, binding and fax machines, telephone, and typewriter; driving vehicle.

2. Task: Assists pipeline construction and maintenance crews in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

### **Environmental Demands:**

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from animal repellent spray.

Noise/Vibration: Moderate exposure to noise and minimal vibration from tools and equipment.

### **Mental Requirements:**

Reading: Reads road maps, instructions, work orders, meter route books, forms, safety manuals, letters, reports, memos and messages.

Writing: Prepares work orders, response forms, reports, memos and messages.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: High level concentration and attention to detail to accurately enter data into hand-held data-collectors.

Repetition: Data entry into hand-held data-collectors.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others.

[Adopted 08/24/93, Amended 2003]

**EXHIBIT C-12**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Utility Worker

**Department:** Leak Repair/Pipe Replacement/Ditch Maintenance

**General Job Description**

Under the direction of the Maintenance Foreman, Construction Foreman, Ditch Foreman, Water Treatment Plant Superintendent, or Water Division Manager:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and semi-skilled manual and automated tasks.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.



3. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Marginal Job Duties:**

1. Task: Assists in the locating of Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking, hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

3. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Reading meters, on backup or relief basis.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

### **Environmental Demands:**

Outside: Always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

### **Mental Requirements:**

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works under direct supervision; minimal judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 03/23/93]

**EXHIBIT C-13**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Laborer

**Department:** Leak Repair / Pipe Replacement / Ditch Maintenance / Facility Maintenance

**General Job Description**

Under the direction of the Water Division Manager, Construction Foreman, Maintenance Foreman, Irrigation Foreman, Operator, or Ditch Tender:

works as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities;

performs a wide variety of unskilled and manual tasks.

**Prerequisite Qualifications**

Knowledge and experience in the use of basic construction tools and equipment, and the basic hand and power tools such as shovel, mattock, chain saw, weed eater, etc.

Valid Class 3 California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting; pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle or feel objects, tools or controls.

2. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

3. Task: Assists in the placement of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches and canals.

Physical Demand: Sitting (traveling to job site); standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to operate hand and power tools.

5. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls.

#### **Marginal Job Duties:**

1. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators.

2. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls.

#### **Environmental Demands:**

Outside: Almost always works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Seldom works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**Mental Requirements:**

Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: None.

Math: Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Works under direct supervision; minimal judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 4/25/95]

**EXHIBIT C-14**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Warehouse Technician

**Department:** Shop/Warehouse/Yard

**General Job Description**

Under the direction of the Water Division Manager:

receives, stores, and distributes material, fittings, parts, tools, equipment and products to Agency personnel for use in the repair, replacement, operations and maintenance of Agency facilities;

operates and maintains the Water Distribution and Administration Division's inventory control system;

responsible for fostering positive public relations in responding to telephone inquiries and requests from Agency customers regarding service and maintenance;

supervises the Warehouse Worker;

and, assists in processing records relating to job costs and time expenditures of equipment and Agency personnel.

Under the direction of the Maintenance Foreman and/or the Construction Foreman:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Two (2) years of experience in the Agency classification "Warehouse Worker."

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and data bases; or, equivalent combination of education and experience.

Ability to operate forklift.

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Operates computerized inventory control system.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Computes inventory quantities by organizing and counting stock, and recording data on appropriate forms.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Develops inventory data forms.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of Agency supervisory personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Obtains materials and equipment price quotes from vendors.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Serves as radio dispatcher.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

8. Task: Prepares and processes payroll time sheets for Water Distribution personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

9. Task: Serves as shipping and receiving agent; appropriately packages and posts items for shipping; takes delivery of packages and goods, processes invoices, bills, warranties, product information sheets, and material safety sheets; labels parts and fittings with appropriate identifying numbers and stores in appropriate location.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

10. Task: Distributes tools, equipment and uniforms to Agency personnel as needed.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

11. Task: Maintains clean and orderly office, warehouse and yard.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

12. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

13. Task: Operates forklift to load and unload material, parts, fittings and equipment from trucks and storage locations.

Physical Demand: Sitting; close and distance vision; use of hands to finger, handle, or feel objects or controls.

#### **Marginal Job Duties:**

1. Task: Cleans and repairs salvaged fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Maintains tools and equipment.



Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Environmental Demands:**

Outside: Works outside on occasion in a variety of weather conditions ranging from snow to +100° F.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**Mental Requirements:**

Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Has ability to proficiently use the Agency's computer inventory control system, and to use, or quickly learn, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Math: Ability to perform basic math calculations. Ability to use or quickly learn Excel 4 (or latest edition) for Windows spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 4/26/94]

**EXHIBIT C-15**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Warehouse Worker

**Department:** Shop/Warehouse/Yard

**General Job Description**

Under the direction of the Water Division Manager and the Warehouse Technician or Warehouse Foreman:

receives, stores, and distributes material, fittings, parts tools, equipment and products to Agency personnel for use in the repair, replacement, operations and maintenance of Agency facilities:

operates and maintains the Water Distribution and Administration Division's inventory control system;

responsible for fostering positive public relations in responding to telephone inquiries and requests from Agency customers regarding service and maintenance;

assists in processing records relating to job costs and time expenditures of equipment and Agency personnel.

Under the direction of the Construction Foreman, Maintenance Foreman, and/or Ditch Foreman:

works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of Agency facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Knowledge of basic construction tools and equipment; basic knowledge of Agency operations and materials used in potable and non-potable water transmissions systems.

Course work or training in computer keyboarding, and basic maintenance of computer hardware, software and databases; or, equivalent combination of education and experience.

Ability to operate forklift.

Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

## Essential Job Duties:

1. Task: Operates computerized inventory control system.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls .

2. Task: Computes inventory quantities by organizing and counting stock, and recording data on appropriate forms.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Develops inventory data forms.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls .

3. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of Agency supervisory personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Obtains materials and equipment price quotes from vendors.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools, or controls.

6. Task: Interacts in person or by telephone with Agency customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to Agency facilities.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Serves as radio dispatcher.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

8. Task: Prepares and processes payroll time sheets for Water Distribution Division personnel.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

9. Task: Serves as shipping and receiving agent; appropriately packages and posts items for shipping; takes delivery of packages and goods, processes invoices, bills, warranties, product information sheets, and

material safety sheets; labels parts and fittings with appropriate identifying numbers and stores in appropriate location.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

10. Task: Distributes tools, equipment and uniforms to Agency personnel as needed.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

11. Task: Maintains clean and orderly office, warehouse and yard.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

12. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

13. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

14. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

15. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

16. Task: Operates forklift to load and unload material, parts, fittings and equipment from trucks and storage locations.

Physical Demand: Sitting; close and distance vision; use of hands to finger, handle, or feel objects or controls.

17. Task: Applies weed control chemicals to ditch banks and around above-ground Agency facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

#### **Marginal Job Duties:**

1. Task: Cleans and repairs salvaged fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Assists in the locating of Agency facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

3. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

4. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Repair and maintenance of Agency buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

6. Task: Reading meters.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Environmental Demands:**

Outside: Usually works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Frequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**Mental Requirements:**

Reading: Reads manuals and instructions for computer software and hardware, letters, reports, memos and messages.

Writing: Writes reports, memos, messages, daily work orders, daily payroll entries, daily leak statistics, and fills out other information forms. Needs ability to use or quickly learn the Agency's computer inventory control system, WordPerfect 5.1 (or latest edition) for Windows word processing software.

Math: Ability to perform basic math calculations. Ability to use or quickly learn Excel 4 (or latest edition) for Windows spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time required.

Repetition: Repetitive data entry to computer inventory system; data entry to forms and processing of paper work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 3/23/93]

**EXHIBIT C-16**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Ditchtender

**Department:** Irrigation Service, Ditch Maintenance

**General Job Description**

Under the direction of the Maintenance Foreman and/or Construction Foreman [Amended 2003]:

operates ditch system - including valves, weirs, measuring structures, spills, etc. - to ensure efficient delivery of water to customers in response to their requests and needs;

works alone or assists individual employees and crews in performing specific construction, replacement and/or repair project tasks and irrigation system operation as directed by Irrigation Foreman.

reads and interprets specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, and structural trench sections;

responsible for fostering positive public relations in responding to questions and requests from Agency customers regarding service and maintenance;

as lead person, supervises other employees in irrigation activities, including maintenance and construction;

trains, or assists in training of subordinates;

develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

processes records relating to job costs and time expenditures of equipment and Agency personnel.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Two (2) years of experience, or combination of training and experience, as an apprentice ditchtender, or comparable non-Agency position.

Water Distribution System Certificate from AWWA, California State University Sacramento, or other qualified training institution, or ability to acquire same within six (6) months of appointment.

Knowledge of capability and operation of construction tools and equipment.

Knowledge of Agency's raw water distribution system, together with a functional understanding of the Agency's potable water distribution system.

Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmission systems.

Valid California Class B driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** See Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Operates ditch system by visually inspecting, removing debris, and setting weir boards, spill boards and measuring structures

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2. Task: Reads and interprets specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, siphons, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Constructs, remodels, repairs and removes irrigation structures, including pipe, siphons, flumes, weirs, spills, measuring boxes, sluice gates, etc.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

4. Task: Constructs, remodels, repairs and removes raw water plumbing systems and delivery facilities.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.



5. Task: Talks with Agency customers to understand their irrigation water needs and to positively communicate Agency operations and policies regarding the delivery of irrigation water.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

6. Task: As lead person, supervises other employees in irrigation activities; trains, or assists in training of subordinates; develops and presents to subordinates information relating to safety in conformance with Agency's safety program;

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

7. Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

8. Task: Processes records relating to job costs and time expenditures of equipment and Agency personnel.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

#### **Environmental Demands:**

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

#### **Mental Requirements:**

Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Writes daily work orders, reports, memos, messages, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

[Adopted 6/27/95, Amended 2003]

**EXHIBIT C-17**  
**CLASSIFICATION SPECIFICATION**

**Job Title:** Facilities Maintenance Worker

**Department:** Buildings/Grounds

**General Job Description**

Under the direction of the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works independently to efficiently and productively provide cleaning, custodial, renovation, repair, and maintenance services for Agency buildings and landscaping, as follows:

Performs a variety of landscaping and grounds maintenance duties in the care and maintenance of landscaped areas at Agency facilities involving operating medium to light equipment, installing, operating and maintaining landscape irrigation systems, and using hand tools to plant, mow and edge lawns, trim trees and plants, construct new landscaping, fertilize plants, and eradicate pests;

Prepares and interprets working drawings in connection with landscape construction and plot layouts, including selection of regionally appropriate plants;

Performs a variety of janitorial duties within Agency buildings, including keeping buildings in a clean and orderly condition and servicing, cleaning and supplying restrooms;

Performs heavy cleaning duties such as cleaning floors, shampooing carpets, washing walls and windows, and removing trash;

Performs a variety of general building maintenance repairs and services including painting interior and exterior walls and cabinets, removing and hanging wallpaper and pictures, and assembling and moving furniture;

Operates, maintains and performs routine repairs to equipment used in groundskeeping and janitorial work.

Occasionally, under the direction of an Equipment Operator or Ditch Tender, the Maintenance Foreman, Construction Foreman, Water Treatment Plant Superintendent, or Water Division Manager, works as a member of a crew to efficiently and productively provide unskilled and manual assistance as needed in the repair, replacement, operations and maintenance of the Agency's water treatment and distribution facilities.

**Prerequisite Qualifications**

High school diploma or the equivalency thereof.

Two years of janitorial, building renovation, and/or landscape maintenance experience. College training in a

two-year course in landscaping or in horticulture, or its equivalent, may be substituted for one year of the required experience.

Knowledge of:

methods, material, and equipment used in comprehensive building maintenance and cleaning services;

basic principles of plumbing, electricity, carpentry, wood finishing, and painting;

use of tools and equipment used in the construction and maintenance of landscaping;

principles of plant growth and the relationship of plants to their environment, plant propagation, lawn and turf management, plant materials, basic soil science, and plant pests and diseases.

Valid Class C California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 3:30 PM, Monday through Friday.

**Hourly Compensation Range:** Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Performs routine cleaning and custodial maintenance duties, including: carpet vacuuming, stain removal, and shampooing; tile floor stripping, waxing, buffing, sweeping, and mopping; furniture and woodwork washing, dusting, waxing, and polishing; bathroom cleaning and disinfecting; unclogging drains; garbage collection and disposal; HVAC filter changing; light bulb replacing; supplies restocking; interior and exterior window cleaning; and window-covering cleaning.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Moving heavy furniture, equipment, and supplies, either manually or by using hand trucks.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

3. Task: Performs a variety of general building maintenance repairs and services including caulking and painting interior and exterior walls and cabinets, cleaning roof gutters and drains.

Physical Demand: Sitting, standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

4. Task: Performs a variety of landscape maintenance duties including operating and maintaining irrigation systems, mowing, aerating, applying approved landscape materials, edging, blowing, fertilizing, mulching, planting, trimming, raking, pruning, watering, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

5. Task: Performs a variety of landscape construction duties including installing irrigation systems, rototilling, excavating and embanking soil by hand and with equipment, digging holes and installing plants by hand, digging trenches by hand and with equipment for irrigation piping, etc.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

6. Task: Collects debris in landscaped areas, parking lots, campgrounds, and public boat landings, and transports to disposal/dumpster sites.

Physical Demand: Sitting; standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

7. Task: Cleans restrooms, portable toilets, picnic shelters, and other campground facilities.

Physical Demand: Sitting; standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision, distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

8. Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

#### **Marginal Job Duties:**

1. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2. Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs.,

frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

3. Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

4. Task: Assists in the cleaning and maintenance of Agency irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

5. Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of Agency facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking, hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

#### **Environmental Demands:**

Outside: Often works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Often works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during building and landscape cleaning and maintenance operations; exposure to fumes from pesticides.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

#### **Mental Requirements:**

Reading: Reads instructions, work orders, safety manuals, letters, reports, memos and messages.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgment: Ability to identify problems and implement solutions, and to work independently in the absence of supervision.

Social Skills: Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills: Ability to communicate with and understand communications from others in English, both orally and in writing.

[Adopted 09/23/08]

## Exhibit B-18

# CLASSIFICATION SPECIFICATION

**Job Title:** Hydrographer

### General Job Description

Under the supervision of the Water Division Manager, and also with direction from the Power Division Manager and the Regulatory Compliance Manager, and with a minimum of supervision:

Performs a variety of duties related to the operation and maintenance of hydrographic equipment for the purpose of measuring water levels in reservoirs and water flow and pressure in streams, conduits, and pipelines, and the recording and reporting of water level, temperature and flow data for regulatory compliance purposes.

Manages and maintains stream and reservoir gauges, ensuring proper calibration and data retrieval from field stations.

Processes water level, temperature and flow data and develops reports thereof for both Agency needs and operational decisions, and to comply with the respective requirements of the United States Geological Survey (USGS), the Federal Energy Regulatory Commission (FERC), and the California Department of Water Resources' Division of Safety of Dams (DSOD).

Effectively works as a member of a problem solving team to develop and improve the Agency's water measurement techniques.

Effectively works as a member of a construction/maintenance crew in the repair and construction of Agency recreational facilities within the boundaries of the South Feather Power Project.

Effectively works as a member of a team conducting snow surveys to determine the amount of potential runoff from watersheds.

Occasionally, under the direction of an Equipment Operator or Ditch Tender, the Maintenance Foreman, Construction Foreman, or Water Treatment Plant Superintendent works as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of the Agency's water treatment and distribution facilities.

### Prerequisite Qualifications

High school diploma or the equivalency thereof, preferably with an emphasis in mathematics up to and including geometry, and specialized training in computer and electronics.



Ability to successfully pass a background security check.

Ability to complete the Agency's *Arithmetic Computation Test* with a score of 70% or higher prior to the award of the position.

Personal physical condition sufficient to tolerate helicopter travel and to work in challenging environments, including snow, steep terrain, heights and temperature variations.

Basic proficiency in typing and in the use of Microsoft Word (word-processing software) and Excel (spreadsheet software).

Valid California driver license and satisfactory driving record.

**Basic Work Hours:** 7:00 AM to 4:30 PM, Monday through Friday.

**Hourly Compensation Range:** Exhibit A of the M.O.U. between Agency and Union.

**Essential Job Duties:**

1. Task: Installs, maintains and replaces hydrographic equipment.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close color vision; use of hands to finger, handle, or feel objects, tools or controls.

2. Task: Occasionally works as a member of a maintenance or construction crew repairing or building recreational facilities operated by the Agency, including water distributions, storm drainage systems, streets and parking lots and spurs, picnic tables, fire rings, boat launching ramps, boat docks, hiking trails, etc.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

3. Task: Analyzes and troubleshoots computer and hydrographic equipment and makes minor corrections, adjustments and repairs.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close color vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

4. Task: Processes data from hydrographic equipment and develops reports thereof for both Agency needs and operational decisions, and to comply with the regulatory requirements.

Physical Demand: Sitting; standing; walking; working in confined spaces; close color vision; use of hands to finger, handle, or feel objects, tools or controls.

5. Task: Collects sample data at various locations to confirm accuracy of data gathered by automatic hydrographic monitors.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

6. Task: Coordinates other Agency personnel and assists in the design and installation of new water temperature, level and flow measurement facilities.

Physical Demand: Sitting; standing; twisting; walking; hiking in steep terrain, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

7. Task: Conducts snow surveys by helicopter or ground vehicles.

Physical Demand: Sitting; standing; walking in snow; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

#### **Marginal Job Duties:**

1. Task: Assistance of and interaction with regulatory agency employees, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close color vision; speaking; hearing; use of hands to write, type and use telephone.

2. Task: Assists in the repair of pipe leaks on Agency's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

#### **Environmental Demands:**

Outside: Frequently works outside in environments including steep terrain, heights and a variety of weather conditions ranging from snow to +100° F.

Inside: Infrequently works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction tools and equipment.

**Mental Requirements:**

Reading: Reads letters, reports, memos, messages, operating manuals for hydrographic equipment.

Writing: Writes reports, letters, memos, emails, messages; fills out forms and documents.

Math: Ability to perform math calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and basic statistics to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to accurately collect data and produce reports, correspondence, and documents.

Repetition: Routine daily work practices, including driving long distances and operation of hydrographic equipment.

Judgment: Ability to work without close supervision. Ability to be self-motivated and work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret regulations, policies and schematics. Ability to work with others and formulate appropriate instructions to achieve desired goals. Ability to work safely.

Social Skills: Must demonstrate personal integrity and have the ability to relate cooperatively with members of the public, as well as Agency and regulatory personnel.

Communication Skills: Ability to quickly organize and effectively communicate thoughts orally and written. Ability to understand communications from others.

**EXHIBIT "D"**  
**EMPLOYEE PERFORMANCE APPRAISAL**  
**South Feather Water and Power Agency**

Average Score, All Factors =

Name	Position:	
Division:	Status: Regular [ ] Probationary [ ]	Evaluation Period:
Appraisal Date:	Employment Date:	Date Assigned to this Position:
Vacation time used during this evaluation period (hrs.):		Sick leave used during this evaluation period (hrs.):

**SECTION A** Careful consideration must be given in answering the following.

1. Quality of Work	1	2	3	4	5	6	7	8	9	10
Appraise the success in controlling errors, waste, etc.	Quality of work below desired minimum.	Quality meets minimum requirements; some errors, waste, etc.	Quality is satisfactory. Only minimum amount of errors and waste.	Quality exceeds normal requirements.	Consistently turns out highest quality of satisfactory work.	Exceptional.				
Consider accuracy, work produced under pressure, etc.	<i>Comments:</i>									
2. Quantity of Work	1	2	3	4	5	6	7	8	9	10
Appraise the output of acceptable work.	Quantity falls below minimum requirements.	Quantity meets minimum requirements.	Quantity is satisfactory.	Generally turns out superior quantity of satisfactory work.	Consistently turns out superior quantity of work.	Exceptional.				
Indicate how pressure affects quantity, etc.	<i>Comments:</i>									
3. Industry	1	2	3	4	5	6	7	8	9	10
Indicate willingness to work and assume responsibility.	Often late. No energy. Never assumes responsibility. Needs prodding.	Occasionally late. Seldom assumes responsibility.	Satisfactory attendance. Generally assumes responsibility.	Superior attendance. Unusual energy, drive. Readily assumes responsibilities.	Maximum industry, energy, drive. Seeks responsibilities.	Exceptional.				
Indicate reasons for lack of energy, high absenteeism, etc.	<i>Comments:</i>									
4. Dependability	1	2	3	4	5	6	7	8	9	10
	Cannot be depended on to do assigned tasks. Needs constant supervision.	Occasionally completes assigned tasks. Not very dependable. Needs close supervision.	Can be depended on for routine tasks. Needs average amount of supervision.	Can be depended on in most cases. Needs little supervision.	Can be depended on regardless of task. Needs no supervision.	Exceptional.				
Indicate conscientiousness & other such explanations.	<i>Comments:</i>									
5. Aptitude/Ability	1	2	3	4	5	6	7	8	9	10
Indicate how well equipped individual is in the skills necessary for his/her job.	Considerable training needed. Know-how limited to mere essentials of job.	Has minimum experience and skills. Needs improvement, additional experience & training.	Satisfactory knowledge to perform most aspects of job. Some knowledge of related work.	Has superior skills. Capable of filling in. Helps others in related tasks. Flexible.	Has mastery of skills. Capable of filling in all phases within his/her grade.	Exceptional.				
Indicate teachability.	<i>Comments:</i>									
6. Cooperation	1	2	3	4	5	6	7	8	9	10
How well does individual blend with co-workers. Indicate willingness to work, etc.	Frequently at odds with others. Ignores feelings of others.	Sometimes fails to recognize personal role in cooperative efforts. Occasionally overlooks person's feelings.	Satisfactory participation. Cooperative efforts. Well-accepted by others.	Superior acceptance by others, and good participation in cooperative efforts.	Outstanding acceptance by others. Highest level in cooperative effort.	Exceptional.				
Indicate any other cooperative characteristics & examples.	<i>Comments:</i>									

<b>7. Personality</b>	1	2	3	4	5	6	7	8	9	10
What impression has this employee created among fellow employees.	Employee is despised and disliked by fellow employees.		Frequently has quarrels and misunderstandings with fellow employees.		Seldom has any disputes with fellow employees.		Very seldom has disputes with others.		Never has trouble with others. Well-liked.	
Indicate characteristics or practices that facilitate disputes.	<i>Comments:</i>									
Sections B & C to be completed only when applicable. For example, this portion should be completed for any supervisory personnel.										
<b>SECTION B</b>										
Section D is to be completed for all employees.										
<b>1. Leadership</b>	1	2	3	4	5	6	7	8	9	10
To what extent does he/she hold the respect & confidence of his/her associates.	Secures limited cooperation of subordinates. Has little or no control.		Has fair degree of respect and confidence of subordinates. Methods get results.		Successful in getting respect & confidence of subordinates & others. Gets results without undue friction.		Leads people very capably. Results consistently good. Inspires confidence.		Outstanding, superior, inspiring, and forceful.	
	<i>Comments:</i>									
<b>2. Utilization of Personnel Resources</b>	1	2	3	4	5	6	7	8	9	10
Consider success in delegation of authority and proper placement.	Seldom delegates authority. Sometimes delegates authority to wrong people.		Does not always recognize and take advantage of opportunities.		Successful in making assignments and delegating authority under normal conditions.		Successful under normal and unusual conditions. Superior ability.		Shows outstanding powers of delegation.	
	<i>Comments:</i>									
<b>3. Development of Subordinates</b>	1	2	3	4	5	6	7	8	9	10
Consider to what extent he/she recognizes & develops the possibilities of others.	Sometimes fails to recognize potential in subordinates. Displays no interest in developing them.		Makes a fair effort to improve subordinates and is moderately successful.		Recognizes potential in subordinates and is successful in their training and development.		Shows superior ability in developing subordinates for advancement. Quickly recognizes latent abilities.		Usually successful in recognizing latent abilities of subordinates. Advances them in own group.	
	<i>Comments:</i>									
<b>SECTION C</b>										
<b>4. Creativity</b>	1	2	3	4	5	6	7	8	9	10
Consider the number and the quality of new & original ideas that relate to his/her job and the District.	Ideas usually not practical or useful.		Contributes some good ideas.		Ideas generally good and usually adopted.		Has advanced many superior ideas and occasionally some outstanding ones.		Exceptionally prolific concerning practical and useful ideas, most of which are very good.	
Indicate examples of creativity and innovative ideas.	<i>Comments:</i>									
<b>SECTION D</b>										
1. In areas where employee scored less than 5, indicate what measures are being taken to improve his/her performance.										
a. Quality of Work										
b. Quantity of Work										
c. Industry										
d. Dependability										
e. Aptitude										
f. Cooperation										
g. Personality										
2. Do you consider this employee capable of future advancement? If Yes, give reasons. _____										
3. What is employee doing to prepare for advancement? _____										
4. Have you formulated plans for helping this employee improve his/her performance? If so, please indicate. _____										
Evaluator _____ Date _____ General Manager _____ Date _____										
Employee Comments:										
I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement. My comments regarding this appraisal have been annotated above, and on attached sheets, if necessary.										
										Employee _____
										Date _____

**EXHIBIT "E"**

**Employee Grievance Form**

**SOUTH FEATHER WATER AND POWER AGENCY  
Water Treatment and Distribution Unit**

Employee's Name:

Date:

Statement of grievance, including specific reference to any specific MOU provision, law, policy rule, regulation and/or instruction deemed to be violated, misapplied, or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Signature:

**EXHIBIT "F"**  
**Payroll Deduction Form**

**AUTHORIZATION FOR SALARY OR WAGE DEDUCTIONS  
FOR LOCAL 1245 IBEW DUES**

In accordance with Section 1157.3 of the Government Code of the State of California, I hereby authorize the South Feather Water and Power Agency to deduct from my wages or salary the sum of \$ \_\_\_\_\_ per month or such other sum as Local Union 1245, International Brotherhood of Electrical Workers, may from time to time vote as such membership dues, and to transmit the same to the Financial Secretary of Local Union 1245, IBEW, P.O. Box 4790, Walnut Creek, California 94596 from and after the date hereof.

I understand this authorization may be terminated by me on written notice to the South Feather Water and Power Agency Accounting Department, during the 10-day period beginning July 1, through July 10, of any year.

Dated this                      day of                      ,20\_\_\_\_

Signed    Address

S/S No.    City

Classification                                      State                                      Zip code  
(AGENCY COPY)