



**REGULAR MEETING OF THE  
WATER RESOURCES AND OPERATIONS COMMITTEE  
WEDNESDAY, DECEMBER 12, 2018, AT 10:30 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
  - Draft Minutes – November 8, 2018
7. JOB DESCRIPTIONS – Receive for information only.
  - Purchasing and Contracts Administrator
  - Water Quality Specialist
  - Development Coordinator
8. UPDATE ON SHOP REMODEL – Receive for information only.
9. STAFF REPORT – AGM BAN- Receive for information only.
10. ADJOURNMENT

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**INFORMATION**

During Public Comment, please state your name, have your information prepared, and be ready to provide your comments. A 3-minute time limit will be imposed. The District is interested and appreciates your comments.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE  
Thursday, November 8, 2018

1. CALL TO ORDER – 10:30 a.m.
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF A QUORUM – A quorum is present
4. APPROVAL OF AGENDA –  
MSC/Hund/Luckman 2/0 to approve the Agenda for September 12, 2018, Regular Meeting of the Water Resources and Operations Committee.
5. PUBLIC COMMENT - None
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
  - Draft Minutes – October 10, 2018  
MSC/Hund/Luckman 2/0 to approve the minutes of October 10, 2018, Regular Meeting of the Water Resources and Operations Committee.
7. JOB DESCRIPTION – PURCHASING & CONTRACTS TECHNICIAN- Sarah Johnson, HR Manager gave a brief overview of the two job descriptions. WRO Committee received for information only.
8. UPDATES ON SHOP REMODEL – Updates were given to the Board on November 7, 2018. Received for information only.
9. STAFF REPORT – None
10. ADJOURNMENT –  
MSC/Hund/Luckman 2/0 to adjourn the Regular Meeting of the Water Resources and Operations Committee at 10:49 a.m.

Respectfully Submitted

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Curt Sauer, General Manager



# JOB DESCRIPTION

<b>POSITION</b>	Purchasing & Contracts Administrator	<b>CLASS/GROUP</b>	MSC
<b>SALARY RANGE</b>	Range 31	<b>SAFETY SENSITIVE</b>	No
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Exempt	<b>REVISION DATE</b>	

## SUMMARY

The Purchasing and Contracting Administrator is responsible for planning, organizing, coordinating, and implementing the purchasing, contract administration, vendor management, and inventory control activities in support of the operation of the District. All activities are conducted in compliance with applicable federal, state and/or local regulations and District policy.

## DISTINGUISHING CHARACTERISTICS

This position is a journey level position and is distinguished by the need for analytical ability, familiarity with local, State and Federal procurement guidelines; and the ability to work with minimal supervision and direction.

## SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. This incumbent will not supervise any staff but will manage, oversee, and administer their assigned programs. The incumbent will have the independent authority to request information, data, documents; set due dates and deadlines as necessary; and request and schedule meetings related to their classification. This position is expected to participate in the sharing of expert knowledge and as a vital member of various project teams.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the purchasing, contract administration, vendor management, and inventory control activities.
- Actively participates in the development of a procurement system that provides highly responsive services that integrate with all aspects of maintenance, operations, and finance.
- Act's as the District's representative to communicate and/or coordinate all purchasing, procurement, contract, and inventory related matters.
- Administers and coordinates all facets of District's purchasing program, including but not limited to purchase requisitions, purchase order documents, contract agreements, service agreements, change orders, task orders, and other forms of commitment.
- Reviews purchasing documents for completeness, accuracy, and compliance with policy and procedures.
- Manages and maintains the Districts purchase requisition and order system, eligible vendor list, contractual records, project files, all contract correspondence, contractual changes, status reports, and other related documents.
- Confers, advises, and provides regular updates management staff on their assigned budgets and purchases.

- Solicits sources of supply, analyze prices, delivery dates, previous performance, current commitments, and indications of financial responsibility, and recommends the most advantageous vendor.
- Prepares and/or assists with the development and writing of contract specifications, bid documents, request for proposals, and related documents.
- Coordinates and prepares bid packets, participates on bid committees, assists with evaluation and analyses of bids and proposals, and makes recommendations for procurements.
- Negotiates contract terms and conditions; issues annual Blanket Purchase Orders, Master Purchasing Agreements, and Annual Service Agreements.
- Monitors contracts progress to ensure compliance by interpreting and evaluating contract provisions; makes recommendations for corrective action resulting from vendor inaction or deficiencies; prepares change orders; ensures contract close-out, extension or renewal; and regularly communicates contract status to affected departments.
- Reconciles invoices; resolve invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Oversees and maintains prevailing wage and certified payroll compliance.
- Maintains, monitors, and ensures vendor accounts are in order by identifying vendor type, issuance and collection of W9's, DE 542 reporting, license verification, insurance compliance, and other vendor approval duties.
- Maintains the certificate of insurance management program and ensures all vendor insurance complies with District Insurance requirements.
- Coordinates with Project Managers to direct vendor activity according to vendor compliance status (i.e., notice to proceed, stop work, etc.).
- Establishes and maintains an inventory control system for materials, supplies, and parts required for the efficient operation of the District.
- Maintains perpetual inventory records and compares to inventory on hand; coordinates reorder points; reports periodic usage.
- Administers the District's fixed asset system with tracking/controlling of fixed assets by assigning physical asset tags, conducting periodic counts of fixed assets and valuation reviews, and arranging for disposal options for obsolete items, and assisting with fixed asset audits.
- Prepares regular reports or correspondence on the status of contracts, vendors, vendor insurance, inventory, or other related reports.
- Prepares and presents purchasing, contracting, and procurement related staff training.
- Interprets policy and procedures, assist with the development and implementation of new policies and procedures regarding procurement, contracts, and related purchasing processes.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work process and work cooperatively and jointly to provide seamless customer service.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Minimum of four (4) years of increasingly responsible experience in procurement, purchasing, and/or contract management.
- Public agency experience highly desired.

#### **Education and/or Training:**

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution in business or public administration, accounting, finance, or closely related field highly desired.

**Certificates, Licenses, Registration:**

- A Certificate related to acquisitions such as a Certified Associate Contracts Manager, Certified Professional Contracts Manager, Certified Purchasing Manager or Certified Public Purchasing Officer from a nationally recognized organization such as the National Contract Management Association or Universal Purchasing Certification Council highly desired.

**Other:** Must possess and maintain valid California Class C Driver's License.

**PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

**Knowledge of:**

- Practices, theories, and principles related to procurement;
- Contract administration policies and procedures for informal and formal bids and negotiated contracts;
- Certificate of Insurance monitoring and tracking;
- Prevailing wage requirements and certified payroll compliance;
- Procurement and contracting law;
- Utilization of purchasing documents and processing techniques;
- Inventory Control and purchasing practices;
- Computers, software, and office equipment operation; and
- Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook.

**Skill in:**

- Effectively use verbal and written communication;
- Managing and executing multiple tasks and meeting deadlines;
- Possessing strong organizational skills;
- Writing and drafting technical documents and professional correspondence; and
- Interacting, establishing and maintaining an effective professional, working relationships with District staff and the public.

**Ability to:**

- Evaluate and analyze information to formulate recommendations;
- Prepare clear and concise reports and establish and oversee monitoring systems for tracking information;
- File alphabetically and numerically; maintain accurate records; retain and recall information, and to proofread for accuracy;
- Adjust to changes in workload and deadlines, and work under pressure of meeting deadlines;
- Exercise independent judgment within a given framework or defined parameters;
- Exercise initiative to obtain information necessary to respond to internal/external requests;
- Read, understand, and carry out written and verbal instructions;
- Write clearly using correct grammar, spelling, and punctuation;
- Communicate clearly and concisely, both orally and in writing;
- Work efficiently in teams and independently, while being productive when completing work tasks;
- To proficiently use Windows and Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook;

- Professionally represent the District and; establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including staff, officials, vendors, and the public.
- Ability to type 45 wpm.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 35 lbs.) on a frequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand, walk, and climb on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel, and crouch on a frequent basis. Requires normal range hearing and vision.

### **Work Environment:**

- **Outside:** The duties of this position require frequent work in an outdoor and shop/warehouse setting.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

**Other:** Position subject to extended work hours and attend evening meetings.



# JOB DESCRIPTION

<b>POSITION</b>	Water Quality Specialist	<b>CLASS/GROUP</b>	AFSCME
<b>SALARY RANGE</b>	Range 28	<b>SAFETY SENSITIVE</b>	No
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under general supervision, the Water Quality Specialist is responsible for: monitoring the quality of waters controlled by the District including but not limited to: groundwater supplies, recharge, and treated water; overseeing the District's Cross Connection Control Program (CCCP); responding to water quality concerns; communicating through verbal and written communications with local, state and federal agencies; monitoring the security and operation of District facilities; and performing various maintenance duties related to the production and distribution of water within the District's service boundaries.

## DISTINGUISHING CHARACTERISTICS

The Water Quality Specialist has strong interpersonal, communication, and problem-solving skills; the ability to work without extensive supervision; the ability to prioritize and manage workloads; journeyman level knowledge of public water system operations.

## SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned and provides training and mentorship to other employees of the District.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Collects water samples for the detection of various constituents from District assets such as groundwater wells and distribution facilities;
- Monitors chlorine levels throughout the District's distribution facilities and adjusts dosing levels as needed;
- Performs facility checks of production and distribution appurtenances to ensure proper operation of equipment, ensure security and monitor system parameters;
- Operates and maintains Supervisory Control and Data Acquisition (SCADA) peripherals and human-machine interfaces (HMI);
- Communicates with local, state and federal agencies, including the general public, through the preparation of mandated reports, local publications, email exchanges and other written and verbal methods of communications;
- Ensures the District complies with state and federal drinking water requirements and recommendations as provided by, but not limited to, the Safe Drinking Water Act, Title 17, Title 22, and various standards and specifications recognized by the State Water Resources Control Board (SWRCB) and the American Water Works Association (AWWA);

- Remains updated on compliance measures, bills, rules, regulations, standards, and specifications that pertain to public water systems;
- Attends seminars, conferences, and training event as necessary to remain efficient and educated job-related functions;
- Responds to customer concerns and complaints pertaining to potential water quality issues;
- Assists in the maintenance and repair of motors, pumps, tanks, booster stations, and other District facilities as required;
- Reviews, maintains, and revises District sampling plans, water quality procedures, and emergency notification plans;
- Coordinates the District's flushing plan based upon water quality data and best practices;
- Oversees the District's Cross Connection Program, completes cross connection surveys, identifies potential cross connection hazards and prescribes the appropriate backflow prevention assembly based upon the level of hazard;
- Performs inspections of newly installed backflow prevention devices to ensure proper installation;
- Reviews plans and specifications related to the development, retrofitting, or refurbishing of commercial and residential projects to determine backflow prevention requirements;
- Ensures publicly and privately owned backflow prevention assemblies prescribed by the District are properly tested and repaired at required frequencies;
- Ensures backflow assembly testers possess the correct licensing and certifications;
- Works with developers and builders constructing facilities that are intended to be dedicated to, connect to, or otherwise become a part of, the District's distribution system to ensure compliance with District standards, pressure testing requirements, disinfection, and sampling procedures before putting the facility into service;
- Makes budget recommendations based on a variety of departmental and operative needs and requirements;
- Responds to emergency after hours service and emergency calls;
- Participates in the District's "on-call" rotation as assigned;
- Maintains and updates Material Safety Data Sheets (MSDS) on required chemicals stored or utilized on District property;
- Maintains paper and electronic records of District sample analysis results, backflow assembly testing, facility adjustments, chlorine dosage changes, and other necessary documents and data as per the District's record retention schedule and other state and federal requirements;
- Assists with construction and maintenance duties as required; and
- Performs other duties related to the classification as assigned.

#### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Minimum of five (5) years of broad and extensive experience within the water distribution or treatment industry including the operation and maintenance of industry-standard equipment and collection of water samples;
- Minimum (2) years' experience in operating or managing a cross-connection control program.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;



- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

**Certificates, Licenses, Registration:** Must possess and maintain:

- California Class "C" Commercial Drivers License;
- SWRCB Grade III or higher Water Distribution Operator Certificate;
- SWRCB Grade I or higher Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate; and
- AWWA Backflow Prevention Assembly Tester License.

## PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

### **Knowledge:**

- State, Federal, and local drinking water regulations;
- Methods, materials, best practices, and equipment used in water distribution system and water production installations, maintenance and repair work;
- Water sample collection guidelines, preparation, and best practices;
- Letter and report writing development and formatting;
- District policies and procedures;
- Strong mathematical skills pertaining to the distribution and treatment of water;
- Safety laws, rules, regulations, and principles that pertain to the position's job functions;
- Geography of the District and location of District facilities;
- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;
- Blueprint and plan reading;
- Cross-connection hazard identification; and
- General computer operations, SCADA and Microsoft office products.

### **Skills:**

- Competent to work efficiently and productively when completing work tasks with little to no supervision;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals; and
- Excellent verbal and written communication;

### **Abilities:**

- Plan and schedule assigned work;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Professionally represent the District with staff, the public, contractors and other organizations;
- Respond to emergency conditions;
- Provide time for continuing education and testing as required;
- Attend seminars and training conferences relative to job performance as required;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to work within a team environment.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

### **Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regularly travels to District facility sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



# JOB DESCRIPTION

<b>POSITION</b>	Development Coordinator	<b>CLASS/GROUP</b>	MSC
<b>SALARY RANGE</b>	Range 30	<b>SAFETY SENSITIVE</b>	No
<b>HOURS – FT/PT</b>	Full Time	<b>ESTABLISHED DATE</b>	TBD
<b>FLSA STATUS</b>	Exempt	<b>REVISION DATE</b>	

## SUMMARY

Under general direction, this position will: work closely with customers, developers, contractors and District employees, through both written and verbal communications, to ensure the District’s development requirements, rules and regulations are implemented throughout the planning and construction of various forms of land improvement and construction projects; assists the Assistant General Manager (AGM) of Operations with various tasks and objectives pertinent to District operations, procedures and budget; operate, maintain, implement and recommend District software, databases and electronic systems including but not limited to computer-aided drafting (CAD), Geographic Information System (GIS), global positioning system (GPS) and work order management systems; independently, or as project lead under the AGM of Operations, completes the preparation, review and submittal of maps, reports, descriptions, and applications as required to maintain regulatory compliance with local, state and federal agencies, the completion of grant packages, internal support documents or visual representations.

## DISTINGUISHING CHARACTERISTICS

This position is characterized by a high level of independent judgment as well as verbal and written communication, interpretation and technical skills; the expert use of, and adaptability to various computer programs and applications; and an understanding of water system operations and District policy, rules and regulations that are required to perform the essential duties of the position. The incumbent in this position will perform work directly related to management policies on a regular basis using established procedures or provided direction.

## SUPERVISION RECEIVED/EXERCISED

Position receives general supervision from a general manager, department head, or supervisor, as assigned. The incumbent, as requested and defined by the AGM of Operations, will serve as the lead on projects and deliverables with authority to request information, data, and documents; set due dates and deadlines as necessary; and request or schedule meetings from all levels of staff subordinate to the AGM of Operations.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Acts as the District’s liaison/representative to communicate and/or coordinate District needs, requirements, rules, regulations, and policies, to local agencies, engineers, committees, boards, and the general public pertaining to various design, funding, construction, and development projects;

- Oversees, implements, updates, and maintains the District's development requirements, construction standards, rules regulations and policies as they apply to commercial, residential and landscaping projects;
- Makes recommendations for improving customer experience and internal efficiencies related to the District's development program;
- Reviews plans, specifications, applications and other documents related to public and private development within the District's service boundaries;
- Ensures records pertaining to District projects as well as private and public development projects including plans, as-builts, environmental documents, and other project related reports are properly maintained and filed;
- Provides verbal and written information to customers, engineers and developers regarding project requirements, prepares Will Serve/Will Not Serve, fire flow and other related letters;
- Writes, reviews, and/or oversees the preparation of agreements and contracts between the District and others such as easement acquisition or vacation, conditional approvals, reimbursement agreements, construction agreements, facility dedications, mainline extensions and maintenance bonds related to the development of District and private/public projects;
- Works with the County of San Bernardino to issue and track private well drilling activity within the District's boundaries, issues District approvals to drill and operate private wells;
- Completes or assists in the preparation of CEQA/NEPA compliance documentation;
- Prepares reports for District management and the Board of Directors regarding development, GIS, work management and District projects;
- Aids the AGM of Operations in the oversight and preparation of regulatory reports, project startups, and maintenance, performance tracking, completion of grant applications and the associated management of grant programs;
- Assists the AGM of Operations with the maintenance, development, and coordination of the District's GIS, asset and facility management and work management software(s), program(s) and other technologies;
- Works closely with District employees and outside entities, to update, collect and submit facility locations and other datum pertinent to the District's GIS mapping needs;
- Trains or arranges training for District employees in the appropriate use of District GIS and GPS technologies;
- Maintains, prepares, prints, organizes and distributes District maps, drawings, and other visual aids;
- Assists in the resolution of customer complaints pertaining to District and private/public development projects;
- Assists District employees with operating and identifying deficiencies with District GIS programs and related technologies; meet with employees as necessary to direct the flow of work to collect GPS points efficiently and other datum used for hardening or updating the District's GIS records; and
- Performs other special projects and duties related to the classification as assigned.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Minimum of five (5) years of experience in public water system operations or management; and
- Minimum of five (5) years of proficient computer database and advanced software operation and/or development.

**Education and/or Training:**

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution highly desired; with coursework in business or public administration, Geographical Information Systems, development, engineering, or related field.
- Continued education and training in GIS software operation, development, and maintenance will be provided by the District and must be attended by the employee.

**Certificates, Licenses, Registration:** Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

**Other:** Must possess and maintain valid California Class C Driver's License.

<b>PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES</b>
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*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

**Knowledge:**

- Thorough knowledge of correct English grammar, punctuation, and spelling;
- Extensive knowledge in the drafting of technical documents and professional correspondence;
- Extensive knowledge in the use of modern office equipment including computer software applications related to the field of work;
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook;
- Thorough knowledge of water system operations with a working knowledge of water system construction, operations, and maintenance;
- Entry to extensive level knowledge of GIS/GPS software, hardware and application use.

**Skills:**

- Possess strong organizational skills;
- Possess strong verbal and written communication skills;
- Proficient skills in prioritizing and work assignments while being flexible in a dynamic work environment;
- Strong computer and software operation skills.

**Abilities:**

- Ability to handle difficult and complex assignments with minimal oversight;
- Ability to oversee projects from conception to completion;
- Ability to analyze data and develop logical solutions to complex problems;
- Ability to read, understand and carry out written and verbal instructions;
- Ability to read, understand and interpret complex documents such as technical manuals, standards, and training manuals;
- Ability to read, understand, and interpret construction drawings, diagrams, blueprints, standards, and specifications;
- Ability to convey technical information clearly and concisely;
- Ability to work efficiently and productively when completing work tasks;
- Ability to read and understand financial information;
- Ability to skillfully use and operate computer hardware and specialized software;
- Ability to make mathematical calculations with accuracy;
- Ability to maintain accurate records;
- Ability to type 45 WPM;
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 40 lbs.) on a periodic basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch, walk on uneven terrain, and utilize technology outside on job sites or at District facilities occasionally.

### Work Environment:

- **Outside:** Occasional standing, walking, climbing or traversing uneven terrain.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected with occasional outdoor construction level noise level exposure.

**Equipment Use:** Standard office equipment such as computer hardware, software and peripherals, hand-held electronic devices, copy machines, scanning machines, fax machines, and telephones.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, this position may be required to travel to and around District sites and facility locations, attend hearings, workshops, meetings, and seminars.

**Other:** Position subject to extended work hours and occasional attendance of evening meetings.

## EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date