

Safety & Personnel Committee

(Directors Thomas and Molinelli, Jr.)

June 27, 2023

8:30 a.m.

12800 Ridge Road, Sutter Creek, CA 95685
and by Zoom

Public Notice: Members of the public will have the opportunity to directly address the Committee on any item listed on the Agenda below before or during consideration of that item.

Anyone wishing to participate in this meeting remotely may do so by using the information below:

Join Zoom Meeting

<https://us06web.zoom.us/j/88670746568>

Meeting ID: 886 7074 6568

877 853 5247 US Toll-free

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1. CALL TO ORDER

2. PUBLIC COMMENT

3. UTILITY I-III SERIES

Discussion and Committee input on Utility Series.

4. RISK MANAGEMENT UPDATE

Discussion of status and upcoming actions.

5. MANAGEMENT REPORT

6. CLOSED SESSION

- a. Pursuant to Section 54957 – Public Employee Performance Evaluation - General Manager Performance Evaluation

7. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Karen Gish at (209) 257-5234. Requests must be made as early as possible, and at least two-full business days before the start of the meeting.

AMADOR WATER AGENCY

Job Title: Utility I / II / III - Canal
Department: Operations
Approved Date: _____, 2023
FLSA Status: Non-exempt
Bargaining Unit: AWA EA General Unit

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualifications for entry into the classification and are not intended to reflect all duties of an incumbent.

SUMMARY

Under the direction of the Distribution Supervisor, perform a wide variety of skilled activities and skills in the operation, maintenance, and repair of raw water conveyance systems.

Utility I – Entry level. Under close supervision, perform a wide variety of skilled activities including installation, maintenance, operation, and repair of raw water conveyance systems.

Utility II – Mid-level. Under general supervision, in addition to the level I duties, are more familiar of the operating procedures and policies within the work unit. The Level II is distinguished from the Level III in that the Level III performs increasingly difficult and complex duties.

Utility III – Journey level. This position is only available upon promotional opportunities. Under minimal supervisor, this lead position oversees and directs the activities of a small work crew utilizing a wide variety of knowledge and skills in the operation, maintenance and repair of raw water conveyance systems, with occasional assistance as new, unusual or unique situations arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Utility I

1. Safely excavating underground facilities manually and/or with equipment
2. Perform minor system repairs, routine preventative maintenance
3. Request and perform USA line locates, mainline locates, and leak detection
4. Work cooperatively with customers, the public, county officials, contractors, and Agency personnel
5. Notify customers of outages

6. Maintain berm access fences and gates
7. Maintain raw water flows to customers
8. Adjust, maintain and rebuild pressure reducing valves
9. Patrol canals and reservoirs, inspecting for leaks, berm damage, customer blockages
10. Meter reading and cleaning
11. Customer service work orders
12. Some concrete work
13. Safely work in confined spaces – shallow to very deep, following safety rules and protocols

Utility II – In addition to the essential duties described above:

1. Knowledge of installation of water mains, fittings, mainline valves, pressure reducing stations, vaults, hydrants, air relief valves, service laterals, meter/valve boxes, screens, service lines, thrust blocks, PG&E hydro regulators and associated apparatuses
2. Perform major system repairs, routine preventative maintenance
3. Read system maps and plans
4. Update system as-built drawings
5. Perform preventative maintenance
6. Keep daily/monthly logs as required
7. Issue or receive and complete CMMS work orders

Utility III - In addition to the essential duties described above:

1. Perform minor to major system repairs
2. Perform preventative maintenance
3. Keep daily/monthly logs as required
4. Work cooperatively and professionally with customers, the public, county officials, and Agency personnel
5. Prepare clear and accurate reports
6. Lead the daily work tasks of the canal crew
7. Working with Supervisor, take on the responsibility of the raw water conveyance systems

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE

1. Basic knowledge of equipment operations; specifically, 4x4 service trucks,

- ATVs, trailers, forklifts, excavators, wood chippers, power tools, and hand tools (including chainsaws, compaction tools, etc.) to perform the job efficiently and safely.
2. Agency policies and procedures and department policies and procedures.
 3. Use of computer equipment for various related applications.
 4. Proper usage of English grammar, spelling, punctuation and vocabulary.
 5. Confined Space, traffic control, trenching and shoring knowledge, as well as any other safety training specific to the job duties; as well as all required PPE, Cal OSHA rules and regulations.
 6. Identification of problems, with timely resolution; developing alternative solutions, working as a team to resolve issues.

ABILITY TO

1. Deal tactfully and courteously with others in answering questions, disseminating information and providing customer assistance with Agency policies and operations.
2. Communicate effectively verbally and in writing; summarize facts and opinions concisely and accurately.
3. Understand, interpret and apply Agency rules, regulations, policies and procedures including contracts.
4. Interact well with co-workers and supervisors/managers to establish and maintain cooperative, effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to walk, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand, sit, and talk or hear. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the environment is usually moderate to very high.

OTHER REQUIREMENTS

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft software and CMMS software.

Education and/or Experience

Utility I

High school diploma or general education degree (GED). One year of underground construction and/or maintenance, with knowledge of water distribution and canal systems.

Knowledge of basic mathematics; safe operation, use and maintenance of hand and power tools; use of personal protection equipment.

Utility II

In addition to the above, two years of underground construction and/or maintenance, with experience in water distribution and canal systems; and the safe operation of heavy mechanical equipment.

Utility III

High school diploma or GED; Four years of experience in operation, maintenance and repair of canal systems or Three years of experience serving at the Agency's Utility II level in Canal Operations. Experienced with proper use of personal protection equipment and safe operations of small mechanical equipment.

Certificates, Licenses, Registrations

Utility I

Possession of a valid California driver's license and a continuing acceptable driving record. A Grade 1 California State Water Distribution Operator Certificate, or the ability to obtain within 18 months of employment is desirable.

Utility II

Possession of a valid Class A California driver's license, with a continuing acceptable driving record. A Grade II California State Water Distribution Operator Certificate or the ability to obtain within 18 months of employment is desirable.

Utility III

Must possess a valid California Driver's License, with a continuing acceptable DMV driving record. California QAC-CF certification is required or obtained within 18 months of appointment. State of California Water Distribution Grade II Certificate is desirable.

Utility III Salary Range

\$64,161 - \$80,201

With 4.5% COLA effective July 1, 2023:

\$67,048 - \$83,810