

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**

**CLASSIFICATIONS**  
**Effective July 26, 2023**

<b>Classification/Position</b>	<b>Class/Department</b>
Active	
Non-Regular	Operations
Plant Operator-In-Training	Operations
Plant Operator II	Operations
Plant Supervisor	Operations
Laboratory Technician	Operations
Senior Laboratory Analyst	Operations
Plant Manager	Operations/Administration
Human Resources Coordinator/Accounting Technician	Administration
Administrative Services Manager/Board Secretary	Administration
Finance Manager	Administration
General Manager	Administration

Governing Board approval date: July 26, 2023



## **NON-REGULAR**

### **DEFINITION**

To assist agency staff in inspection, maintenance, and repair of Agency facilities and/or administrative functions; and to perform related work as required. This is a position requiring no certification or experience. Employee will receive on-the-job training and experience in the administration and/or operation and maintenance of a wastewater treatment plant and related facilities. Assignments may be either full-time or part-time based on the needs of the agency.

### **DISTINGUISHING CHARACTERISTICS**

This position is characterized by having primary responsibility for providing support to the administrative, laboratory, and/or operational staff.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives immediate supervision and direction from assigned supervisor.

### **EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Interpret information conveyed orally and in writing; communicate information orally and in writing.

Learn and observe proper safety precautions, rules and regulations.

Routinely operate a calculator, computer, two-way radio, office equipment, tools and machinery.

May operate a motor vehicle while performing assigned duties.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Elementary mechanical and electrical principles.

Common hand and power tools.

Basic office procedures, computers, technology.

Safety concepts and procedures.

Ability to:

Solve practical problems.

Add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals.

Understand instructions in oral, written, diagram, or schedule form.

Respond to questions from supervisors, customers and the general public.

Learn and adhere to applicable terms and conditions of employment including safety and health rules and regulations, agency rules and regulations, policies and procedures.

Establish and maintain cooperative working relationships.

Work independently and on project teams.

Communicate effectively both orally and in writing.

Intermittently pull, push, carry or lift material, equipment, or parts weighing up to 25-50 pounds depending on assignment and have sufficient stamina to walk six to eight miles per shift; must be able to stoop, kneel, crouch, crawl, step, or climb; regularly stand, sit, use hands to finger, handle or feel, and arms to reach, and to talk and hear; see with close, distance, and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Education:

High school diploma and or equivalent.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**Special Requirements:**

Incumbents must be willing to work shifts, weekends, and holidays, work overtime as needed, work in a variety of weather conditions; be willing to work around wastewater and chemicals used in a wastewater treatment facility; be willing to work in dirty and odorous conditions.

Job Description  
Non-Regular

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED.  
IF ASSIGNED TO SAFETY-SENSITIVE JOB DUTIES, A DRUG AND ALCOHOL SCREEN MAY BE  
REQUIRED.**



## PLANT OPERATOR-IN-TRAINING

### **DEFINITION**

To learn and assist in the operation, inspection, and maintenance of wastewater treatment plant equipment, lift stations, and interceptor systems; to adjust, service, and maintain equipment at Agency facilities; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the trainee in the Plant Operator series. Positions in this class work under immediate supervision while learning job tasks and have no prior experience in treatment plant operations. Operators-In-Training perform the most routine duties, progressing to more complex duties with training, experience and higher certification. The Plant Operator-In-Training is distinguished from the Plant Operator II by the performance of tasks allowed with possession of an Operator-In-Training certificate.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives immediate supervision and direction from the *Plant Supervisor*; may receive technical supervision from higher certified Plant Operators. 03/25/2020

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Learn to operate and check the operation of equipment such as pumps, valves, belt presses, and processes involved in the treatment of wastewater, digestion of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Learn to operate and perform maintenance and lubrication work on pumps, blowers, motors, and related piping, valves, and equipment.

Inspect plant equipment daily, weekly, monthly and biannually; report any failures or operating difficulties; initiate work orders and any requests for equipment repair; identify, correct and/or report any safety hazards.

Learn to operate, adjust and maintain chemical feed equipment to ensure compliance with established standards.

Learn to troubleshoot electrical system problems and make repairs and/or modifications.

Learn and perform operational functions, including sampling of wastewater, scum, grit, sludge and other materials at established times.

Learn to perform standardized testing and various process changes; learn to monitor flow and pumping frequencies and observe overall treatment processes

Job Description  
Plant Operator-In-Training

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Learn and perform the operation and maintenance of the power generation equipment.

Learn to clean, lubricate, and perform routine maintenance, including making minor adjustments and servicing mechanical and electrical equipment, such as pumps, electrical motors, automatic switches, valves, scrapers, and filter screens.

Learn to prepare chemical solutions using manual and automated mixing devices, utilizes complex valving schemes and flow patterns specific to a variety of treatment processes; perform basic troubleshooting on systems as necessary.

Transport equipment and materials throughout the plant.

Perform record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepare and maintain a variety of records.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.;

Learn to perform routine maintenance of machinery, structures, equipment, and piping.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Basic mechanical principles and practices.

Principles of customer services.

Arithmetic calculations.

Tools and equipment needed to make general repairs.

Ability to:

Learn and apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant including solids handling.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Job Description  
Plant Operator-In-Training

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Understand and carry out written and oral directions.

Learn to accurately read and interpret a variety of meters, gauges, and recording charts.

Learn to observe and accurately record operating conditions.

Learn to recognize unusual, inefficient, or dangerous operating conditions.

Learn and apply mathematical principles.

Learn and apply safe working practices.

Learn to keep and maintain basic written records and reports.

Perform manual labor and operate equipment.

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

Communicate clearly and concisely, both orally and in writing.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

Equivalent to completion of the twelfth grade.

**Experience and Training:**

No experience required.

**LICENSE AND/OR CERTIFICATES:**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of, or ability to obtain, a State of California Wastewater Treatment Plant Operator-In-Training Certificate (OIT) as issued by the State Water Resources Control Board within nine (9) months of date of employment; obtain a Grade I Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board no later than eighteen (18) months after issuance of OIT Certificate.

**SPECIAL REQUIREMENTS:**

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700 + ft, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

**THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.**





## **PLANT OPERATOR II**

### **DEFINITION**

To operate, inspect, maintain, and troubleshoot wastewater treatment plant equipment, lift stations, and interceptor systems; to adjust, service, and maintain equipment at Agency facilities; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Plant Operator II performs the full range of plant operations and maintenance duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Plant Supervisor.

### **EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Independently operate and check the operation of equipment such as pumps, valves, belt presses, and processes involved in the treatment of wastewater, digestion of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Operate and perform maintenance and lubrication work on pumps, blowers, motors, and related piping, valves, and equipment.

Inspect plant equipment daily, weekly, monthly and biannually; report any failures or operating difficulties; initiate work orders and any requests for equipment repair; identify, correct and/or report any safety hazards.

Operate, adjust and maintain chemical feed equipment to ensure compliance with established standards.

Troubleshoot electrical system problems and make repairs and/or modifications.

Perform sampling of wastewater, scum, grit, sludge and other materials at established times.

Perform standardized testing and various process changes; monitor flow and pumping frequencies and observe overall treatment processes

Operate and maintain power generation equipment.

Clean, lubricate, and perform routine maintenance, including making minor adjustments and servicing mechanical and electrical equipment, such as pumps, electrical motors, automatic switches, valves, scrapers, and filter screens.

Job Description  
Plant Operator II

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Prepare chemical solutions using manual and automated mixing devices; utilize complex valving schemes and flow patterns specific to a variety of treatment processes; perform basic troubleshooting on systems as necessary.

Transport equipment and materials throughout the plant.

Perform record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepare and maintain a variety of records.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.

Perform maintenance of machinery, structures, equipment, and piping.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Mechanical, electrical and hydraulic principles.

Principles and practices associated with the operation, maintenance and repair of wastewater reclamation plant equipment and facilities.

Tools and equipment needed to make general repairs and adjustments to wastewater plant equipment.

Wastewater standards and regulations.

Proper handling of hazardous materials.

Basic water quality testing procedures.

Basic computer operations.

Principles of customer services.

Arithmetic calculations.

Job Description  
Plant Operator II

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Ability to:

Independently apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant including solids handling.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, and explain jobs to others.

Understand and carry out written and oral directions.

Accurately read and interpret a variety of meters, gauges, and recording charts.

Observe and accurately record operating conditions.

Recognize unusual, inefficient, or dangerous operating conditions.

Apply mathematical principles.

Apply safe working practices.

Keep and maintain basic written records and reports.

Perform manual labor and operate equipment.

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

Communicate clearly and concisely, both orally and in writing.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

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Experience and Training:

One year of experience as an Operator-In-Training and demonstrated ability to perform the essential duties proficiently.

**LICENSE AND/OR CERTIFICATE**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board.

**SPECIAL REQUIREMENTS**

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

**THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.**



## **PLANT SUPERVISOR**

### **DEFINITION**

To plan, organize, direct and supervise the operations and maintenance of the wastewater treatment plant, interceptor system, disposal site, power generation system, and related facilities for the Big Bear Area Regional Wastewater Agency; to ensure compliance with all regulatory requirements; and to perform a variety of technical tasks relative to assigned area of responsibility, including operations and maintenance duties.

### **DISTINGUISHING CHARACTERISTICS**

The Plant Supervisor performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Plant Manager.

Exercises direct supervision over assigned personnel.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for wastewater treatment operations and maintenance, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the operation and maintenance of the wastewater treatment plant and related facilities.

Coordinate daily operations and maintenance activities, including but not limited to emergency response activities and repairs. Supervise use of specialized equipment involved in wastewater treatment plant operations and maintenance.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and maintenance activities.

Participate in the preparation and monitoring of the budget for assigned wastewater treatment plant operations and maintenance; prepare cost estimates for budget recommendations; submit justifications for various wastewater treatment plant activities and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations of assigned staff; work with employees to correct deficiencies; implement discipline procedures as directed.

Job Description  
Plant Supervisor

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Monitor the operating efficiency of the treatment processes via laboratory testing which may include preliminary, oxidation, secondary and tertiary treatments, and solids handling processes to meet established discharge requirements; make or direct plant adjustments.

Maintain accurate operational records and assist in preparation of reports required by regulatory agencies.

Prepare and submit a variety of technical reports related to wastewater treatment plant operations and maintenance; maintain files and records of maintenance activities.

Develop, implement and oversee a comprehensive preventative/predictive maintenance program; assist with resolving the more complex and difficult maintenance activities; schedule preventive maintenance at treatment plant, pumping stations and related facilities.

Gather and prepare cost estimates and scope of work for contractors and vendors for the repair and upgrade of wastewater treatment facilities; serve as contact with contractors and consultants.

Participate in future needs analysis and capital improvement project design, implementation and commissioning.

Implement and enforce Agency safety program ensuring safety procedures are adhered to. Ensure staff is properly trained on safe work practices and plant operations and maintenance procedures.

Perform Underground Service Alert (USA) duties, properly checking, locating and marking collection system.

Serve as backup and perform all duties outlined for a Wastewater Treatment Plant Operator II.

Serve as the designated operator-in-charge (DOIC) in the absence of the Plant Manager.

Assist in investigating complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of wastewater collections, treatment, and disposal.

Treatment plant operations which may include treatment processes such as bio-filtration, activated sludge, chemical, biological and mechanical processes.

Job Description  
Plant Supervisor

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Safety hazards of volatile solvents, noxious gases and prevention of physical injuries and body infections.

Standard laboratory testing procedures, calculations, and chemicals used in the treatment of wastewater.

Equipment, tools and materials used in wastewater treatment operations and the maintenance of a wastewater treatment plant.

Use of SCADA systems.

Power production and maintenance of associated equipment.

Principles of supervision, training and performance evaluations.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules, including Air Quality standards.

Modern office procedures and computer equipment.

Principles of customer service.

Ability to:

Organize, implement and direct wastewater treatment operations and maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Operate a wastewater treatment facility utilizing such processes as primary, secondary, tertiary, and disinfecting treatment methods.

Diagnose operating problems and take effective course of action.

Effectively make decisions regarding the methods and procedures best suited toward the most efficient operation and maintenance of wastewater facilities.

Resolve difficult maintenance issues.

Interpret and explain pertinent Agency and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

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Job Description  
Plant Supervisor

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

Communicate clearly and concisely, both orally and in writing.

In an emergency, respond to and deploy personnel and equipment as may be necessary.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience and Training:

Five years of increasingly responsible experience in wastewater treatment plant operations and maintenance, including one year in a supervisory capacity.

**LICENSE AND/OR CERTIFICATE:**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade IV State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or possession of a Grade III with the ability to obtain a Grade IV within 24 months of appointment as Plant Supervisor.

Possession of a Grade II Collection System Maintenance Certificate and a Grade I Plant Maintenance Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of employment.

**SPECIAL REQUIREMENTS:**

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

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Job Description  
Plant Supervisor

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Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

**THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.**



## LABORATORY TECHNICIAN

### **DEFINITION**

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; to track data and complete required reports; to perform a wide variety of routine and complex clerical and administrative duties for operations and laboratory management and staff.

### **DISTINGUISHING CHARACTERISTICS**

The Laboratory Technician performs the full range of analytical duties related to the collection and testing of samples; maintains laboratory and equipment; performs administrative support duties to laboratory and operations staff including the preparation of compliance reports and the coordination of safety activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Plant Manager.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Enter and download laboratory data for further analysis and reporting purposes.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Perform a wide variety of complex and responsible operational support duties for Agency management and laboratory staff.

Process mailing and shipping of items for operations and laboratory.

Job Description  
Laboratory Technician

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Support the maintenance of Agency regulatory permits, ensuring applications for permits are submitted accurately and in a timely manner.

Submit accurate and complete compliance and regulatory reports under the direction of management.

Maintain a wide variety of records, files, and logs related to Agency operations; coordinate with administration on periodic retention and purging of files in compliance with applicable guidelines.

Maintain and upload operational records into Laserfiche with direction from the Records Coordinator.

Serve as Secretary for the Agency's Safety Committee; prepare agenda packets and record all proceedings following rules of order; prepare meeting minutes and other documents.

Coordinate and track safety training for Agency employees. Maintain safety policies and procedures; ensure safety programs and plans are up to date with current rules and regulations; maintain JHA and SOP documents.

Maintain SDRMA General Safety Specialist certification.

Record USA daily audits and provide the monthly log to accounting.

Track inventory of Operations safety supplies, breakroom and janitorial supplies, and office supplies. Submit requisitions for purchasing.

Assist in coordinating plant tours and visits.

Assist in planning and organizing employee activities and events. Assist in organizing BBARWA employee participation in community events.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

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Job Description  
Laboratory Technician

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Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Business correspondence writing and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Alphabetic and numeric filing system management.

Principles and procedures of record keeping.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Collect samples and run routine laboratory tests.

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment at an organized and otherwise appropriate level.

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Job Description  
Laboratory Technician

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Maintain accurate records and prepare complete and concise reports.

Perform responsible administrative support work involving the use of independent judgment and personal initiative.

Perform work in an efficient and timely manner with accuracy and attention to detail.

Operate and use modern office equipment including computers and applicable software including spreadsheets to organize and analyze data.

Type and transcribe at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

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

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

### **EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

#### Education:

Equivalent to completion of the twelfth grade. College level course work in biology, microbiology, chemistry or a related field is desirable.

#### Experience and Training:

Two years of increasingly responsible experience conducting a variety of tests in a chemical or biological laboratory in the water quality field or in an environment conducting chemical analyses.

#### License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **SENIOR LABORATORY ANALYST**

### **DEFINITION**

To perform a variety of standardized chemical, biochemical and bacteriological tests on samples of wastewater and solids; to clean, maintain and calibrate laboratory and equipment; and to maintain laboratory accreditation and track data and complete required reports.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Laboratory Analyst is the most advanced professional level. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, the amount of time spent performing these duties requiring independent judgment and discretion, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including maintaining laboratory accreditation. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the Plant Manager.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Collect and analyze influent, effluent, cake, mixed liquor, RAS, interchange and grit and screening samples for chemical, bacteriological and biological data related to wastewater treatment plant process/control methods and procedures; conduct analyses to ensure compliance with State and Federal requirements.

Set up, calibrate, and operate a variety of laboratory equipment and instruments; perform minor maintenance of laboratory equipment and instruments; keep laboratory facilities in an orderly condition.

Recognize problems that may occur in an analytical procedure and troubleshoot known procedures or confer with others to identify possible problems affecting results; recommend changes to procedures, as appropriate.

Provide training and guidance to operations staff in basic testing procedures and analyses and the safe and proper methods of working in a laboratory.

Participate in the development, maintenance and updating of standard operating procedures for laboratory analysis and quality assurance/quality control manual; maintain lab certification through ELAP.

Prepare standard chemical solutions, reagents, stains and bacteriological media.

Job Description  
Senior Laboratory Analyst

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Enter and download laboratory data for further analysis and reporting purposes; maintain laboratory records and prepare required reports and review all reports for accuracy; post analytical results, ensuring all local and state requirements are met for accreditation purposes.

Maintain inventory and reorder chemicals and supplies.

Participate in the preparation and monitoring of the budget for laboratory operations; prepare cost estimates for budget recommendations.

Collect, prepare and ship wastewater and solid samples as required by permit for testing to outside laboratories.

Dispose of e-waste and waste chemical; inventory all chemicals in the plant and update Safety Data Sheets (SDS); update and submit annual Business Plan.

Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Sample collection and monitoring procedures.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operations and analyses.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of chemistry, bacteriology, microbiology and the chemical sciences, including methods and techniques of laboratory and instrument testing.

Testing methods and techniques pertaining to wastewater treatment.

The interpretation and analysis of wastewater test results.

Sample preservation methods related to wastewater discharge and sewage treatment processes.

Use of laboratory equipment, glassware, and instruments.

Conventional QA/QC practices for the wastewater laboratory.

Aseptic technique.



Job Description  
Senior Laboratory Analyst

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Chemical stoichiometry.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Apply proper laboratory procedures in chemical, biochemical, bacteriological, physical and instrumental analyses of wastewater.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Independently operate laboratory, calibrate and maintain equipment and understand the use of materials.

Analyze testing data and draw sound conclusions.

Maintain the laboratory environment in an organized and otherwise appropriate level.

Maintain accurate records and prepare complete and concise reports.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

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

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field.

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Job Description  
Senior Laboratory Analyst

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Experience and Training:

Five years of increasingly responsible experience in the water quality field or in an environment conducting chemical analyses.

License and/or Certificates

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or the ability to obtain within two (2) years of appointment.

Possession of a Grade I Environmental Compliance Inspector Certificate and a Grade II Laboratory Analyst Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of appointment.

Possession of a T1 Water Treatment Operator Certificate as issued by the State Water Resources Control Board Drinking Water Operator Certification Program, or the ability to obtain within two (2) years of date of appointment.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, works at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, humidity and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate to loud.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **PLANT MANAGER**

### **DEFINITION**

To plan, organize, direct and coordinate wastewater treatment plant operations and maintenance activities; to direct and oversee laboratory analysis activities; and to provide highly complex staff assistance to the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Plant Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day maintenance and operations of the Agency's treatment plant and related facilities.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned supervisory and technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:***

Develop, plan and implement goals and objectives; recommend and administer policies and procedures related to the maintenance and operations of the Agency's wastewater treatment plant and related facilities.

Coordinate assigned activities with other managers and with outside agencies and organizations; provide staff assistance to the General Manager and Governing Board; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, method and procedures.

Provide budgetary estimates for multiple operating and capital items including both monthly and annual amounts; monitor capital assets and schedule maintenance, replacement and disposal; assist in budget implementation and monitoring.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct the operation and maintenance of wastewater treatment plant and related wastewater utility facilities; oversee activities of the environmental laboratory.

Job Description  
Plant Manager

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Direct and oversee wastewater capital improvement projects as relative to scope, complexity and cost implications, including review of significant issues with developers and private engineers and other consultants.

Solve complex operational and maintenance issues.

Serve as Chief Plant Operator for the Agency.

Represent the Agency to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

Prepare and present oral and written reports to the General Manager and Governing Board, committees, policy makers at other agencies, individuals and groups.

Research and prepare technical, administrative and regulatory reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Board of Directors, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of wastewater collections, treatment and disposal.

Treatment plant operations which may include treatment process such as bio-filtration, activated sludge, chemical, biological and mechanical processes.

Maintenance of plant and equipment such as motors, gas engines, generators, pumping stations and lubrication procedures.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

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Job Description  
Plant Manager

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Principles and practices of supervision, training and personnel management.

Safety hazards of volatile solvents, noxious gases, prevention of physical injuries and body infections.

Sampling and testing procedures and laboratory testing including chemical, biological and bacteriological.

Principles of customer service.

Ability to:

Organize and direct Operations Department activities including the operation and maintenance of the wastewater treatment plant and related facilities.

On a continuous basis, analyze regulatory technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

Operate and maintain a wastewater treatment facility.

Make decisions regarding the methods and procedures best suited toward the most efficient operation of wastewater facilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply Agency and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

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

Communicate clearly and concisely, both orally and in writing.

In an emergency, respond to and deploy personnel and equipment as may be necessary.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use

Job Description  
Plant Manager

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telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in environmental science, engineering, or related field.

**Experience and Training:**

Eight years increasingly responsible experience in wastewater treatment plant operations including three years of supervisory level.

**LICENSE AND/OR CERTIFICATE**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade IV State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board.

Possession of a Grade II Collection System Maintenance Certificate and Grade I Plant Maintenance Certificate as issued by the California Water Environment Association.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **HUMAN RESOURCES COORDINATOR/ACCOUNTING TECHNICIAN**

### **DEFINITION**

To perform a variety of professional analytical work in support of human resources programs including benefit administration, recruitment and selection, staff development and training, safety and workers' compensation; to oversee human resources related risk management; to perform technical accounting duties including the processing of Agency payroll and accounts payable; and to serve as the point of contact for personnel-related questions.

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Coordinator/Accounting Technician performs a full range of professional analytical duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the General Manager. Receives direction from the Finance Manager on accounting related activities.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Coordinate and implement the Agency's human resources program; provide advice to managers and Agency staff; assist in establishing methods for performing a variety of professional and technical human resources functions.

Design, implement, and administer recruitment and selection activities, including application review, testing arrangements, candidate communication, and on-boarding.

Administer separation/termination process including the preparation of documentation, benefit disenrollment, and CalCOBRA notification.

Process Accident and Injury Reports; process CalOSHA reports and forms; administer the workers' compensation claims process.

Administer human resources related risk management including the maintenance of workers' compensation insurance. Participate in the development and implementation of Agency safety and personnel policies to mitigate liability and reduce risk.

Administer a comprehensive employee benefits program including the Agency's open enrollment process, making changes to employee benefits, and receiving and responding to questions pertaining to benefits; ensure compliance with State and Federal laws and Agency personnel rules and policies; work with departments to determine reasonable accommodations.

## Job Description

### Human Resources Coordinator/Accounting Technician

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Provide employee benefit education and assistance and coordinate benefit presentations and employee enrollments; reconcile benefit enrollment with billing, employee deductions, and payments.

Research and analyze legislation and regulations to determine effect on human resource programs and services.

Interpret and explain policies, procedures, and regulations to Agency staff.

Administer the Agency's performance evaluation system, tracking and reporting when performance evaluations are due; provide advice to supervisors and managers on the use of the Agency's performance evaluation system.

Process personnel transactions including appointments, promotions, separation, termination, retirement, and complete all required correspondence and documentation.

Administer DMV Pull Notice program and monitor employee license, insurance, and commercial driver licensing requirements.

Maintain training and education records and coordinate training registration and travel arrangements; monitor employee certifications and memberships.

Administer EAP and employee health and wellness program including annual tests and inoculations.

Maintain confidential personnel files and maintain personnel policies and procedures manual.

Code and process the Agency's accounts payables in an accurate, timely and complete manner and issue cash disbursement reports as required.

Prepare cash received for deposit by completing deposit record and coding receipts to the appropriate account.

Prepare and verify the Agency's accounts receivable and issue invoices for the Agency's monthly billing; initiate electronic fund transfers as needed; reconcile Agency accounts as needed and prepare journal entries to be approved by the Finance Manager.

Prepare and distribute 1099 forms to all non-exempt vendors annually as required by the Internal Revenue Service. Prepare and distribute employee W-2 forms and information returns.

Process the Agency's payroll and payroll-related transactions; collect and verify the accuracy of time sheets; input pay rates, hours to be paid (including overtime, double time, standby time, shift differential, vacation, sick and compensatory time), hours accrued and payroll deductions. Generate reports and verify accuracy of the payroll register through comparisons. Prepare and submit CalPERS reports and Federal and State payroll deposits and returns.



Job Description  
Human Resources Coordinator/Accounting Technician

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Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles of compensation, recruitment, selection, classification, salary and benefit administration, training, EEO, and workers' compensation within a public agency.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of financial record keeping, accrual accounting, general ledgers and journal entries.

Practices, methods, and terminology used in financial and statistical record keeping

Computerized accounting systems and/or computer spreadsheet software applications.

Report preparation and written communication using proper English, spelling and grammar.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Independently apply principles and practices of human resources administration.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Prepare clear and concise technical and administrative reports.

Interpret and explain pertinent State, Federal, Agency and department laws, regulations, policies and procedures.

Evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations.

Job Description  
Human Resources Coordinator/Accounting Technician

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- Perform accurate mathematical and statistical calculations.
- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Compile personnel compensation and benefit analyses and reports.
- Read, comprehend, and apply rules, regulations, policies and procedures involved in financial recordkeeping and accounting functions.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

**Experience and Training:**

Four years of increasingly responsible experience in human resources administration or personnel management, and accounting experience. Experience in a public agency is highly desirable.

Job Description  
Human Resources Coordinator/Accounting Technician

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License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY**

### **DEFINITION**

To provide highly complex assistance and support to the General Manager, Governing Board, and Department Managers; to perform a variety of professional analytical work in support of administrative and program activities of the Agency including the overall day-to-day management, organization and coordination of administrative functions; to coordinate information technology services and activities; to oversee property and liability risk management; to perform a variety of specialized and technical duties related to project management; to oversee contracts; to support grant writing and public outreach and education efforts and legislative monitoring and regulatory compliance; and to serve as Secretary to the Governing Board as appointed.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Services Manager/Board Secretary performs the full range of professional analytical duties in the development and implementation of Agency policies, procedures, and programs; administrative support through research, analysis, report writing, recommendations, correspondence, and other administrative support duties as needed; preparation of Governing Board agendas and minutes; records management, risk management, project management, and contract administration; publication of legal notices; public relations; and other related work, as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision and direction from the General Manager.

Exercises supervision of assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:***

Act in the absence of the General Manager and at the General Manager's direction.

Review and approve expenditures and payments, process purchase orders, sign checks in the General Manager's absence or at direction.

Interface with the member agencies, regulators, legal counsel, engineers, other public agencies, consultants and contractors. Represent the Agency at meetings, organizations, service clubs, community organizations and other public agencies.

Assist the General Manager with the development, planning and implementation of Agency goals, objectives, policies, and procedures. Interpret Agency policies and procedures on behalf of the General Manager.

Develop and implement assigned programs and special projects.

## Job Description

### Administrative Services Manager/Board Secretary

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Assist the General Manager in evaluating and resolving more complex or sensitive personnel issues.

Manage day-to-day administrative support functions, including office organization and procedures, recordkeeping and files, meeting and event planning and coordination.

Oversee office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, office equipment, and backup and updates; coordinate with outside consultants and vendors for updating and replacement of computers, software, firewall, telephone services and equipment, security equipment, and office equipment to ensure the Agency's technology needs are met.

Administer Agency's risk management program, including oversight of general liability and property insurance coverages and claims; monitor Agency contracts to mitigate liability and reduce financial risk.

Collaborate with other departments in the repair of damaged Agency property and filing of claims; oversee recovery from responsible third parties who damage Agency property; make recommendations for resolution; and provide notice of loss and other pertinent information to carriers.

Administer public bidding process including the preparation of bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors; efficiently and effectively manage assigned projects.

Administer Agency's contracts including ensuring compliance with procurement policies and procedures; develop addendums, change orders, and purchase orders to contractual agreements; monitor contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; and assist departments with preparation of agreements when appropriate. Responsible for filing Notice of Completion when applicable.

Oversee design and content management of the Agency's website; approve and update modifications to entire site ensuring the content remains up to date and is ADA compliant.

Receive and process public records requests ensuring compliance with the California Public Records Act.

Process sewer permit applications and Board Room rental applications; collect fees.

Perform finance functions necessary to achieve financial internal controls, under the direction of the Finance Manager including, but not limited to, collecting receipts (through mail and over-the-counter) and posting to monthly log; maintaining, distributing, monitoring and replenishing petty cash; reconciling bank accounts monthly.

Prepare and distribute Governing Board agenda packets; write staff reports, ordinances, and resolutions; review and edit staff reports, ordinances, and resolutions prepared by others; coordinate the approval of agendas with management staff; upload final agenda packet to the Agency's website. Proofread copy for

Job Description  
Administrative Services Manager/Board Secretary

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spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Attend regular and special Governing Board and Agency meetings; take and prepare meeting minutes and conduct other follow-up actions as necessary such as composing and preparing correspondence advising the public and staff of Governing Board actions.

Ensure compliance with legal requirements governing public notice of meetings, public hearing documents, and the conduct of closed sessions; update and maintain mailing lists – these duties include posting materials to the Agency website, electronic distribution, publication in the local newspaper and posting hard-copy documents.

Assist Governing Board members, under direction from the General Manager, in obtaining all relevant information needed by Governing Board members to carry out their assigned duties efficiently and effectively.

Work closely with legal counsel to ensure all Governing Board communications, ordinances, resolutions, meetings, and other activities are in compliance with applicable state and local laws.

Attest to and countersign minutes, resolutions, ordinances, and other documents as Secretary to the Governing Board.

File Statement of Economic Interest – Form 700 for appointed Agency Officials and designated employees. File reports and forms as required by the Political Reform Act, Fair Political Practices Commission (FPPC), and Conflict of Interest Code.

Submit documents for filing or recording with the proper agencies.

Maintain accurate and complete records; develop and establish office filing and index systems; oversee the organization and maintenance of administrative documents including but not limited to policies, procedures, rates, rules, regulations, forms, notices, webpage content.

Maintain the Agency's Code Book, Governing Board Handbook, and Policies and Procedures Manual.

Manage the Agency's record archiving, retention and destruction program, ensuring all Agency documents are maintained per the Agency's adopted Records Retention Schedule.

Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.

Participate in data collection for studies, reports, and surveys that relate to the annual audit, budget process, salaries and benefits, and confidential matters.

Job Description  
Administrative Services Manager/Board Secretary

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Research grant opportunities and assist with the preparation of grant applications and grant reporting for various programs.

Maintain awareness of new trends and developments in the fields related to the Agency including records management, Fair Political Practices Commission regulations, and changing legislation; initiate and recommend new programs consistent with changing developments and ensure timely compliance with regulatory matters and reporting requirements.

Write letters in support or opposition of various legislative issues as directed; prepare letters on behalf of the Agency.

Participate in the development and implementation of Agency strategic and master plans.

Provide assistance and advice on operational and/or administrative matters.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Supervise, train, motivate, and evaluate assigned personnel; make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of office organization, supervision and management.

General information technology systems.

Principles and practices of public sector risk management, contract management, and project management.

Principles and practices of public administration, community relations and inter-governmental relations.

Grant writing and application procedures.

State and Federal legislative and regulatory process.

Principles and procedures of record keeping.

Roberts Rules of Order, Brown Act, Fair Political Practices Commission, and Conflict of Interest, Government Code, and other Special District law.

## Job Description

### Administrative Services Manager/Board Secretary

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Report preparation and written communication using proper English, spelling and grammar.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Safe work practices.

Principles and practices of customer service.

#### Ability to:

Independently perform professional analytical work in support of assigned programs; prepare clear and concise technical and administrative reports.

Interpret and apply rules, regulations, laws, ordinances, and the Agency policies and procedures.

Organize and maintain recordkeeping and retrieval functions.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects.

Review and analyze organizational and administrative issues; recommend and implement effective courses of action.

Evaluate and interpret a variety of statistical and narrative information and data and make sound recommendations.

Coordinate and prioritize multiple tasks and projects effectively and efficiently and meet multiple deadlines.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Maintain confidentiality of information.

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

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.



Job Description  
Administrative Services Manager/Board Secretary

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**EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, economics, or a related field.

**Experience and Training:**

Five years of increasingly responsible administrative and analytical experience involving financial, budgetary, or administrative issues, with experience in project management, contract administration, policy development, and technology management, preferably within a local government environment.

**LICENSE AND/OR CERTIFICATE**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **FINANCE MANAGER**

### **DEFINITION**

To plan, organize, direct and coordinate the financial activities of the Agency including accounting, budgeting, financial reporting, debt management, cash management, and internal controls, and to provide highly complex staff assistance to the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position management classification. The Finance Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day financial operations of the Agency.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives administrative direction from the General Manager.

Exercises direct supervision over assigned technical staff.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Develop, plan and implement goals and objectives; recommend and administer policies and procedures related to the financial activities of the Agency.

Coordinate assigned activities with other managers and with outside agencies and organizations; provide staff assistance to the General Manager and Governing Board; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate finance and accounting personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Represent the Agency to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Develop and administer the Agency operating and capital improvement budgets in collaboration with Agency staff; prepare and implement budgetary adjustments as necessary.

Administer property, liability, and workers' compensation insurance policies with the Agency carrier.

Job Description  
Finance Manager

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Prepare annual rate review and analysis, multi-year financial forecast, and long-term capital expenditure plan in collaboration with Agency staff and advise the General Manager and Governing Board on the strength of the Agency's financial performance and its ability to meet current and future financial requirements.

Evaluate the Agency's financial performance compared to plan and prepare and issue periodic reports to the General Manager and the Governing Board.

As part of the annual audit process, produce the Agency's annual financial report including the preparation of the annual, basic financial statements in accordance with generally accepted accounting principles, and serve as the liaison to the Agency's outside auditors.

Oversee the general accounting functions including accounts payable, revenue accounting and management and payroll processing (including compensation reporting to CalPERS in accordance with applicable guidelines).

Annually present Agency investment policy to the Governing Board; initiate investments as needed pursuant to Agency policy; prepare and present monthly investment report.

Coordinate and manage the refinance of existing debt and the issuance of new debt; manage debt in accordance with Agency policy; prepare financial reports as required by law; prepare various financial reports and analyses requested by the General Manager and Governing Board.

Monitor and evaluate actuarial valuations associated with the Agency's pension and retirement benefits and related funding status.

Prepare journals, ledgers, supporting financial records and the general ledger.

Monitor fiscal transactions to ensure compliance with budgetary authority, Agency policy, generally accepted accounting principles and State and Federal regulations.

Solve complex financial and accounting problems and complete economic and financial analyses associated with Agency programs or projects.

Prepare and present oral and written reports to the General Manager and Governing Board, committees, policy makers at other agencies, individuals and groups.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Governing Board members, other Agency employees and the public using principles of good customer service.

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Job Description  
Finance Manager

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Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Advanced principles and practices of governmental accounting, rate and fee setting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Recent developments and sources of information on municipal finance.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Plan, direct and control the activities related to the Agency's financial management.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

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Job Description  
Finance Manager

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Identify and respond to community, General Manager and Governing Board issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Use modern accounting methods, procedures, forms, and records.

Prepare, examine and verify the full range of financial documents and reports.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

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

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

### **EDUCATION, EXPERIENCE AND TRAINING**

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in finance, accounting or a related field.

**Experience and Training:**

Five years of responsible governmental accounting and financial experience including three years of administrative, management and supervisory responsibility.

**License and/or Certificate:**

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and ability to meet eligibility standards for motor vehicle insurance coverage established by the agency's insurance carrier.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work near wastewater treatment facilities, work at elevations of 6,700+ feet, may be exposed to odors, fumes, and airborne particles in addition to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECKS ARE REQUIRED**



## **GENERAL MANAGER**

### **SUMMARY**

Under contract and general direction of the Governing Board, the General Manager is the Chief Executive Officer of the Agency and is charged with administering and supervising the delivery of safe and efficient services of the Big Bear Area Regional Wastewater Agency. This is an at-will, exempt salaried position.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by their ability to exercise independent judgment, decision, and initiative in planning, supervision and coordination.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Direct, manage, and assume responsibilities for the overall supervision and management of administrative and operational functions of the agency and all related components. Monitor and evaluate the efficiency and effectiveness of all facilities in partnership with employees; develop and implement policies and procedures; evaluate and review recommendations and actions of employees and resolve problems. Provide for the selection, training, development, evaluation and discipline of employees.

Prepare public presentations, Governing Board agendas, staff reports and provide leadership for Governing Board meetings by providing sound advice. Direct the preparation of a variety of written correspondence, reports, procedures, monitoring reports and other written materials. Monitor changes in laws, regulations, and technology that may affect operations; implement policy and procedural changes as required.

Responsible for coordinating new or expanded community sanitation facilities. Interface with the member agencies, regulators, legal counsel, engineers, other public agencies, consultants and contractors. Oversee the preparation of plans, specifications, construction projects, maintenance efforts and operational contracts. Develop long-range plans; project future demands on the facilities and funding opportunities. Manage and oversee the development of the Agency budget, anticipating staffing, equipment, material and supply needs.

Respond to and resolve difficult and sensitive inquiries from the public. Represent the Agency at meetings, organizations, service clubs, community organizations and other public agencies. Speak on behalf of the Agency at meetings. Responsible for public and media relations, responding to questions and complaints regarding the agency's facilities, operation, programs and services; represent the agency on advisory committees and at other municipal and community meetings. Perform other duties as may be assigned.

### **QUALIFICATIONS**

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must possess knowledge of principles, practices and techniques of public works, water and/or wastewater operations, contracting and inspection of construction projects. Must possess proficient written and verbal communication skills. Must possess public relations skills to effectively represent the Agency. Must have the skills and ability to plan, organize, direct and coordinate Agency activities, evaluate and supervise staff, exercise sound judgment, be well-organized, work well under pressure and be able to make decisions. Must have the ability to establish and maintain effective working relationships with others; work independently and on project teams. The General Manager must be able to work extended and irregular hours, weekends, and holidays.

### **EDUCATION AND EXPERIENCE**

A Bachelor's degree from an accredited four-year college or university with major coursework in engineering, water or wastewater, management, or public administration; five or more years of increasingly responsible experience managing or supervising public works operations or a complex water or wastewater treatment operation.

### **LICENSES AND CERTIFICATES**

Possess a valid California Class C driver's license, possess and maintain satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a California State Water Resources Control Board Grade III Wastewater Treatment Plant Operator Certificate is desired, with the ability to obtain a Grade IV Certificate within five years of employment.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations, financial reports, and legal documents. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from the Governing Board, member agencies, employees, and the public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in various units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to apply advanced mathematical concepts as necessary in the performance of the job duties.



**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Learn and adhere to applicable terms and conditions of employment including safety and health rules, regulations, policies and procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Employee must be able to perform the critical and important job duties, including sufficient strength to pull, push, carry or lift material, equipment or parts weighing up to 25 pounds and sufficient stamina to walk three to five miles; must be able to stoop, kneel, crouch, crawl, step, or climb. Employee is regularly required to stand, sit, use hands to handle, finger or feel, arms to reach, and talk and hear. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work around chemicals, work in dirty and odorous conditions, be regularly exposed to fumes and airborne particles, work at elevations of 6,700+ feet and in outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually low to moderate.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION AND BACKGROUND CHECK REQUIRED**

Governing Board Review and Approval:	January 25, 2017
Ad Hoc Committee Review and Approval	January 12, 2017
Manager Review and Approval:	November 15, 2016