

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** September 19, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Approve the Modified Job Description for the Position of Operator in Training.

**ISSUE:** Shall the Heber Public Utility District Board approve the modified job description for the position of Operator In Training?

**GENERAL MANAGER RECOMMENDATION:**

Approve the modified Operator In Training job description.

**FISCAL IMPACT:**

Lower employee cost as this new job description will have a lower salary than the current Operator In Training job description.

**BACKGROUND:**

The Operator In Training position is a previously established and filled position. The position is required to be able to pass the Water Treatment and Distribution Certificate Level 1 within 18 months of starting the job. They also must be able to obtain a Wastewater Treatment Plant Operator Level 1 within 18 months of starting the job. The job duties included being on call for 24 hour periods.

Additionally, the Operator In Training (OIT) could move up to the Operator position when he/she obtained their Operator II level certificates. In order to move up they must have a Water Treatment II, Water Distribution II, and a Wastewater Treatment II.

The ability to move up into the Operator position resulted in all of our employees hired into the OIT position would move to Operator II position within 18 months.

After consulting with the Chief Operator, it was determined that in order to complete our work load, we didn't need three Operator II positions filled. It was determined that we could have two Operator II positions filled and two OIT positions filled. Thus, we are modifying both job descriptions. The OIT job description allows more time for the operator to earn his water treatment I, water distribution 1 and wastewater treatment 1 certifications. It limits the movement from the OIT position to the Operator II position unless there is a vacant Operator II position, which will save the District money.

**CONCLUSION:**

As the salary schedule has been adjusted; it has been determined that the District does not need three Operator II positions filled; and we have an vacant OIT position; it is recommended that the Board approve the Job Description for the Water / Wastewater Operator In Training position.

**ALTERNATIVES:**

- 1) Do not approve the Operator In Training job description.
- 2) Make changes to the Operator In Training job description before approval.
- 3) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,  
General Manager

Attachments:        Operator In Training Job Description

**HEBER PUBLIC UTILITY DISTRICT  
WATER/WASTEWATER OPERATOR IN TRAINING  
JOB DESCRIPTION**

Adopted by Board of Directors – September 20, 2019

JOB TITLE: Water/Wastewater Operator In Training

SALARY: FY 2019-20

Position	Salary Period	1-Jul-19	
		Step 1	Step 2
FY 19-20 W / WW - OIT	Monthly	3,640	3,822
	Annual	43,680	45,864
	Hourly Rate	21.000	22.050

DESCRIPTION: Water & Wastewater Operator In Training

**POSITION SUMMARY:**

Under direct supervision: Responsible for the continued and efficient operation of both water and wastewater treatment facilities; wastewater collection system; water distribution system, water meters and automatic meter reading system; repairs, services, and maintains building and equipment, conducts inspections; performs other related responsibilities and or Heber Public Utility District functions/services as required or assigned.

**KEY RESPONSIBILITIES:**

1. Ensures continual operation of equipment by assisting in the maintenance and repair of equipment.
2. Avoids breakdowns by periodically inspecting equipment.
3. Assists in and conducts preventative maintenance.
4. Keeps facilities in good condition by cleaning buildings, equipment, and grounds.
5. Repairs and replaces water meter and automatic meter reading system as needed.
6. Upon instruction from the Chief Operator, you may be assigned to remains on call in case of emergency.
7. Establishes and maintains effective working relationships.
8. Performs other related duties, functions of the District, and responsibilities as assigned.
9. Cleans and flushes sewer lines and assists with the operation of the HPUD vector truck.
10. Repairs and replaces water meters and automated meter reading system and programs meter reading system.

The preceding examples have been provided as examples of the types of work performed by positions assigned to this job classification. The Heber Public Utility District reserves the right to add, modify, change or rescind work assignments as needed.

**ORGANIZATIONAL RELATIONSHIPS:**

This position reports to the Lead and/or the Chief Operator of the Heber Public Utility District.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge Of: Repair and servicing of mechanical and pumping equipment; use of tools, parts, and specialized equipment.

Skill In: Oral and written communications; establishing and maintaining effective working relationships.

Ability to Learn: Laboratory analysis and water and wastewater

**LICENSES/CERTIFICATES:**

Must obtain State of California Water Treatment Operator and Water Distribution Operator level I certification within eighteen (18) months of date of employment; must obtain State of California Wastewater Treatment Operator 1 certification with 24 months of date of employment; must have at time of employment a valid Class C California drivers' license and insurability.

Employees holding the Operator In Training position can only move to the Operator II position if there is a vacant position. Operators are not promoted upon receipt of higher certification.

**DESIRABLE QUALIFICATIONS:**

High School diploma or the equivalent with course work in chemistry or a related area and one (1) year maintenance and repair of mechanical equipment.