

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** February 16, 2023

**FROM:** Madeline Dessert, General Manager

**SUBJECT:** Approve Job Description and Salary Schedule for Full Time Parks Maintenance I

**ISSUE:**

Shall the Board of Directors Approve Job Description and Salary Schedule for Full Time Parks Maintenance I?

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the Board of Directors Approve Job Description and Salary Schedule as presented.

**FISCAL IMPACT:**

No fiscal import position full funded by salary savings.

**BACKGROUND:**

The Board of Directors approved a full-time park maintenance position that will have no financial impact. The budget modification considers the changes in salary and benefits for the parks fund.

**DISCUSSION:**

We would like to have the job description approved by the Board so we can go out for recruitment. HPUD will advertised to fill this position by the end of February for a full-time Parks Maintenance I position.

**CONCLUSION:**

An approval for the Job Description and Salary Schedule for full time Parks Maintenance I will help parks and sewer staff with workload after the resignation of a Water-Wastewater Operator II in January 2023.

**ALTERNATIVES:**

- 1) Do not approve the salary schedule as presented
- 2) Provide alternate directions to staff

Respectfully Submitted,  
Madeline Dessert, General Manager

**HEBER PUBLIC UTILITY DISTRICT**  
**NRTA BARGAINING UNIT**  
**SALARY SCHEDULE EFFECTIVE July 1st 2022**  
Resolution 2022-05 - Adopted June 16, 2022

Position	Salary Period	01-Jul-22	
		Step 1	Step 2
Lead Operator	Monthly	5,495	5,770
	Annual	65,941	69,238
	Hourly Rate	31.702	33.288
W / WW Operator II	Monthly	4,983	5,232
	Annual	59,799	62,787
	Hourly Rate	28.749	30.186
W / WW - OIT	Monthly	4,330	4,546
	Annual	51,957	54,554
	Hourly Rate	24.980	26.228
Parks Maintenance II New Title	Monthly	3,927	4,124
	Annual	47,129	49,485
	Hourly Rate	22.658	23.791
Parks Maintenance I <b>New</b>	Monthly	3,257	3,421
	Annual	39,083	41,051
	Hourly Rate	18.790	19.736

**HEBER PUBLIC UTILITY DISTRICT**  
**Non represented employees**

Position	Salary Period	FY 2022-23
General Manager	Monthly	7,500
	Annual	90,000
	Hourly	43.269
Finance Manager	Monthly	6,383
	Annual	76,591
	Hourly	36.823
Chief Operator	Monthly	7,259
	Annual	87,104
	Hourly	41.877
Office Manager	Monthly	6,008
	Annual	72,101
	Hourly	34.664
Bookkeeper	Monthly	4,751
	Annual	57,018
	Hourly	27.412
Senior Account Clerk	Monthly	4,751
	Annual	57,018
	Hourly	27.412

**HEBER PUBLIC UTILITY DISTRICT**  
**Temporary Part-Time Employees**

<b>Position</b>	<b>Hourly</b>	<b>FY 2022-23</b>
Recreation Center Coordinator Part Time	Hourly Rate	20.00
Maintenance Part Time	Hourly Rate	16.00

## Heber Public Utility District

**Title:** Parks Maintenance Worker

Salary: \$39,084 To \$41,052 (Annual salary-FY 2022-23)

### **Position Salary:**

The Parks Maintenance Worker will be responsible to perform a variety of skilled tasks in the construction, maintenance and/or repair of parks, storm water retention basin, grounds at the water and wastewater plants, and any other property HPUD may maintain or improve.

### **Duties:**

- Performs general grounds maintenance within the HPUD designated parks, storm water retention basins, and other HPUD operated facilities.
- Perform planting, watering, cultivating and weeding, fertilizing and pruning of plants, shrubs and trees within the designated facilities.
- Perform mowing, edging, and trimming lawns; cleaning, raking grounds and painting within the designated facilities.
- Operate basic hand tools as well as powered equipment used in grounds keeping such as gasoline or electric powered mowers, edger, sweepers, hedge trimmers, trimmers, roto-tillers, tractors and other comparable equipment.
- Assist in the routine maintenance of such equipment.
- Inspect parks, playgrounds, and recreation areas for hazards and unsafe conditions and makes necessary repairs or modifications.
- Plan, daily, weekly, and monthly work.
- Coordinate the ordering of supplies and equipment as needed.
- Clean restrooms and pick up litter around parks, retention basins, and all other HPUD facilities.
- Apply herbicides, fungicides and pesticides safely.
- May perform minor cement work.
- Will assist with water and wastewater plant operations and maintenance as needed and instructed.
- Employee will assist the distribution and collection operators in any and all emergency situations, such as but not limited to line breaks, equipment failures and any type of labor needed to be performed.
- Perform other such duties as may be assigned.
- Maintain simple records of activities.
- May provide general assistance to special events or activities.

The aforementioned duties and responsibilities are provided examples of the type of work to be performed by the individual assigned to this position. The District reserves the right to add,

modify, change, or rescind work assignments as needed.

**Organizational Relationships:**

The Parks Maintenance Worker will report to the Chief Operator (or his/her designee) as to the work to be done and what work has been done. The Parks Maintenance Worker does not supervise any employees. The Parks Maintenance Worker works closely with water and wastewater plant operators and other HPUD employees.

**Desirable Qualifications:**

Employee is required to have a high school diploma, or equivalent. Employee should have a minimum of two years of experience in landscaping, grounds keeping, or a related field. Employee must possess a valid California driver's license and be insurability.

**Working Conditions:**

Work will be performed both in an indoor and outdoor environment at various site locations. Work schedule may be irregular and may include weekends, some holidays and response to off duty calls. Exposure to a variety of climatic conditions including extreme heat in summer months; dust; potentially hazardous chemicals such as pest control agents, solvents, paints and cleaning agents.

**Physical Demands:**

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position. While performing the duties of this position the employee is frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls. The employee is frequently required to reach forward, upward, downward with hands and arms. The employee is required to listen to noises and sounds emitted by operation equipment. The employee is frequently required to drive HPUD vehicles that have automatic and standard transmission. The employee is frequently required to stand on concrete, asphalt and soft soil surfaces. The employee is occasionally required to use a ladder and must maintain balance during this activity. The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties. The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds.

Date: August 23, 2014

**Approved by Board of Directors**