

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

CLASSIFICATIONS

Effective August 22, 2018

Classification/Position	Class/Department
Active	
Non-Regular	Operations
Plant Operator-In-Training	Operations
Plant Operator	Operations
Laboratory Analyst	Operations
Plant Maintenance Supervisor	Operations
Plant Operations Supervisor	Operations
Plant Superintendent	Operations
Plant Manager	Operations/Administration
Administrative Assistant	Administration
Management Analyst	Administration
Human Resources Coordinator/Accounting Technician	Administration
Finance Manager	Administration
General Manager	Administration

Governing Board Approval Date: August 22, 2018



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

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 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 Operations Supervisor and/or Plant Maintenance Supervisor; may receive technical supervision from higher certified Plant Operators.

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

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

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

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 Operators 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 Operations Supervisor and/or Plant Maintenance 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.

Job Description
Plant Operator

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.

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

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.

Job Description
Plant Operator

Experience and Training:

One year 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 I State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, with the ability to obtain a Grade II Wastewater Treatment Plant Operator Certificate within eighteen (18) months of employment as Plant Operator.

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.



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; to track data and complete required reports.

DISTINGUISHING CHARACTERISTICS

The Laboratory Analyst performs the full range of professional analytical duties related to the testing of samples. 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; recommend changes to procedures, as appropriate.

Assist with 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.

Enter and download laboratory data for further analysis and reporting purposes; maintain laboratory records and prepare required reports and review all reports for accuracy.

Maintain inventory and reorder chemicals and supplies.

Assist in the training of the safe and proper methods of working in a laboratory.

Job Description
Laboratory Analyst

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 Material Safety Data Sheets (MSDS); 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.

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.

Job Description
Laboratory Analyst

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.

Experience and Training:

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

Job Description
Laboratory Analyst

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 State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or the ability to obtain within three (3) years of employment.

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 employment.

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 employment.

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 MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the maintenance of the Agency's wastewater treatment system within the Operations Department; to supervise and participate in the maintenance of the Agency's power generation equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Plant Maintenance 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 maintenance, and implement policies and procedures.

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

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

Participate in the preparation and administration of the budget for assigned wastewater treatment plant 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; work with employees to correct deficiencies; implement discipline procedures.

Coordinate daily operational and maintenance activities, including but not limited to, emergency response activities, maintenance and repairs.

Assist with resolving the more complex and difficult maintenance activities.

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

Job Description
Plant Maintenance Supervisor

Develop, implement and oversee a comprehensive preventative/predictive maintenance program.

Assist with the review of Capital Improvement Project designs; 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 implementation.

Participate in capital improvement project design, implementation and commissioning.

Schedule preventive maintenance at treatment plant, pumping stations and related facilities.

Serve as backup and perform all of the duties outlined for a Wastewater Treatment Plant Operator; serve in the absence of the Plant Operations Supervisor, as required.

Ensure staff is properly trained on safety work practices and plant maintenance procedures.

Answer questions and provide information to the public; investigate 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 maintaining a wastewater treatment plant and related facilities.

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

Principles and practices of safety management.

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

Use of SCADA systems.

Power production and maintenance of associated equipment.

Principles of supervision, training and performance evaluations.

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

Principles of customer service.

Job Description
Plant Maintenance Supervisor

Ability to:

Organize, implement and direct wastewater treatment 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.

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

Interpret and explain pertinent Agency and department policies and procedures.

Resolve difficult maintenance issues.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

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 the maintenance of a wastewater treatment plant, 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 III 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 a Grade III Mechanical Technologist 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.

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.



PLANT OPERATIONS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the operation of the wastewater treatment plant, interceptor system, disposal site, 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 operational duties.

DISTINGUISHING CHARACTERISTICS

The Plant Operations 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 implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in wastewater treatment.

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

Participate in the preparation and monitoring of the budget for assigned wastewater treatment plant operations; 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; work with employees to correct deficiencies; implement discipline procedures.

Participate in future needs analysis and implementation.

Participate in capital improvement project design, implementation and commissioning.

Implement and enforce Agency safety program ensuring a safety procedures are adhered to.

Job Description
Plant Operations Supervisor

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.

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

Serve in the absence of the Plant Maintenance Supervisor, as required.

Supervise use of specialized equipment involved in wastewater treatment plant operations.

Ensure staff is properly trained on safety work practices and plant operations procedures.

Answer questions and provide information; investigate 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.

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.

Use of SCADA systems.

Principles of supervision, training and performance evaluations.

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

Principles of customer service.

Ability to:

Organize, implement and direct wastewater treatment operations 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.

Interpret and explain pertinent Agency and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

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

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.

Job Description
Plant Operations Supervisor

Experience and Training:

Five years of increasingly responsible experience in wastewater treatment plant operations, 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 III 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 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.

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.



PLANT SUPERINTENDENT

DEFINITION

To plan, organize and direct day-to-day activities associated with the operation, maintenance modification, and improvement of the wastewater treatment plant; and to provide highly complex staff assistance to the Plant Manager.

DISTINGUISHING CHARACTERISTICS

The Plant Superintendent level recognizes positions that provide second level supervision over plant operations and maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Plant Manager.

Exercises direct supervision over assigned supervisory and technical staff.

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

Recommend and implement section goals and objectives, establish performance standards and methods for maintenance and operations activities; develop and implement policies and procedures.

Plan, develop and oversee the work of the section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, services and capital improvements; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Assist in the coordination and implementation of safety programs, including employee training.

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

Analyze process control procedures, maintenance procedures, and institute changes when necessary to achieve full compliance with regulatory agency water quality and solids disposal requirements.

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

Job Description
Plant Superintendent

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

Inspect facilities, analyze and evaluate operations and maintenance functions.

Develop plans and procedures to ensure that facilities operate within permit limits.

Recommend additions or improvements to treatment facilities and analyze their cost effectiveness.

Build and maintain positive working relationships with co-workers, Governing Board, 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.

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

Principles and practices of budgeting development, implementation and monitoring.

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.

Modern office procedures and computer equipment.

Principles of customer service.

Ability to:

Organize, implement and direct operations and maintenance activities.

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.

Job Description
Plant Superintendent

Operate and maintain a wastewater treatment facility.

Assist in the development and monitoring of an assigned budget.

Develop and recommend policies and procedures.

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

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 telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

EXPERIENCE, TRAINING AND EDUCATION

Any combination of experience, training and education 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:

Six years increasingly responsible experience in wastewater treatment plant operations and maintenance including two years of supervisory level.

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

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

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.

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



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

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.

Job Description
Plant Manager

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

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



ADMINISTRATIVE ASSISTANT

DEFINITION

To perform a variety of highly responsible administrative support duties for the General Manager; to provide administrative support to the Governing Board, Committees, and other Agency management; and to provide general assistance to the public.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant performs the full range of administrative support 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.

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

Perform a wide variety of complex, responsible and confidential duties for the General Manager, Governing Board, and Agency management.

Screen calls, visitors and mail; respond to sensitive requests for information and assistance; compile and type memos.

Participate in and assist in the administration of the General Manager's Office; compile information to be used in special projects and reports.

Maintain appointment schedules and calendars and arrange meetings and conferences for the General Manager, Board of Directors and other management staff.

Prepare Board and committee agenda packages and staff reports; attend meetings of the Governing Body and record all official proceedings; prepare meeting minutes and other documents.

Oversee publication, mailing, and posting of legal and public notices; maintain ordinances and resolutions; prepare and publish ordinance summaries.

Serve as Secretary for the Agency's Safety Committee; maintain safety policies and procedures; coordinate and track safety training.

Serve as staff liaison for the Administrative Committee, Finance Committee and Operations Committee.

Job Description
Administrative Assistant

Prepare and submit accurate and complete Santa Ana quarterly/annual reports, Colorado monthly/quarterly/annual reports, California Integrated Water Quality Systems (CIWQS) nonspill/spill reports/certification, South Coast Air Quality Management District (AQMD) annual reporting and Storm Water Pollution Prevention reporting and Conflict of Interest Code reporting.

Reconcile bank records; maintain petty cash and log all deposits for Board room rental.

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:

Advanced English usage, spelling, grammar and punctuation.

Alphabetic and numeric filing system management.

Business correspondence writing and report preparation.

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

Principles and procedures of record keeping.

Brown Act, Fair Political Practices and Conflict of Interest.

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:

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

Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand and apply Agency policies and procedures.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information for executive staff.

Job Description
Administrative Assistant

Work independently in the absence of supervision.

Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems 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 and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; 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.

Experience and Training:

Four years of increasingly responsible administrative support experience that included providing direct support to management level staff, preferably within a public agency.

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. While performing the duties of this job, the employee will 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



MANAGEMENT ANALYST

DEFINITION

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; grant writing; public outreach and education; legislative monitoring and regulatory compliance; and to fulfill other administrative assignments as required.

DISTINGUISHING CHARACTERISTICS

The Management Analyst 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, and recommendations; 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:

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

Manage office technology systems and procedures; coordinate technology system services, including website, phones, security/surveillance, and office equipment; coordinate with outside consultants and vendors to ensure the Agency's technology needs are met.

Prepare staff reports, agenda items, and resolutions as needed; oversee preparation of Governing Body agenda packets, resolutions, ordinances and public notices. Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Compose emails, general correspondence, memos, charts, business plans.

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

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

Job Description
Management Analyst

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

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

Monitor new and pending legislation and regulations for their impact on Agency operations and ensure timely compliance with regulatory matters and reporting requirements.

Participate in the development and implementation of Agency strategic plans.

Prepare bid specifications and scope of work for projects and programs; assist with the selection and management of consultants and contractors.

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

Assist in coordinating human resources programs such as recruitment and selection, classification and compensation, and employee benefits.

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

Represent the Agency at various meetings; attend Governing Board meetings, as necessary.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office organization, supervision and management.

Principles and techniques of project management.

Grant writing and application procedures.

General information technology systems.

State and Federal legislative and regulatory process.

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.

Job Description
Management Analyst

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.

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.

Job Description
Management Analyst

Experience and Training:

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

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, works at elevations of 6,700+ feet, may be exposed to 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



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 worker's compensation; 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 the 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 Finance Manager, and General Manager on human resources 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 dis-enrollment, and CalCOBRA notification.

Process Accident and Injury Reports; coordinate and participate in worker's compensation administration activities.

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.

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

Job Description

Human Resources Coordinator/Accounting Technician

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.

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 worker's 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.

Perform accurate mathematical and statistical calculations.

Perform difficult and responsible technical work involving financial and related statistical record keeping.

Job Description

Human Resources Coordinator/Accounting Technician

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.

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.

Job Description
Human Resources Coordinator/Accounting Technician

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, works at elevations of 6,700+ feet, may be exposed to 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; to direct and oversee risk management; support the General Manager in securing and coordinating information technology services and activities; 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 and risk management 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 work flow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate 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.

Job Description
Finance Manager

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.

Administer Agency's Risk Management program including maintenance of insurances (general liability and property) and contingency funding, and monitor Agency contracts to mitigate liability and reduce financial risk.

Provide support and assistance to the General Manager when executing Information Technology activities including directing and coordinating website management, backup and updates, the updating and replacement of computers, software, firewall, telephone services and equipment and security equipment.

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

Job Description
Finance Manager

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, Board of Directors, other Agency employees and the public using principles of good customer service.

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 public sector risk management.

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.

Job Description
Finance Manager

Ability to:

Plan, direct and control the activities related to the Agency's financial, risk management and information technology programs.

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.

Identify and respond to community, General Manager and Board of Director 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.

Job Description
Finance Manager

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. While performing the duties of this job, the employee will work within or near wastewater treatment facilities, work at elevations of 6,700+ feet and be occasionally exposed to outside weather conditions involving snow and extreme cold in winter months. The noise level in the work environment is usually moderate and at times there are noticeable offensive odors

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