

AGENDA

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, October 7, 2025

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA
www.dsrsd.com

Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
 - 4.A. New Employee Introductions
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight's agenda. Comments should not exceed five minutes. Speaker cards are available from the District Secretary and should be completed and returned to the District Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern. Written comments received by 3 p.m. on the day of the meeting will be provided to the Board.
6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS)
7. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.

 - 7.A. Approve Regular Meeting Minutes of September 16, 2025
Recommended Action: Approve by Motion
 - 7.B. Affirm No Changes to Utility Billing Leak Adjustments Policy
Recommended Action: Approve by Motion
 - 7.C. Authorize Amendment No. 1 to Task Order No. 1 with Kennedy/Jenks Consultants, Inc. for Design Services for the Reservoir 2 Recoating Project (CIP 18-W003)
Recommended Action: Authorize by Motion

Board of Directors

Division 1 ♦ Dinesh Govindarao | Division 2 ♦ Vacant | Division 3 ♦ Richard Halket
Division 4 ♦ Georgean Vonheeder-Leopold | Division 5 ♦ Arun Goel

- 7.D. Approve Salary Range for New Water Quality Operator Classification
Recommended Action: Approve by Resolution
- 7.E. Approve Revised Salary Range for Water/Wastewater Systems Operator II Classification and Abolish Water/Wastewater Systems Operator II (On-Call) Classification
Recommended Action: Approve by Resolution
- 7.F. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 17-25
Recommended Action: Adopt by Resolution

8. BOARD BUSINESS

- 8.A. Consider Appointment of Edward R. Duarte to Fill the Board Vacancy in Division 2
Recommended Action: Approve by Resolution
- 8.B. Receive Presentation on Utility Billing Operations and Delinquency Management Procedures
Recommended Action: Receive Presentation and Provide Direction

9. REPORTS

9.A. Boardmember Items

- 9.A.1. Joint Powers Authority and Committee Reports
DERWA Board Meeting of September 22, 2025
- 9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors
- 9.A.3. Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

9.B. Staff Reports

10. CLOSED SESSION

- 10.A. Conference with Legal Counsel – Consideration of Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Case

11. REPORT FROM CLOSED SESSION

12. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

**DUBLIN SAN RAMON SERVICES DISTRICT
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

September 16, 2025

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Goel.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting: President Arun Goel, Vice President Richard M. Halket, Director Dinesh Govindarao, and Director Georgean M. Vonheeder-Leopold.

District staff present: Jan Lee, General Manager/Treasurer; Michelle Gallardo, Administrative Services Director; Steve Delight, Engineering Services Director/District Engineer; Dan Gill, Operations Director; Douglas E. Coty, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES – None.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:01 p.m. No public comments received.

6. AGENDA MANAGEMENT (CONSIDER ORDER OF ITEMS) – General Manager Lee recommended the Board take Closed Session Item 10.B. ahead of Item 10.A. The Board agreed to reorder the items as recommended.

7. CONSENT CALENDAR

Director Vonheeder-Leopold MOVED for approval of the item on the Consent Calendar. Director Govindarao SECONDED the MOTION, which CARRIED with FOUR AYES.

7.A. Approve Special Meeting Minutes of September 9, 2025 – Approved

8. BOARD BUSINESS

8.A. Public Hearing: Accept 2025 Report on Water Quality Relative to Public Health Goals

President Goel announced the item and declared the Public Hearing open. He asked for the staff presentation.

Water/Wastewater Systems Superintendent Danny Ward and Laboratory & Environmental Compliance Manager Kristy Fournier reviewed the item for the Board and gave a presentation (handed out to the Board and posted to the website as supplemental materials).

President Goel inquired if there were any comments from the public. There was no public comment received. President Goel declared the Public Hearing closed.

The Board and staff discussed various aspects of the presentation including how the California Office of Environmental Health Hazard Assessment (OEHHA) determines the calculations establishing the Public Health Goal (PHG) levels for contaminants found in the drinking water supply, the frequency by which the PHG and Maximum Contaminant Level Goal (MCLG) levels are set for each contaminant, and the District's daily monitoring of fluoride levels for adherence to the PHG and MCLG requirements.

Director Govindarao MOVED to Accept the 2025 Report on Water Quality Relative to Public Health Goals. Director Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FOUR AYES.

9. REPORTS

9.A. Boardmember Items

9.A.1. Joint Powers Authority and Committee Reports – None.

9.A.2. Submittal of Written Reports for Day of Service Events Attended by Directors

Director Vonheeder-Leopold submitted a written report to Executive Services Supervisor/District Secretary Genzale. She reported that she attended the Alameda County Special Districts Association chapter meeting on September 10 at Castro Valley Sanitary District (CVSan). CVSan also held a ribbon cutting for its new Operations and Engineering building. She summarized the activities and discussions at the meeting.

9.A.3. Request New Agenda Item(s) for a Future Board or Committee Agenda – None.

General Counsel Coty confirmed that any Brown Act changes made this year will be included in the annual legislative update item presented to the Board in 2026.

9.B. Staff Reports

9.B.1. General Manager Monthly Report

Operations Director Gill reported on the following operational highlights for August:

- Staff successfully completed a complex repair of a 20-inch water main break that occurred in east Dublin. Engineering staff is conducting an analysis of the break to determine if there is any corrosion or unknown issues in that underground area to address.
- Staff developed an innovative solution to successfully remove mortar material discovered in a sewer pipeline in San Ramon.
- Staff effectively managed through disruptions to wastewater treatment and recycled water production operations caused by three PG&E power outages. Staff will meet with PG&E to discuss the impacts caused by these outages and to strengthen the District's communication with PG&E when outages occur.

- Staff completed the District's required triennial lead and copper sampling, and the results are expected soon.

10. CLOSED SESSION

President Goel announced an additional attendee for Closed Session 10.A: Jennifer Buckman, BKS Law Firm.

At 6:36 p.m. the Board went into Closed Session. The Board took Item 10.B. ahead of Item 10.A.

10.A. Conference with Legal Counsel – Consideration of Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Case

10.B. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency Negotiators: Jan Lee, General Manager
Michelle Gallardo, Administrative Services Director
Samantha Koehler, Human Resources and Risk Manager

Employee Organizations: 1. Stationary Engineers, Local 39
2. International Federation of Professional and Technical Employees, Local 21
3. Mid-Management Employees Bargaining Unit
4. Unrepresented Employees

Additional Attendees: Cepideh Roufougar, Jackson Lewis P.C.

Mss. Gallardo, Koehler, and Roufougar exited Closed Session 10.B. at 6:50 p.m.

Director Govindarao exited Closed Session 10.A. at 7 p.m.

11. REPORT FROM CLOSED SESSION

At 7:40 p.m. the Board came out of Closed Session. President Goel announced that there was no reportable action.

12. ADJOURNMENT

President Goel adjourned the meeting at 7:40 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor/District Secretary



TITLE: Affirm No Changes to Utility Billing Leak Adjustments Policy

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Motion, affirmation of no changes to the Utility Billing Leak Adjustments policy.

DISCUSSION:

District policies are generally reviewed on a four-year cycle to ensure that they remain current. The purpose of the Utility Billing Leak Adjustments policy is to authorize the General Manager to make utility billing leak adjustments related to excess consumption arising from leaks on the customer side of the meter. The policy was last revised in 2023, and the next review was scheduled for 2027. The policy was reviewed by staff while preparing the utility billing operations item on this same agenda and determined to be working well for the District. Therefore, staff recommends the Board affirm no changes sooner than 2027. Attachment 1 is the current policy with updated review history. If affirmed, the policy will be scheduled for subsequent review in 2029.

Originating Department: Finance	Contact: V. Chiu/K. Spray	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Marked-up Utility Billing Leak Adjustments Policy	



Policy

Policy No.: P400-23-1	Type of Policy: Finance
Policy Title: Utility Billing Leak Adjustments	
Policy Description: Authorize the General Manager to Approve Utility Billing Leak Adjustments	
Approval Date: 2/7/2023	Last Review Date: 2023 2025
Approval Resolution No.: 4-23	Next Review Date: 2027 2029
Rescinded Resolution No.: 43-17	Rescinded Resolution Date: 8/15/2017

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to authorize the General Manager to make utility billing leak adjustments related to excess consumption arising from leaks on the customer side of the meter.

Adjustments are subject to the following:

Adjustments shall be made only when all of the following are true:

- The account is a residential customer who is individually metered.
- The account is in good standing.
- There is no evidence that the excessive use was due to the intentional or negligent act by the customer.
- In the event of a leak, the customer took prompt and reasonable action to ascertain the cause and correct it.
- In the event of a leak, verifiable confirmation is received that the leak has been repaired.
- No adjustment shall be made when the loss is covered by the customer's insurance or when a claim can be filed under a warranty of any sort (new home, remodel, etc.).

The amount of any adjustment shall be subject to and limited by the following:

- The amount of excessive use shall be determined by the District.
- Adjustments are limited to only the water portion of the bill (except as noted below).
- No adjustment shall be made when the excessive consumption is the result of a malfunctioning, or not properly maintained, water softener system.

Limitations and Exceptions:

- The maximum credit adjustment allowed per customer, per year, is \$1,000.
- One credit adjustment may be granted per account in a three-year period.
- The General Manager shall have discretion in adjusting a non-residential customer's flow-based sewer bill if it can be reasonably determined that the water caused by the leak did not flow into the collection system.

Policy No.: ~~P400-23-1~~

Policy Title: Utility Billing Leak Adjustments

Reporting:

A report will be presented to the Board if total credits provided in any fiscal year exceed \$25,000.

Administration:

The General Manager shall develop rules and procedures in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. Status Quo Chronology:	
Date Adopted:	
2/7/2023	
Reviewed by Committee or Board:	Date:
Board	10/7/2025



TITLE: Authorize Amendment No. 1 to Task Order No. 1 with Kennedy/Jenks Consultants, Inc. for Design Services for the Reservoir 2 Recoating Project (CIP 18-W003)

RECOMMENDATION:

Staff recommends the Board of Directors authorize, by Motion, Amendment No. 1 to Task Order No. 1 with Kennedy/Jenks Consultants, Inc. (Kennedy/Jenks) for design services to finalize the design for the Reservoir 2 Recoating Project (CIP 18-W003) by \$41,918 increasing the total from \$175,000 to \$216,918.

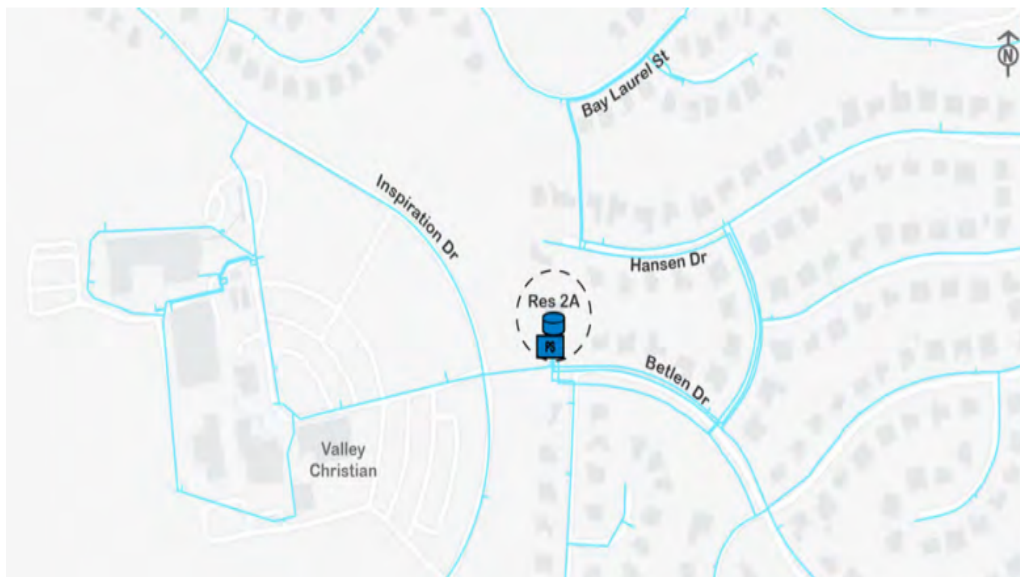
SUMMARY:

The Capital Improvement Program Two-Year Budget includes the Reservoir 2 Recoating Project (CIP 18-W003) (Project). In June 2020, under the General Manager's approval authority, Task Order No. 1 in the amount of \$175,000 with Kennedy/Jenks was executed for design services and a temporary reservoir outage plan needed to recoat the interior and exterior of the tank. The preferred outage plan is more complicated than what was included in the original scope of work and requires additional design effort. Staff recommends approving an amendment to Task Order No. 1 to increase the contract by \$41,918 with Kennedy/Jenks from a total of \$175,000 to \$216,918 to complete the design for the Project.

BACKGROUND:

Reservoir 2 is a 770,000-gallon steel potable water storage tank located at the intersection of Palmas Way and Betlen Drive (see Figure 1). It is the only water storage tank for the Zone 2 pressure zone on the west side of the service area. Reservoir 2 was put into service in 1964, and since it went online there is no record of it being taken out of service for a full interior and exterior recoating. Cleaning and inspection of all tanks are completed every three to five years. The most recent inspections, completed in 2016 and 2021, for Reservoir 2 recommend recoating the interior and exterior of the tank in order to keep it in good working order and to extend its useful life.

Figure 1: Reservoir 2 Location



Originating Department: Engineering and Technical Services	Contact: S. Spala/S. Delight	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$41,918 from Water Replacement (Fund 610)	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Resolutions <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

In 2018, the Project was added to the Capital Improvement Program. On June 24, 2020, under the General Manager's approval authority, Task Order No. 1 in the amount of \$175,000 with Kennedy/Jenks was executed for design services, system outage plan development, bid services, and project management. The Project's scope includes recoating the interior and exterior of the tank, removal and replacement of the access ladders, and replacement of the cathodic protection system. During construction, Reservoir 2 will be completely removed from service, and a temporary operation plan will be implemented to maintain safe reliable service to customers. Due to Reservoir 2 being the only water storage tank for Zone 2, removing the tank from service is complicated, and various options have been evaluated to date.

DISCUSSION:

Progress for design has experienced delays due to staff turnover in both Engineering and Field Operations. Kennedy/Jenks worked on several different outage models that were not anticipated in the original scope of work. During development of the preferred system outage plan it was determined that a hydro-pneumatic tank will be the most reliable option to serve customers while the storage tank is out of service. The hydro-pneumatic tank adds complexity to the temporary system design. Furthermore, operation of the temporary system requires additional control strategies to ensure the system can operate reliably while Reservoir 2 is out of service. The design of a temporary hydro-pneumatic system was not accounted for in the original design scope and fee.

Staff recommends approving Amendment No. 1 to Task Order No. 1 to increase the contract by \$41,918 with Kennedy/Jenks from a total of \$175,000 to \$216,918 to complete the design of the Project. The increase will cover additional project management, design services, monitoring and controls development related to the system outage plan. Per District Code Section 7.40.070, the Board is required to approve the contract amendment since the total amount of the contract would exceed the General Manager's maximum purchasing authority amount of \$175,000.

FISCAL IMPACT:

The total estimated project cost included in the adopted Capital Improvement Program Two-Year Budget is \$1,915,000, and total expenditures to date are approximately \$350,000, which includes both consultant and in-house labor costs. Overall, there is 81.8% of the approved project budget available which is sufficient for this contract change. This Project is funded by Water Replacement (Fund 610), which will remain as adopted.

NEXT STEPS:

Staff anticipates completing design in spring of 2026 and for construction to take place over the winter of 2026–27, when potable water demands are at their lowest. The Project is anticipated to take six months and be completed by April 2027.



TITLE: Approve Salary Range for New Water Quality Operator Classification

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the salary range for a new Water Quality Operator classification, effective October 7, 2025.

DISCUSSION:

In the Field Operations Division, operation of the District's potable water distribution system includes responsibilities related to water quality, such as chemical handling and dosing, daily rounds, water sampling, regulatory reporting, and responding to customer water quality complaints. Currently these water quality-related functions are decentralized with various tasks being performed by Senior Water/Wastewater Systems Operators and other Field Operations staff. Staff have identified a business need for a new Water Quality Operator classification to consolidate the water quality-related responsibilities into one position, providing for better accountability and staff efficiency for the Field Operations Division. Human Resources staff drafted the new classification description for the Water Quality Operator, with the final job classification (Attachment 1) approved by the General Manager to be effective on October 7, 2025.

In accordance with the District's New/Revised Job Classifications and Salary policy (Attachment 2), for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. In accordance with the salary survey requirements in Sections 12.3 and 12.4 of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 (Local 39), the District conducted a market compensation survey of the District's nine (9) comparator agencies to find appropriate classification and salary matches for the Water Quality Operator. As there were not sufficient market comparisons within these nine comparable agencies, in accordance with the District's compensation plan, the proposed salary range for the new Water Quality Operator is recommended to be set internally, benchmarked 5% above the revised Water/Wastewater Systems Operator II salary range, as presented as a separate item on this same agenda. The recommended compensation for the position is Step A, \$10,032 to Step E, \$12,195 per month.

Human Resources staff consulted with Local 39 representatives on the new classification and salary range for the Water Quality Operator, and Local 39 concurred with the new classification and salary. Upon approval of the salary range, staff intends to begin a recruitment to find the best qualified candidate to fill the Water Quality Operator position in the Field Operations Division.

An existing, vacant full-time equivalent (FTE) was identified and included in the fiscal year 2026 operating budget as a placeholder for the Water Quality Operator position. The placeholder position in the fiscal year 2026 operating budget was allocated to both Local Wastewater (Fund 200) and Water (Fund 600). As the Water Quality Operator position will be solely allocated to water operations, Fund 600 will have an increased cost of \$82,526 for fiscal year 2026. Fund 600 has sufficient budget to cover the increased cost in fiscal year 2026 and fiscal year 2027 and the total FTE count will remain unchanged at 142.

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: \$206,320 from Water (Fund 600)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – New Water Quality Operator Job Classification Attachment 2 – New/Revised Job Classification and Salary Policy	

Class Description

Effective Date: October 7, 2025
Job Title: Water Quality Operator
W/C Code: 8810
FLSA Status: Non-Exempt
Unit: Local 39
Job Code: 1515

DEFINITION

Under general supervision, plans, coordinates, and implements water quality monitoring programs for the potable water and recycled water systems including sampling plans, water quality complaint investigation, field analysis and sample collection; performs chemical and physical testing to ensure the quality of water supplied by the District provides the highest level of safety for public use and complies with all Federal, State, and local regulations; performs a variety of routine to complex mechanical, maintenance, and operational duties pertaining to the District's water distribution and recycled water distribution systems; assists with the preparation of regulatory reports as directed; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor. Exercises no direct supervision over staff. May provide training to lower-level staff in area of specialization.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, specialized classification responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions 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. Work is normally reviewed upon completion and for overall results. This classification is distinguished from the Senior Water/Wastewater Systems Operator in that the latter exercises technical and functional direction over lower-level staff and is responsible for the full range and most complex Water/Wastewater Systems Operator work. This classification is further distinguished from the Water/Wastewater Systems Supervisor by the supervisory responsibility over staff and the assigned operations and maintenance function.

TYPICAL DUTIES

- Takes samples and performs chemical tests of chlorine residual; takes samples of water and may perform a variety of other chemical tests.
- Ensures the District's water distribution, recycled water distribution systems meet all water quality, safety and regulatory requirements; ensures compliance with applicable Federal, State, and District standards.
- Ensures compliance of fluoride addition and established fluoride monitoring plan.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.

Class Description: Water Quality Operator

- Ensures that adequate materials and supplies are available for operations; performs regular inventories of chemicals and other supplies; assists with the safe unloading and storage of chemicals.
- Utilizes the SCADA system to monitor, regulate, and control the operation of the potable and recycled water systems.
- Troubleshoots operational and maintenance problems; corrects and directs the correction and repair of operational and/or equipment problems related to water quality.
- Assists and reviews chemical dosing calculations to control chlorine residual in water storage facilities.
- Performs the collection and field analysis of water samples from the District's water systems, including turnouts, chloramine booster systems, and storage facilities to ensure compliance with Federal, State and Local regulations.
- Reviews accuracy and interprets collected sample data, test results and logs of water quality activities.
- Assists with the preparation of regulatory reports.
- Assists division management with updating and administering regulatory plans, including but not limited to the Water System Operation and Maintenance Plan, Fluoridation System Contingency Plan, Bacteriological Sampling Site Plan, and Water Quality Emergency Notification Plan.
- Provides complex water quality monitoring program coordination and project management; prepares and presents reports and other necessary correspondence.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations related to water quality; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing water and recycled water distribution systems, including water hydraulics, valves, pipe materials, water service components, and other related facilities and equipment.
- Technical regulations applicable to water quality and the operations and maintenance of water distribution systems.
- Techniques for operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Principles and practices of equipment troubleshooting.
- Mechanical, electrical, and hydraulic principles.
- Safety equipment and practices related to the work, including traffic control, and the handling of hazardous chemicals.

Class Description: Water Quality Operator

- Applicable Federal, State, and local laws; District, department, and division regulations, codes, policies, and procedures.
- Principles of operation of District water production, treatment, and distribution systems including SCADA systems.
- Record keeping principles and procedures.
- Shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination, including SCADA.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform skilled and semi-skilled work related to the operation, maintenance, and repair for major potable water and recycled water facilities and related projects, studies, and programs as related to water quality.
- Train others in proper and safe work procedures related to water quality.
- Understand, interpret and apply all technical regulations applicable to water quality and the operations and maintenance of water distribution systems.
- Plan, set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Safely and effectively maintain and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Promote a safe work environment with team members.
- Maintain clear and accurate records.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate arithmetic computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to the completion of the twelfth (12th) grade and three (3) years of responsible experience in water distribution system facilities, including water quality testing and sampling.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession and maintenance of a Class C Driver's License issued by the State of California, Department of Motor Vehicles, is required to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession and maintenance of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D3 certification is required upon appointment. Possession and maintenance of a California SWRCB Water Distribution Operator Grade D4 certification is required within one (1) year of appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T2 certification is required upon appointment.

Possession and maintenance of a Backflow Prevention Testers Certificate and Cross Connection Control certification is required within one (1) year of appointment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

Incumbents may be required to work overtime, weekends, and holidays as assigned.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly exposed to wet and/or humid conditions. Employee is exposed to moving mechanical parts.

Employee is exposed to outside weather conditions

Employee is frequently exposed to high, precarious places and toxic or caustic chemicals.

Employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.

Employees use power and noise producing tools and equipment and the noise level in the work environment may usually be loud.

Employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards.

PHYSICAL DEMANDS**Standing**

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than ½ hour at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than ½ hour at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while performing a variety of skilled work in the maintenance and repair of related facilities and equipment including packing and sealing, performing repairs, operating a variety of equipment including digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks.

Walking

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while walking within the plant, to and from field sites, relocating tools,

Class Description: Water Quality Operator

supplies, equipment, inspecting and monitoring equipment, operating vibrators, jackhammers, tampers, flagging vehicles, utilizing a wheelbarrow, dollies and a variety of related activities.

Sitting

Average Frequency: 3 to 4 hours.
Duration: Less than ½ hour at a time.
Maximum Frequency: Up to 6 to 7 hours.
Duration: Less than 1 hour at a time.
Surfaces: Cushioned vehicles seat or office chair.
Description: Performs during training or meetings, operating equipment including a forklift, pickup truck, utilizing a computer keyboard, monitor, mouse, reading, writing.

Kneeling/Crouching/Squatting

Average Frequency: Less than 1 hour.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, finishing concrete.

Crawling

Average Frequency: 0 to less than 5 minutes per month.
Duration: Seconds to less than 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while performing equipment inspections, utilizing hand tools to finish concrete.

Laying on Back/Stomach

Average Frequency: 0 to less than 15 minutes per week.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while installing water meters, inspecting equipment.

Climbing/Balancing

Average Frequency: 20 to 30 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Ladder steps, vehicle floorboards.

Class Description: Water Quality Operator

Description: Performs while ascending or descending reservoir vertical fixed ladders up to 30 feet, accessing pump stations, ascending or descending 1 to 3 steps to access vehicle cabs.

Reaching

Above Shoulder Level:

Average Frequency: Less than 5 to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 75 times.

Duration: Seconds at a time.

Description: Performs while accessing equipment including actuators, exercising valves. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 5 to 6 hours.

Duration: Seconds to less than ½ hour at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while operating equipment including a forklift, pickup truck, operating equipment in conjunction with maneuvering steering wheels or levers, performing repairs, operating a variety of equipment including testing equipment, digging installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Below Waist Level:

Average Frequency: Less than 1 hour.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Pushing/Pulling

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting,

pushing, pulling, guiding, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete in conjunction with utilizing hand tools, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly.

Twisting/Rotating

Waist:

Average Frequency: Less than 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: 1 to 2 hours.

Duration: Seconds to less than 1 minute at a time.

Description: Performs while accessing parts, opening or closing valves, utilizing a shovel to relocate dirt, driving. The motion is center to the right back to center or center to the left back to center less than 20-degrees per occurrence.

Neck:

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while inspecting or monitoring equipment, driving, repairing, servicing and inspecting equipment, during normal body mechanics. The motion is center to the right back to center or center to the left back to center less than 45-degrees per occurrence.

Wrists:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a variety of tools including a shovel to relocate dirt, screwdrivers, pliers, wrenches, valve keys, cleaning, utilizing various hand tools, during normal body mechanics. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including digging, installing pipes, operating a variety of equipment including vibrators,

Class Description: Water Quality Operator

jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. The motion is in a forward direction between 5 and 65-degrees.

Head/Neck:

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while performing a variety of skilled work in the maintenance and repair of related facilities and equipment including packing and sealing, performing repairs, operating a variety of equipment including digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks, utilizing a variety of hand or power tools, inspecting equipment, during normal body mechanics.

Wrists:

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 10 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 10 minutes at a time.
Description: Performs while utilizing a variety of tools including wrenches, screwdrivers, pliers, shovel, turning valves, relocating samples, driving in conjunction with maneuvering a steering wheel or levers, operating power equipment, servicing and repairing equipment, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, drills, bolts, nuts, small parts, samples, shovel, fittings, couplings, gaskets, pick, wrenches.
Average Frequency: 5 to 6 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 15 minutes at a time.
Distance: Less than 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil, handling paperwork, utilizing a telephone, metal hook, utilizing various tools while performing a variety of maintenance to various equipment including wrenches, screwdrivers, pliers, valve keys, drills, handling small parts including nuts, bolts, samples, utilizing a shovel while digging, handling fittings, couplings, gaskets, wrenches, etc.

Class Description: Water Quality Operator

11 to 25 lbs.

Objects: Valve key, hoses, 1" meter, skill saw, miscellaneous parts, steel signs.
Average Frequency: Less than ½ hour.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 10 minutes at a time.
Distance: Less than 50 feet.
Height: Ground to chest level.
Description: Performs while retrieving and relocating various tools, supplies, equipment.

26 to 50 lbs.

Objects: Submersible pump, small lateral camera, 3" meter, valve opener, SCBA with case, 1" air valve, key valve/actuator, tool bag, B12 lid, sodium sulphate de-chlor, 8" defusser, hydrain meter, fire extinguisher.
Average Frequency: 5 to 10 times.
Maximum Frequency: Up to 100 times.
Duration: Seconds to less than 2 minutes at a time.
Distance: Up to 50 yards.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of tools, parts, supplies.

51 to 75 lbs.

Objects: Small generator, camera, 2"/30' copper roll, sample station, portable trash pump, propane tank, jackhammer.
Average Frequency: 2 to 4 times.
Maximum Frequency: 10 to 20 times.
Duration: Seconds at a time.
Distance: Less than 150 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of objects including tools, supplies and equipment, utilizing a jackhammer a combination of pushing, pulling, guiding, lifting and partial lifting.

76 to 100 lbs.

Objects: B9 meter cover, chlorine tablet case, 12" clamp.
Average Frequency: 0 to 1 time per week.
Maximum Frequency: Up to 24 times every 6 months.
Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while utilizing a meter hook to remove or replace meter covers, retrieving and relocating materials, supplies or equipment.

100+ lbs.

Objects: Portable generator, lift pump, 30" manhole lid, 24" manhole lid, B40 meter cover, hydrant, pvc pipe, B12 meter box, 8" gate valve.
Average Frequency: 0 to 1 time per week.
Maximum Frequency: Average frequency is consistent.

Class Description: Water Quality Operator

Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while loading and unloading a portable generator, lift pump, hydrant, pvc pipe, 8" gate valve, with or without assistance, utilize a metal hook to remove or replace manhole lids or meter covers, a combination of pushing, pulling or partial lifting.

Simple Grasping

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while operating a variety of equipment including vehicles, forklifts in conjunction with maneuvering steering wheels, levers, retrieving and relocating samples, relocating tools, wrenches, screwdrivers, pliers, handling and manipulating fittings, couplings, small parts, flagging vehicles in conjunction with utilizing a flag. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a dolly, retrieving and relocating a variety of items including lids, supplies, tools. Unilateral or bilateral hand use.

Fine Manipulation

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while handling nuts, bolts, screws, small parts, utilizing a computer keyboard, mouse, monitor, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

Shovel	Tampers
Threaders	Cutters
Forklift	Hoses
Vibrators	Computer keyboard, mouse, monitor
Jackhammers	Writing utensil

Class Description: Water Quality Operator

Office equipment	Chainsaw
Valve key	Clamps
Actuators	Skill saw
Cranes	Chop saw
Torch	Roto hammer
Wrenches	Spud bar
Wheelbarrow	Screwdrivers
Bolt cutters	Sockets
Fire extinguisher	Generators
Sledgehammer	Soldering equipment
Saw-zall	Winch, gas detectors, confined space entry tripod and lowering tools
Drills	Sample station
Pliers	Pickup truck
Pipe wrenches	Backhoe
Pumps	

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, hand, and fall protection equipment.

Positions in this class are required to be clean-shaven as required to wear respiratory protection or other safety equipment.

WEIGHTS AND MEASURES

Items Weighed:

Submersible pump – 35 pounds	B9 meter cover – 85 pounds
Valve key – 25 pounds	B12 lid – 30 pounds
Portable generator – 250 pounds (estimated)	Hydrant – 220 pounds
Small lateral camera – 45 pounds	Skill saw – 18 pounds
25' X 2 ½" hose – 15 pounds	Chlorine tablets case – 100 pounds
Small generator – 55 pounds	Sodium sulphate d-chlor – 50 pounds
3" meter – 45 pounds	Gas chainsaw – 10 pounds
1" meter – 15 pounds	Portable trash pump – 70 pounds
Valve opener – 40 pounds	8" X 20' pvc pipe – 225 pounds
SCBA with case – 35 pounds; without case – 30 pounds	B12 meter box – 110 pounds
1" air valve – 30 pounds	8" clamp – 35 pounds
Camera – 71 pounds	10" clamp – 55 pounds
Lift pump – 160 pounds	12" clamp – 90 pounds
2"/30' copper roll – 70 pounds; 60" estimated 140 pounds	Diffuser – 35 pounds
Key valve/actuator – 45 pounds	Steel sign – 17 pounds
Sample station – 65 pounds	8" gate valve – 190 pounds
Fittings – up to 10 pounds	Hydrant meter – 40 pounds
Tool bag – 35 pounds	Propane tank – 75 pounds
30" manhole lid – 185 pounds	Fire extinguisher – 32 pounds
24" manhole lid – 163 pounds	Winch – 27 pounds
B40 meter cover – 190 pounds	Confined space entry tripod – 33 pounds

Class Description: Water Quality Operator

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Policy

Policy No.: P700-22-3	Type of Policy: Personnel
Policy Title: New/Revised Job Classifications and Salary	
Policy Description: Non-standard job classifications and/or salary requiring Board approval and adoption	
Approval Date: 8/19/2014	Last Review Date: 2022
Approval Resolution No.: 53-14	Next Review Date: 2026
Rescinded Resolution No.: 71-11	Rescinded Resolution Date: 11/15/2011

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The General Manager may approve new or revised job titles, job definitions, and job duties for all standard job classifications except senior level management. Job titles, job definitions and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption.

For all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The proposed salary range for a job classification shall be consistent with District compensation structure and/or applicable Memoranda of Understanding (MOU). In the event that an approved salary range for a job classification is determined to be insufficient to recruit a qualified employee due to the unique nature of the job classification and/or due to a difficult labor market and the recommended salary for the job classification is outside the parameters contained in a MOU, the General Manager shall recommend and submit for Board approval a revised monthly salary range which is in best keeping with District practices and priorities. No new or revised salary range shall be applicable to a classification until approved by the Board. Upon approval of any new or revised salary range, the District's salary plan shall be updated in accordance with the District's Salary Plan policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
August 19, 2014	
Reviewed by Committee or Board:	Date:
Board	December 4, 2018
Board	June 21, 2022

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE
SALARY RANGE FOR THE NEW WATER QUALITY OPERATOR CLASSIFICATION

WHEREAS, the General Manager has authority to approve new or revised job titles, job definitions, and job duties for all standard job classifications, except senior-level management, as described in Resolution No. 53-14; and

WHEREAS, the District has a need for a Water Quality Operator classification to consolidate water quality-related duties in the Field Operations Division; and

WHEREAS, the Water Quality Operator job classification is subject to the provisions of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 ("Local 39"); and

WHEREAS, all meet and confer obligations have been met by the District and Local 39 pertaining to the new Water Quality Operator classification and salary; and

WHEREAS, for all positions, including senior-level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, that the salary range for the Water Quality Operator job classification is set to \$10,032–\$12,195 per month.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of October, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Approve Revised Salary Range for Water/Wastewater Systems Operator II Classification and Abolish Water/Wastewater Systems Operator II (On-Call) Classification

RECOMMENDATION:

Staff recommends the Board of Directors approve, by Resolution, the revised salary range for the Water/Wastewater Systems Operator II classification and abolish the Water/Wastewater Systems Operator II (On-Call) classification.

DISCUSSION:

As part of the operation of the District's water distribution and wastewater collections systems, the District's Water/Wastewater Systems Operator II - On-Call (WWSO II On-Call) classification is required to participate in the Field Operation Division's on-call pool of qualified operators to monitor and respond to after-hours and weekend call outs and services for the systems. The WWSO II On-Call classification receives a 2.5% salary differential over the WWSO II classification for the required participation in the on-call pool. The District identified a business need to increase the size of the District's on-call pool of qualified operators to provide coverage in cases of employee absences or emergencies, develop a highly skilled workforce, and address succession planning and knowledge transfer in the Field Operations Division. To address these business needs, staff revised the WWSO II job classification to add the requirement to participate in the on-call pool at the WWSO II level and proposes to abolish the single WWSO II On-Call classification.

In August, staff met and conferred with the Stationary Engineers, Local 39 (Local 39), regarding the proposed revisions to the WWSO II job classification to add the requirement for participation in the on-call pool. The salary range for the revised WWSO II classification was proposed to increase by 2.5%, the same as the WWSO II On-Call classification, in recognition of the requirement to participate in the on-call pool. The District and Local 39 reached agreement on the revisions to WWSO II job classification and salary, with the revised WWSO II job classification (Attachment 1), approved by the General Manager to be effective on October 8, 2025.

Additionally, as the requirement to participate in the on-call pool would be added to the WWSO II classification, the WWSO II On-Call classification (Attachment 2) would no longer be needed since there would no longer be a difference between the WWSO II and the WWSO II On-Call classifications. The District and Local 39 reached agreement on abolishing the WWSO II On-Call classification. As such, staff recommends the Board abolish and remove the WWSO II On-Call classification from the District's classification plan, to be effective October 8, 2025.

In accordance with the District's [New/Revised Job Classifications and Salary policy](#), for all positions, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The revised salary range for the WWSO II classification is recommended to be \$9,554 to \$11,614 per month. Upon approval of the salary range, the current WWSO II On-Call employees will be reclassified to the WWSO II classification. Additionally, current WWSO II employees will receive the salary increase effective on October 8, 2025. The estimated fiscal impact with the proposed salary range increase for the WWSO II classification is approximately \$13,600 for fiscal year 2026. The District has sufficient budget in the fiscal years 2026 and 2027 operating budget to cover the cost.

Originating Department: Administrative Services		Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required		Cost and Funding Source: \$13,600, with 40% from Local Wastewater (Fund 200) and 60% from Water (Fund 600)	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)		Attachment 1 – Revised Water/Wastewater Systems Operator II Job Classification, effective October 8, 2025 Attachment 2 – Abolished Water/Wastewater Systems Operator II On-Call Job Classification	



Class Description

Effective Date: October 8, 2025
Job Title: Water/Wastewater Systems Operator I/II
W/C Code: 8810
FLSA Status: Non-Exempt
Unit: Local 39
Job Code: 1511 / 1512

DEFINITION

Under direct or general supervision, performs a broad range of skilled and semi-skilled duties associated with the operation, maintenance and repair of major water, wastewater and recycled water facilities. At the journey level, participates in the District's On-Call pool by responding as the primary first responder to after-hours calls and alarms for the potable and recycled water distribution and wastewater collection systems. The Water/Wastewater Systems Operator is a multi-skilled position, required to perform a variety of tasks including, but not limited to, repair, treatment and process calculations, asset calibration, maintenance, quality control, safety, automation, and problem solving; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Water/Wastewater Systems Operator I

Receives direct supervision from the assigned supervisor. Receives technical and functional direction and training from the Senior Water/Wastewater Systems Operator. Exercises no direct supervision over staff.

Water/Wastewater Systems Operator II

Receives general supervision from the assigned supervisor. Receives technical and functional direction and training from the Senior Water/Wastewater Systems Operator. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

Water/Wastewater Systems Operator I

This is the entry-level classification in the Water/Wastewater Systems Operator series. Initially under close supervision, incumbents with basic experience learn District systems, operations, practices, and procedures and perform the less difficult and complex tasks in the field of water/wastewater systems operation. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Water/Wastewater Systems Operator II

This is the journey-level classification in the Water/Wastewater Systems Operator series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, exercising judgment and initiative, and participating in the District's On-Call pool. Positions 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. Work is normally reviewed upon completion and for overall results. This classification is further distinguished from Senior Water/Wastewater Systems Operator in that the latter exercises technical and functional direction over lower-level staff and is responsible for the most complex work.

Positions in the Water/Wastewater Systems Operator classification series are flexibility staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level classification.

TYPICAL DUTIES

When performing Wastewater Collections Systems assignments:

- Maintains and repairs, in a safe and sanitary manner, sewer lines, manholes, pressure hoses, mains, parts, and other related facilities and equipment to ensure compliance with established codes; methods include smoke testing and closed-circuit television (CCTV) work.
- Inspects and tests underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using CCTV devices and other specialized testing equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots, and other materials on a scheduled preventative maintenance basis.
- Examines, maintains, cleans and unplugs collection lines with a variety of specialized equipment including hydro-jetting, video and grouting vehicles; seals and grouts damaged lines as required.
- Tests and monitors manholes for dangerous gases and uses proper safety precautions when entering underground areas; builds and cleans out manholes and other collection facilities.
- Performs installation, maintenance, and repair of wastewater mains; digs up and repairs damaged sections of pipe; cuts, installs, threads, and assembles new pipe.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Operates a combination hydro-jetting/vacuuming truck to clean and jet sewer lines on a scheduled or emergency basis.

When performing Potable Water & Recycled Water Distribution assignments:

- Monitors and controls the operation of potable and recycled water distribution systems incorporating chemical feeding equipment, utilizing the SCADA system, monitoring equipment, reservoirs, and/or storage tanks; inspects for compliance with established codes and/or damaged or worn parts and makes repairs as necessary.
- Coordinates the installation and maintenance of the potable and recycled water distribution system in a safe and sanitary manner to ensure safe conditions for the District.
- Regulates water flow into or out of the distribution systems or reservoirs when necessary.
- Checks operation of automatic pump and valve regulating equipment and adjusts or repairs as needed.
- Inspects, maintains, and repairs pipelines, pumps, valves, tanks, reservoirs, and related appurtenances; inspects and tests lines in the distribution system visually or using smoke or dye testing and/or television devices.
- Performs repairs and maintenance of valves, meters, and distribution pipelines.

Class Description: Water/Wastewater Systems Operator I/II

- Performs preventive maintenance on and troubleshoots pumps, motors, motor control centers, and other equipment.
- Takes samples and performs chemical tests of chlorine residual; takes samples of water and may perform a variety of other chemical tests.
- Flushes water lines and keeps system area clean.
- Adjusts and repairs pressure regulating equipment.
- Operates, adjusts, maintains, and repairs chemical feeders dispensing sodium hypochlorite or other oxidizing agents, fluoride, ammonia, and polyelectrolyte; responds to hazardous chemical spill events at District facilities.
- Performs general maintenance duties such as flushing of main lines and dead ends.
- Makes or arranges for and oversees repairs to valves, hydrants, mains, and pipelines.
- Installs water meters.
- Performs chlorination treatment of recycled and potable water at reservoirs.

When performing all assignments:

- At the WWSO II level, participates in the District's On-Call program and responds as the primary first responder to after-hours calls or alarms for emergency field services, SCADA operational modifications, or system failures.
- Completes work orders initiated by customer service staff or assigned by lead according to customer complaints and calls for service; responds to emergency calls for service as required; provides assistance to other divisions as required.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment, such as forklifts, backhoes, excavators, vibrators, jackhammers, tampers, air compressors, hydro-combo trucks, generators, and cutters appropriate for the construction, maintenance, and repair of the District's water/wastewater infrastructure system.
- Oversees, coordinates, and inspects contract repair work.
- Cleans and inspects lift stations and may repair or replace valves or fittings.
- Performs 'mark and locate' program duties.
- Assists in the maintenance of records for locating District installed equipment, pipelines and related facilities.
- Services and maintains mobile equipment in a clean and orderly condition; and makes minor repairs as needed.
- Plans and sets up traffic control and safety equipment when using vehicles on a street or other roadway; and uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for operations, maintenance and repair work; performs regular inventories of chemicals and other supplies; assists with the safe unloading and storage of chemicals.
- Contacts the public to inform them of activities; explains applicable rules and regulations.
- Troubleshoots system and facility problems.
- Performs a variety of administrative duties, including purchasing, researching for bids, record keeping, and report preparation; keeps records and logs of operations; updates information for reporting purposes.

Class Description: Water/Wastewater Systems Operator I/II

- May perform special project work including assisting with Capital Improvement Project (CIP) projects and providing input into water, recycled, and collection system projects.
- Assists lower-level and new staff as required.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity. The knowledge, skills, and abilities related to participation in the District's On-Call program are performed at the journey (II) level.

Knowledge of:

- The District's potable and recycled water distribution and wastewater collections systems and related facilities, including division procedures for troubleshooting and correcting system issues.
- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and /or wastewater collection systems, including underground water and wastewater collection lines and pump/lift stations.
- Principles and practices of mobile equipment servicing and repair.
- Safety equipment and practices related to the work, including confined space entry, traffic control, and the handling of hazardous chemicals.
- Mechanical, electrical and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- State and Federal drinking water, recycled water, sanitary sewer and storm water standards.
- Applicable Federal, State, and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- Principles and practices of cathodic protection.
- Record keeping principles and procedures.
- Water distribution math and shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Respond to the location of an incident related to the water, wastewater, recycled water, or SCADA system within one (1) hour from the time the location of the incident and the need to respond is known or should have been known.

Class Description: Water/Wastewater Systems Operator I/II

- Recognize abnormal events or proactively predict changing conditions.
- Identify and take appropriate action when operating problems occur, particularly after hours without immediate assistance from staff.
- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair, of underground water distribution and wastewater collection lines, pump, and lift stations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment.
- Read meters and gauges efficiently and record accurate consumption information.
- Read maps, manuals and specifications.
- Perform process adjustments based on technical decisions to maintain process performance criteria.
- Perform manual and strenuous physical labor and heavy lifting.
- Perform work in a confined space, following required confined space entry procedures.
- Maintain clear and accurate records.
- Make accurate arithmetic computations.
- Identify and take appropriate action when operating problems occur.
- Maintain attention to detail and accuracy.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to the completion of the twelfth (12th) grade.

Water/Wastewater Systems Operator I

One (1) year of experience performing a broad range of skilled and semi-skilled duties in water distribution and/or wastewater collection systems.

Water/Wastewater Systems Operator II

Two (2) years of skilled experience in water distribution and/or wastewater collection systems similar to a Water/Wastewater Systems Operator I. Experience in recycled water distribution and treatment is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class B driver's license with air brakes and tanker endorsements required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Positions at the I-level must obtain within one (1) year of appointment. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession of a Class A Driver's License with Air Brakes and Tanker Endorsements is desirable.

If assigned to operate service truck cranes, possession and maintenance of a valid Service Truck Crane Operator certification of competency issued by the National Commission for the Certification of Crane Operators (NCCCO) is required.

Water/Wastewater Systems Operator I:

Possession and maintenance of one of the below certifications is required upon appointment:

- A California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D2 certification; or
- A California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade I certification.

If qualifying for appointment with California SWRCB Water Distribution Operator Grade D2 certification, possession and maintenance of a CWEA Wastewater Collection Systems Maintenance Grade I certification is required within one (1) year of appointment.

If qualifying for appointment with a CWEA Wastewater Collection Systems Maintenance Grade I certification, possession and maintenance of a California SWRCB Water Distribution Operator Grade D2 certification is required withing one (1) year of appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T1 certification is required within one (1) year of appointment.

Water/Wastewater Systems Operator II:

Possession and maintenance of a California SWRCB Water Distribution Operator Grade D3 certification is required upon appointment.

Possession and maintenance of a California SWRCB Water Treatment Operator T1 certification is required upon appointment.

Possession and maintenance of a California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade I certification is required upon appointment. Possession and maintenance of a CWEA Wastewater Collection System Maintenance Grade II certification is required within one (1) year of appointment.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

Incumbents may be required to work overtime, weekends, and holidays as assigned.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly exposed to wet and/or humid conditions.

Employee is exposed to moving mechanical parts.

Employee is exposed to outside weather conditions

Employee is frequently exposed to high, precarious places and toxic or caustic chemicals.

Employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.

Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.

Employees use power and noise producing tools and equipment and the noise level in the work environment may usually be loud.

Employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards.

PHYSICAL DEMANDS

Standing

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than ½ hour at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than ½ hour at a time.

Class Description: Water/Wastewater Systems Operator I/II

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks.

Walking

Average Frequency: 4 to 5 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 5 to 6 hours.

Duration: Seconds to less than 15 minutes at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while walking within the plant, to and from field sites, relocating tools, supplies, equipment, inspecting and monitoring equipment, operating vibrators, jackhammers, tampers, flagging vehicles, utilizing a wheelbarrow, dollies and a variety of related activities.

Sitting

Average Frequency: Up to 1 hour.

Duration: Less than ½ hour at a time.

Maximum Frequency: Up to 6 to 7 hours.

Duration: Less than 1 hour at a time.

Surfaces: Cushioned vehicles seat or office chair.

Description: Performs during training or meetings, operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, finishing concrete.

Crawling

Average Frequency: 0 to less than 5 minutes per month.
Duration: Seconds to less than 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while performing equipment inspections, utilizing hand tools to finish concrete.

Laying on Back/Stomach

Average Frequency: Up to 15 minutes per week.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while installing water meters, inspecting equipment.

Climbing/Balancing

Average Frequency: 20 to 30 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Ladder steps, vehicle floorboards.
Description: Performs while ascending or descending reservoir vertical fixed ladders up to 30 feet, accessing pump stations, ascending or descending 1 to 3 steps to access vehicle cabs.

Reaching**Above Shoulder Level:**

Average Frequency: 10 to 20 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 75 times.
Duration: Seconds at a time.
Description: Performs while accessing equipment including actuators, exercising valves. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 6 to 7 hours.
Duration: Seconds to less than ½ hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck, operating equipment in conjunction with maneuvering steering wheels or levers, performing repairs, operating a variety of equipment including hydrocleaning/video equipment, testing equipment, digging installing pipes, operating a variety of equipment including

vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Pushing/Pulling

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete in conjunction with utilizing hand tools, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly.

Twisting/Rotating

Waist:

Average Frequency: Less than 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: 1 to 2 hours.

Duration: Seconds to less than 1 minute at a time.

Description: Performs while accessing parts, utilizing equipment while hydrocleaning, opening or closing valves, utilizing a shovel to relocate dirt, driving. The motion is center to the right back to center or center to the left back to center less than 20-degrees per occurrence.

Neck:

Average Frequency: 2 to 3 hours.

Class Description: Water/Wastewater Systems Operator I/II

Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while inspecting or monitoring equipment, driving, repairing, servicing and inspecting equipment, during normal body mechanics. The motion is center to the right back to center or center to the left back to center less than 45-degrees per occurrence.

Wrists:

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 3 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a variety of tools including a shovel to relocate dirt, screwdrivers, pliers, wrenches, valve keys, cleaning, utilizing various hand tools, during normal body mechanics. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. The motion is in a forward direction between 5 and 65-degrees.

Head/Neck:

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks,

Class Description: Water/Wastewater Systems Operator I/II

reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks, utilizing a variety of hand or power tools, inspecting equipment, during normal body mechanics.

Wrists:

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 10 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 10 minutes at a time.

Description: Performs while utilizing a variety of tools including wrenches, screwdrivers, pliers, shovel, turning valves, relocating samples, driving in conjunction with maneuvering a steering wheel or levers, operating power equipment, servicing and repairing equipment, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, drills, bolts, nuts, small parts, samples, shovel, fittings, couplings, gaskets, pick, wrenches.

Average Frequency: 5 to 6 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to less than 15 minutes at a time.

Distance: Less than 100 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing a writing utensil, handling paperwork, utilizing a telephone, metal hook, utilizing various tools while performing a variety of maintenance to various equipment including wrenches, screwdrivers, pliers, valve keys, drills, handling small parts including nuts, bolts, samples, utilizing a shovel while digging, handling fittings, couplings, gaskets, wrenches, etc.

11 to 25 lbs.

Objects: Valve key, hoses, 1" meter, skill saw, miscellaneous parts, steel signs.

Average Frequency: 1 to 1 ½ hours.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to less than 10 minutes at a time.

Distance: Less than 50 feet.

Height: Ground to chest level.

Description: Performs while retrieving and relocating various tools, supplies, equipment.

26 to 50 lbs.

Objects: Submersible pump, small lateral camera, 3" meter, valve opener, SCBA with case, 1" air valve, key valve/actuator, tool bag, B12 lid, sodium sulphate de-chlor, 8" defusser, hydrain meter, fire extinguisher.

Average Frequency: 10 to 20 times.

Maximum Frequency: Up to 100 times.

Duration: Seconds to less than 2 minutes at a time.

Class Description: Water/Wastewater Systems Operator I/II

Distance: Up to 50 yards.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of tools, parts, supplies.

51 to 75 lbs.

Objects: Small generator, camera, 2"/30' copper roll, sample station, portable trash pump, propane tank, jackhammer.
Average Frequency: 2 to 4 times.
Maximum Frequency: 10 to 20 times.
Duration: Seconds at a time.
Distance: Less than 150 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of objects including tools, supplies and equipment, utilizing a jackhammer a combination of pushing, pulling, guiding, lifting and partial lifting.

76 to 100 lbs.

Objects: B9 meter cover, chlorine tablet case, 12" clamp.
Average Frequency: 1 to 2 times per week.
Maximum Frequency: Up to 24 times every 6 months.
Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while utilizing a meter hook to remove or replace meter covers, retrieving and relocating materials, supplies or equipment.

100+ lbs.

Objects: Portable generator, lift pump, 30" manhole lid, 24" manhole lid, B40 meter cover, hydrant, pvc pipe, B12 meter box, 8" gate valve.
Average Frequency: 1 time per week, for approximately 6 months; daily approximately 72 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while loading and unloading a portable generator, lift pump, hydrant, pvc pipe, 8" gate valve, with or without assistance, utilize a metal hook to remove or replace manhole lids or meter covers, a combination of pushing, pulling or partial lifting.

Simple Grasping

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while operating a variety of equipment including vehicles, forklifts in conjunction with maneuvering steering wheels, levers, retrieving and relocating samples, relocating tools, wrenches, screwdrivers, pliers, handling and manipulating

Class Description: Water/Wastewater Systems Operator I/II

fittings, couplings, small parts, flagging vehicles in conjunction with utilizing a flag. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly, retrieving and relocating a variety of items including lids, supplies, tools. Unilateral or bilateral hand use.

Fine Manipulation

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while handling nuts, bolts, screws, small parts, utilizing a computer keyboard, mouse, monitor, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

T.V. inspection equipment	Wrenches
Hydrocleaning equipment	Wheelbarrow
Video inspection equipment	Bolt cutters
Shovel	Fire extinguisher
Threaders	Sledgehammer
Forklift	Saw-zall
Vibrators	Drills
Jackhammers	Pliers
Tampers	Pipe wrenches
Cutters	Pumps
Hoses	Chainsaw
Computer keyboard, mouse, monitor	Clamps
Writing utensil	Skill saw
Office equipment	Chop saw
Valve key	Roto hammer
Actuators	Spud bar
Cranes	Screwdrivers
Torch	Sockets

Class Description: Water/Wastewater Systems Operator I/II

Generators
Soldering equipment
Winch, gas detectors, confined space entry tripod and lowering tools

Sample station
Pickup truck
Backhoe

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, hand, and fall protection equipment.

Positions in this class are required to be clean-shaven as required to wear respiratory protection or other safety equipment

WEIGHTS AND MEASURES

Items Weighed:

Submersible pump – 35 pounds
Valve key – 25 pounds
Portable generator – 250 pounds (estimated)
Small lateral camera – 45 pounds
25' X 2 ½" hose – 15 pounds
Small generator – 55 pounds
3" meter – 45 pounds
1" meter – 15 pounds
Valve opener – 40 pounds
SCBA with case – 35 pounds; without case – 30 pounds
1" air valve – 30 pounds
Camera – 71 pounds
Lift pump – 160 pounds
2"/30' copper roll – 70 pounds; 60" estimated 140 pounds
Key valve/actuator – 45 pounds
Sample station – 65 pounds
Fittings – up to 10 pounds
Tool bag – 35 pounds
30" manhole lid – 185 pounds
24" manhole lid – 163 pounds

B40 meter cover – 190 pounds
B9 meter cover – 85 pounds
B12 lid – 30 pounds
Hydrant – 220 pounds
Skill saw – 18 pounds
Chlorine tablets case – 100 pounds
Sodium sulphate d-chlor – 50 pounds
Gas chainsaw – 10 pounds
Portable trash pump – 70 pounds
8" X 20' pvc pipe – 225 pounds
B12 meter box – 110 pounds
8" clamp – 35 pounds
10" clamp – 55 pounds
12" clamp – 90 pounds
Diffuser – 35 pounds
Steel sign – 17 pounds
8" gate valve – 190 pounds
Hydrant meter – 40 pounds
Propane tank – 75 pounds
Fire extinguisher – 32 pounds
Winch – 27 pounds
Confined space entry tripod – 33 pounds

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.



Class Description

Effective Date: April 7, 2021
Job Title: Water/Wastewater Systems Operator II (On-Call)
W/C Code: 8810
FLSA Status: Non-Exempt
Unit: Local 39
Job Code: CWW2OC

DEFINITION

Under general supervision, performs a broad range of skilled and semi-skilled duties associated with the operation, maintenance, and repair of major water, wastewater, and recycled water facilities; participates in the District's On-Call pool by responding as the primary first responder to after-hours calls and alarms for the potable and recycled water distribution and wastewater collection systems. The Water/Wastewater Systems Operator is a multi-skilled position, required to perform a variety of tasks including, but not limited to, repair, treatment and process calculations, asset calibration, maintenance, quality control, safety, automation, and problem solving; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor. Receives technical and functional direction and training from the Senior Water/Wastewater Systems Operator. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Water/Wastewater Systems Operator series. Positions at this level are expected to perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. This position is further distinguished from the Water/Wastewater Systems Operator II by the requirement to participate in the District's on-call program. This classification is further distinguished from Senior Water/Wastewater Systems Operator in that the latter exercises technical and functional direction over lower-level staff and is responsible for the most complex work.

TYPICAL DUTIES

When performing Wastewater Collections Systems assignments:

- Maintains and repairs, in a safe and sanitary manner, sewer lines, manholes, pressure hoses, mains, parts, and other related facilities and equipment to ensure compliance with established codes; methods include smoke testing and closed-circuit television (CCTV) work.
- Inspects and tests underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using CCTV devices and other specialized testing

Class Description: Water/Wastewater Systems Operator II (On-Call)

equipment to locate leaks, breaks, infiltration, and the buildup of dirt, debris, roots, and other materials on a scheduled preventative maintenance basis.

- Examines, maintains, cleans, and unplugs collection lines with a variety of specialized equipment including hydro-jetting, video and grouting vehicles; seals and grouts damaged lines as required.
- Tests and monitors manholes for dangerous gases and uses proper safety precautions when entering underground areas; builds and cleans out manholes, other collection facilities, and/or confined spaces.
- Performs installation, maintenance, and repair of wastewater mains; digs up and repairs damaged sections of pipe; cuts, installs, threads, and assembles new pipe.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Operates a combination hydro-jetting/vacuuming truck to clean and jet sewer lines on a scheduled or emergency basis.

When performing Potable & Recycled Water Distribution assignments:

- Monitors and controls the operation of potable and recycled water distribution systems incorporating chemical feeding equipment, utilizing the SCADA system, monitoring equipment, reservoirs, and/or storage tanks; inspects for compliance with established codes and/or damaged or worn parts and makes repairs as necessary.
- Coordinates the installation and maintenance of the potable and recycled water distribution system in a safe and sanitary manner to ensure safe conditions for the District.
- Regulates water flow into or out of the distribution systems or reservoirs when necessary.
- Checks operation of automatic pump and valve regulating equipment and adjusts or repairs as needed.
- Inspects, maintains, and repairs pipelines, pumps, valves, tanks, reservoirs and related appurtenances; inspects and tests lines in the distribution system visually or using smoke or dye testing and/or television devices.
- Performs repairs and maintenance of valves, meters, and distribution pipelines.
- Performs preventive maintenance on and troubleshoots pumps, motors, motor control centers, and other equipment.
- Takes samples and performs chemical tests of chlorine residual; takes samples of water and may perform a variety of other chemical tests.
- Flushes water lines and keeps system area clean.
- Adjusts and repairs pressure regulating equipment.
- Operates, adjusts, maintains and repairs chemical feeders dispensing sodium hypochlorite or other oxidizing agents, fluoride, ammonia, and polyelectrolyte; responds to hazardous chemical spill events at District facilities.
- Performs general maintenance duties such as flushing of main lines and dead ends.
- Makes or arranges for and oversees repairs to valves, hydrants, mains and pipelines.
- Installs water meters.
- Performs chlorination treatment of recycled and potable water at reservoirs.

When performing all assignments:

- Participates in the District's On-Call program and responds as the primary first responder to after-hours calls or alarms for emergency field services, SCADA operational modifications, or system failures.

Class Description: Water/Wastewater Systems Operator II (On-Call)

- Completes work orders initiated by customer service staff or assigned by lead according to customer complaints and calls for service, responds to emergency calls for service as required; provides assistance to other divisions as required.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment, such as forklifts, backhoes, excavators, vibrators, jackhammers, tampers, air compressors, hydro-combo trucks, generators, and cutters; related to the construction, maintenance, and repair of the District's water/wastewater infrastructure system.
- Oversees, coordinates, and inspects contract repair work.
- Cleans and inspects lift stations and may repair or replace valves or fittings.
- Perform 'mark and locate' program duties.
- Assists in the maintenance of records for locating District installed equipment, pipelines and related facilities.
- Services and maintains mobile equipment in a clean and orderly condition; and makes minor repairs as needed.
- Plans and sets up traffic control and safety equipment when using vehicles on a street or other roadway; and uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for operations, maintenance and repair work; performs regular inventories of chemicals and other supplies; assists with the safe unloading and storage of chemicals.
- Contacts the public to inform them of activities; explains applicable rules and regulations.
- Troubleshoot system and facility problems.
- Performs a variety of administrative duties, including purchasing, researching for bids, record keeping, and report preparation; keeps records and logs of operations; updates information for reporting purposes.
- Assists lower-level and new staff as required.
- May perform special project work including assisting with Capital Improvement Project (CIP) projects and providing input into water, recycled, and collection system projects.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- The District's potable and recycled water distribution and wastewater collections systems and related facilities, including division procedures for troubleshooting and correcting system issues.
- Principles, practices, tools, equipment and supplies required to maintain and repair water treatment and distribution and /or wastewater collection systems, including underground water and wastewater collection lines and pump/lift stations.

Class Description: Water/Wastewater Systems Operator II (On-Call)

- Principles and practices of mobile equipment servicing and repair.
- Instrumentation and controls troubleshooting and minor calibration adjustments.
- Mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety equipment and practices related to the work, including confined space entry.
- State and Federal drinking water, recycled water, sanitary sewer and storm water standards.
- Applicable Federal, State, and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- Principles and practices of cathodic protection.
- Record keeping principles and procedures.
- Water distribution math and shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools and systems used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Respond to the location of an incident related to the water, wastewater, recycled water, or SCADA system within one (1) hour from the time the location of the incident and the need to respond is known or should have been known.
- Recognize abnormal events or proactively predict changing conditions.
- Identify and take appropriate action when operating problems occur, particularly after hours without immediate assistance from staff.
- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair, of underground water distribution and wastewater collection lines, pump, and lift stations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment.
- Read meters and gauges efficiently and record accurate consumption information.
- Read maps, manuals and specifications.
- Perform process adjustments based on technical decisions to maintain process performance criteria.
- Perform manual and strenuous physical labor and heavy lifting.
- Perform work in a confined space, following required confined space entry procedures.
- Maintain clear and accurate records.
- Make accurate arithmetic computations.
- Maintain attention to detail and accuracy.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Class Description: Water/Wastewater Systems Operator II (On-Call)

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

Equivalent to the completion of the twelfth (12th) grade and two (2) years of skilled experience in water distribution and/or wastewater collection systems similar to a Water/Wastewater Systems Operator Level I. Experience in recycled water distribution and treatment is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class B Driver's License, with air brakes and tanker endorsements, required by the State of California Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The CSRMA driving standards are included herein by reference.

Possession of a Class A Driver's License with Air Brakes and Tanker Endorsements is desirable.

Possession and maintenance of a SWRCB Water Distribution Operator Grade D3 certification is required upon appointment.

Possession and maintenance of a SWRCB Water Treatment Operator T1 certification is required upon appointment.

Possession and maintenance of a California Water Environment Associate (CWEA) Wastewater Collection System Maintenance Grade II certification is required upon appointment.

If assigned to operate service truck cranes, possession and maintenance of a valid Service Truck Crane Operator certification of competency issued by the National Commission for the Certification of Crane Operators (NCCCO) is required.

ADDITIONAL REQUIREMENTS

Incumbents in this class are required to participate in the District's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

Work overtime, weekends, and holidays as assigned.

DISASTER SERVICE WORKER

All Dublin San Ramon Services District employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly exposed to wet and/or humid conditions.

Employee is exposed to moving mechanical parts.

Employee is exposed to outside weather conditions.

Employee is frequently exposed to high, precarious places and toxic or caustic chemicals.

Employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.

Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.

Employees use power and noise producing tools and equipment and the noise level in the work environment may usually be loud.

Employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards.

PHYSICAL DEMANDS

Standing

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than ½ hour at a time.

Maximum Frequency: Up to 4 hours.

Duration: Seconds to less than ½ hour at a time.

Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment

Class Description: Water/Wastewater Systems Operator II (On-Call)

including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks.

Walking

Average Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while walking within the plant, to and from field sites, relocating tools, supplies, equipment, inspecting and monitoring equipment, operating vibrators, jackhammers, tampers, flagging vehicles, utilizing a wheelbarrow, dollies and a variety of related activities.

Sitting

Average Frequency: Up to 1 hour.
Duration: Less than ½ hour at a time.
Maximum Frequency: Up to 6 to 7 hours.
Duration: Less than 1 hour at a time.
Surfaces: Cushioned vehicles seat or office chair.
Description: Performs during training or meetings, operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck.

Kneeling/Crouching/Squatting

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Office – tile carpet; Field/plant – asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, finishing concrete.

Crawling

Average Frequency: 0 to less than 5 minutes per month.
Duration: Seconds to less than 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Description: Performs while performing equipment inspections, utilizing hand tools to finish concrete.

Laying on Back/Stomach

Average Frequency: Up to 15 minutes per week.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Asphalt, concrete, metal grating, gravel, mud, grass, sloped terrain, all possible.
Description: Performs while installing water meters, inspecting equipment.

Climbing/Balancing

Average Frequency: 20 to 30 times.
Duration: Seconds at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Ladder steps, vehicle floorboards.
Description: Performs while ascending or descending reservoir vertical fixed ladders up to 30 feet, accessing pump stations, ascending or descending 1 to 3 steps to access vehicle cabs.

Reaching

Above Shoulder Level:

Average Frequency: 10 to 20 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 75 times.
Duration: Seconds at a time.
Description: Performs while accessing equipment including actuators, exercising valves. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Between Waist and Shoulder Level:

Average Frequency: 6 to 7 hours.
Duration: Seconds to less than ½ hour at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating t.v. inspection equipment, operating equipment including a forklift, pickup truck, 10-wheeler truck, hydrocleaning/vacuum truck, operating equipment in conjunction with maneuvering steering wheels or levers, performing repairs, operating a variety of equipment including hydrocleaning/video equipment, testing equipment, digging installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Below Waist Level:

Average Frequency: 1 to 2 hours.
Duration: Seconds to less than 15 minutes at a time.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Maximum Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. Unilateral or bilateral upper extremities from a less than full to full extensions at each occurrence.

Pushing/Pulling

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete in conjunction with utilizing hand tools, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly.

Twisting/Rotating

Waist:

Average Frequency: Less than 15 minutes.
Duration: Seconds at a time.
Maximum Frequency: 1 to 2 hours.
Duration: Seconds to less than 1 minute at a time.
Description: Performs while accessing parts, utilizing equipment while hydrocleaning, opening or closing valves, utilizing a shovel to relocate dirt, driving. The motion is center to the right back to center or center to the left back to center less than 20-degrees per occurrence.

Neck:

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while inspecting or monitoring equipment, driving, repairing, servicing and inspecting equipment, during normal body mechanics. The motion is center to the right back to center or center to the left back to center less than 45-degrees per occurrence.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Wrists:

Average Frequency: 2 to 3 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 3 to 4 hours.

Duration: Seconds to less than 15 minutes at a time.

Description: Performs while utilizing a variety of tools including a shovel to relocate dirt, screwdrivers, pliers, wrenches, valve keys, cleaning, utilizing various hand tools, during normal body mechanics. Unilateral or bilateral hand use.

Bending

Waist:

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 15 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to 15 minutes at a time.

Description: Performs while digging, inspecting, or accessing equipment, retrieving or setting items on and off lower shelves or ground level, accessing leaks, equipment inspections, repairing equipment in conjunction with utilizing a variety of tools, utilizing tools to finish concrete, performing various repairs, operating a variety of equipment including hydrocleaning, video equipment, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, repairing leaks in pipelines, performing preventative maintenance on pumps, motors and other equipment including water meters, working in confined space entries. The motion is in a forward direction between 5 and 65-degrees.

Head/Neck:

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while performing a variety of skilled work in the maintenance and repair of sewer lines, manholes, related facilities and equipment including smoke testing, t.v. work, packing and sealing, inspecting sewer collection lines, performing repairs, operating a variety of equipment including hydrocleaning, video equipment, testing and monitoring manholes, digging, installing pipes, operating a variety of equipment including vibrators, jackhammers, tampers, performing traffic control tasks including flagging vehicles, monitoring and controlling the operation of water distribution systems including chemical feeding equipment, utilizing the SCADA system, filtration equipment, regulating water flow, repairing leaks in pipelines, pumps, tanks, reservoirs, performing preventative maintenance on pumps, motors and other equipment, installing water meters, working in confined space entries, and a variety of related tasks, utilizing a variety of hand or power tools, inspecting equipment, during normal body mechanics.

Wrists:

Average Frequency: 3 to 4 hours.

Duration: Seconds to less than 10 minutes at a time.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 10 minutes at a time.
Description: Performs while utilizing a variety of tools including wrenches, screwdrivers, pliers, shovel, turning valves, relocating samples, driving in conjunction with maneuvering a steering wheel or levers, operating power equipment, servicing and repairing equipment, during normal body mechanics. Unilateral or bilateral hand use.

Lifting/Carrying

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, drills, bolts, nuts, small parts, samples, shovel, fittings, couplings, gaskets, pick, wrenches.
Average Frequency: 5 to 6 hours.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 15 minutes at a time.
Distance: Less than 100 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a writing utensil, handling paperwork, utilizing a telephone, metal hook, utilizing various tools while performing a variety of maintenance to various equipment including wrenches, screwdrivers, pliers, valve keys, drills, handling small parts including nuts, bolts, samples, utilizing a shovel while digging, handling fittings, couplings, gaskets, wrenches, etc.

11 to 25 lbs.

Objects: Valve key, hoses, 1" meter, skill saw, miscellaneous parts, steel signs.
Average Frequency: 1 to 1 ½ hours.
Maximum Frequency: Up to 2 hours.
Duration: Seconds to less than 10 minutes at a time.
Distance: Less than 50 feet.
Height: Ground to chest level.
Description: Performs while retrieving and relocating various tools, supplies, equipment.

26 to 50 lbs.

Objects: Submersible pump, small lateral camera, 3" meter, valve opener, SCBA with case, 1" air valve, key valve/actuator, tool bag, B12 lid, sodium sulphate de-chlor, 8" defusser, hydrain meter, fire extinguisher.
Average Frequency: 10 to 20 times.
Maximum Frequency: Up to 100 times.
Duration: Seconds to less than 2 minutes at a time.
Distance: Up to 50 yards.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of tools, parts, supplies.

51 to 75 lbs.

Objects: Small generator, camera, 2"/30' copper roll, sample station, portable trash pump, propane tank, jackhammer.
Average Frequency: 2 to 4 times.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Maximum Frequency: 10 to 20 times.
Duration: Seconds at a time.
Distance: Less than 150 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of objects including tools, supplies and equipment, utilizing a jackhammer a combination of pushing, pulling, guiding, lifting and partial lifting.

76 to 100 lbs.

Objects: B9 meter cover, chlorine tablet case, 12" clamp.
Average Frequency: 1 to 2 times per week.
Maximum Frequency: Up to 24 times every 6 months.
Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while utilizing a meter hook to remove or replace meter covers, retrieving and relocating materials, supplies or equipment.

100+ lbs.

Objects: Portable generator, lift pump, 30" manhole lid, 24" manhole lid, B40 meter cover, hydrant, pvc pipe, B12 meter box, 8" gate valve.
Average Frequency: 1 time per week, for approximately 6 months; daily approximately 72 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 40 feet.
Height: Ground to waist level.
Description: Performs while loading and unloading a portable generator, lift pump, hydrant, pvc pipe, 8" gate valve, with or without assistance, utilize a metal hook to remove or replace manhole lids or meter covers, a combination of pushing, pulling or partial lifting.

Simple Grasping

Average Frequency: 3 to 4 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while operating a variety of equipment including vehicles, forklifts in conjunction with maneuvering steering wheels, levers, retrieving and relocating samples, relocating tools, wrenches, screwdrivers, pliers, handling and manipulating fittings, couplings, small parts, flagging vehicles in conjunction with utilizing a flag. Unilateral or bilateral hand use.

Power Grasping

Average Frequency: 2 to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 15 minutes at a time.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Description: Performs while utilizing a shovel, utilizing a hook to remove or replace manhole lids, meter covers, operating a vibrator, jackhammer, tamper – a combination of lifting, pushing, pulling, guiding, operating hydrocleaning vacuum truck hoses, connecting or disconnecting trailers, utilizing a pipe wrench, roto hammer, chop saw, skill saw, saw-zall, drill, a variety of wrenches, setting concrete, relocating a wheelbarrow in conjunction with lifting, operating a skill saw, a chainsaw to cut or remove roots, utilizing a valve key to open or close/exercise valves, utilizing a 20' scraper to remove grease from manhole interiors, utilizing a dolly, retrieving and relocating a variety of items including lids, supplies, tools. Unilateral or bilateral hand use.

Fine Manipulation

Average Frequency: 1 to 2 hours.

Duration: Seconds to less than 5 minutes at a time.

Maximum Frequency: 4 to 5 hours.

Duration: Seconds to less than 5 minutes at a time.

Description: Performs while handling nuts, bolts, screws, small parts, utilizing a computer keyboard, mouse, monitor, writing utensil, pressing telephone buttons to make outgoing calls. Unilateral or bilateral hand use.

MACHINES/TOOLS

T.V. inspection equipment	Sledgehammer
Hydrocleaning equipment	Saw-zall
Video inspection equipment	Drills
Shovel	Pliers
Threaders	Pipe wrenches
Forklift	Pumps
Vibrators	Chainsaw
Jackhammers	Clamps
Tampers	Skill saw
Cutters	Chop saw
Hoses	Roto hammer
Computer keyboard, mouse, monitor	Spud bar
Writing utensil	Screwdrivers
Office equipment	Sockets
Valve key	Generators
Actuators	Soldering equipment
Cranes	Winch, gas detectors, confined space entry tripod and lowering tools
Torch	Sample station
Wrenches	Pickup truck
Wheelbarrow	Backhoe
Bolt cutters	
Fire extinguisher	

PERSONAL PROTECTIVE EQUIPMENT

Depending on the exposure, the employee is required to wear head, hearing, eye, foot, face, hand, and fall protection equipment.

Class Description: Water/Wastewater Systems Operator II (On-Call)

Positions in this class are required to be clean-shaven as required to wear respiratory protection or other safety equipment.

WEIGHTS AND MEASURES

Items Weighed:

Submersible pump – 35 pounds	B40 meter cover – 190 pounds
Valve key – 25 pounds	B9 meter cover – 85 pounds
Portable generator – 250 pounds (estimated)	B12 lid – 30 pounds
Small lateral camera – 45 pounds	Hydrant – 220 pounds
25' X 2 ½" hose – 15 pounds	Skill saw – 18 pounds
Small generator – 55 pounds	Chlorine tablets case – 100 pounds
3" meter – 45 pounds	Sodium sulphate d-chlor – 50 pounds
1" meter – 15 pounds	Gas chainsaw – 10 pounds
Valve opener – 40 pounds	Portable trash pump – 70 pounds
SCBA with case – 35 pounds; without case – 30 pounds	8" X 20' pvc pipe – 225 pounds
1" air valve – 30 pounds	B12 meter box – 110 pounds
Camera – 71 pounds	8" clamp – 35 pounds
Lift pump – 160 pounds	10" clamp – 55 pounds
2"/30' copper roll – 70 pounds; 60" estimated 140 pounds	12" clamp – 90 pounds
Key valve/actuator – 45 pounds	Diffuser – 35 pounds
Sample station – 65 pounds	Steel sign – 17 pounds
Fittings – up to 10 pounds	8" gate valve – 190 pounds
Tool bag – 35 pounds	Hydrant meter – 40 pounds
30" manhole lid – 185 pounds	Propane tank – 75 pounds
24" manhole lid – 163 pounds	Fire extinguisher – 32 pounds
	Winch – 27 pounds
	Confined space entry tripod – 33 pounds

NOTICE: The Examples of Functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING THE REVISED SALARY RANGE FOR THE WATER/WASTEWATER SYSTEMS OPERATOR II CLASSIFICATION AND ABOLISHING THE WATER/WASTEWATER SYSTEMS OPERATOR II ON-CALL CLASSIFICATION

WHEREAS, the General Manager has authority to approve new or revised job titles, job definitions, and job duties for all standard job classifications, except senior-level management, as described in Resolution No. 53-14; and

WHEREAS, the District revised the Water/Wastewater Systems Operator II job classification to include a requirement to participate in the on-call pool for the Field Operations Division; and

WHEREAS, the revised Water/Wastewater Systems Operator II job classification will receive a two and half percent (2.5%) salary increase for the requirement to participate in the on-call pool; and

WHEREAS, the Water/Wastewater Systems Operator II On-Call job classification is no longer needed as a classification on the District's classification plan; and

WHEREAS, the Water/Wastewater Systems Operator II and the Water/Wastewater Systems Operator II job classifications are subject to the provisions of the Memorandum of Understanding between the District and the Stationary Engineers, Local 39 ("Local 39"); and

WHEREAS, all meet and confer obligations have been met by the District and Local 39 pertaining to the revised Water/Wastewater Systems Operator II job classification and salary; and

WHEREAS, all meet and confer obligations have been met by the District and Local 39 pertaining to abolishing the Water/Wastewater Systems Operator II On-Call job classification; and

WHEREAS, for all positions, including senior-level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption; and

WHEREAS, for all positions, including senior-level management, the General Manager shall present any classification to be abolished to the Board for approval and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The salary range for the Water/Wastewater Systems Operator II job classification is set to \$9,554 to \$11,614 per month, effective October 8, 2025; and

Res. No. _____

2. The Water/Wastewater Systems Operator II On-Call classification is abolished, effective October 8, 2025.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of October, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and Rescind Resolution No. 17-25

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the District Pay Schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule and rescind Resolution No. 17-25.

DISCUSSION:

By Resolution No. 17-25, the Board of Directors adopted the publicly available pay schedule in accordance with California Code of Regulations (CCR), Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule, during its regularly scheduled meeting on May 20, 2025. The regulations require that the classification title and salary range for all public employee classifications at the District be listed on the publicly available pay schedule and be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” The classifications and corresponding salary ranges listed on the pay schedule are governed by the terms of the Memoranda of Understanding (MOUs), Personal Service Agreements (PSAs), and Salary and Benefits Resolution for Unrepresented Employees previously approved by the Board.

The pay schedule has been updated to add the salary range for the new Water Quality Operator classification which was presented in a separate item on this same agenda. In addition, the pay schedule has been updated to revise the salary range for the Water/Wastewater Systems Operator II classification and remove the abolished Water/Wastewater Systems Operator II (On-Call) classification which was presented in a separate item on this same agenda. Lastly, the pay schedule has been updated to remove the “y-rated” salary range for the Administrative Assistant II classification. As a “y-rated” salary range, the maximum monthly salary (step E) was held constant until the market maximum monthly salary (step E) for the Administrative Assistant met or exceeded the “y-rated” maximum monthly salary (step E), or until there were no employees remaining in the “y-rated” salary range. The “y-rated” salary range is no longer needed as there are no remaining Administrative Assistant II employees in the “y-rated” salary range.

Originating Department: Administrative Services	Contact: S. Koehler/M. Gallardo	Legal Review: Not Required
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	59 of 77	

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 17-25

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules; and

WHEREAS, the regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 17-25, the Board-adopted pay schedule was approved on May 20, 2025; and

WHEREAS, the pay schedule shall be updated to reflect the base salary for the new Water Quality Operator classification, effective October 7, 2025, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to reflect the revised salary for the Water/Wastewater Systems Operator II classification and remove the Water/Wastewater Systems Operator II (On-Call) classification, effective October 8, 2025, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to remove the y-rated salary range for the Administrative Assistant II classification as there are no longer any y-rated Administrative Assistant II employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

The pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 17-25, attached as Exhibit "B," is hereby rescinded.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of October, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

Non-Exempt, Hourly Classifications					Monthly Salary					Hourly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT I	H	2311	12/23/2024	67-21	9,210	9,670	10,155	10,663	11,194	53.1346	55.7885	58.5865	61.5173	64.5808
ACCOUNTING TECHNICIAN I	H	1311	12/23/2024	16-22	7,440	7,813	8,203	8,614	9,044	42.9231	45.0750	47.3250	49.6962	52.1769
ACCOUNTING TECHNICIAN II	H	1312	12/23/2024	16-22	8,184	8,593	9,023	9,474	9,949	47.2154	49.5750	52.0558	54.6577	57.3981
ADMINISTRATIVE ASSISTANT I	H	1611	12/23/2024	16-22	6,107	6,412	6,733	7,070	7,424	35.2327	36.9923	38.8442	40.7885	42.8308
ADMINISTRATIVE ASSISTANT II	H	1612	12/23/2024	16-22	6,719	7,056	7,408	7,777	8,166	38.7635	40.7077	42.7385	44.8673	47.1115
ADMINISTRATIVE ASSISTANT I - CONFIDENTIAL	H	4611	12/23/2024	28-24	6,411	6,732	7,069	7,424	7,795	36.9865	38.8385	40.7827	42.8308	44.9712
ADMINISTRATIVE ASSISTANT II - CONFIDENTIAL	H	4612	12/23/2024	28-24	7,055	7,407	7,776	8,166	8,574	40.7019	42.7327	44.8615	47.1115	49.4654
CONSTRUCTION INSPECTOR I	H	1431	12/23/2024	16-22	9,027	9,479	9,952	10,449	10,972	52.0788	54.6865	57.4154	60.2827	63.3000
CONSTRUCTION INSPECTOR II	H	1432	12/23/2024	16-22	9,927	10,423	10,945	11,492	12,067	57.2712	60.1327	63.1442	66.3000	69.6173
ELECTRICIAN I	H	1541	12/23/2024	16-22	8,822	9,263	9,728	10,213	10,724	50.8962	53.4404	56.1231	58.9212	61.8692
ELECTRICIAN II	H	1542	12/23/2024	16-22	9,706	10,192	10,701	11,236	11,798	55.9962	58.8000	61.7365	64.8231	68.0654
ENGINEERING/GIS TECHNICIAN I	H	1401	12/23/2024	16-22	8,264	8,677	9,112	9,568	10,046	47.6769	50.0596	52.5692	55.2000	57.9577
ENGINEERING/GIS TECHNICIAN II	H	1402	12/23/2024	16-22	9,092	9,548	10,026	10,527	11,052	52.4538	55.0846	57.8423	60.7327	63.7615
ENVIRONMENTAL CHEMIST I	H	2571	12/23/2024	67-21	9,493	9,967	10,465	10,992	11,538	54.7673	57.5019	60.3750	63.4154	66.5654
ENVIRONMENTAL COMPLIANCE INSPECTOR I (CLEAN WATER)	H	1421	12/23/2024	16-22	8,067	8,471	8,894	9,339	9,806	46.5404	48.8712	51.3115	53.8788	56.5731
ENVIRONMENTAL COMPLIANCE INSPECTOR II (CLEAN WATER)	H	1422	12/23/2024	16-22	8,874	9,319	9,784	10,273	10,785	51.1962	53.7635	56.4462	59.2673	62.2212
ENVIRONMENTAL COMPLIANCE INSPECTOR I (PRETREATMENT)	H	1561	12/23/2024	16-22	8,735	9,171	9,629	10,111	10,616	50.3942	52.9096	55.5519	58.3327	61.2462
ENVIRONMENTAL COMPLIANCE INSPECTOR II (PRETREATMENT)	H	1562	12/23/2024	16-22	9,609	10,089	10,592	11,122	11,679	55.4365	58.2058	61.1077	64.1654	67.3788
ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN	h	1582	12/23/2024	16-22	8,184	8,593	9,023	9,474	9,949	47.2154	49.5750	52.0558	54.6577	57.3981
HUMAN RESOURCES ANALYST I	H	4331	12/23/2024	28-24	10,167	10,674	11,207	11,771	12,359	58.6558	61.5808	64.6558	67.9096	71.3019
HUMAN RESOURCES TECHNICIAN	H	4342	12/23/2024	28-24	8,184	8,593	9,023	9,474	9,949	47.2154	49.5750	52.0558	54.6577	57.3981
INFORMATION TECHNOLOGY ANALYST I	H	2371	12/23/2024	67-21	10,869	11,408	11,980	12,581	13,209	62.7058	65.8154	69.1154	72.5827	76.2058
INFORMATION TECHNOLOGY TECHNICIAN I	H	1371	12/23/2024	16-22	7,881	8,274	8,688	9,122	9,578	45.4673	47.7346	50.1231	52.6269	55.2577
INFORMATION TECHNOLOGY TECHNICIAN II	H	1372	12/23/2024	16-22	8,669	9,102	9,556	10,035	10,536	50.0135	52.5115	55.1308	57.8942	60.7846
INSTRUMENTATION AND CONTROLS TECHNICIAN I	H	1551	12/23/2024	16-22	9,520	9,995	10,495	11,020	11,570	54.9231	57.6635	60.5481	63.5769	66.7500
INSTRUMENTATION AND CONTROLS TECHNICIAN II	H	1552	12/23/2024	16-22	10,471	10,994	11,545	12,121	12,728	60.4096	63.4269	66.6058	69.9288	73.4308
INSTRUMENTATION, CONTROLS, AND ELECTRICAL SUPERVISOR	H	3555	12/23/2024	54-21	13,822	14,512	15,239	16,001	16,801	79.7423	83.7231	87.9173	92.3135	96.9288
JUNIOR ENGINEER	H	2400	12/23/2024	67-21	10,096	10,599	11,131	11,684	12,270	58.2462	61.1481	64.2173	67.4077	70.7885
LABORATORY TECHNICIAN	H	1572	12/23/2024	16-22	8,268	8,681	9,116	9,572	10,051	47.7000	50.0827	52.5923	55.2231	57.9865
LABORER - TEMPORARY/RA	H	9600	12/23/2024	28-18	3,987	4,160	4,334	4,506	4,680	23.0000	24.0000	25.0000	26.0000	27.0000
MAINTENANCE WORKER I	H	1601	12/23/2024	16-22	7,007	7,356	7,724	8,109	8,515	40.4250	42.4385	44.5615	46.7827	49.1250
MAINTENANCE WORKER II	H	1602	12/23/2024	16-22	7,708	8,093	8,498	8,922	9,368	44.4692	46.6904	49.0269	51.4731	54.0462
MANAGEMENT ANALYST I	H	2611	12/23/2024	67-21	9,652	10,134	10,640	11,173	11,731	55.6846	58.4654	61.3846	64.4596	67.6788
MECHANIC I	H	1531	12/23/2024	16-22	8,112	8,519	8,945	9,391	9,862	46.8000	49.1481	51.6058	54.1788	56.8962
MECHANIC II	H	1532	12/23/2024	16-22	8,925	9,372	9,839	10,331	10,848	51.4904	54.0692	56.7635	59.6019	62.5846
MECHANIC II (CRANE CERTIFIED)	H	1533	12/23/2024	16-22	9,149	9,606	10,086	10,589	11,119	52.7827	55.4192	58.1885	61.0904	64.1481
MECHANICAL SUPERVISOR	H	3535	12/23/2024	54-21	11,699	12,283	12,899	13,548	14,219	67.4942	70.8635	74.4173	78.1615	82.0327
OPERATIONS STOREKEEPER	H	1502	12/23/2024	16-22	8,178	8,587	9,016	9,467	9,942	47.1808	49.5404	52.0154	54.6173	57.3577
OPERATOR-IN-TRAINING	H	1520	12/23/2024	16-22	6,914	7,260	7,624	8,004	8,405	39.8885	41.8846	43.9846	46.1769	48.4904
SENIOR ELECTRICIAN	H	1544	12/23/2024	16-22	10,677	11,210	11,772	12,360	12,978	61.5981	64.6731	67.9154	71.3077	74.8731
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR	H	1564	12/23/2024	16-22	10,571	11,099	11,653	12,236	12,848	60.9865	64.0327	67.2288	70.5923	74.1231
SENIOR INSTRUMENTATION AND CONTROLS TECHNICIAN	H	1554	12/23/2024	16-22	11,519	12,095	12,701	13,335	14,001	66.4558	69.7788	73.2750	76.9327	80.7750
SENIOR MECHANIC	H	1534	12/23/2024	16-22	9,819	10,310	10,824	11,366	11,934	56.6481	59.4808	62.4462	65.5731	68.8500
SENIOR MECHANIC (CRANE CERTIFIED)	H	1535	12/23/2024	16-22	10,064	10,567	11,095	11,649	12,231	58.0615	60.9635	64.0096	67.2058	70.5635

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

SENIOR PROCESS WASTEWATER TREATMENT PLANT OPERATOR	H	1524	12/23/2024	16-22	10,610	11,139	11,697	12,281	12,896	61.2115	64.2635	67.4827	70.8519	74.4000
SENIOR UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE	H	1354	12/23/2024	16-22	8,276	8,690	9,125	9,580	10,060	47.7462	50.1346	52.6442	55.2692	58.0385
SENIOR WASTEWATER TREATMENT PLANT OPERATOR	H	1523	12/23/2024	16-22	9,624	10,106	10,611	11,140	11,698	55.5231	58.3038	61.2173	64.2692	67.4885
SENIOR WATER/WASTEWATER SYSTEMS OPERATOR	H	1514	12/23/2024	16-22	10,509	11,036	11,589	12,168	12,775	60.6288	63.6692	66.8596	70.2000	73.7019
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN I	H	1361	12/23/2024	16-22	6,840	7,180	7,540	7,917	8,313	39.4615	41.4231	43.5000	45.6750	47.9596
UTILITY BILLING AND CUSTOMER SERVICES FIELD TECHNICIAN II	H	1362	12/23/2024	16-22	7,523	7,900	8,294	8,709	9,144	43.4019	45.5769	47.8500	50.2442	52.7538
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE I	H	1351	12/23/2024	16-22	5,974	6,273	6,585	6,915	7,261	34.4654	36.1904	37.9904	39.8942	41.8904
UTILITY BILLING AND CUSTOMER SERVICES REPRESENTATIVE II	H	1352	12/23/2024	16-22	6,572	6,900	7,245	7,607	7,988	37.9154	39.8077	41.7981	43.8865	46.0846
WASTEWATER TREATMENT PLANT OPERATOR I	H	1521	12/23/2024	16-22	7,954	8,350	8,767	9,207	9,666	45.8885	48.1731	50.5788	53.1173	55.7654
WASTEWATER TREATMENT PLANT OPERATOR II	H	1522	12/23/2024	16-22	8,750	9,187	9,647	10,128	10,635	50.4808	53.0019	55.6558	58.4308	61.3558
WASTEWATER TREATMENT PLANT SUPERVISOR	H	3525	12/23/2024	54-21	12,557	13,184	13,844	14,536	15,264	72.4442	76.0615	79.8692	83.8615	88.0615
WATER/WASTEWATER SYSTEMS OPERATOR I	H	1511	12/23/2024	16-22	8,475	8,897	9,343	9,811	10,301	48.8942	51.3288	53.9019	56.6019	59.4288
WATER/WASTEWATER SYSTEMS OPERATOR II	H	1512	10/8/2025	TBD	9,554	10,033	10,534	11,062	11,614	55.1192	57.8827	60.7731	63.8192	67.0038
WATER/WASTEWATER SYSTEMS SUPERVISOR	H	3515	12/23/2024	54-21	12,613	13,245	13,907	14,602	15,332	72.7673	76.4135	80.2327	84.2423	88.4538
WATER QUALITY OPERATOR	H	1515	10/7/2025	TBD	10,032	10,534	11,061	11,614	12,195	57.8769	60.7731	63.8135	67.0038	70.3558

Exempt Classifications					Monthly Salary					Bi-Weekly Pay Rate				
Job Classification	Exempt	Code	Effective Date	Resolution #	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
ACCOUNTANT II	S	2312	12/23/2024	67-21	10,130	10,637	11,169	11,728	12,313	4675.38	4909.38	5154.92	5412.92	5682.92
ADMINISTRATIVE SERVICES DIRECTOR	S	5307	12/23/2024	28-24	18,811	19,751	20,738	21,776	22,865	8682.00	9115.85	9571.38	10050.46	10553.08
ASSISTANT ENGINEER	S	2401	12/23/2024	67-21	11,105	11,660	12,242	12,854	13,497	5125.38	5381.54	5650.15	5932.62	6229.38
ASSISTANT GENERAL MANAGER	s	5118	12/23/2024	28-24	20,223	21,234	22,295	23,410	24,582	9333.69	9800.31	10290.00	10804.62	11345.54
ASSOCIATE ENGINEER	S	2402	12/23/2024	67-21	12,769	13,408	14,079	14,782	15,522	5893.38	6188.31	6498.00	6822.46	7164.00
CLEAN WATER PROGRAMS ADMINISTRATOR	S	2422	12/23/2024	67-21	11,941	12,539	13,166	13,824	14,514	5511.23	5787.23	6076.62	6380.31	6698.77
DEPUTY DIRECTOR OF OPERATIONS - REGULATORY	S	5557	5/20/2025	14-25	17,039	17,891	18,786	19,725	20,711	7864.15	8257.38	8670.46	9103.85	9558.92
ENGINEERING MANAGER	S	3546	5/20/2025	15-25	16,781	17,620	18,501	19,426	20,397	7745.08	8132.31	8538.92	8965.85	9414.00
ENGINEERING SERVICES DIRECTOR	S	5407	12/23/2024	28-24	18,811	19,751	20,738	21,776	22,865	8682.00	9115.85	9571.38	10050.46	10553.08
ENVIRONMENTAL CHEMIST II	S	2572	12/23/2024	67-21	10,442	10,963	11,512	12,088	12,691	4819.38	5059.85	5313.23	5579.08	5857.38
ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS ADMINISTRATOR	S	2582	12/23/2024	67-21	11,705	12,290	12,903	13,551	14,228	5402.31	5672.31	5955.23	6254.31	6566.77
EXECUTIVE SERVICES SUPERVISOR	S	3385	12/23/2024	54-21	13,258	13,921	14,618	15,349	16,115	6119.08	6425.08	6746.77	7084.15	7437.69
FINANCE DIRECTOR	S	5327	12/23/2024	28-24	18,811	19,751	20,738	21,776	22,865	8682.00	9115.85	9571.38	10050.46	10553.08
FINANCE SUPERVISOR	S	3325	12/23/2024	54-21	13,062	13,715	14,402	15,121	15,877	6028.62	6330.00	6647.08	6978.92	7327.85
FINANCIAL ANALYST	S	2322	12/23/2024	67-21	11,401	11,971	12,571	13,199	13,858	5262.00	5525.08	5802.00	6091.85	6396.00
FINANCIAL SERVICES MANAGER	S	3326	12/23/2024	54-21	15,677	16,459	17,282	18,147	19,052	7235.54	7596.46	7976.31	8375.54	8793.23
GENERAL MANAGER	S	6118	12/23/2024	4-25	0	0	0	0	28,098	0.0000	0.0000	0.0000	0.0000	12968.31
GIS ANALYST	S	2412	12/23/2024	67-21	11,636	12,219	12,827	13,469	14,144	5370.46	5639.54	5920.15	6216.46	6528.00
HUMAN RESOURCES ANALYST II	S	4335	12/23/2024	28-24	11,183	11,743	12,331	12,946	13,594	5161.38	5419.85	5691.23	5975.08	6274.15
HUMAN RESOURCES AND RISK MANAGER	S	4336	12/23/2024	28-24	14,513	15,241	16,001	16,801	17,642	6698.31	7034.31	7385.08	7754.31	8142.46
INFORMATION TECHNOLOGY ANALYST II	S	2372	12/23/2024	67-21	11,953	12,551	13,178	13,837	14,530	5516.77	5792.77	6082.15	6386.31	6706.15
INFORMATION TECHNOLOGY MANAGER	S	3376	12/23/2024	54-21	15,607	16,386	17,207	18,070	18,974	7203.23	7562.77	7941.69	8340.00	8757.23
LABORATORY AND ENVIRONMENTAL COMPLIANCE MANAGER	S	3576	12/23/2024	54-21	13,478	14,152	14,861	15,602	16,384	6220.62	6531.69	6858.92	7200.92	7561.85
LABORATORY SUPERVISOR	S	3575	12/23/2024	54-21	12,008	12,607	13,239	13,901	14,595	5542.15	5818.62	6110.31	6415.85	6736.15
MANAGEMENT ANALYST II	S	2612	12/23/2024	67-21	10,616	11,148	11,704	12,290	12,903	4899.69	5145.23	5401.85	5672.31	5955.23
MECHANICAL SUPERINTENDENT	S	3536	12/23/2024	54-21	14,039	14,740	15,479	16,252	17,065	6479.54	6803.08	7144.15	7500.92	7876.15
OPERATIONS COMPLIANCE MANAGER	S	3596	12/23/2024	54-21	15,489	16,264	17,078	17,931	18,828	7148.77	7506.46	7882.15	8275.85	8689.85
OPERATIONS DIRECTOR	S	5507	12/23/2024	28-24	18,811	19,751	20,738	21,776	22,865	8682.00	9115.85	9571.38	10050.46	10553.08
PRETREATMENT PROGRAMS ADMINISTRATOR	S	2562	12/23/2024	67-21	11,049	11,601	12,182	12,791	13,429	5099.54	5354.31	5622.46	5903.54	6198.00
PRINCIPAL ELECTRICAL ENGINEER	S	3546	12/23/2024	54-21	16,198	17,007	17,856	18,750	19,689	7476.00	7849.38	8241.23	8653.85	9087.23

DSRSD Pay Schedule
Pursuant to CCR Title 2 570.5

Exhibit A

PRINCIPAL WATER/WASTEWATER SYSTEMS ENGINEER	S	3506	12/23/2024	54-21	16,198	17,007	17,856	18,750	19,689	7476.00	7849.38	8241.23	8653.85	9087.23
PUBLIC AFFAIRS PROGRAM ADMINISTRATOR	S	2142	12/23/2024	67-21	11,745	12,333	12,950	13,597	14,277	5420.77	5692.15	5976.92	6275.54	6589.38
PUBLIC AFFAIRS SPECIALIST	S	2122	12/23/2024	67-21	10,555	11,082	11,638	12,220	12,830	4871.54	5114.77	5371.38	5640.00	5921.54
PUBLIC AFFAIRS SUPERVISOR	S	3125	12/23/2024	54-21	13,435	14,106	14,813	15,555	16,332	6200.77	6510.46	6836.77	7179.23	7537.85
SENIOR ENGINEER	S	3405	12/23/2024	54-21	14,355	15,073	15,826	16,617	17,447	6625.38	6956.77	7304.31	7669.38	8052.46
SENIOR ENVIRONMENTAL CHEMIST	S	2574	12/23/2024	67-21	11,487	12,061	12,665	13,298	13,962	5301.69	5566.62	5845.38	6137.54	6444.00
SENIOR HUMAN RESOURCES ANALYST	S	4334	12/23/2024	28-24	12,302	12,917	13,562	14,241	14,953	5677.85	5961.69	6259.38	6572.77	6901.38
SENIOR INFORMATION TECHNOLOGY ANALYST	S	2374	12/23/2024	67-21	13,148	13,805	14,496	15,221	15,982	6068.31	6371.54	6690.46	7025.08	7376.31
SENIOR MANAGEMENT ANALYST	S	2614	12/23/2024	67-21	11,678	12,262	12,874	13,518	14,194	5389.85	5659.38	5941.85	6239.08	6551.08
SENIOR QUALITY ASSURANCE CHEMIST	S	2564	12/23/2024	67-21	11,487	12,061	12,665	13,298	13,962	5301.69	5566.62	5845.38	6137.54	6444.00
SPECIAL ASSISTANT TO THE GENERAL MANAGER	S	5107	12/23/2024	28-24	16,356	17,174	18,033	18,935	19,882	7548.92	7926.46	8322.92	8739.23	9176.31
VISUAL COMMUNICATIONS SPECIALIST	S	2132	12/23/2024	67-21	10,555	11,082	11,638	12,220	12,830	4871.54	5114.77	5371.38	5640.00	5921.54
WASTEWATER TREATMENT PLANT OPERATIONS SUPERINTENDENT	S	3526	12/23/2024	54-21	15,900	16,695	17,530	18,408	19,328	7338.46	7705.38	8090.77	8496.00	8920.62
WATER/WASTEWATER SYSTEMS SUPERINTENDENT	S	3516	12/23/2024	54-21	15,138	15,894	16,688	17,522	18,400	6986.77	7335.69	7702.15	8087.08	8492.31

RESOLUTION NO. 17-25

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 AND RESCINDING RESOLUTION NO. 5-25

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules; and

WHEREAS, the regulations require that the pay schedule be made public without reference to another document in disclosure of the pay rate; and

WHEREAS, by Resolution No. 5-25, the Board-adopted pay schedule was approved on January 21, 2025; and

WHEREAS, the pay schedule shall be updated to reflect the base salary for the new Deputy Director of Operations – Regulatory classification, effective May 20, 2025, approved by the Board earlier this evening in this regularly scheduled meeting; and

WHEREAS, the pay schedule shall be updated to reflect the base salary for the Engineering Manager classification, effective May 20, 2025, approved by the Board earlier this evening in this regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The pay schedule titled DSRSD Pay Schedule, set forth in Exhibit "A" and attached hereto and incorporated herein by reference, is hereby approved and adopted, and Resolution No. 5-25, attached as Exhibit "B," is hereby rescinded.
2. The pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 20th day of May, 2025, and passed by the following vote:

AYES: 4 – Directors Ann Marie Johnson, Georgean M. Vonheeder-Leopold,
Richard M. Halket, Arun Goel

NOES: 0

ABSENT: 1 – Director Dinesh Govindarao

ATTEST:


Nicole Genzale, District Secretary


Arun Goel, President



TITLE: Consider Appointment of Edward R. Duarte to Fill the Board Vacancy in Division 2

RECOMMENDATION:

The Board President recommends the Board approve, by Resolution, the appointment of Edward R. Duarte to fill the vacancy on the District Board of Directors in Division 2 created by the resignation of Director Ann Marie Johnson.

SUMMARY:

Director Ann Marie Johnson resigned from the Board of Directors with her final day of service being August 31, 2025. Director Johnson's current term of office in Division 2 was scheduled to expire in December 2026, following a General Election on November 3, 2026. Director Johnson's resignation leaves a vacancy on the DSRSD Board of Directors.

On September 9, 2025, the Board discussed filling the vacancy by direct appointment. Former District Director Edward R. Duarte was proposed to complete the remaining Division 2 term until a new Director is elected and seated in December 2026. Mr. Duarte confirmed his willingness to do so. The District Secretary has verified with the Registrar of Voters in Contra Costa County that Mr. Duarte meets the minimum requirements for consideration consisting of being a registered voter residing within the boundaries of Dublin San Ramon Services District's Division 2, and has provided the required notification to both Alameda and Contra Costa Counties of the Board's intent to fill the Board vacancy by appointment on October 7, 2025. The proper legal notice (Attachment 1) was posted so as to inform the public of the intended appointment of Edward R. Duarte at this meeting. After approval of the appointment resolution, the Oath of Office will be administered, and the newly appointed Director will be immediately seated and assume all duties and responsibilities of a District Director. The County Elections Officials will be notified within 15 days of the appointment as required.

Originating Department: Office of the General Manager	Contact: N. Genzale/J. Lee	Legal Review: Yes
Financial Review: Not Required	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Other (see list on right)	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation Attachment 1 – Board of Director Appointment to Vacancy Public Notice	



Dublin San Ramon Services District Board of Director Appointment to Vacancy in Division 2

A vacancy has occurred on the Dublin San Ramon Services District Board of Directors in Division 2.

At its special Board meeting on Tuesday, September 9, 2025, the Board discussed the vacancy in open session and determined at that time to fill the vacancy by direct appointment. This appointment will fill the vacant position until filled by the voters at the November 2026 General Election.

Public and Board discussion of the appointment to fill the vacancy on the Board will occur in open session at the regular Board meeting to be held at 6 p.m. on Tuesday, October 7, 2025.

The appointment to the Board will be effective immediately upon Board action and, after receiving the Oath of Office, the appointee will participate as a Director for the remainder of the unexpired term, until December 2026.

DSRSD provides potable and recycled water service to Dublin and the Dougherty Valley area of San Ramon, wastewater collection and treatment to Dublin and south San Ramon, and wastewater treatment to Pleasanton. Visit www.dsrsd.com to learn more.

Dated: September 18, 2025

Nicole Genzale, CMC
District Secretary

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPOINTING EDWARD R. DUARTE TO FILL THE VACANCY IN DIVISION 2 ON THE DISTRICT BOARD OF DIRECTORS

WHEREAS, a vacancy in District voting area Division 2 was created by the resignation of Director Ann Marie Johnson whose final day of service was August 31, 2025; and

WHEREAS, vacancies on the District Board of Directors are filled pursuant to Government Code Section 1780, which provides that the Board may appoint a person to the office or call for a special election by October 31, 2025. Whether appointed or elected, a person would serve for the remainder of Director Johnson's term which expires in December 2026; and

WHEREAS, at the September 9, 2025 Board meeting, the Board, in accordance with Government Code Section 1780, discussed filling the remaining term of Director Johnson by direct appointment, which appointment will extend until a new Director is elected and seated in December 2026; and

WHEREAS, at the September 9, 2025 Board meeting, the Board also discussed potential candidates to complete the limited remaining term of the Division 2 position, including former DSRSD Director Edward R. Duarte; and

WHEREAS, on September 9, 2025, the District Secretary notified the Contra Costa County Registrar of Voters, the county where Division 2 is wholly located, of the Board's decision to fill the Division 2 vacancy by appointment; and

WHEREAS, on September 15, 2025, the District Secretary also notified the Alameda County Registrar of Voters of the Board's decision to fill the Division 2 vacancy by appointment; and

WHEREAS, pursuant to Government Code Section 1780, proper legal notice was posted within the District's service area and further posted on the District's internet website so as to inform the public of the appointment process and the Board's intention to fill the vacant Division 2 seat by direct appointment; and

WHEREAS, the District Secretary verified with the Contra Costa County Registrar of Voters that Edward R. Duarte meets the minimum qualification of being a registered voter residing within the boundaries of Division 2 of Dublin San Ramon Services District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that Edward R. Duarte is appointed to the office of Director of the Dublin San Ramon Services District Division 2 effective immediately, and shall serve the remainder of the second half of the four-year Division 2 term, as the seat would be up for election again in November 2026.

Res. No. _____

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 7th day of October, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

Arun Goel, President

ATTEST: _____
Nicole Genzale, District Secretary



TITLE: Receive Presentation on Utility Billing Operations and Delinquency Management Procedures

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation on the District's utility billing operations and delinquency management procedures and provide direction.

SUMMARY:

The Board requested staff evaluate and report on potential improvements and efficiencies related to certain utility billing (UB) operations and delinquency management procedures following a public hearing on delinquent water and sewer charges that occurred July 22, 2025. Tonight's presentation will cover how the Utility Billing and Customer Services Division (UBCS) manages billing and delinquent accounts in accordance with state laws and District regulations and policies and will address questions posed by the Board at the July 22 Board meeting.

BACKGROUND:

Approximately half of the District's operating revenues are for water and are billed and collected through the District's UB system. Wastewater customer charges are tracked through the UB system and placed on the property tax roll for collection. UBCS staff are responsible for billing residential and non-residential customers for water service and non-residential customers for sewer service. UBCS staff collect and process payments including delinquent payments. The billing and delinquency processes are described below and will be explained and reviewed with the Board during the presentation.

Utility Billing Operations:

The District bills approximately 28,000 customers annually for its water and wastewater services utilizing an in-house billing system. Water and non-residential wastewater charges are billed bimonthly based upon metered consumption, and residential wastewater charges are flat-rate and billed annually. The District uses the property tax roll for its residential wastewater charges that are collected in two large installments plus a third final installment, and delinquent water account balances at fiscal year-end are billed in a separate batch and collected as a separate item.

Billing is staggered to allow staff to manage billing activities in a more efficient and controlled manner to ensure a balanced workload. All water and non-residential wastewater accounts are organized into eight billing cycles based on geographic groups for efficiency. Two cycles are billed on the 1st and 15th of each month resulting in all eight cycles billed every two months. There are 4 total billings per bimonthly billing period and 6 bimonthly billing periods per year for a total of 24 billings in a year.

Staff processes updates to accounts daily to ensure that accounts are accurate prior to each bill run. Meter reads are imported through the District's Advanced Metering Infrastructure (AMI) system for purposes of generating a pre-billing report. The report is reviewed by staff to identify reading exceptions—missed reads, atypical patterns (high or low), or communication failures. This process may take six to eight days per billing cycle to review and schedule field crews to correct discrepancies, where applicable. Discrepancies can include meter repairs or meter reprogramming as needed. The readings are posted for billing once all discrepancies are resolved. Time is of the essence when corrections are needed for billing that is accurate, timely, and consistent for the number of days billed.

Originating Department: Finance	Contact: A. Hernandez/K. Spray	Legal Review: Not Required
Financial Review: Yes	Cost and Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	Attachment 1 – Discontinuation of Residential Water Service for Nonpayment Policy	

Delinquency Management Procedures:

Pursuant to District Code Section 4.40.140, all utility bills are due upon receipt and past due 30 days following the bill date. If payment is not received within the 30-day period, staff initiates the delinquency process in accordance with District Code Section 1.50.030, Discontinuance of Services, and the notification requirements and customer protections required under the Water Shutoff Protection Act passed by Senate Bill 998 in 2018, which are incorporated into the District's Discontinuance of Residential Water Service for Nonpayment policy included as Attachment 1 for reference.

When a bill remains unpaid for 30 days, a 10% late fee is assessed on the account pursuant to District Code Section 1.50.010, and a Past Due Notice is mailed to the customer. Payment is required within 23 days from the date of the notice. If payment is not received by the specified due date, a Shutoff Notice is generated and delivered to the service address, providing a final seven-day period for payment. Failure to remit payment within this timeframe will result in the account being scheduled for discontinuation of water service without further notice.

Customers experiencing a medical or financial hardship may request an alternative payment arrangement, which allows the outstanding balance to be paid over a period of up to 12 months. However, if a customer fails to comply with the terms of the payment arrangement or does not pay the delinquent balance, the account will be subject to discontinuation of water service. Accounts with unpaid balances over 90 days may be referred to a third-party collections agency or collected through placement on the secured property tax roll as authorized under California Government Code Section 61115(b).

This structured and legally supported approach helps the District maintain the financial integrity of its utility services, while offering accommodation and providing due process to customers. Coordination between billing, customer service, field operations, and legal compliance is key to meeting the District's standards for service delivery and accountability.

DISCUSSION:

Based on the Board's direction, staff evaluated the following potential modifications to the utility billing and collection process and procedures:

Payment Plans Exceeding 12 Months – Previously, during the COVID-19 pandemic, certain billing procedures were relaxed to extend payment plans for utility customers with hardships. There were a number of instances of renegotiated payment plans that extended beyond 12 months, a variance from the District's Discontinuance of Residential Water Service for Nonpayment policy. For fiscal year 2025, the remainder of delinquent accounts extending beyond 12 months were placed on the property tax roll for collection on the 2025–2026 tax roll. District procedures have subsequently reverted to standard policy for payment arrangements not to exceed 12 months from the date the bill became delinquent and will proceed to shutoff for any payment plans not paid within 12 months.

Owner Responsibility for Delinquent Tenant Accounts – As authorized by District Code Section 4.40.120, California Health and Safety Code Section 5473, and California Government Code Section 61115(b), property owners have responsibility for their tenant's delinquent water accounts in the event of nonpayment by the tenant and delinquent charges may be collected via the property tax roll. Many owners, however, may be unaware of these provisions. Staff plans to expand billing and service information disclosures to customers. These new customer service information disclosures are currently in process for rollout by the end of the year and include a reworked web page dedicated to utility billing; a concise utility billing flyer that includes answers to the most frequently asked questions, to be available online and at the counter; and revised disclosures on the back of utility bills. In addition, staff intends to directly notify rental property owners of possible payment of unpaid tenant utility bills. Staff will notify a property owner at the time of sending a seven-day Shutoff Notice to a tenant. This new notification to property owners should enable owners to take action as deemed necessary.

Minimum Threshold for Property Tax Roll Levies – The current procedure is to levy delinquent accounts with balances in total greater than the de minimis amount of \$25 that are more than 90 days overdue. Staff reviewed the Board's inquiry regarding the current minimum threshold and recommends keeping the minimum threshold at \$25. The mechanism is to fully collect delinquent balances greater than the \$25 de minimis amount and write off total balances less than the de minimis amount. This procedure ensures full collection of delinquent balances except those that are de minimis. The District charges a \$25 processing fee for accounts levied to help recover delinquency management costs. As described

earlier in this staff report, since staff are actively managing accounts when they become past due, increasing the minimum threshold would have a negligible benefit on staff resources.

Payment Processing Fees – Customers can pay their bills in different ways: online by credit card or e-check, by mailed check, by telephone for credit card or e-check payment, by electronic fund transfer using the automated clearing house (ACH) network for District to initiate a debit withdrawal at a fixed date, or in person using cash, check, or credit card. Online payment options are for credit cards with a fee, and e-check (called AutoPay in the online payment system) for a fee wherein the customer selects the payment withdrawal date with bank initiation of the transaction. With the exception of ACH, all online payment options are initiated by the customer and have associated processing fees charged by the financial institutions and credit card companies.

Prior to 2020, credit card transaction fees were borne by the customer. During COVID-19, the District began absorbing credit card processing fees as a means to encourage timely payment of utility bills since water shutoffs were temporarily prohibited during the pandemic by executive order issued by the Governor. Credit card fees carry a fixed 3.6% fee. These fees amounted to approximately \$222,000 for credit cards in fiscal year (FY) 2025. In the presentations for the FY 2026 and FY 2027 operating budgets, the Board concurred with staff recommendation and directed staff to reinstate credit card processing fees to customers.

In late 2024, as part of the conversion of the District's Enterprise Resource Planning (ERP) system to Tyler Munis, the District added e-checks as an additional payment option. Credit card and e-check payments post immediately to the customer's account while ACH posts at the due date. The processing fee for e-checks is a flat \$1.95 per transaction, and there is no processing fee for ACH. Fees for e-checks totaled approximately \$34,000 for FY 2025. The ability to offer customers with delinquent accounts an option to use e-checks with no processing fee, and payment posted immediately to the account, improves the ability of UB staff to collect on delinquent accounts and minimize water shutoffs. For this reason, staff is recommending continuing to absorb the e-check fees as a means to more effectively collect delinquent balances.

Conversion from Bimonthly to Monthly Billing – With the District's AMI system, the Board requested that staff evaluate the feasibility of converting from bimonthly to monthly billing. Based on a preliminary evaluation, staff has determined that such a conversion at this time could present significant challenges in terms of operational effort and resource demands. One of the primary concerns is the substantial increase in workload for the billing and auditing process. Moving to monthly billing effectively doubles every task in the process: the number of billings per year (increasing from 24 to 48 billings); the number of customer accounts that must be reviewed, validated, and audited for accuracy within a short period of time; the number of bills to print and mail prepared by outsourced billing services; and the number of customer calls to log and resolve. From an operational standpoint, the conversion requires updates to the billing system to handle the increased processing volume without degradation in performance. The District would face increased administrative costs associated with more frequent billing cycles.

In addition, the District only recently completed converting its UB system to the Tyler Munis, in early 2025, which required a number of changes affecting customer bills and payment options. Given these recent changes and the work that is still ongoing to troubleshoot issues and ensure full functionality of the new ERP system, staff does not recommend converting to monthly billing at this time. As part of the Information Technology Master Plan, the District is looking at potential options to upgrade the functionality of the District's customer portal (AquaHawk) and other supporting UB software. The potential to convert to monthly billing could be re-evaluated in the future as part of this effort. The Munis UB solution (Utility Billing Customer Information System) is the most complicated and complex function of the new ERP system. This effort, if taken, would require a significant amount of consultant support from Tyler Munis to carefully prepare and implement a plan for making the needed changes without interruption of service. Staff would also need to balance billing groups and optimize routes for processing, further automate the pre-billing meter review process, and evaluate optimization of the total system to effectively change from bimonthly to monthly billing.

NEXT STEPS:

On October 7, staff will provide a presentation on utility billing operations and delinquency management procedures. Input and direction received from the Board will be incorporated into revisions to District policies, procedures, and practices moving forward.



Policy

Policy No.: P400-21-1	Type of Policy: Finance
Policy Title: Discontinuation of Residential Water Service for Nonpayment	
Policy Description: Authorize the General Manager to Approve Discontinuation of Residential Water Service Due to Nonpayment	
Approval Date: 9/7/2021	Last Review Date: 2021
Approval Resolution No.: 46-21	Next Review Date: 2025
Rescinded Resolution No.: N/A	Rescinded Resolution Date: N/A

It is the policy of the Board of Directors of Dublin San Ramon Services District:

To authorize the General Manager or designee to approve discontinuation of residential water service arising from nonpayment of billed usage charges. Such discontinuations are to be conducted in accordance with Dublin San Ramon Services District (DSRSD) Code Chapter 1.50 Nonpayment of Fees and Charges, in addition to the “Water Shut-off Protection Act” (California Health and Safety Code Division 104 Part 12 Chapter 6) which has established specific requirements for water systems to follow when discontinuing residential water service due to nonpayment of charges.

1. Purpose of the Policy

The purpose of this policy is to define the conditions and procedures for discontinuing residential water service due to account holders’ nonpayment of water charges, including how account holders and/or occupants are notified by this policy, how they may obtain a payment arrangement or alternative payment schedule, how they may contest or appeal water charges, and how they may restore service after it has been discontinued for nonpayment.

2. Posting of the Policy

This policy will be posted on the District’s website. In addition to English, this policy will be made available in Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by at least 10% of the people (currently no other language meets this criteria) residing in the DSRSD service area.

3. Collection timeline for Utility Bills

- a. Per DSRSD Code §4.40.140, bills are due upon receipt and past due 30 days from the billing date. The billing due date is printed on the bill sent to the account holder.
- b. If the utility bill remains unpaid 30 days after the bill date, late fees and/or interest charges in amounts established by separate District ordinance or resolution will be added to the bill.

Policy No.: P400-21-1**Policy Title:** Discontinuation of Residential Water Service for Nonpayment

unpaid balance, and a “Late Payment Notice” will be mailed to the account holder. This notice will request that payment be made within 23 days from the date printed on the notice.

- c. If the utility bill remains unpaid 23 days after the “Late Payment Notice” was sent to the account holder, telephonic contact with the account holder will be attempted, after which, if the bill remains unpaid, a “Final Notice” will be mailed to the account holder. This notice will require payment to be made within 7 days from the delivery date. If payment is not received within the 7 days, the utility service may be discontinued without further notification attempts. The District will offer to provide this policy in writing and offer to discuss options to avert discontinuation of service if the telephonic contact is successful.

4. **Payment Arrangement, Deferred Payment, and Alternative Payment Schedule**

Upon receipt of a “Late Payment Notice” an account holder can request a payment arrangement, a temporary deferment, or an alternative schedule to make the required payments (a “payment plan”). DSRSD may choose which payment arrangement to accept as long as the outstanding balance is paid within a 12-month period.

5. **Special Medical and Financial Circumstances**

Water service shall not be discontinued for nonpayment if **ALL** of the following conditions are met:

- a. The property owner, or tenant of the property owner, submits the certification of a primary care provider that discontinuation of service will be life threatening or pose a serious threat to the health and safety of a resident of the premise where service is provided, **AND**
- b. The account holder demonstrates financial inability to pay for residential service within the normal billing cycle. (Account holder is deemed unable to pay if any member of the household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the account holder declares that the household’s annual income is less than 200 percent of the federal poverty level.), **AND**
- c. The account holder is willing to enter into a payment arrangement, a temporary deferral or alternative payment schedule consistent with this policy.

The District may choose which payment option to offer and accept. It should result in repayment of the outstanding balance in no more than 12 months. Payment arrangements longer than 12 months may be granted if the General Manager or designee finds that a longer period is necessary to avoid undue hardship on the customer based on the circumstances of the individual case.

Policy No.: P400-21-1**Policy Title:** Discontinuation of Residential Water Service for Nonpayment

If for 60 days or more, the account holder fails to comply with the payment plan or the account holder does not pay the current charges while under the payment plan, then residential water service may be discontinued after a final notice to discontinue service is posted at the property.

6. Landlord Customers of Single-Family Residential Properties

When the account holder is a landlord and the account is delinquent and subject to discontinuation of service, the District shall make good faith effort to inform the residential occupants, by means of written notice hand-delivered or mailed to the service address, that service will be terminated at least 10 days prior to the termination. The notice shall also inform the occupants that they have the right to become account holders without being required to pay any amount that may be due on the delinquent account. The water system may require the tenant to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. The water system is not required to make service available to the tenants unless they agree to the terms and conditions of service.

7. Landlord Customers of Multi-Family Residential Properties

When the account services a multi-family residential building, the District will not discontinue service for nonpayment of charges. Pursuant to DSRSD Code §4.40.120, unpaid utility charges on residential multi-family buildings may be added as a special assessment to the property owner's Alameda County or Contra Costa County property tax bill. No resident of a multi-family residential building will have their services discontinued due to the delinquency of a property owner.

8. Procedure for Customers to Contest or Appeal a Utility Bill

An account holder who desires to appeal or dispute the accuracy of the charges on a utility bill shall, no later than 30 days from the date of the original bill, submit a written notice to the Utility Billing & Customer Services Supervisor. The account holder must provide the reason or reasons for which the appeal or contest is based such as an erroneous water meter reading. The Utility Billing & Customer Services Supervisor, or designee, is authorized to correct an erroneous bill. The account holder shall be given written notification of the decision regarding the dispute. The Utility Billing & Customer Services Supervisor, or designee, will investigate claims relating to the accuracy of the amount billed, but will not review claims concerning level of service, general level of rates, pending rate changes, source of water, or similar matters.

If an account holder disagrees with the decision of the Utility Billing & Customer Services Supervisor, or designee, the account holder may appeal that decision to the General Manager. The General Manager, or designee, may review the accuracy of the amount billed, but will not review appeals under this procedure concerning level of service, general level of rates, pending rate changes, source of water and similar matters.

Any account holder who, pursuant to this policy, submits an appeal or contests the accuracy of the water consumption shown on a bill, shall not have service discontinued for nonpayment during the pendency of any investigation or appeal, provided the customer keeps current the account for services rendered as charges accrue in each subsequent billing period.

Policy No.: P400-21-1	Policy Title: Discontinuation of Residential Water Service for Nonpayment
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9. **Contact DSRSD about Your Bill**

An account holder may call 925-828-8524 to discuss options to avert discontinuance of service for non-payment.