



**DUBLIN SAN RAMON SERVICES DISTRICT
Board of Directors**

NOTICE OF REGULAR MEETING

TIME: 6 p.m.

DATE: Tuesday, October 3, 2017

PLACE: Regular Meeting Place
7051 Dublin Boulevard, Dublin, CA

AGENDA

Our mission is to provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Howard, Misheloff, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

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. Speakers' cards are available from the District Secretary and should be completed and returned to the 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, introduce him/herself, and then proceed with his/her comment.

6. REPORTS

- 6.A. Reports by General Manager and Staff
 - Event Calendar
 - Correspondence to and from the Board

- 6.B. Joint Powers Authority and Committee Reports

- 6.C. Agenda Management (consider order of items)

7. APPROVAL OF MINUTES

- 7.A. Regular Meeting Minutes of September 19, 2017

Recommended Action: Approve by Motion

8. CONSENT CALENDAR - None

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 of Directors or the public prior to the time the Board votes on the Motion to adopt.

9. BOARD BUSINESS

9.A. Approve New Electrician I/II Job Description and Abolish Electrician Classification
Recommended Action: Approve by Resolution

9.B. Receive a Presentation Regarding "Tri-Valley Water 101" and Discuss
Recommended Action: Receive Presentation and Discuss

10. BOARD MEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

11. CLOSED SESSION

11.A. Conference with Labor Negotiators - Pursuant to Government Code 54957.6
Agency Negotiators: Dan McIntyre, General Manager

Carol Atwood, Administrative Services Manager

Michelle Gallardo, Human Resources and Risk Supervisor

Employee Organizations: 1. Stationary Engineers, Local 39

2. Mid-Management Employees' Bargaining Unit

3. Professional Employees' Bargaining Unit

4. Confidential Employees' Bargaining Unit

Additional Attendee: Carl P. A. Nelson, General Counsel

11.B. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6

Agency Negotiator: Dan McIntyre, General Manager

Unrepresented Employees: 1. Administrative Services Manager

2. Engineering Services Manager

3. Operations Manager

Additional Attendee: Carl P. A. Nelson, General Counsel

12. REPORT FROM CLOSED SESSION

13. ADJOURNMENT

All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or 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 19, 2017

1. CALL TO ORDER

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

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Richard M. Halket, Vice President Georjean M. Vonheeder-Leopold, Director D.L. (Pat) Howard, Director Madelyne (Maddi) A. Misheloff, and Director Edward R. Duarte (Teleconference location).

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

New Employee Introduction:

Ed Padilla, Water/Wastewater Systems Operator III

President Halket announced that per Government Code section 54953, sub. (b)(2), all votes taken this evening will be done by a roll call vote due to Director Duarte participating via teleconference.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:03 p.m. No public comment was received.

6. REPORTS

A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
 - o The October 3 Board meeting may be cancelled due to a lack of business items.
 - o The Zone 7 Water Agency and the Department of Water Resources are holding a joint event Wednesday, October 4 at 2 p.m. at Lake Del Valle to celebrate Zone 7's 60th anniversary, and Lake Del Valle's 50th anniversary.
 - o DSRSD is celebrating Water Professionals Appreciation Week October 11 and has distributed invitations to the Board and Tri-Valley local and sister utility agency officials to attend a water facilities tour and luncheon from 8:30 a.m. to 1:30 p.m.
- Correspondence to and from the Board on an item not on the Agenda – None

- B. Joint Powers Authority and Committee Reports – None
- C. Agenda Management (consider order of items) – General Manager McIntyre reported that Item 9.C will be not be held this evening and will be scheduled for the next meeting.

7. APPROVAL OF MINUTES – Special Meeting of September 5, 2017
Regular Meeting of September 5, 2017
Special Meeting of September 13, 2017

Director Misheloff MOVED for the approval of the Special September 5, 2017 minutes, Regular September 5, 2017 minutes, and Special September 13, 2017 minutes. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

8. CONSENT CALENDAR

Vice President Vonheeder-Leopold MOVED for approval of the items on the Consent Calendar. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

- A. Approve Amendment to District's Conflict of Interest Code – Approved – Resolution No. 45-17
- B. Accept the Following Regular and Recurring Report: Warrant List – Approved

9. BOARD BUSINESS

- A. Second Reading: Adopt Ordinance of Dublin San Ramon Services District Revising District Code Section 3.60.010 Capacity Rights Allocation – Issuance of Certificate of Capacity, Section 3.70.010 Capacity Reserve Fee, and Section 5.30.010 User Classification

President Halket read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Further Modifying Sections 3.60.010, and 3.70.010 of its District Ordinance Code to Implement Ordinance No. 339, Concerning the Time of Vesting of Capacity Rights and Time of Payment of Associated Capacity Reserve Fees, and Modifying Section 5.30.010 to Implement Ordinance No. 340, By Further Defining Accessory Dwelling Units

President Halket solicited a Motion to Waive Reading of Ordinance.

Director Misheloff MOVED to Waive Reading of Ordinance. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

Engineering Services Manager Zavadil reviewed the item for the Board. There was no public comment received.

Director Howard MOVED to adopt Ordinance No. 342, Further Modifying Sections 3.60.010, and 3.70.010 of its District Ordinance Code to Implement Ordinance No. 339, Concerning the Time of Vesting of Capacity Rights and Time of Payment of Associated

Capacity Reserve Fees, and Modifying Section 5.30.010 to Implement Ordinance No. 340, By Further Defining Accessory Dwelling Units. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

B. Review of District Participation in Bay Area Biosolids Coalition

Senior Engineer – Supervisory Steve Delight reviewed the item for the Board. He gave an update of the Coalition's current activities including monitoring of new projects being piloted by Fairfield-Suisun and Silicon Valley Clean Water.

The Board and staff discussed the District's involvement in the Coalition, and the potential impacts to the District and other agencies across the state by new legislation (Senate Bill 1383), which begins to ban organic wastes, including biosolids, from landfills by 2025. The Board directed staff to continue participating in the Coalition to seek new technologies and viable solutions to inevitably replace the District's current biosolids disposal in dedicated land disposal sites.

C. NOT HELD – Approve New Electrician I/II Job Description and Salary and Abolish Electrician Classification

Administrative Services Manager Atwood described the nature of the item, and explained that due to questions posed by Stationary Engineers, Local 39, the item will be postponed for presentation at a future meeting.

The Board took no action on the item.

D. 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. 6-17

Administrative Services Manager Atwood reviewed the item for the Board. She explained that since this item had originally included pay schedule information for the now postponed Electrician classification (Item 9.C), a revised version of Item 9.D, now reflecting only the Financial Services Manager – Temporary/Retired Annuitant classification, has been provided for the Board's consideration this evening.

The Board and staff discussed the compensation structure and employment duration for the District's assignment for the project manager for the bond refunding, as well as CalPERS guidelines for hiring within the Financial Services Manager – Temporary/Retired Annuitant classification.

Vice President Vonheeder-Leopold MOVED to adopt Resolution No. 46-17, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, and Rescinding Resolution No. 6-17. Director Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

E. Support State's Proclamation Declaring California's Water Professionals Appreciation Week

Community Affairs Supervisor Sue Stephenson reviewed the item for the Board.

The Board was pleased with the proposed recognition of water professionals and suggested that staff make additional presentations to the Dublin, San Ramon, and Pleasanton city councils during the celebratory week to encourage them to also support the State's proclamation. The Board congratulated Ms. Stephenson for her success promoting and garnering such recognition for the industry. Ms. Stephenson also reminded the Board of the October 11 District tour and luncheon in support of Water Professionals Appreciation week, and provided additional invitations to them.

Director Howard MOVED to adopt Resolution No. 47-17 to Support the State's Proclamation Declaring California's Water Professionals Appreciation Week. Vice President Vonheeder-Leopold SECONDED the MOTION, which CARRIED with FIVE AYES, per roll call vote.

10. BOARDMEMBER ITEMS

Vice President Vonheeder-Leopold submitted written reports to Executive Services Supervisor Genzale at the September 13 Board meeting. She reported she attended the California Association of Sanitation Agencies Board Strategic Planning Session September 10-12 in Lafayette, and the Alameda County Special Districts Association chapter meeting on September 13 at the Livermore Area Recreation and Park District. She summarized the activities and discussions at the meetings.

11. CLOSED SESSION

At 6:34 p.m. the Board went into Closed Session.

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager

12. REPORT FROM CLOSED SESSION

At 7:02 p.m. the Board came out of Closed Session. President Halket announced that there was no reportable action.

13. ADJOURNMENT

President Halket adjourned the meeting at 7:03 p.m.

Submitted by,

Nicole Genzale, CMC
Executive Services Supervisor



TITLE: Approve New Electrician I/II Job Description and Abolish Electrician Classification

RECOMMENDATION:

Staff recommends the Board of Directors adopt, by Resolution, the new title, job description, and salary range for the Electrician I/II, and abolish the existing Electrician classification.

SUMMARY:

As a result of the new, full-time Electrician position (1.0 FTE) approved by the Board in the District's Fiscal Years 2018 and 2019 Operating Budget, the Operations Manager and the Senior Electrical Engineer-Supervisory completed an assessment of the staffing needs for the Electrical and Automation Division. The Senior Electrical Engineer-Supervisory determined that the current, single-level Electrician classification is no longer effective for meeting current and future needs of the District.

The current, single Electrician classification is a journey-level classification and requires applicants to have at least two (2) years of experience working on electrical and electronic control systems common to industrial processing plants. This specific experience requirement limits recruitment efforts to only journey-level applicants and does not provide an opportunity for entry-level electricians to qualify. The minimum qualifications for the new Electrician I classification will require applicants to have completed an approved electrical apprenticeship program and one (1) year of experience working on electrical and electronic control systems. These qualifications will allow for entry-level electricians who do not yet have experience working in an industrial processing plant, similar to the District Wastewater Treatment Plant (WWTP), to be eligible for hire and to learn the specialized electrical systems at the WWTP. The Electrician II classification will require completion of an approved electrical apprenticeship program and two (2) years of experience similar to the Electrician I level, as is consistent with other skilled trade positions in the District. By creating this flexibly staffed Electrician I/II classification, the District will be able to: provide an entry-level classification for electricians and assist recruitment efforts to source more highly qualified candidates, provide a career path to assist in the District's succession planning efforts, and align the Electrician classification series with the District's classification plan, which already includes flexibly-staffed classifications for skilled trades such as the Mechanic I/II and Water/Wastewater Systems Operator I-IV.

The proposed salary range for the new Electrician I/II position is benchmarked to the existing journey-level Electrician classification, which is in accordance with the Local 39 Memorandum of Understanding (MOU) and District's compensation structure. The salary range for the Electrician II position will be the same as the existing Electrician position at \$7,674 - \$9,327 per month. The salary range for the Electrician I position is benchmarked at 10% below the Electrician II, at \$6,975 - \$8,479 per month, which follows the differentials for other Local 39 classification series. This new position will be included in the successor MOU and the salary will be reviewed and set in accordance with MOU requirements. Staff has met and consulted with representatives of the Stationary Engineers, Local 39, on the proposed new job definitions and salary ranges for the Electrician I/II job description. Upon adoption, staff intends to begin recruiting to fill the new, full-time position in the Electrical and Automation Division.

Originating Department: Administrative Services	Contact: S. Koehler	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input type="checkbox"/> None <input type="checkbox"/> Staff Report <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 – Job Description – Electrician I/II	



DUBLIN SAN RAMON SERVICES DISTRICT

JOB DESCRIPTION

Job Title:	Electrician I/II
W/C Code:	7580
FLSA Status:	Non-exempt
Unit:	Local 39
Adopted Date:	October 3, 2017
JD Code:	I: CELEC1 II: CELEC2

DEFINITION

Under direct or general supervision of the Supervisor of the Electrical and Automation Division, performs a variety of routine to complex duties in support of the Electrical and Automation Division related to skilled electrical work in the installation, maintenance, inspection, testing, troubleshooting, and repair of a variety of electrical, electronic, and telemetry equipment and systems as found in the water, recycled water, and wastewater treatment plants, District buildings, and related facilities; maintains Livermore-Amador Valley Water Management Agency (LAVWMA) and Recycled Water Authority (DERWA) electrical and instrumentation equipment; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Electrician I

This is the entry-level class within the Electrician series. Initially under close supervision, incumbents with basic electrical maintenance experience learn District infrastructure, systems, and facilities, use of tools and equipment, and a variety of practices and procedures. Positions at this level assist on the more technical and advanced maintenance and monitoring, and exercise less independent discretion and judgment in matters related to work procedures and methods. 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. This class is distinguished from the Electrician II in that the latter independently perform the more technical and complex work such as the maintenance of medium to high voltage equipment and computer-based electrical diagnostics and power systems monitoring. This class is flexibly staffed with Electrician II and incumbents may advance to the higher level after gaining the knowledge, skills, and experience, which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of higher-level class.

Electrician II

This is a journey-level class within the Electrician series responsible for performing the full range of electrician duties to ensure water, recycled water, and wastewater equipment and facilities are functioning appropriately. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Positions may be filled by advancement from the Electrician I level, or by recruiting an outside candidate with substantial electrical experience. Incumbents are expected to perform a wide variety of electrical maintenance duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental procedures and precedents and the ability to choose among alternatives in solving problems. Incumbents may provide training to lower-level staff. This class is distinguished from the Senior Electrician in that the latter has broader responsibility for training and oversight of assigned staff and performance of the most complex work within the Division. The Electrician class series is distinguished from the Instrumentation Technician class series by the performance of more general electrical and electronic duties while the latter performs duties related specifically to electronic metering, control, and recording instruments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, installs, repairs, maintains, tests, and troubleshoots electrical, electronic, and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water, recycled water, and wastewater collection and treatment.
- Maintains, tests, and repairs low to high voltage electrical equipment, including circuits, transformers, high voltage switches, motor control centers, Adjustable Frequency Drives (AFD's), switchboards, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.
- Designs and/or redesigns electronic, hydraulic, and pneumatic control systems, power and control circuits, lighting systems, and associated control systems.
- Diagnoses problems and determines needed repairs or modifications; installs and maintains cathodic protection, corrosion control, and associated equipment.
- Reads and interprets electrical and electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Maintains accurate records and files of work performed and materials and supplies used; estimates labor, materials, and supplies necessary for specific projects; accesses and updates computerized maintenance management system (CMMS) work orders; generates reports.
- Operates and maintains computer-based electrical diagnostics and power monitoring systems; opens and closes breakers; researches trends and captures power usage.
- Installs, troubleshoots, repairs, and maintains DERWA and LAVWMA electrical and instrumentation equipment.
- Inspects and tests heating, ventilation, and air conditioning (HVAC) systems.
- Rebuilds and/or replaces, lubricates, and maintains large and small electric motors.
- Installs, troubleshoots, repairs, and maintains telephone systems and associated communication and distribution systems.
- Reviews and comments on capital improvement project drawings and submittals.
- Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Works with contractors on projects and contract maintenance; schedules and coordinates production tasks; monitors contract performance; inspects projects and work performed by contractors and outside agencies to ensure proper electrical code compliance and performance.
- Attends training and safety sessions as assigned; observes appropriate safety procedures and works to applicable codes and guidelines; makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Assists lower-level and new staff as required.
- Coordinates activities with other departments and staff.
- Performs confined space entry and rescue operations.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintains accurate records of work performed.
- Participates in group problem solving activities to promote continual business process improvements and initiatives.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Drives a motor vehicle.
- Performs other 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.

Electrician I

Knowledge of:

- Basic principles, practices, tools, and materials for maintaining and repairing electrical motors, lighting circuits, electrical control equipment, transformers, conduit and duct systems, and other types of electrical lighting and power equipment.
- Electrical theory, work methods, tools, and testing equipment.
- Basic principles and practices for troubleshooting and maintaining telephone, telemetry, and control systems hardware equipment.
- Regulations pertaining to electrical and electronic installation, maintenance, and repairs.
- Electrical and electronic schematic diagrams.
- Basic principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Basic principles of variable frequency drives, motors, and control systems.
- Building and electrical codes and regulations, specifically National Electrical Code policies and procedures.
- Design, construction, installation, and maintenance of electrical apparatus and equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Shop arithmetic.
- Basic safety practices, procedures, and equipment pertaining to work.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Troubleshoot electrical and maintenance problems.
- Learn to apply electrical theory, work methods, tools, and testing equipment used in the District's water, collections, and wastewater associated facilities.
- Learn and apply principles of operation of District recycled water treatment, water distribution, wastewater, and collection systems.
- Learn applicable federal and state laws; and District, department, and division regulations, codes, policies, and procedures.
- Learn to inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electrical and electronic circuits and systems; take appropriate action when failures occur.
- Read and follow plans, blueprints, schematic diagrams, and specifications for electrical work.
- Learn to perform a variety of support for engineering, fabricating, and design duties related to water, recycled water, and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Secure the necessary tools and equipment to complete the assignment.
- Learn and apply safety practices, procedures, and equipment pertaining to work in the industry, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.
- Safely use and maintain tools and equipment related to the work.
- Make accurate arithmetic calculations.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Maintain accurate records and update database and records systems, reports, and charts.
- Maintain attention to detail and accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and prudence within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform work in confined spaces, following required confined space entry procedures.

Electrician II (In addition to the qualifications for the Electrician I):

Knowledge of:

- Electrical theory, work methods, tools, and testing equipment used in the District's water, collections, wastewater and associated facilities.
- Principles of operation of District recycled water treatment, water distribution, wastewater, and collection systems.

- Applicable federal and state laws; and District, department, and division regulations, codes, policies, and procedures.
- Safety practices, procedures, and equipment pertaining to work in the industry, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.

Ability to:

- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electrical and electronic circuits and systems; take appropriate action when failures occur.
- Perform a variety of support for engineering, fabricating, and design work related to water, recycled water, and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Maintain medium to high voltage equipment and computer-based electrical diagnostics and power monitoring systems.
- Estimate the scope of each work assignment.
- Organize database and records systems.
- Organize own work, initiate processes, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Plan, organize, and manage assigned technical and procedural tasks.
- Use independent judgment within general policy and legal guidelines.

EDUCATION and EXPERIENCE

The minimum qualifications and acceptable substitutions 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.

Electrician I

Equivalent to the completion of the twelfth (12th) grade, completion of an approved electrical apprenticeship program, and one (1) year of experience in maintaining, installing, and repairing a variety of electrical, electronic and control systems.

Electrician II

Equivalent to the completion of the twelfth (12th) grade, completion of an approved electrical apprenticeship program and two (2) years of responsible experience in maintaining, installing, and repairing a variety of electrical, electronic, and control systems similar to an Electrician I.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C driver's license 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 Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

Electrician I

Possession of a General Electrician Certification from the State of California or a California Water Environment Association (CWEA) Electrical/Instrumentation Technician Grade I certification is required within two (2) years of appointment. Maintenance of certificate is a condition of employment.

Electrician II

Possession of a General Electrician Certification from the State of California or a California Water Environment Association (CWEA) Electrical/Instrumentation Technician Grade I certification is required upon appointment. If qualifying with a CWEA Electrical/Instrumentation Technician Grade I certification, possession of a CWEA Electrical/Instrumentation Technician Grade II certification within two (2) years of appointment. Maintenance of certificate is a condition of employment.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

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.

- The employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to confined spaces.
- The employee is occasionally exposed fumes or airborne particles; toxic or caustic chemicals
- The employee is exposed extreme cold and heat.
- The employee is exposed to risk of electrical shock or mechanical hazards.
- The employee in this classification may perform duties that involve a potential risk of exposure to bloodborne pathogens.
- The employee uses power and noise producing tools and equipment. The noise level in the work environment is usually loud.
- The employee, as needed, works indoors, office setting, climate controlled.

PHYSICAL DEMANDS

STANDING

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.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while inspecting, installing, repairing and troubleshooting electrical, electronic, and associated control systems, power circuits, power generating equipment, switch gears, emergency systems, cathodic protection, corrosion control and associated equipment, lubricating and maintaining large and small electrical motors, telephone systems, distribution systems, lighting systems, associated control systems, inspecting and setting safety switches, utilizing a variety of power tools, removing or replacing a manhole lid, utilizing a camelon jack, installing wiring.

WALKING

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while transporting tools, parts, equipment, walking to and from job sites, relocating tools, within the plant, to and from field sites.

SITTING

Average Frequency: 1 to 2 hours.
Duration: $\frac{1}{2}$ hour to 1 hour.
Maximum Frequency: 6 to 7 hours.
Duration: Up to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while sitting at a desk station, utilizing a computer, reading, writing, during trainings, operating a boom truck, forklift, pickup truck, a maintenance cart or during trainings.

KNEELING/CRUCHING/SQUATTING

Average Frequency: Up to 1 hour.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to 20 minutes at a time.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment.

CRAWLING

Average Frequency:	2 to 4 hours per month.
Duration:	Seconds to 20 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Dirt, gravel, concrete, asphalt, metal grating.
Description:	Performs while underneath building structures, accessing, installing or inspecting equipment.

LAYING ON BACK/STOMACH

Average Frequency:	0 to less than 5 minutes.
Duration:	Seconds to less than 1 minute at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Surfaces:	Concrete, dirt.
Description:	Performs while accessing and inspecting equipment.

CLIMBING/BALANCING

Average Frequency:	10 to 20 times.
Duration:	Seconds at a time.
Maximum Frequency:	Up to 50 times.
Duration:	Seconds to less than 1 minute at a time.
Surfaces:	Vehicle floorboard, stepladder or fixed ladder steps.
Description:	Performs while ascending or descending stepladders, vertical fixed ladders up to 20 feet, stair steps, entering or exiting vehicles.

REACHING

- Above Shoulder Level:**

Average Frequency:	Up to ½ hour.
Duration:	Seconds to less than 5 minutes at a time.
Maximum Frequency:	Up to 4 hours.
Duration:	Seconds to less than 5 minutes at a time.
Description:	Performs while installing conduit, wiring, replacing light bulbs, ballasts, telephone cables, accessing equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off higher shelves. Unilateral or bilateral upper extremities from a less than full-to-full extension at each occurrence.

- Between Waist and Shoulder Level:**

Average Frequency:	5 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 inspecting, installing, repairing and troubleshooting electrical, electronic, and associated control systems, power circuits, power generating equipment, switch gears, emergency systems, cathodic protection, corrosion control and associated equipment, lubricating and maintaining large and small electrical motors, telephone systems, distribution systems, lighting systems, associated control systems, inspecting and setting safety switches,

utilizing a variety of power tools, removing or replacing a manhole lid, utilizing a camelon jack, installing wiring, operating equipment in conjunction with maneuvering levers and a steering wheel, operating a jackhammer, securing conduit, installing wiring. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

• **Below Waist Level:**

Average Frequency:

Up to 1 hour.

Duration:

Seconds to less than 5 minutes at a time.

Maximum Frequency:

Up to 4 hours.

Duration:

Seconds to less than 5 minutes at a time.

Description:

Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment, performs while securing conduit and installing wiring, operating a jackhammer, utilizing a shovel while digging or transferring dirt. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency:

Less than ½ hour to 1 hour.

Duration:

Seconds to less than 15 minutes at a time.

Maximum Frequency:

Up to 3 hours.

Duration:

Seconds to less than 15 minutes at a time.

Description:

Performs while securing conduit and utilizing a manual pipe bender to bend pipe, installing wiring, up to 10-gauge wiring, utilizing a jackhammer a combination of pushing, pulling, guiding and partial lifting (1 time per year up to 1 hour), utilizing a hook to remove or replace a manhole lid, utilizing a shovel while digging or transferring dirt, utilizing a camelon jack to relocate or secure equipment, utilizing a drill, grinder, roto hammer, utilizing wrenches to secure or remove bolts. Unilateral or bilateral arm use.

TWISTING/ROTATING

• **Waist:**

Average Frequency:

Less than 10 minutes.

Duration:

Seconds at a time.

Maximum Frequency:

Up to ½ hour.

Duration:

Seconds at a time.

Description:

Performs while accessing and inspecting equipment, repairing screw conveyors, shoveling, driving. The motion is from center to right back to center or center to left back to center up to 20-degrees.

• **Neck:**

Average Frequency:

2 to 4 hours.

Duration:

Seconds to less than 5 minutes at a time.

Maximum Frequency:

Average frequency is consistent.

Duration:

N/A

Description:	Performs while inspecting and accessing equipment, inspecting, installing, repairing and maintaining electrical equipment in conjunction with utilizing tools. The motion is from center to right back to center or center to left back to center up to 45-degrees.
• Wrists:	
Average Frequency:	Up to ½ hour.
Duration:	Seconds to less than 5 minutes at a time.
Maximum Frequency:	Up to 4 hours.
Duration:	Seconds to less than 5 minutes at a time.
Description:	Performs while utilizing various hand tools including a screwdriver, wire strippers, pliers, shoveling, hand starting nuts, bolts, small parts. Unilateral or bilateral hand use.
<u>BENDING</u>	
• Waist:	
Average Frequency:	Up to ½ hour.
Duration:	Seconds to less than 5 minutes at a time.
Maximum Frequency:	1 to 2 hours.
Duration:	Seconds to less than 5 minutes at a time.
Description:	Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment, shoveling, operating a jackhammer, installing and securing conduit or wiring. The motion is in a forward direction up to 5 to 65-degrees.
• Head/Neck:	
Average Frequency:	4 to 5 hours.
Duration:	Seconds to less than 15 minutes.
Maximum Frequency:	5 to 6 hours.
Duration:	Seconds to less than 15 minutes at a time.
Description:	Performs while reading, writing, inspecting, accessing equipment, installing, repairing, maintaining or troubleshooting a variety of electrical equipment, utilizing hand or power tools, removing or replacing manhole lids, shoveling.
• Wrists:	
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.
Description:	Performs while operating a variety of equipment including forklifts, pickup trucks, maintenance carts, boom truck in conjunction with maneuvering a steering wheel or levers, utilizing a variety of tools including wrenches, screwdrivers, pliers, sockets, Alan wrenches, wire cutters, strippers, drills, band saws, saw-zall, roto hammers, skill saws, operating a pneumatic jackhammer, shoveling. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects:	Writing utensil, paperwork, manuals, drills, wire cutters, pliers, long-nosed pliers, wire strippers, pry bars, tape measure, levels, pipe wrenches, socket adapters, crimpers, ratchets, wrenches, screwdrivers, drills, reciprocating saw, testing equipment, hammers, diagnostic tools, Alan wrenches, meters, metal hook, shovel, 5" drill, camelon jack.
Average Frequency:	6 to 7 hours.
Maximum Frequency:	7 to 8 hours.
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 variety of hand or power tools to maintain, inspect, install, repair and troubleshoot electrical, electronic and associated control systems, power circuits, power generating equipment, etc., utilizing a writing utensil, handling paperwork, manuals, handling small parts, bolts, nuts, screws, wiring, utilizing testing equipment.

11 to 25 lbs.

Objects:	Pipe, wiring, roto hammer, tool bucket, wall mount light fixture, wire box, 9" disc grinder, camelon jack, tool case.
Average Frequency:	15 to 30 minutes.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds to less than 5 minutes at a time.
Distance:	Less than 25 feet.
Height:	Ground to shoulder or above.
Description:	Performs while utilizing a disc grinder, camelon jack, retrieving and relocating a variety of parts and tools.

26 to 50 lbs.

Objects:	Motor controller, control panel, electric motor, wiring, tool bucket, wire spools, equipment, winch, confined space entry tripod.
Average Frequency:	2 to 4 times.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	Less than 10 feet.
Height:	Ground to waist level.
Description:	Performs while retrieving and relocating a variety of parts, motors, wiring, equipment, a winch, confined space entry tripod.

51 to 75 lbs.

Objects:	UPS, electric motor, wiring, jackhammer, step/extension ladder.
Average Frequency:	2 times per week.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	Less than 5 feet.
Height:	Ground to waist level.

Description: Performs while retrieving and relocating UPS, electric motor, wiring, a ladder and operating a jackhammer, a combination of pushing, pulling, guiding, maneuvering, partial lifting.

76 to 100 lbs.

Objects: Electric motor.
Average Frequency: 2 times per week.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 5 feet.
Height: Ground to waist level.
Description: Performs as needed while retrieving and relocating an electric motor.

100+ lbs.

Objects: Manhole lid.
Average Frequency: 1 time every 6 months.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: 0 feet.
Height: Waist to waist level.
Description: Performs as needed while utilizing a metal hook to remove or replace a manhole lid combination of pushing, pulling, partial lifting and lifting.

SIMPLE GRASPING

Average Frequency: 5 ½ to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while operating equipment in conjunction with maneuvering a steering wheel, levers, retrieving or relocating tools, parts, handling paperwork, utilizing a telephone, utilizing diagnostic tools, inspecting, installing and repairing equipment, handling parts. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency: Less than ½ hour to 1 hour.
Duration: Seconds to less than 15 minutes at a time.
Maximum Frequency: Up to 3 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while securing conduit and wiring, up to 10-gauge wiring, utilizing a jackhammer a combination of pushing, pulling, guiding and partial lifting (1 time per year up to 1 hour), utilizing a hook to remove or replace a manhole lid, utilizing a shovel while digging or transferring dirt, utilizing a camelon jack to relocate or secure equipment, utilizing a drill, grinder, roto hammer, utilizing wrenches to secure or remove bolts, retrieving and relocating equipment, supplies, tools. Unilateral or bilateral arm use.

FINE MANIPULATION

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 computer keyboard, mouse, writing utensil, pressing telephone buttons to make outgoing calls, manipulating screws, nuts, bolts, wiring. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Drills
- Wire cutters
- Pliers
- Long-nosed pliers
- Wire strippers
- Pry bars
- Tape measure
- Levels
- Pipe wrenches
- Socket adapters
- Crimpers
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saw
- Testing equipment
- Hammers
- Diagnostic tools
- Alan wrenches
- Meters
- Metal hook
- Shovel
- Breaking bar
- Computer keyboard, mouse, monitor
- Writing utensil
- Crane/Boom truck
- Forklift
- Pickup truck
- Maintenance cart
- Camelon jack
- Band saw
- Roto hammers
- Skill saw
- Pneumatic jackhammer
- Gas detector
- Winch
- Tripod
- Conduit bender

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- 9" disc grinder – 15 pounds
- Camelon jack – 5 pounds
- 5" drill – 10 pounds
- Kit case with a variety of a power tools – 25 pounds
- UPS – 59 pounds
- Roto hammer – 25 pounds with case
- Electric motor – 91 pounds
- 12' step/extension ladder – 70 pounds
- Wall mount light fixture – 15 pounds
- 1,000' #12 wire box – 25 pounds
- Bucket with rope – 10 pounds
- Wire spool – 38 pounds
- 14 gauge/500 foot wiring – 24 pounds; 1,000' – 50 pounds
- 4 conductor #6 wire, 150' – 55 pounds
- Tool bucket – 31 pounds
- Motor controller – 50 pounds
- Control panel – 43 pounds
- Manhole lid 30" – 185 pounds; 24" – 163 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 TO ADOPT THE NEW JOB DESCRIPTION AND SALARY RANGE FOR THE ELECTRICIAN I/II AND ABOLISH THE ELECTRICIAN CLASSIFICATION

WHEREAS, the Board of Directors has authority to establish job titles, job definitions and salaries, and provide for the General Manager to define and establish duties and requirements for each class specification in the classified services as described in Resolution No. 6-90; and

WHEREAS, the District has a new, full-time Electrician vacancy in the Electrical and Automation Division; and

WHEREAS, the Operations Manager has determined that a flexibly staffed classification in the Electrician series would better serve the staffing and succession planning needs of the District's Electrical and Automation Division; and

WHEREAS, the new job description and salary range distinguish between the entry-level and journey-level electrical maintenance duties; and

WHEREAS, the Electrician I/II job classification is subject to the provisions of the Memorandum of Understanding between the District and the International Union of Operating Engineers, Stationary Engineers, Local 39 dated May 17, 2016; and

WHEREAS, all meet and confer obligations have been met by the District and the Stationary Engineers, Local 39.

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 job definition and salary ranges for the following shall be listed:

1. The job definition to be stated "Under direct or general supervision of the Supervisor of the Electrical and Automation Division, performs a variety of routine to complex duties in support of the Electrical and Automation Division related to skilled electrical work in the installation, maintenance, inspection, testing, troubleshooting and repair or a variety of electrical, electronic, and telemetry equipment and systems as found in the water, recycled water, and wastewater treatment plants, District buildings, and related facilities; maintains Livermore-Amador Valley Water Management Agency (LAVWMA) and Recycled Water Authority (DERWA) electrical and instrumentation equipment; and performs other duties as assigned.

Res. No. _____

2. The Electrician I salary range is set to \$6,975/month - \$8,479/month, and all sections of the new job description specify the entry-level, Electrician I duties and are distinguished from the Electrician II duties.
3. The Electrician II salary range is set to \$7,674/month - \$9,327/month, and all sections of the new job description specify the journey-level, Electrician II duties and are distinguished from the Electrician I duties.
4. Abolish the current, single-level Electrician classification as listed in Exhibit "A."

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 3rd day of October 2017, and passed by the following vote:

AYES:

NOES:

ABSENT:

Richard M. Halket, President

ATTEST: _____
Nicole Genzale, District Secretary



DUBLIN SAN RAMON SERVICES DISTRICT

JOB DESCRIPTION

Job Title:	Electrician
W/C Code:	7580
FLSA Status:	Non-exempt
Unit:	Local 39
Adopted Date:	April 4, 2000
Revised Date:	October 9, 2007 November 4, 2008 November 10, 2016
JD Code:	CELECT

DEFINITION

Under general supervision of the Supervisor of the Electrical Maintenance Division, performs a variety of routine to complex duties in support of the Electrical Maintenance Division related to skilled electrical work in the installation, maintenance, inspection, testing, troubleshooting, and repair of a variety of electrical, electronic, and telemetry equipment and systems as found in the water, recycled water, and wastewater treatment plants, District buildings, and related facilities; maintains LAVWMA and DERWA electrical and instrumentation equipment; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for performing the full range of electrician duties to ensure water, recycled water, and wastewater equipment and facilities are functioning appropriately. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Incumbents are expected to perform a wide variety of electrical maintenance duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental procedures and precedents and the ability to choose among alternatives in solving many problems. Incumbents receive general supervision from the Supervisor of the Electrical Maintenance Division and functional direction from the Senior Electrician-Electronic Technician. Incumbents may provide training to lower-level staff. This classification is distinguished from the Instrumentation Technician by the performance of more general electrical and electronic duties while the latter performs duties related specifically to electronic metering, control, and recording instruments. This class is further distinguished from the Senior Electrical-Electronic Technician in that the latter has broader responsibility for training and oversight of assigned staff and performance of the most complex work within the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, installs, repairs, maintains, tests, and troubleshoots electrical, electronic, and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water, recycled water, and wastewater collection and treatment.
- Maintains, tests, and repairs low and high voltage electrical equipment, including circuits, transformers, high voltage switches, motor control centers, AFD's, switchboards, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.
- Designs and/or redesigns electronic, hydraulic, and pneumatic control systems, power circuits, and control circuits.
- Diagnoses problems and determines needed repairs or modifications; installs and maintains cathodic protection, corrosion control, and associated equipment.
- Reads and interprets electrical and electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.

- Maintains accurate records and files of work performed and materials and supplies used; estimates labor, materials, and supplies necessary for specific projects; accesses and updates CMMS work orders; generates reports.
- Operates power-net system that monitors plant electrical system; opens and closes breakers; researches trends and captures power usage.
- Installs, troubleshoots, repairs, and maintains DERWA and LAVWMA electrical and instrumentation equipment.
- Inspects and tests heating, ventilation, and air conditioning (HVAC) systems; repairs pneumatic, electric, or electronic control systems.
- Rebuilds and/or replaces, lubricates, and maintains large and small electric motors.
- Installs, troubleshoots, repairs, and maintains telephone systems and associated communication and distribution systems.
- Designs and/or redesigns lighting systems and associated control systems.
- Inspects and sets safety switches.
- Reviews and comments on capital improvement project drawings and submittals.
- Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Works with contractors on projects and contract maintenance; schedules and coordinates production tasks; monitors contract performance.
- Inspects projects and work performed by contractors and outside agencies to ensure proper electrical code compliance and performance.
- Attends training and safety sessions as assigned; observes appropriate safety procedures and works to applicable codes and guidelines; makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Assists lower-level and new staff as required.
- Coordinates activities with other departments and staff.
- Performs confined space entry and rescue operations.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintains accurate records of work performed.
- Participates in group problem solving activities to promote continual business process improvements and initiatives.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Drives a motor vehicle.
- Performs other 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:

- Principles, practices, tools, and materials for maintaining and repairing electrical motors, lighting circuits, electrical control equipment, transformers, conduit and duct systems, and other types of electrical lighting and power equipment.
- Electrical theory, work methods, tools, and testing equipment used in the District's water, collections, wastewater and associated facilities.
- Telephone, telemetry and SCADA hardware equipment.
- Regulations pertaining to electrical and electronic installation, maintenance, and repairs.
- Electrical and electronic schematic diagrams.
- Principles of operation of District micro-filtration/reverse osmosis, distribution, wastewater, and collection systems.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Principles of variable frequency drives, motors, and control systems.

- Building and electrical codes and regulations as they relate to the position, specifically National Electrical Code policies and procedures.
- Design, construction, installation, and maintenance of electrical apparatus and equipment.
- The proper operation of tools, materials, and equipment used in the electrical and electronic trades.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Shop arithmetic.
- Safety practices, procedures, and equipment pertaining to work in the industry, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.
- Modern office practices, methods, and computer equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Computer applications related to the work.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electrical and electronic circuits and systems; take appropriate action when failures occur.
- Use electrical tools and equipment skillfully and safely.
- Read and follow plans, blueprints, schematic diagrams, and specifications for electrical work.
- Perform a variety of support for engineering, fabricating, and design duties related to water, recycled water, and wastewater systems construction, maintenance, and repair; interpret sketches and diagrams.
- Estimate the scope of each work assignment and secure the necessary tools and equipment to complete the assignment.
- Troubleshoot electrical and maintenance problems and determine materials and supplies required for repair.
- Use and maintain tools and equipment related to the work skillfully and safely.
- Make accurate arithmetic calculations.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize, maintain, and update database and records systems.
- Maintain accurate records.
- Make accurate basic arithmetic and statistical computations.
- Organize own work, initiate processes, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Maintain attention to detail and accuracy.
- Plan, organize and manage assigned technical and procedural functions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform work in confined spaces, following required confined space entry procedures.

EDUCATION and EXPERIENCE

The minimum qualifications and acceptable substitutions 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, completion of an approved electrical apprenticeship program and two (2) years of responsible experience in maintaining, installing, and repairing a variety of electrical, electronic, and

control systems common to heavy industrial processing plants. Experience working in a wastewater or water facility preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C driver's license 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 an Electrician Certification from the State of California is required upon appointment, or a California Water Environment Association Electrical/Instrumentation Technician Grade II certification is required within two (2) years of appointment. Maintenance of certificate is a condition of employment.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.

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.

- The employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to confined spaces.
- The employee is occasionally exposed fumes or airborne particles; toxic or caustic chemicals
- The employee is exposed extreme cold and heat.
- The employee is exposed to risk of electrical shock or mechanical hazards.
- The employee in this classification may perform duties that involve a potential risk of exposure to bloodborne pathogens.
- The employee uses power and noise producing tools and equipment. The noise level in the work environment is usually loud.
- The employee, as needed, works indoors, office setting, climate controlled.

PHYSICAL DEMANDS

STANDING

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.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while inspecting, installing, repairing and troubleshooting electrical, electronic, and associated control systems, power circuits, power generating equipment, switch gears, emergency systems, cathodic protection, corrosion control and associated equipment, lubricating and maintaining large and small electrical motors, telephone systems, distribution systems, lighting systems, associated control systems, inspecting and setting safety switches, utilizing a variety of power tools, removing or replacing a manhole lid, utilizing a camelon jack, installing wiring.

WALKING

Average Frequency: 4 to 5 hours.
Duration: Seconds to 15 minutes at a time.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to 15 minutes at a time.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while transporting tools, parts, equipment, walking to and from job sites, relocating tools, within the plant, to and from field sites.

SITTING

Average Frequency: 1 to 2 hours.
Duration: ½ hour to 1 hour.
Maximum Frequency: 6 to 7 hours.
Duration: Up to 1 hour at a time.
Surfaces: Cushioned vehicle seat or office chair.
Description: Performs while sitting at a desk station, utilizing a computer, reading, writing, during trainings, operating a boom truck, forklift, pickup truck, a maintenance cart or during trainings.

KNEELING/CROUCHING/SQUATTING

Average Frequency: Up to 1 hour.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to 20 minutes at a time.
Surfaces: Office – carpet and tile; Field/plant – concrete, asphalt, dirt, gravel, mud, metal grating, grass, sloped terrain.
Description: Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power

tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment.

CRAWLING

Average Frequency: 2 to 4 hours per month.
Duration: Seconds to 20 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Dirt, gravel, concrete, asphalt, metal grating.
Description: Performs while underneath building structures, accessing, installing or inspecting equipment.

LAYING ON BACK/STOMACH

Average Frequency: 0 to less than 5 minutes.
Duration: Seconds to less than 1 minute at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Surfaces: Concrete, dirt.
Description: Performs while accessing and inspecting equipment.

CLIMBING/BALANCING

Average Frequency: 10 to 20 times.
Duration: Seconds at a time.
Maximum Frequency: Up to 50 times.
Duration: Seconds to less than 1 minute at a time.
Surfaces: Vehicle floorboard, stepladder or fixed ladder steps.
Description: Performs while ascending or descending stepladders, vertical fixed ladders up to 20 feet, stair steps, entering or exiting vehicles.

REACHING

• Above Shoulder Level:

Average Frequency: Up to ½ hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while installing conduit, wiring, replacing light bulbs, ballasts, telephone cables, accessing equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off higher shelves. Unilateral or bilateral upper extremities from a less than full-to-full extension at each occurrence.

• Between Waist and Shoulder Level:

Average Frequency: 5 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 inspecting, installing, repairing and troubleshooting electrical, electronic, and associated control systems, power circuits, power generating equipment, switch gears, emergency systems, cathodic protection, corrosion control

and associated equipment, lubricating and maintaining large and small electrical motors, telephone systems, distribution systems, lighting systems, associated control systems, inspecting and setting safety switches, utilizing a variety of power tools, removing or replacing a manhole lid, utilizing a camelon jack, installing wiring, operating equipment in conjunction with maneuvering levers and a steering wheel, operating a jackhammer, securing conduit, installing wiring. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

• **Below Waist Level:**

Average Frequency:	Up to 1 hour.
Duration:	Seconds to less than 5 minutes at a time.
Maximum Frequency:	Up to 4 hours.
Duration:	Seconds to less than 5 minutes at a time.
Description:	Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment, performs while securing conduit and installing wiring, operating a jackhammer, utilizing a shovel while digging or transferring dirt. Unilateral or bilateral upper extremities from a less than full-to-full extensions on each occurrence.

PUSHING/PULLING

Average Frequency:	Less than ½ hour to 1 hour.
Duration:	Seconds to less than 15 minutes at a time.
Maximum Frequency:	Up to 3 hours.
Duration:	Seconds to less than 15 minutes at a time.
Description:	Performs while securing conduit and utilizing a manual pipe bender to bend pipe, installing wiring, up to 10-gauge wiring, utilizing a jackhammer a combination of pushing, pulling, guiding and partial lifting (1 time per year up to 1 hour), utilizing a hook to remove or replace a manhole lid, utilizing a shovel while digging or transferring dirt, utilizing a camelon jack to relocate or secure equipment, utilizing a drill, grinder, roto hammer, utilizing wrenches to secure or remove bolts. Unilateral or bilateral arm use.

TWISTING/ROTATING

• **Waist:**

Average Frequency:	Less than 10 minutes.
Duration:	Seconds at a time.
Maximum Frequency:	Up to ½ hour.
Duration:	Seconds at a time.
Description:	Performs while accessing and inspecting equipment, repairing screw conveyors, shoveling, driving. The motion is from center to right back to center or center to left back to center up to 20-degrees.

• **Neck:**

Average Frequency: 2 to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Average frequency is consistent.
Duration: N/A
Description: Performs while inspecting and accessing equipment, inspecting, installing, repairing and maintaining electrical equipment in conjunction with utilizing tools. The motion is from center to right back to center or center to left back to center up to 45-degrees.

• **Wrists:**

Average Frequency: Up to ½ hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: Up to 4 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while utilizing various hand tools including a screwdriver, wire strippers, pliers, shoveling, hand starting nuts, bolts, small parts. Unilateral or bilateral hand use.

BENDING

• **Waist:**

Average Frequency: Up to ½ hour.
Duration: Seconds to less than 5 minutes at a time.
Maximum Frequency: 1 to 2 hours.
Duration: Seconds to less than 5 minutes at a time.
Description: Performs while inspecting, installing, repairing, and maintaining a variety of equipment in conjunction with utilizing hand or power tools, retrieving or setting items on and off lower shelves or ground level, inspecting and accessing equipment, shoveling, operating a jackhammer, installing and securing conduit or wiring. The motion is in a forward direction up to 5 to 65-degrees.

• **Head/Neck:**

Average Frequency: 4 to 5 hours.
Duration: Seconds to less than 15 minutes.
Maximum Frequency: 5 to 6 hours.
Duration: Seconds to less than 15 minutes at a time.
Description: Performs while reading, writing, inspecting, accessing equipment, installing, repairing, maintaining or troubleshooting a variety of electrical equipment, utilizing hand or power tools, removing or replacing manhole lids, shoveling.

• **Wrists:**

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.
Description: Performs while operating a variety of equipment including forklifts, pickup trucks, maintenance carts, boom truck in

conjunction with maneuvering a steering wheel or levers, utilizing a variety of tools including wrenches, screwdrivers, pliers, sockets, Alan wrenches, wire cutters, strippers, drills, band saws, saw-zall, roto hammers, skill saws, operating a pneumatic jackhammer, shoveling. Unilateral or bilateral hand use.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensil, paperwork, manuals, drills, wire cutters, pliers, long-nosed pliers, wire strippers, pry bars, tape measure, levels, pipe wrenches, socket adapters, crimpers, ratchets, wrenches, screwdrivers, drills, reciprocating saw, testing equipment, hammers, diagnostic tools, Alan wrenches, meters, metal hook, shovel, 5" drill, camelon jack.
Average Frequency: 6 to 7 hours.
Maximum Frequency: 7 to 8 hours.
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 variety of hand or power tools to maintain, inspect, install, repair and troubleshoot electrical, electronic and associated control systems, power circuits, power generating equipment, etc., utilizing a writing utensil, handling paperwork, manuals, handling small parts, bolts, nuts, screws, wiring, utilizing testing equipment.

11 to 25 lbs.

Objects: Pipe, wiring, roto hammer, tool bucket, wall mount light fixture, wire box, 9" disc grinder, camelon jack, tool case.
Average Frequency: 15 to 30 minutes.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds to less than 5 minutes at a time.
Distance: Less than 25 feet.
Height: Ground to shoulder or above.
Description: Performs while utilizing a disc grinder, camelon jack, retrieving and relocating a variety of parts and tools.

26 to 50 lbs.

Objects: Motor controller, control panel, electric motor, wiring, tool bucket, wire spools, equipment, winch, confined space entry tripod.
Average Frequency: 2 to 4 times.
Maximum Frequency: Average frequency is consistent.
Duration: Seconds at a time.
Distance: Less than 10 feet.
Height: Ground to waist level.
Description: Performs while retrieving and relocating a variety of parts, motors, wiring, equipment, a winch, confined space entry tripod.

51 to 75 lbs.

Objects: UPS, electric motor, wiring, jackhammer, step/extension ladder.

Average Frequency:	2 times per week.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	Less than 5 feet.
Height:	Ground to waist level.
Description:	Performs while retrieving and relocating UPS, electric motor, wiring, a ladder and operating a jackhammer, a combination of pushing, pulling, guiding, maneuvering, partial lifting.

76 to 100 lbs.

Objects:	Electric motor.
Average Frequency:	2 times per week.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	Less than 5 feet.
Height:	Ground to waist level.
Description:	Performs as needed while retrieving and relocating an electric motor.

100+ lbs.

Objects:	Manhole lid.
Average Frequency:	1 time every 6 months.
Maximum Frequency:	Average frequency is consistent.
Duration:	Seconds at a time.
Distance:	0 feet.
Height:	Waist to waist level.
Description:	Performs as needed while utilizing a metal hook to remove or replace a manhole lid combination of pushing, pulling, partial lifting and lifting.

SIMPLE GRASPING

Average Frequency:	5 ½ to 6 hours.
Duration:	Seconds to less than 15 minutes at a time.
Maximum Frequency:	Average frequency is consistent.
Duration:	N/A
Description:	Performs while operating equipment in conjunction with maneuvering a steering wheel, levers, retrieving or relocating tools, parts, handling paperwork, utilizing a telephone, utilizing diagnostic tools, inspecting, installing and repairing equipment, handling parts. Unilateral or bilateral hand use.

POWER GRASPING

Average Frequency:	Less than ½ hour to 1 hour.
Duration:	Seconds to less than 15 minutes at a time.
Maximum Frequency:	Up to 3 hours.
Duration:	Seconds to less than 15 minutes at a time.
Description:	Performs while securing conduit and wiring, up to 10-gauge wiring, utilizing a jackhammer a combination of pushing, pulling, guiding and partial lifting (1 time per year up to 1 hour), utilizing a hook to remove or replace a manhole lid, utilizing a shovel while digging or transferring dirt, utilizing a camelon jack to

relocate or secure equipment, utilizing a drill, grinder, roto hammer, utilizing wrenches to secure or remove bolts, retrieving and relocating equipment, supplies, tools. Unilateral or bilateral arm use.

FINE MANIPULATION

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 computer keyboard, mouse, writing utensil, pressing telephone buttons to make outgoing calls, manipulating screws, nuts, bolts, wiring. Unilateral or bilateral hand use.

MACHINES/TOOLS

- Drills
- Wire cutters
- Pliers
- Long-nosed pliers
- Wire strippers
- Pry bars
- Tape measure
- Levels
- Pipe wrenches
- Socket adapters
- Crimpers
- Ratchets
- Wrenches
- Screwdrivers
- Reciprocating saw
- Testing equipment
- Hammers
- Diagnostic tools
- Alan wrenches
- Meters
- Metal hook
- Shovel
- Breaking bar
- Computer keyboard, mouse, monitor
- Writing utensil
- Crane/Boom truck
- Forklift
- Pickup truck
- Maintenance cart
- Camelon jack
- Band saw
- Roto hammers
- Skill saw
- Pneumatic jackhammer
- Gas detector

- Winch
- Tripod
- Conduit bender

PERSONAL PROTECTIVE EQUIPMENT

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

WEIGHTS AND MEASURES

Items Weighed:

- 9" disc grinder – 15 pounds
- Camelon jack – 5 pounds
- 5" drill – 10 pounds
- Kit case with a variety of a power tools – 25 pounds
- UPS – 59 pounds
- Roto hammer – 25 pounds with case
- Electric motor – 91 pounds
- 12' step/extension ladder – 70 pounds
- Wall mount light fixture – 15 pounds
- 1,000' #12 wire box – 25 pounds
- Bucket with rope – 10 pounds
- Wire spool – 38 pounds
- 14 gauge/500 foot wiring – 24 pounds; 1,000' – 50 pounds
- 4 conductor #6 wire, 150' – 55 pounds
- Tool bucket – 31 pounds
- Motor controller – 50 pounds
- Control panel – 43 pounds
- Manhole lid 30" – 185 pounds; 24" – 163 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.



TITLE: Receive a Presentation Regarding "Tri-Valley Water 101" and Discuss

RECOMMENDATION:

Staff recommends the Board of Directors receive a presentation, "Tri-Valley Water 101," and discuss.

SUMMARY:

Per Strategic Plan item No. 6, "*Develop and Implement an integrated recycled and potable water program that meets the objectives of the District's water supply policy*," District staff and Directors have been actively participating in seven *Tri-Valley Water Liaison Committee* meetings since 2014 (previously known as *Tri-Valley Water Policy Roundtable* meetings).

Since the April 26, 2017 meeting of the Tri-Valley Water Liaison Committee, the joint agency Water Outreach Workgroup (WOW) has created a PowerPoint presentation, "Tri-Valley Water 101," to present to community groups and students throughout the Tri-Valley with the goal to educate our customers about where the water comes from, how it gets to us, challenges facing our water supply, how water rates are determined, and water's true value.

Each agency is presenting this information internally, noting the kinds of questions asked and whether or not the information, as presented, needs further clarification.

DSRSD staff is offering speaker training to all the presenters from the five Tri-Valley water agencies and each agency will begin to market their speakers. City of Livermore's staff will track all "Tri-Valley Water 101" presentations. Each presenter will provide their audience with evaluation forms and the presentations may be adjusted accordingly.

Originating Department: Executive Services	Contact: S. Stephenson	Legal Review: Not Required
Cost: \$0	Funding Source: N/A	
Attachments: <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		35 of 35