

# Staff Report

**TO:** Board of Directors

**FROM:** Chip Close, Director of Water Operations

**DATE:** April 24, 2024

**SUBJECT:** Assistant Water Superintendent Job Description Revision for Compliance with Cross Connection Control Regulations (Consent)

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## ***WATER OPERATIONS***

### **RECOMMENDATION:**

Adopt Resolution No. 2024-14 approving changes to the job description and salary for the Assistant Water Superintendent position as discussed at the Board of Directors meeting on April 10, 2024.

### **BACKGROUND:**

The State Water Resources Control Board has decided to implement standards for backflow protection and cross connection control through the adoption of the Cross Connection Control Plan Handbook, which will go into effect on July 1, 2024.

The District's current backflow / cross connection control regulations are defined in the District's Rules and Regulations, Chapter 8. Fortunately, most of NID's existing regulations are in compliance with the newly adopted regulations. However, there is a lack of conformity in the classification of staff. The new CCCPH regulations state "A PWS must designate at least one individual involved in the development and be responsible for the reporting, tracking, and other administration duties of its cross-connection control program." The regulation goes on to state that a PWS with more than 3,000 connections must have a Cross-Connection Control Program Coordinator who is certified as a Cross Connection Control Specialist.

The District's current backflow program is administered by the Assistant Water Superintendent in Water Operations. Unfortunately, the current job description does not include the new regulatory responsibilities, or the license required. The proposed job description changes would add the additional licensure and duties for a Cross Connection Control Program Coordinator and Cross Connection Control

Specialist license to the existing Assistant Water Superintendent job description. Additionally, staff has made some minor revisions to more accurately reflect the day-to-day tasks and requirements of the Assistant Water Superintendent position.

**BUDGETARY IMPACT:**

The Assistant Water Superintendent position requires additional tasks and licensing which warrant an adjustment in compensation for the position. Staff recommends modifying the current salary range from B58 to B66. This modification would increase the maximum hourly rate from \$58.13 to \$62.20, resulting in an annual budgetary increase of \$8,465.60. The proposed salary range not only compensates for the new responsibilities, but also establishes a more consistent pay structure within the hierarchy of the water distribution career ladder. The modification provides a 15% pay differential between the Water Superintendent and the Assistant Water Superintendent, which aligns with other Superintendent versus Assistant Superintendent pay scales.

Attachments (2):

- Assistant Water Superintendent Job Description – final draft version
- Resolution No. 2024-14



**RESOLUTION NO. 2024-14**  
**OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT**

**APPROVING MODIFICATION OF THE JOB DESCRIPTION AND SALARY FOR THE ASSISTANT WATER SUPERINTENDENT POSITION IN OPERATIONS**

**WHEREAS**, On April 10, 2024, the Board of Directors discussed in a workshop, changes to the job description and salary for the Water Operations Assistant Water Superintendent position; and

**WHEREAS**, after discussion, the Board agreed to and directed staff to bring the item back for adoption at the next regularly scheduled Board of Directors meeting; and

**WHEREAS**, the job description changes were developed to provide compliance with Cross Connection Control Regulations (CCCR) which are scheduled to take effect on July 1, 2024.; and

**WHEREAS**, the updated CCCR require additional state certification for a Cross Connection Control Specialist as well as Backflow Certification; and

**WHEREAS**, the additional workload and certification requirements to the existing Assistant Water Superintendent Position should come with compensation entailing a change in salary from B58 to B66, and

**WHEREAS**, the changes will allow CCCR compliance without the addition of a new full time equivalent position.

**NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED** by the Board of Directors of the Nevada Irrigation District that the Board adopts the job description changes and updated salary for the Assistant Water Superintendent position within the Water Operations Department.

**BE IT FURTHER RESOLVED** that the General Manager is hereby authorized to execute the appropriate documents.

Resolution No. 2024-14  
Approving Modification of the Job Description and Salary for the Assistant Water  
Superintendent Position In Operations  
Page 2

**PASSED AND ADOPTED** by the Board of Directors of Nevada Irrigation District  
at a meeting duly called and held within the District on the 24th day of April, 2024, by  
the following roll call vote:

**AYES:** Directors:

**NOES:** Directors:

**ABSENT:** Directors:

**ABSTAINS:** Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Assistant Water Superintendent	Reports To:	Water Superintendent
Salary Range:	<a href="#">B66</a>	Approved by Board of Directors:	04/24/2024
FLSA Status:	Non-exempt	Unit:	<a href="#">Supervisor</a>
<p>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.</p>			

### Definition

To plan, organize, direct, and coordinate activities associated with the delivery of treated and raw water, cross-connection prevention, and the operations and maintenance of distribution facilities within the Water Operations Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Water Superintendent.

### Supervision Received and Exercised

Receives general direction from the Water Superintendent.

Exercises direct supervision over assigned supervisory and technical personnel.

### Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Recommend and implement section goals and objectives; establish performance standards and methods for water distribution; develop and implement policies and procedures.
2. Plan, prioritize and direct the operation and maintenance of raw and treated water distribution activities, cross-connection control programs, pressure regulating maintenance, fire hydrant maintenance, and mainline flushing programs.
3. Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; recommend and implement discipline procedures as directed.
6. Monitor, operate, maintain, and troubleshoot water distribution systems including; pump station equipment, backflow prevention assemblies, pressure regulating stations, and dams reservoirs and canals.
7. Attend and participate in professional outside groups, committees and organizations.
8. Identify, recommend and implement methods to improve service delivery.

9. Stay abreast of new trends and innovations in the field of water distribution and cross-connection, National Pollutant Discharge Elimination System (NPDES), and Division Safety of Dams (DSOD).
10. Coordinate water delivery activities with other departments and outside agencies including maintenance issues, encroachment plan checks, and other related projects.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
13. Perform related duties as assigned.

### Qualifications

#### Knowledge of:

- Operations, services and activities related to raw and treated water distribution systems.
- Principles and procedures of cross-connection and backflow prevention.
- Methods and techniques of hydrographic data collection.
- Operation and Maintenance of SCADA controlled systems.
- Principles and practices of effective customer service.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.

#### Ability to:

- Organize, implement and direct treated and raw water distribution operations/activities.
- Interpret and apply State, Federal, District and department policies, procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Operate and use modern office equipment including a computer and applicable software.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Respond to after-hour emergency situations.
- Work after hour night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.

Responsibility to:

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience involving the operation and maintenance of water distribution systems; including two years of supervisory responsibility.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 4 (D4).

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 4 (D4).

Possession of a valid Backflow Prevention Assembly tester certificate.

Possession of a Cross Connection Control Specialist certification.

Working Conditions

Environmental Conditions:

Work is generally performed in either a temperature-controlled office environment or outdoors including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; bend, squat, climb, kneel, and twist when performing installation/repair of equipment use telephone; write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.