

Kirkwood Meadows Public Utility District
Personnel Committee
SPECIAL MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Personnel Committee of the Kirkwood Meadows Public Utility District has called a Special Meeting of the Committee to be held on **Monday, December 18, 2023 at 9:30 AM** via video/teleconference on Zoom at: <https://us02web.zoom.us/j/87898118870>

HOW TO PARTICIPATE / OBSERVE THE MEETING:

Telephone: Call Zoom at (669) 900-6833 and enter Meeting ID# **878 9811 8870** followed by the pound (#) key.

Computer: Follow this link to join the meeting automatically:
<https://us02web.zoom.us/j/87898118870>

Mobile: Open the Zoom mobile app on a smartphone and enter Meeting ID# **878 9811 8870**

ACCESSIBILITY INFORMATION:

Committee meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact the District, at least 48-hours before the meeting at (209) 258-4444 or info@kmpud.com Advanced notification will enable the District to swiftly resolve such requests and ensure accessibility.

AGENDA

- 1) **Personnel Committee Charter** Discussion & possible action.
- 2) **Personnel Committee Meeting Date/Time.** Discussion & possible action.
- 3) **Water/Wastewater Project Manager Job Description.** Discussion & possible action.
- 4) Next Meeting/Staff Recommendation: *Monday, January 15, 2024 – 9:30 am.*

Kirkwood Meadows PUD

The Kirkwood Meadows Public Utility District is an equal opportunity provider and employer.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (209) 258-4444, by email to info@kmpud.com. Requests must be made as early as possible, and at least two business days before the meeting.

**Kirkwood Meadows Public Utility District
BOARD OF DIRECTORS**

**PERSONNEL COMMITTEE
CHARTER**

PURPOSE: The Personnel Committee is established as a standing committee of the Board of Directors whose primary duties are to oversee personnel matters, excepting those that are privileged and confidential. The committee shall consider General Manager performance, human resource policies, programs, and plans, employee development, and succession plans. The Personnel Committee also acts in an advisory capacity to the General Manager on personnel and organizational topics that the General Manager may bring to the Committee.

MEMBERSHIP: The Personnel Committee shall consist of two directors; one of which shall be the Board President.

The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

MEMBERSHIP TERM: The term for the Board member who is Chair shall run with the time they are President of the Board. The term for the second Director shall be two years.

COMMITTEE CHAIR: The Board President shall be Chair of the Committee.

MEETINGS: Meetings of the Personnel Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable, but in no case shall it meet less frequently than quarterly.

COMMITTEE RESPONSIBILITIES: The Committee shall keep itself generally aware of District personnel matters and of the General Manager's performance relative to his/her duties. The Committee's primary responsibilities are as follows:

- Oversee the Board's hiring process for the General Manager position and all other matters regarding the General Manager's employment.
- Assure that a succession plan for the General Manager position is in place, and that the General Manager has a management plan in place adequate to fulfill the District's responsibilities.
- Oversee the Board's process of setting annual goals for the General Manager and the District.
- Discuss the General Manager's performance with the General Manager at least semi-annually, at mid-year and at end of year. Solicit performance feedback from the community and other Board members, and use this information in the discussions. Base the discussions on agreed upon goals for the General Manager and the District.
- Recommend the General Manager's compensation package to the Board.
- Recommend the annual budget for the District's personnel costs to the Board, including overall budget for wages, benefits, and bonuses. The General Manager shall

be responsible for allocating the approved personnel budget to District employees, including wages, salary increases, bonuses, etc.

- The Committee may from time to time recommend to the Board that a study be conducted to assure that the District's salaries and benefits are appropriately competitive with similar Districts in the area.
- Periodically review the District's personnel policies and Employee Handbook, and recommend any changes to the Board, including regulatory requirements or other amendments that the Committee deems appropriate.
- Act in an advisory capacity to the General Manager on any personnel and organizational related matters that the General Manager wishes to bring to the Committee.



WATER/WASTEWATER PROJECT MANAGER

Salary Range: \$81,700 to \$107,100 Annually

Summary

Under the direction of the Operations Manager, the Water/Wastewater Project Manager supervises the operation, maintenance, troubleshooting and repair of water and wastewater system equipment including pumping, treatment, and disposal facilities, control systems, support systems, distribution and collection system equipment, metering equipment at District facilities and assigned field locations, and is responsible for maintaining regulatory compliance for the Water and Wastewater enterprises. This position is also responsible for supervising and maintaining the operations of the solid waste and recycling program.

Essential Duties and Responsibilities

- Provide project management for the Water/Wastewater Department, including planning capital improvements; coordinating, directing and monitoring departmental workflow; coordinating and scheduling utility outages and maintaining personnel schedules to ensure adequate coverage for departmental operation.
- Supervise Water/Wastewater operators, including directing day-to-day activities, scheduling, conducting performance evaluations and implementing disciplinary procedures.
- Ensure that District safety, policy and regulatory standards are met at all times and maintain zero preventable accidents.
- Maintain compliance with all applicable regulatory requirements of the California Division of Drinking Water, the Regional Water Quality Control Board and associated permits and programs.
- Evaluate connection requests and review plans to ensure compliance with District Standards.
- Administer the budget and capital expense planning for staffing, equipment, materials, and supplies for the Water/Wastewater Department.
- Represent the District regarding services provided and interpretation and definition of District rules, regulations, and procedures to the public as well as local, state, and federal entities.
- Establish and maintain effective working relationships with co-workers, consultants, outside agencies, the public and all others encountered in the normal course of business.
- Direct emergency shut-downs and repair work.
- Select, motivate and evaluate personnel; provide and coordinate staff training; maintain organizational integrity and standards necessary for the efficient and professional operation of the Water/Wastewater Department.
- Be available to respond to emergency situations at any time of the day or weather condition.
- Be available to work on-call assignments per the on-call policy.
- Perform other duties as required.

Qualification Requirements

Knowledge of:

- Public Utility project / construction management practices and duties.
- Local, state, and federal regulatory requirements and compliance protocols.

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- Safe work methods and safety regulations pertaining to the work.
- Principles, techniques, tools, and materials used in the water and wastewater trades.
- Computer programs, including Microsoft suite and telemetry controls.
- Operation and maintenance of a wide variety of hand and power tools, test equipment common to water and wastewater operations.

Ability to:

- Exercise independent judgment and initiate action without close supervision.
- Communicate effectively both verbally and in writing.
- Be adaptable and able to perform under stress.
- Independently manage and supervise multiple staff members, projects, and priorities.
- Plan and organize work, labor, and materials to meet schedules and timelines efficiently.
- Implement and promote District policies, regulations, and ordinances.
- Effectively present information to internal and external customers and other employees of the District.
- Read and comprehend, specifications, operation and maintenance manuals, procedures, schematics, wiring diagrams, and single line diagrams.
- Make extensive repairs and overhauls to metering and control instruments.

Education and/or Experience

Education: High School diploma required. College or technical school coursework in water, wastewater, project management, or related fields is desirable.

Experience: Minimum of (2) years' supervisory experience. Experience working in the utility or construction industry is highly desirable.

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable.

Certificates, Licenses, Registrations

Must have a valid Class C or higher driver's license, and a clean DMV report.

It is desirable to possess or obtain within 6 months of hire:

- State of California Water Distribution Operator Certificate Grade D3.
- State of California Treatment Operator Certificate Grade T2.
- Grade III Wastewater Treatment Plant Operator Certificate of Competence issued by the California State Water Resources Control Board.
- CWEA Grade 1 Collection System Maintenance Certificate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.