

STAFF REPORT

To: Board of Directors

From: Jeffrey Schneider, Assistant General Manager – Finance & Administration
Darin Sturdivan, Water Distribution Operations Manager

Agenda: July 8, 2025

Report Date: July 3, 2025

Agenda Title: Approval of Amended Salary Schedule for Fiscal Year 2025-2026 and Updated Organization Chart to Add a New Job Classification, “Treatment/Distribution Operator – Lead (Assigned to Distribution)”

Recommendation / Motion:

Approve amended Salary Schedule for FY2025-26 and updated Organization Chart that include the addition of a new Job Classification, “Treatment/Distribution Operator – Lead (Assigned to Distribution)”.

Background:

In reviewing his organization since his promotion in May, 2025, the Water Distribution Operations Manager has identified a need to appoint a “lead” on his field staff. While the Distribution Supervisor and the Senior Distribution Operator are increasingly focused on data management, regulatory reporting, and cross-connection/backflow oversight activities, there remains the need in the field to lead, train, and direct the work of relatively new field operators.

This new job classification does not reflect an addition to headcount. Rather, one of the operators will be assigned to this position. An existing staff member has been identified to assume this role upon the Board’s approval of the attached, updated Salary Schedule.

The salary range for the Treatment/Distribution Operator “Lead” (assigned to Distribution) is proposed to be 7.5% above the Treatment/Distribution Operator (assigned to Distribution) and 11.6% below the range for the Senior Distribution Operator based upon the Water Distribution Operations Manager’s assessment of the relative complexity and breadth of the Senior Operator’s responsibilities as compared to those of the Lead Operator position.

Staff met with the HR Committee on June 26, 2025 and the Committee expressed its support for the proposed Lead job classification.

Attachments:

1. Draft, Updated Salary Schedule for Fiscal Year 2025-2026
2. Job Description for the new Distribution Operations Lead role.
3. Draft, Updated Organization Chart

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**COASTSIDE COUNTY WATER DISTRICT
SALARY SCHEDULE FOR FISCAL YEAR 2025-2026 ***

EFFECTIVE: July 8, 2025

Approved at Board Meeting: _____

JOB TITLE	HOURLY RANGE BOTTOM	ANNUAL	HOURLY RANGE TOP	ANNUAL
MANAGEMENT				
GENERAL MANAGER			\$	283,425
ASSISTANT GENERAL MANAGER - FINANCE / ADMINISTRATION		\$ 192,927	\$	235,064
OPERATIONS MANAGER (TREATMENT AND DISTRIBUTION)		\$ 176,657	\$	215,240
ADMINISTRATIVE				
ADMINISTRATIVE ANALYST	\$ 52.550	\$ 109,304	\$ 64.026	\$ 133,174
ADMINISTRATIVE SERVICES MANAGER	\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676
ACCOUNTING MANAGER/UTILITY BILLING MANAGER	\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676
TEMPORARY - CUSTOMER SERVICE	\$ 35.808		\$ 43.630	
CUSTOMER SUPPORT SPECIALIST	\$ 46.504	\$ 96,728	\$ 56.661	\$ 117,855
CUSTOMER SERVICE SPECIALIST I	\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
CUSTOMER SERVICE SPECIALIST II	\$ 39.504	\$ 82,168	\$ 48.132	\$ 100,115
WATER RESOURCE ANALYST	\$ 61.822	\$ 128,590	\$ 75.325	\$ 156,676
OPERATIONS				
DISTRIBUTION SUPERVISOR	\$ 63.157	\$ 131,367	\$ 76.952	\$ 160,060
TREATMENT PLANT SUPERVISOR	\$ 71.452	\$ 148,620	\$ 87.059	\$ 181,083
TEMPORARY - MAINTENANCE WORKER	\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
MAINTENANCE WORKER	\$ 35.808	\$ 74,481	\$ 43.630	\$ 90,750
MAINTENANCE WORKER II	\$ 37.599	\$ 78,206	\$ 45.810	\$ 95,285
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO DISTRIBUTION)	\$ 43.268	\$ 89,997	\$ 52.717	\$ 109,651
TREATMENT/DISTRIBUTION OPERATOR (ASSIGNED TO TREATMENT)	\$ 47.861	\$ 99,551	\$ 58.315	\$ 121,295
TREATMENT/DISTRIBUTION OPERATOR - LEAD (ASSIGNED TO DISTR)	\$ 46.513	\$ 96,747	\$ 56.672	\$ 117,878
SENIOR DISTRIBUTION OPERATOR	\$ 51.919	\$ 107,992	\$ 63.258	\$ 131,577
SENIOR TREATMENT OPERATOR	\$ 58.644	\$ 121,980	\$ 71.452	\$ 148,620

* Reflects CPI-W - San Francisco-Oakland-Hayward - Feb 2024 to Feb 2025

COASTSIDE COUNTY WATER DISTRICT CLASS SPECIFICATION
TREATMENT/DISTRIBUTION OPERATOR - LEAD
(ASSIGNED TO DISTRIBUTION)

DEFINITION

Under general supervision, performs the same duties as employees in the class of Maintenance Worker and, in addition, performs treatment plant and pump station operator duties on a regular, rotational basis, and as assigned, acts as a crew leader for water installation and distribution tasks; performs a variety of facility maintenance activities; and does other work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Treatment/Distribution Operator (assigned to Distribution) in that the Lead class is responsible for leading and directing the work of field staff, field-based training, troubleshooting, and prioritizing field resource deployment. This class is distinguished from Maintenance Worker in that a position in this class primarily performs distribution duties and also performs treatment plant operator duties on a regular, rotational basis. In addition, when assigned, an incumbent serves as the crew leader on an assigned project such as a water installation, and participates in the same tasks as Maintenance Workers. There are no on-going supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Lead assignments consisting of leading and directing the work of field-based staff, training, troubleshooting, and prioritizing field resource deployment.
- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks other utility lines (e.g., gas, electrical, sewer) to ensure safe installation; informs customer(s) that water is being turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site; reads water distribution system map regarding pipes sizes and the like; cuts asphalt and cement with cement saw; digs trench using hand and powers tools and equipment such as a backhoe; assists backhoe operator in pin-pointing other utilities in the ground and locating water lines; operates pneumatic “mole” for underground trenching; operates a variety of power tools such as compressor, jackhammer, and whacker; drives dump truck to remove excavated soil and to pick up backfill; installs water mains, pipes, meters, hydrants and hydrant heads; repairs leaks by installing new copper, repair coupling, full circles, angle stops and pieces of main line pipe as needed; repairs and replaces concrete and asphalt surfaces; completes service/installation reports. When assigned, serves as a crew leader on a task or assignment, such as a water installation, and performs the more difficult work such as backhoe operation.
- Reads and records amount of water consumption from water meters using a computer; searches computer data base to identify unread meters; inputs notes and problems concerning meters into handheld computer; reports unusual water usage and water loss;

Treatment/Distribution Op. (D)

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determines whether there is a leak and if the leak is the District's responsibility; identifies causes of high usage and works with customers to reduce usage; gives customers dye-tabs in order to identify leaks; refers customers to low-flow rebate program; cleans, changes, and installs risers on meters; uses hand and power tools to trim around meter boxes, fire hydrants and the like; delivers "late bill notices" to customers.

- Performs weekend and holiday treatment plant and pump station monitoring, inspection and operating duties on a regular, rotational basis on weekends and holidays and in the absence of the Lead Treatment Plant Operator. Such duties include recording and interpreting data from flow meters, strip chart recorders, data loggers and the like; calculates dosages and meters chemicals to be injected into the process, insures chemical pumps and lines are working correctly, conducts analytical tests to document and check chemical dosages, adjusts dosages to optimize efficiency, enters data into the computer for reporting purposes, enter actions into plant log book.
- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds by pruning, planting, weeding, watering and replacing fences and gates; cleans and performs routine maintenance on automotive and field equipment; cleans and paints buildings, storage tanks and plant facilities; drains water and sludge tanks and uses high pressure water sprayer to clean filters and tanks; transports materials to pump stations and treatment plants; assists in performing preventive maintenance and repair work on pumping and treatment station equipment such as cleaning pumps, adjusting and replacing packing, greasing pumps, and assisting in pump and motor overhauls.
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; finding and/or checking for backflow devices; data entry into excel and word software programs, records well levels, tank pressure and other readings; flushes and disinfects unused wells; exercises valves to ensure proper functioning; inspects pumps to ensure proper drawing of water; bleeds stagnant water from main lines.
- Completes or prepares service reports, meter reports, well reports and the like; picks up and delivers mail, agenda packets and notices; provides and receives information from other staff; answers inquires from the public; attends training, conferences and meetings; responds to emergency and after-hour calls as needed.
- Prepares well, meter and service reports. Attends staff meeting, training and other meetings. Responds to public inquires in person and by telephone.

MINIMUM QUALIFICATIONS

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

Education and experience required to obtain the licenses specified below.

Knowledge of:

- Methods, equipment and materials used in water distribution and treatment operations.
- The capabilities, operation and maintenance of water treatment and pump station systems and facilities.
- Occupational hazards and safety practices and principles related to District water distribution and treatment operations.
- Correct water quality sampling protocol.
- Basic mathematics involved with water treatment and distribution.
- Rudimentary knowledge of cross connections and backflow devices.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Apply laws and regulations to safe drinking water.
- Understand and follow oral and written instructions.
- Read and understand manuals, material data sheets, maps and the like.
- Perform mathematical calculations concerning water treatment dosages, volumes, and water flow
- Interact effectively with the public and other employees.
- Work cooperatively with others as part of a crew.
- Perform a variety of semi-skilled and skilled tasks in the maintenance of water transmission lines, equipment and facilities.
- Safely and effectively operate a variety of power equipment and tools used in water operations, including: cement saws, jackhammers, tampers, pneumatic “mole,” generators, chainsaws, dump truck, and backhoe.
- Safely and effectively operate pickup trucks and utility trucks.
- Operate computers, read meters, read gauges and make simple chemical tests.
- Ability to identify various types of backflow devices.

Physical Requirements:

- Lift and carry items weighing up to 80 pounds, such as a sack of cement.
- Perform tasks requiring strength, such as shoveling, lifting equipment onto trucks, and climbing over rough terrain.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels or in trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical test guides and types of soil/backfill around different underground utilities.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sounds of operating equipment.

License Requirements:

- Possession of a valid Class C California State operator's license, provided that employees must obtain a valid Class B license within six months of employment as a maintenance worker.
- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California.
- Possession of a valid Grade 2 Water Distribution Certificate issued by the State of California.

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours, including responding to twenty-four hour emergency calls.

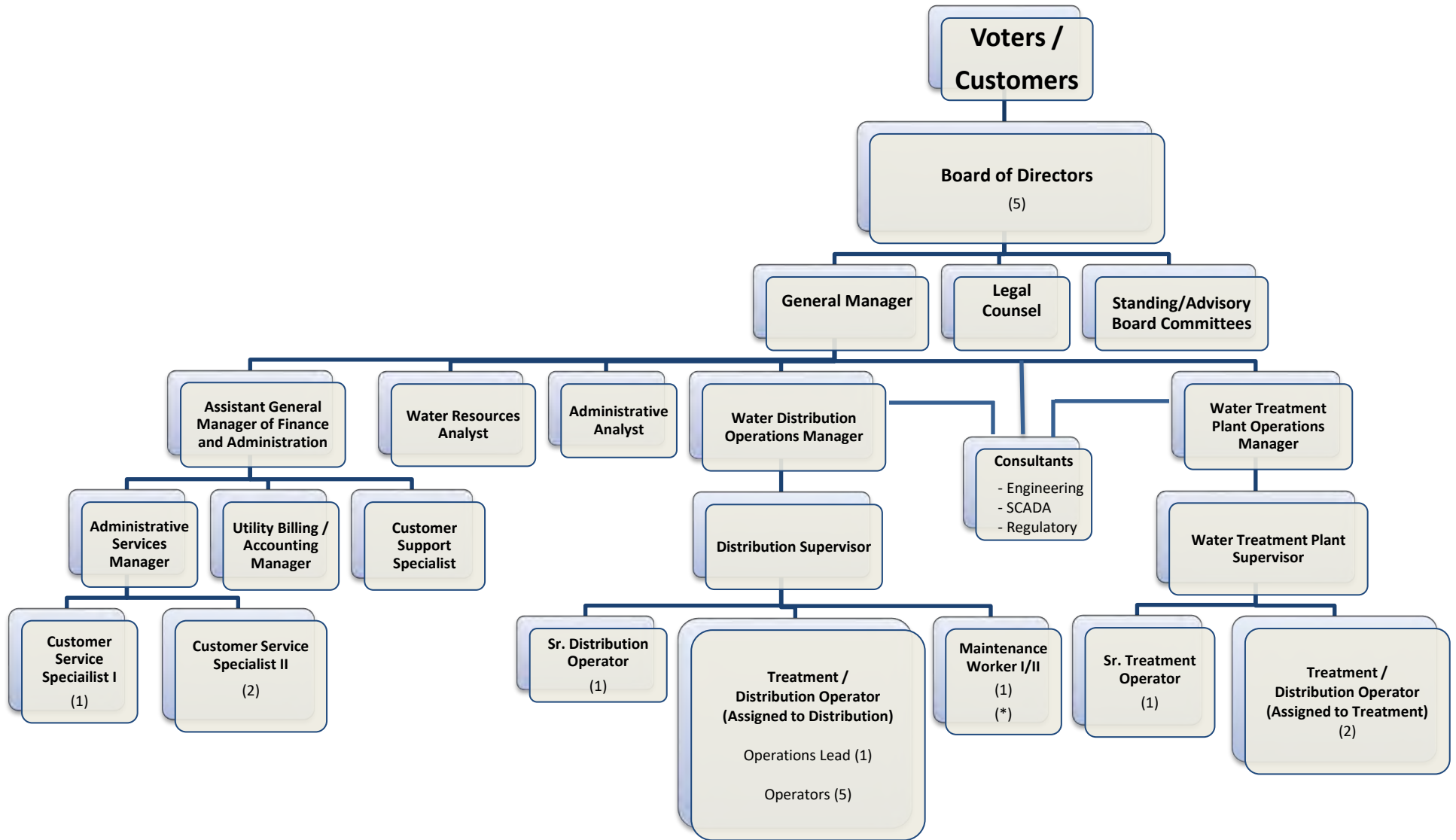
This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

This is a new classification



**COASTSIDE COUNTY WATER DISTRICT
ORGANIZATION CHART**
Updated: July 8, 2025

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(*) the maintenance worker position is shared by Distribution and Treatment