

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: January 20, 2022

Item description/summary: Restructuring for Engineering Tech Positions

The proposed Engineering Tech I and II positions would need to fall under the purview of the Public Works Engineer. To accomplish that, we need to revise our Organization Chart to reflect this. Once these positions are filled, we need to deactivate the Wastewater Collection System Operator II-District Inspector II and Utility Worker-District Inspector I positions. The attached proposed Organizational Chart reflect these changes.

Fiscal Analysis:

Neither of these positions are currently budgeted and will require a budget amendment from both the Water Department and the Wastewater Department.

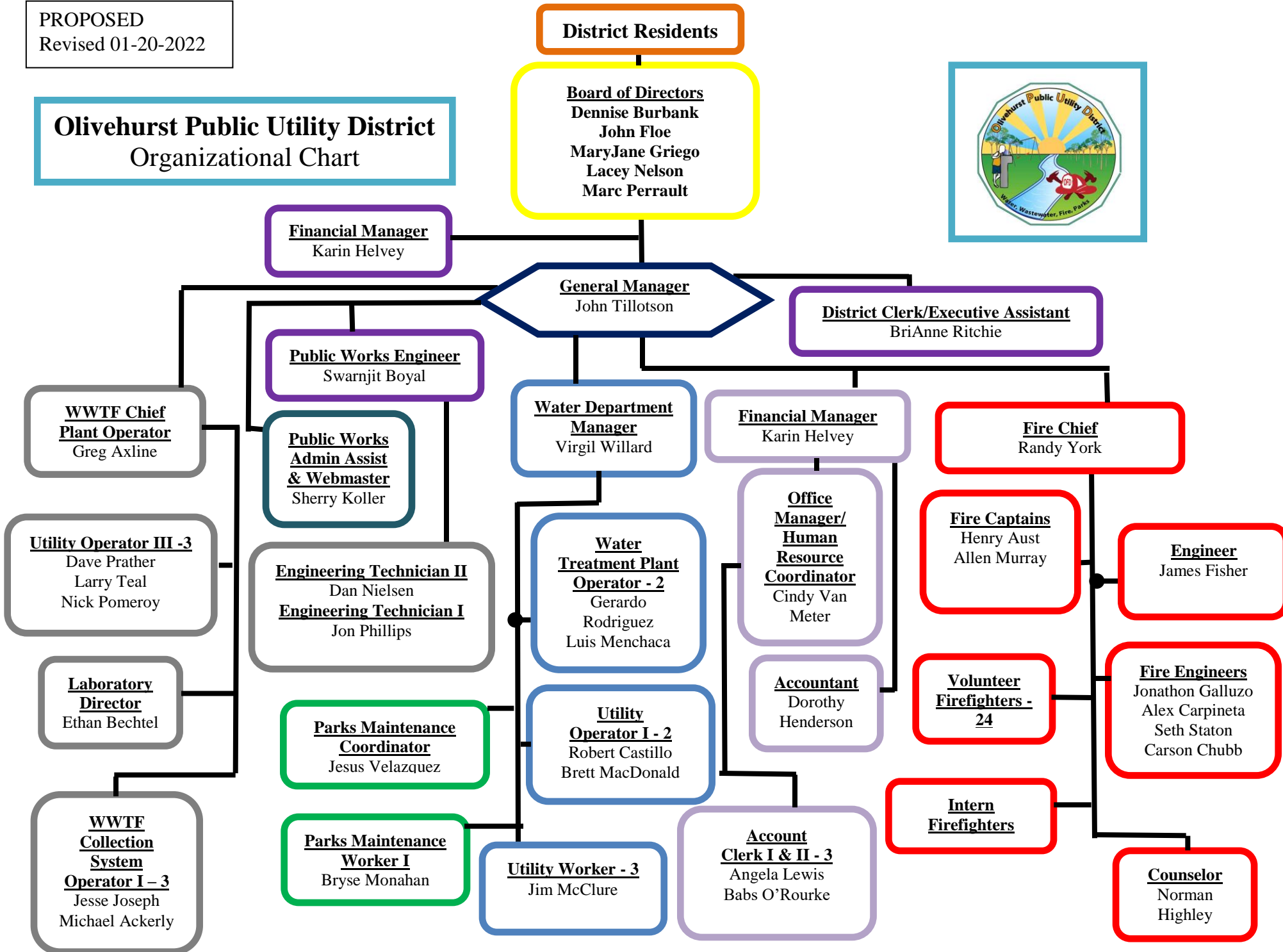
Sample Motion/Staff Recommendation:

Consider approving the updates to the Organizational Chart as presented.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

Olivehurst Public Utility District Organizational Chart



CURRENT
Revised 01-13-2022

Olivehurst Public Utility District Organizational Chart



District Residents

Board of Directors
Dennise Burbank
John Floe
MaryJane Griego
Lacey Nelson
Marc Perrault

Financial Manager
Karin Helvey

General Manager
John Tillotson

District Clerk/Executive Assistant
BriAnne Ritchie

**WWTF Chief
Plant Operator**
Greg Axline

Public Works Engineer
Swarnjit Boyal

**Water Department
Manager**
Virgil Willard

Financial Manager
Karin Helvey

Fire Chief
Randy York

Utility Operator III -3
Dave Prather
Larry Teal
Nick Pomeroy

**Public Works
Admin Assist
& Webmaster**
Sherry Koller

**Water
Treatment Plant
Operator - 2**
Gerardo
Rodriguez
Luis Menchaca

**Office
Manager/
Human
Resource
Coordinator**
Cindy Van
Meter

Fire Captains
Henry Aust
Allen Murray

Engineer
James Fisher

**Laboratory
Analyst**
Ethan Bechtel

**Parks Maintenance
Coordinator**
Jesus Velazquez

**Utility
Operator I - 2**
Robert Castillo
Brett MacDonald

Accountant
Dorothy
Henderson

**Volunteer
Firefighters -
24**

Fire Engineers
Jonathon Galluzo
Alex Carpineta
Seth Staton
Carson Chubb

**WWTF
Collection
System
Operator I - 3**
Jesse Joseph
Michael Ackerly

**WWTF Collection
System Operator
II/District Inspector II**
Dan Nielsen
**Utility Worker/District
Inspector I**
Jon Phillips

Utility Worker - 3
Jim McClure

**Account
Clerk I & II - 3**
Angela Lewis
Babs O'Rourke

**Intern
Firefighters**

Counselor
Norman
Highley

OLIVEHURST PUBLIC UTILITY DISTRICT
ENGINEERING TECHNICIAN I

FLSA: Non-Exempt 12-21 Safety Sensitive

DEFINITION

Under supervision of the Public Works Engineer, performs a variety of sub-professional office and field engineering work related to construction plan review, public and private construction inspection, issuing permits, assisting the public and assisting with engineering studies, and performs related work as required.

This is an entry-level position, initially under close supervision, incumbents perform a variety of responsible sub-professional engineering office and field work.

EXAMPLE OF DUTIES

- Performs office and field duties related to construction inspection of both private and public projects.
- Prepares and updates a variety of textual and graphical presentations such as maps, charts, plans, details, and other engineering documents.
- Issues permits, and coordinates with the public on permit issues.
- Reads and interprets construction staking.
- Responds to inquiries from the public, developers, engineers, surveyors, other departments, and outside agencies; explains applicable regulations, standards, and policies. Inspects construction projects for compliance with plans, permits and specs; conducts compliance tests on construction materials.
- Assists in preparing and administering construction and consultant contracts.
- Uses a variety of engineering equipment and tools; adjusts and performs minor maintenance on equipment.
- Investigates and responds to concerns and questions from the general public.
- Collects and analyzes field data.
- Prepares specifications, construction cost estimates and engineering reports.
- Prepares correspondence; establishes and maintains files and records.
- Assists in administration of contracts for construction and other services.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices, and methods applicable to office and field work involving the design and construction of public works facilities.
- Engineering mathematics.

- Computer applications related to engineering.
- Strengths, properties and uses of engineering construction materials.
- Relevant laws, regulations, and ordinances.
- Basic principles, practices, and procedures of construction contract administration.
- Principles and practices of cost estimating

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Performing responsible engineering office and field work including basic staking/surveying, drafting, and construction inspection.
- Reading, reviewing, and interpreting engineering drawings, maps, plans and specifications, legal descriptions, regulations, survey data, and technical documents.
- Gathering and compiling data and information and preparing accurate technical reports and documents.
- Performing accurate mathematical calculations.
- Communicating and working effectively with a variety of individuals, agencies, and organizations.
- Properly using engineering equipment, tools, and instruments.
- Operating computer systems to meet work unit needs.
- Maintaining complete and accurate records.
- Preparing accurate engineering plans, specifications, cost estimates and engineering reports.
- Assisting in contract administration.
- Providing guidance, direction, and training to lower-level employees.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Equivalent to the completion of the twelfth grade.

- One year of sub-professional office and/or field engineering work. College coursework from an accredited college or university in civil engineering and/or an Engineer-in-Training certificate may substitute for experience.
- Must possess a valid California Drivers License.
- Must be insurable by District's auto liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

OLIVEHURST PUBLIC UTILITY DISTRICT
ENGINEERING TECHNICIAN II

FLSA: Non-Exempt 12-21 Safety Sensitive

DEFINITION

Under supervision of the Public Works Engineer, performs a variety of sub-professional office and field engineering work related to construction plan review, public and private construction inspection, issuing permits, assisting the public and assisting with engineering studies, and performs related work as required.

This is a journey-level position, fully qualified to independently perform the full range of assigned duties. Incumbents may provide training and guidance to less experienced employees.

EXAMPLE OF DUTIES

- Performs office and field duties related to construction inspection of both private and public projects.
- Prepares and updates a variety of textual and graphical presentations such as maps, charts, plans, details, and other engineering documents.
- Issues permits, and coordinates with the public on permit issues.
- Reads and interprets construction staking.
- Responds to inquiries from the public, developers, engineers, surveyors, other departments, and outside agencies; explains applicable regulations, standards, and policies. Inspects construction projects for compliance with plans, permits and specs; conducts compliance tests on construction materials.
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