

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT**

**REGULAR MEETING OF BOARD OF DIRECTORS**

**NOVEMBER 9, 2023**

**4:00 P.M.**

**11301 E. Conejo Avenue, Kingsburg, CA 93631**

**1. CALL TO ORDER AND ROLL CALL**

**DIRECTORS**

Nathan Magsig

Juan Mejia

Vince Palomar

Scott Robertson, Vice Chair

Buddy Mendes, Chairman

**STAFF and CONSULTANTS**

Veronica Cazares, General Manager/ Secretary

Alicia Kirk, Executive Assistant to the G.M.

Tricia Miller, Administrative Services/HR Manager

Hilda Cantú Montoy, General Counsel

Craig Perry, Chief Plant Operator

David Bacon, Information Systems Analyst

**2. APPROVAL OF AGENDA**

Additions, deletions, substitutions, and adoption of agenda

**3. PUBLIC FORUM**

At this time, any member of the public may address the Board regarding any item not on the agenda, over which the Board has jurisdiction. No action or discussion will be taken on any item not on the agenda, except to briefly respond to statements or questions by the public. Members of the public shall limit their remarks to three minutes.

**4. CONSENT CALENDAR**

Items placed on the consent calendar are routine in nature. They may be approved by one motion, second, and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of October 12, 2023, Regular Board Meeting (p.1)
- B. Draft PAC Minutes of October 11, 2023 (p.7)
- C. Warrant List Reports of October 11, 2023, October 25, 2023, October 31, 2023 (p.11)
- D. Cash Activity Report of October 31, 2023 (p.14)

## **5. NEW BUSINESS**

- A. Subject: Engie Year Four Update Report (*p.16*)

Recommendation: Receive the Report, discuss, and provide direction, if any, to Staff.

- B. Subject: Request from City of Selma To Have District General Manager Provide an Update to the City Council on Various District Matters (*p.17*)

Recommendation: That the Board of Directors discuss the City of Selma's request and provide direction.

- C. Subject: Consider Approval of Resolution Adopting Salary Schedule for All Employees (*p.18*)

Recommendation: That the Board approve A Resolution of the Selma-Kingsburg-Fowler County Sanitation District Board of Directors Adopting Salary Schedule for All Employees

## **6. UNFINISHED BUSINESS**

- A. Subject: Approval of Proposed Reorganization and Job Descriptions for Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor and Laboratory Supervisor (*p.22*)

Recommendation: That the Board of Directors approve the Proposed Reorganization and Job Descriptions for Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor and Laboratory Supervisor.

## **7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

## **8. GENERAL MANAGER REPORTS**

- A. 2024 Winter CASA Conference will be held on January 24-26, 2024, at Hilton Palm Springs Hotel. Directors must notify Alicia Kirk, Executive Assistant to the General Manager, by December 22, 2023, of their intention to attend so reservations can be made.

- B. PAC Meeting held on 10-11-2023.

## **9. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, December 14, 2023, at 4:00 p.m.

Next Ordinance: 2023-01

Next Resolution: 2023-16

**NOTICE OF AVAILABILITY OF AGENDA MATERIALS:** Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District Office located at 11301 E. Conejo Ave., Kingsburg, CA 93631 during normal business hours of 8:00 a.m.-4:30 p.m., Mondays through Fridays. Such writings or documents will also be made available on the District website at [www.skfcsd.org](http://www.skfcsd.org)

**ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY.** The District has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend the Board of Directors meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the Board is happy to assist you. Please contact the District Office at (559)897-6500 Extension 213 so such aids or services can be arranged. Requests may also be made by email to the Executive Assistant to the General Manager at: [akirk@skfcsd.org](mailto:akirk@skfcsd.org) or can be sent by US Mail to: Alicia Kirk, PO BOX 158, Kingsburg, CA 93631. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT**

**MINUTES OF THE BOARD MEETING OF DIRECTORS**

**OCTOBER 12, 2023**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:00 p.m. by Chairman Mendes

**DIRECTORS**

Nathan Magsig (A)  
Juan Mejia (P)  
Vince Palomar (P)  
Scott Robertson, Vice Chair (A)  
Buddy Mendes, Chairman (P)

**STAFF AND CONSULTANTS**

Veronica Cazares, General Manager/Secretary  
Alicia Kirk, Executive Assistant to the G.M.  
Tricia Miller, Administrative Services/HR Manager  
Craig Perry, Chief Plant Operator  
Hilda Cantu Montoy, General Counsel

**APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the Board meeting of October 12, 2023, was made by Director Palomar and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Director, Palomar, Mejia, Chairman Mendes,

NO:

ABSENT: Director Magsig, Vice Chair Robertson

ABSTAIN:

**PUBLIC FORUM**

None

**CONSENT CALENDAR**

Items placed on the consent calendar are routine in nature. They may be approved by one motion, second, and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of September 14, 2023, Board Meeting (p.1)
- B. Warrant List Reports of September 13, 2023, and September 27, 2023 (p.5)
- C. Cash Activity Report of September 30, 2023 (p.7)

There being no comment from the public, a motion to approve the consent calendar was made by Director Palomar and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

### **CEREMONIAL MATTERS**

- A. The Board will consider adopting Resolution No. 2023-14, A Resolution Honoring Gabriel Jimenez, Plant Operations Assistant Supervisor upon his retirement after twenty years of service to the Selma-Kingsburg-Fowler County Sanitation District

Gabriel Jimenez has served as Plant Operations Assistant Supervisor for the Selma-Kingsburg-Fowler County Sanitation District since February 2, 2003, and will be retiring on October 27, 2023. The Board thanked him for his many years of service and dedication to the District and the Public.

There being no comment from the public, a motion to approve Resolution 2023-14, a Resolution Honoring Gabriel Jimenez, Plant Operations Assistant Supervisor upon his retirement after twenty years of service to the Selma-Kingsburg-Fowler County Sanitation District was made by Director Palomar and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

### **NEW BUSINESS**

- A. Subject: Consideration and Direction on Proposed Reorganization and Job Description for District Engineer (*p.10*)

Recommendation: That the Board of Directors receive and consider report on Proposed Reorganization, give direction on the Reorganization, and authorize staff to immediately recruit for the District Engineer position with the revised job description.

The last reorganization was completed in 2014. At present recruiting is challenging as with the current organizational chart, the District Engineer oversees the Maintenance, Collections, and Laboratory departments. With this new organizational chart, Maintenance and Laboratory would be under the supervision of the Chief Plant Operator and Collections would be under the supervision of the General Manager. This recommended chart will allow for more successful

recruiting, align related functions within plant maintenance and plant operations, and provide greater plant maintenance efficiency by simplifying workflow and operational flexibility. At the present, Engineers are in high demand in the Valley. This item will be brought back to the Board for consideration of adoption at the November 9, 2023, meeting.

A motion to accept the draft proposed organizational chart, and bring forth a final organizational chart to the November 9, 2023, Board meeting was made by Director Palomar and seconded by Director Mejia, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

B. Subject: Award of Contract on Request for Proposals: District Lift Station R/R North Street (*p.17*)

Recommendation: That the Board approve an agreement with MKN and Associates in the amount of \$243,490 and authorize the General Manager to execute the agreement.

This project is a priority of the Board of Directors. This pump station was last refurbished more than 10 years ago. The District will be providing the day-to-day inspection and will procure a vendor for special inspections during construction period. The project will expand the capacity of this site. The scope includes a technical memorandum to outline the features such as, layout, equipment, force main, and design criteria for North PS-D3, Manning PS-D2, and Merced PS-D1. The original amount decreased as SKF will be doing the construction inspection.

There being no comment from the public, a motion to approve Award of Contract on Request for Proposals was made by Director Mejia, and seconded by Director Palomar, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

C. Subject: CCTV Inspection and Review For Fiscal Year 23-24 (*p.43*)

Recommendation: That the Board approve agreement with MKN and Associates in the not to exceed amount of \$165,000 and authorize the General Manager to execute the agreement.

The CCTV and Inspection Review is a compliment effort to the risk analysis conducted; and documented in the 2016 Sewer System Master Plan; and meets compliance efforts in the

Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The previous agreement has expired and needs to be renewed. Chairman Mendes commented that this is one of the most important things that needs to get done. Chairman Mendes asked the Board if they had any further questions and they said no.

Jerome Keene, Deputy City Manager, representing the City of Selma came to the podium with comments from that city during the public comment period.

It was said that earlier in the year Selma participated in a meeting with SKF to discuss the Capital Improvement Project (CIP) list and provide their comments to the District. One of Selma's comments being that the CCTV budget allocated to Selma was considerably lower than Kingsburg and Fowler-despite having more lineal feet of sewer main and more customers within the District service area. Deputy City Manager Keene read the monetary amounts for each city in the CIP as well as Table ES-8 of allocation to the three cities and the percentages assigned to them. He feels that given these percentages, the CCTV costs should be distributed similarly and proportionally. Deputy City Manager Keene respectfully requested that the Board consider revisiting these budgeted amounts within the adopted CIP before award of the Contract with MKN. The City (Selma) also requests that the District consider a budgeting policy to review inflation as part of future year budgeting within the CIP to ensure that project costs are captured and adequately allocated. Deputy City Manager Keene thanked the Board for their consideration in this matter. His written commentary was distributed to Board and SKF Staff.

General Manager Veronica Cazares explained that the budget and 10-year CIP is reviewed on an annual basis by the Policy Advisory Committee (PAC), which contains the City Managers from all three cities SKF serves. Then taken to the Board for adoption.

The District is only able to spend what is available in those accounts based on the cash accrued from each city's Refurbishment and Replacement fund, which comes from the sewer rates each city pays.

There are more projects to complete in the city of Selma. As the Sewer Rate Study is in progress there will be an opportunity to review CIP.

General Manager Cazares did mention that she had been in contact with Mr. Keene prior to this meeting to address his concerns by telephone and she offered to meet and discuss this item.

SKF comes to the Board with the annual rates set by the cities for approval, and the Board has the final decision and may adjust, if they so desire. Currently, SKF is in the last year of a 5-year rate increase approved by the Board back in 2018, and with the money allocated to that, projects may need to be adjusted accordingly to stay within revenues or cash on hand.

Chairman Mendes clarified that this is the money available under the existing rates.

General Manager Cazares further explained that SKF maintains a reserve amount for each city. Items that can be reduced or increased would be miscellaneous repairs and CCTV so that we can stay within our reserves and allocated cash received from the rate payers.

Chairman Mendes commented that prioritized items are per year and can change annually per city based on need. It was asked if that is why the allocation varies and it was answered yes. The numbers won't match every year due to the fact that it's based on the level of necessity. Board Chairman Mendes further clarified that based on what was budgeted for and the rates paid per city, these are the amounts we have to work with. The monetary amounts may not be balanced to one city versus another as they may have had items that needed immediate attention over another.

There being no comment from the public, a motion to approve CCTV Inspection and Review For Fiscal Year 23-24 was made by Director Palomar and seconded by Director Mejia, and approved by a unanimous voice vote:

AYE: Directors Palomar, Mejia, Chairman Mendes

NO:

ABSENT: Director Magsig, Vice Chair Roberston

ABSTAIN:

### **BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

Director Mejia thanked SKF for participating in the Fowler Fall Festival Parade and our informational booth.

### **GENERAL MANAGER REPORTS**

- A. 2024 Winter CASA Conference will be held on January 24-26, 2024, at Hilton Palm Springs Hotel. Directors must notify Alicia Kirk, Executive Assistant to the General Manager, by December 22, 2023, of their intention to attend so reservations can be made.

This is an informational item only.

- B. Gabriel's Retirement Barbeque will be held on October 27<sup>th</sup> at 11:30am.

The Board was invited to attend.

- C. Update: 18<sup>th</sup> Ave PS.

General Manager Cazares let the Board know that the project is complete and that she will be working with General Counsel Montoy on the final payments and being back for finalization at the November board meeting.

### **ADJOURNMENT**

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned a by a unanimous voice vote at 4:26 p.m.



Respectfully submitted,

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Veronica Cazares, General Manager

Approved,

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Buddy Mendes, Chairman  
of the Board

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT**

**MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING**

**October 11, 2023  
10:00 a.m.**

**CALL TO ORDER AND ROLL CALL**

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 10:05 a.m. by Chairman Fernando Santillan.

**MEMBERS**

Fernando Santillan, Selma City Manager (P)  
Alex Henderson, Kingsburg City Manager (P)  
Wilma Tucker, Fowler City Manager (P)  
Paul Nerland, Fresno County AO  
Veronica Cazares, General Manager/  
Secretary (P)

**STAFF AND CONSULTANTS**

Alicia Kirk, Executive Assistant to the GM  
Craig Perry, Chief Plant Operator  
Tricia Miller, Admin Services/HR Manager  
Jon Wells, Dopudja and Wells Engineering  
Consultant

**APPROVAL OF AGENDA**

There being no comment from the public a motion to approve the agenda of the PAC meeting of October 11, 2023, was made by Member Henderson, and seconded by Member Santillan, and approved by the following vote:

AYE: Members Cazares, Henderson, Vice Chair Tucker, Chairman Santillan  
NO:  
ABSENT: Members Nerland, Tucker  
ABSTAIN:

**CONSENT CALENDAR**

Items placed on the consent calendar are considered routine in nature. They may be approved by one motion, second and majority vote. Any PAC member or member of the public may request removal of any item from the consent calendar for independent consideration.

There being no comment from the public a motion to approve the minutes of the July 26, 2023, Policy Advisory Committee meeting was made by Member Cazares, and seconded by Member Cazares and approved by a unanimous vote:

AYE: Members Cazares, Henderson, Vice Chair Tucker, Chairman Santillan  
NO:  
ABSENT: Members Nerland, Tucker

ABSTAIN:

Member Tucker arrived at 10:13 a.m.

### **UNFINISHED BUSINESS**

- A. Subject: Collection System Master Plan Update Status Report - Receive presentation from Jon Wells, Dopudja & Wells

Jon Wells, Dopudja & Wells, gave a power point presentation on items to be identified in the Collection System Mater Plan for the three cities SKF serves. It showed that calibrated flows have decreased in the years since the last Plan was created. It was asked what current MGD's the plant is currently at, and it was answered 4.15 MGD's.

There are four tiers associated with projected development in the three cities (Selma, Kingsburg, Fowler): Primary, Tier 1, 2, and 3. For Primary and Tier 1, future projects regarding infrastructure planned to affect gravity mains are key, otherwise Lift Stations may need to be added.

The maximization of development and infrastructure in Kingsburg requires a larger Lift Station to get to a 15" gravity main to serve the City efficiently and effectively, which would allow for more flow. Kingsburg City Engineer Dave Peters expressed the need to upsize the sewer starting at Stroud Avenue and continuing north, as they have exhausted most of their sewer capacity there. In the past it was discussed run parallel 10 inch, however the area now is completely impacted. General Manager Cazares also mentioned it's approximately 40 acres remaining to which Engineer Peters replied that it would eliminate putting anymore there. An important area for Kingsburg with regards to the CSMP. Engineer Peters asked if there are or will be any improvements in Selma that would rely on Kingsburg. It was answered by Jon Wells that they are completely separate.

Fowler will require new lines in the following areas: Jefferson, Adams, South and Parlier Avenues. Fowler City Engineer, Soo Ho Park mentioned that a housing tract by K Hovnanian development has been constructed, and they have constructed a lift station to accommodate it. He also mentioned there will be more development to the south of this housing construction, which of course more flow will be expected. For Fowler, their Tier 2 is already locked in, and they will potentially have one commercial development in the near future.

Selma City Manager Santillan asked for the presentation and data on flows and tiers from Jon Wells.

Kingsburg City Engineer Dave Peters asked if improvements are funded by impact fees, and if SKF would be doing an impact fee study. General Manager Cazares said that each city is responsible for setting their own rates, as well as all capacity fee development. It was asked if SKF is responsible for Lift Stations in the three cities and it was answered there are four District

owned lift stations that are SKF's responsibility. All other lift stations are city owned and maintained by SKF.

Kingsburg City Engineer Dave Peters asked if there will be any new Lift Stations SKF will be responsible for and General Manager Cazares answered no, based on the map in today's meeting.

Kingsburg City Manager Alex Henderson if dollar amounts could be identified on the improvements, and Jon Wells said that cost will be assigned to development tiers. It is important that the three cities' infrastructure is clearly defined. It is the goal for Dopudja and Wells in collaboration with SKF to make the CIP defensible and transparent. It is the expectation that the CIP is finalized this year, and that the CSMP may go into next year.

Individual meetings for the three cities will be setup in the next few weeks to bring back comments.

It was asked by Public Works Director Eric Rocha if SKF can support future solids, and SKF Chief Plant Operator Craig Perry said that currently SKF is at 40-50 percent BOD, and Mr. Rocha asked if that was per city and General Manager Cazares answered that the plant doesn't break down solids by individual city.

### **NEW BUSINESS**

None

### **COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS**

None

### **GENERAL MANAGER REPORTS**

#### A. Grant Opportunities for Future Infrastructure

City Manager Santillan asked General Manager Cazares about using Lobbyists and SKF will not be using funds for that type of service. He also asked about Grant Writers, and at this time that is not a feasible route. Administrative Services/Human Resources Manager Miller did say that depending on which projects are eligible, we (SKF) may at some point use a grant writing service. Potential grant applications will be presented to the SKF Board for approval as needed.

**ADJOURNMENT**

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned on a motion made by Member Henderson and seconded by Member Cazares and approved by a unanimous voice vote at 10:55 a.m.

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Veronica Cazares, General Manager/  
Secretary

\_\_\_\_\_  
Fernando Santillan/Chairman  
of the Committee

**SELMA - KINGSBURG - FOWLER  
COUNTY SANITATION DISTRICT  
OCTOBER 11, 2023  
WARRANT LIST**

ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	537.38
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	2,833.03
	INFO SYSTEMS, JOB ADS, TRAVEL & TRAINING,	4,013.89
AMERICAN EXPRESS	COMMUNICATIONS, EMPLOYEE RECOGNITION	
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,486.98
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	148.68
ASI	INFORMATION SYSTEMS	375.00
AT&T MOBILITY	COMMUNICATIONS/INFORMATION SYSTEMS	913.09
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,946.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	25.16
CALPERS	RETIREMENT	40,822.50
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	1,757.88
COMCAST	COMMUNICATIONS	168.03
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	107.84
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	148.68
DKF SOLUTIONS GROUP, LLC	PROF. SERVICES - MED & SAFETY	350.00
DOPUDJA & WELLS CONSULTING INC.	COLLECTION SYSTEM MASTER PLAN UPDATE	32,905.00
ELIDIO SILVA	EQUIPMENT MAINTENANCE	4,881.19
ENGINEERING NEWS RECORD	MEMBERSHIPS	99.99
FERGUSON WATERWORKS	EQUIPMENT MAINTENANCE	280.01
GARY HELM	RETIREE HEALTH REIMBURSEMENT	148.68
GONZALES, RALPH	WELLNESS PROGRAM REIMBURSEMENT	40.00
HERITAGE-CRYSTAL CLEAN INC.	LUBRICANTS	37.50
	BUILDING & GROUNDS MAINT, OFFICE SUPPLIES,	1,029.40
HOME DEPOT CREDIT SERVICES	SAFETY SUPPLY, PEST CONTROL	
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	148.68
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	148.68
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	148.68
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	416.87
KINGSBURG, CITY OF	OUTREACH - PHARMA KIOSK	173.75
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	148.68
MID VALLEY DISPOSAL	WASTE UTILITIES	1,087.36
MKN	SEWER REHAB, NORTH ST. PANEL, D-4 IMPRVMENTS	1,828.31
MONTOY LAW CORPORATION	PROF. SERVICES - LEGAL	1,972.50
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	1,141.52
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	275.27
NEW ENGLAND SHEET METAL & MECHANICAL CO.	EQUIPMENT MAINTENANCE	452.50
O'REILLY AUTO PARTS	AUTO MAINTENANCE	47.82
ORTIZ, GABINO	WELLNESS PROGRAM REIMBURSEMENT	40.00
PAPE KENWORTH	EQUIPMENT MAINTENANCE	146.52
PG&E	ELECTRIC UTILITIES	1,252.57
PROFESSIONAL PRINT & MAIL, INC	PRINTING - FORMS	542.47
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	148.68
SALINAS, JOSE LUIS	TRAVEL & TRAINING	130.00
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	148.68
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	148.68
SERENA COATES	TRAVEL & TRAINING	142.51
SILVAS OIL CO. INC.	FUEL	2,673.90
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	118.14
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	132.25
T-MOBILE USA INC.	COMMUNICATIONS	114.27
TELETRAC NAVMAN US LTD.	COMMUNICATIONS	1,345.48
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	11,183.60
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	666.46
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	539.29
MAS 200 Total Checks		\$123,270.02

**SELMA - KINGSBURG - FOWLER  
COUNTY SANITATION DISTRICT  
OCTOBER 25, 2023  
WARRANT LIST**

AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	670.48
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	1,635.28
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,481.90
AT&T/CALNET 3	COMMUNICATIONS	136.89
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,190.00
CALIFORNIA WATER SERVICE	UTILITIES - WATER	35.81
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	7,691.48
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	229.60
CINTAS CORPORATION NO.2	OFFICE EQUIPMENT	284.42
CRAIG PERRY	SAFETY SUPPLIES REIMBURSEMENT	225.00
CWEA	MEMBERSHIPS	442.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	277.74
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FISHER SCIENTIFIC	LABORATORY SUPPLIES	546.69
GISELA ROSALES	EQUIPMENT MAINTENANCE	385.00
GOLDEN STATE MECHANICAL	EQUIPMENT MAINTENANCE	1,865.78
GRAINGER	EQUIPMENT MAINTENANCE	1,330.40
HEALTH METRICS, INC.	PROF. SERVICES - MED & SAFETY	800.00
HEALTHY EQUITY INC.	PROF. SERVICES - MGT & HUM RELATIONS	200.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	122.23
JOE SAUBERT INC.	EQUIPMENT MAINTENANCE	550.00
JOSEPH GAXIOLA	CERTIFICATION FEE REIMBURSEMENT	150.00
JUAN MEJIA	DIRECTOR'S FEE	127.63
KAMEYA AKEMI COLEMAN	CERTIFICATION FEE REIMBURSEMENT	400.00
KINGSBURG, CITY OF	PHARMA KIOSK OUTREACH	173.75
MKN	DIST LIFT STATION REFURBISHMENT D-4 18TH.	630.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	311.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	200.33
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE	42.27
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	409.36
PG&E	ELECTRIC UTILITIES	9,666.72
PROCLEAN SUPPLY	OFFICE SUPPLIES, BLDG & GROUNDS MAINT.	2,004.44
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
QUADIENT LEASING USA, INC.	POSTAGE LEASE	121.81
RAFTELIS FINANCIAL CONSULTANTS	PROF. SERVICES - ACCOUNTING & FINANCE	3,870.00
RAYMOND MIKE ALANIZ	CERTIFICATION FEE REIMBURSEMENT	98.00
SAFEGUARD BUSINESS SYSTEMS	PRINTING - FORMS	854.00
SELMA, CITY OF	PHARMA KIOSK OUTREACH	173.75
SERENA COATES	WELLNESS PROGRAM REIMBURSEMENT	40.00
SILVAS OIL CO. INC.	FUEL	2,520.95
SW CONSTRUCTION INC.	DIST LIFT STATION REFURBISHMENT D-4 18TH.	7,987.93
THE GAS CO	GAS UTILITIES	65.06
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	4,394.58
VINCE PALOMAR	DIRECTOR'S FEE	127.63
MAS 200 Total Checks		\$54,812.54

**SELMA - KINGSBURG - FOWLER  
COUNTY SANITATION DISTRICT  
OCTOBER 31, 2023  
WARRANT LIST**

CALIFORNA AIR RESOURCES BOARD	PERMIT FEES	180.00
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MAS 200 Total Checks		\$180.00
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SKF COUNTY SANITATION DISTRICT  
CASH ACTIVITY REPORT  
Month: OCTOBER  
Fiscal Year: 2023-24

Cash Account Description	End of Month Cash Balance as of June 30, 2023	End of Month Cash Balance October 31, 2023
Cash in Treasury: Operations & Maintenance	\$ 5,043,024.93	\$ 3,816,735.06
Cash in Bank: Operations & Maintenance	\$ 28,912.44	\$ 96,860.05
Cash in Bank: Payroll	\$ 203.46	\$ 110,509.23
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 5,072,840.83	\$ 4,024,804.34
Cash in County Treasury:Expansion	\$ 5,393,049.36	\$ 5,492,481.95
Cash in County Treasury: R&R	\$ 6,245,192.21	\$ 6,104,956.84
Cash in County Treasury:Selma	\$ 2,319,258.37	\$ 2,344,016.58
Cash in County Treasury: Selma SWRCB Reserve	\$ 267,803.77	\$ 265,666.60
Total Selma	\$ 2,587,062.14	\$ 2,609,683.18
Cash in County Treasury:Kingsburg	\$ 3,426,769.60	\$ 3,429,755.71
Cash in County Treasury:Fowler	\$ 1,932,604.12	\$ 1,676,178.52
Total Cash Balance	\$ 24,657,518.26	\$ 23,337,860.54

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED OCTOBER 31, 2023

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	10/11/2023	\$	123,270.02
WARRANT LIST ENDING	10/25/2023	\$	54,812.54
WARRANT LIST ENDING	10/31/2023	\$	180.00

TOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	178,262.56
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SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	10/8/2023	\$	99,351.86
EMPLOYER CONTRIBUTIONS (PERS)	10/8/2023	\$	9,962.35
EMPLOYER TAXES	10/8/2023	\$	1,305.91
HEALTH INSURANCE	10/8/2023	\$	13,975.16
		\$	124,595.28

TOTAL SALARIES PERIOD ENDING:

SALARIES	10/22/2023	\$	98,277.90
EMPLOYER CONTRIBUTIONS (PERS)	10/22/2023	\$	9,963.02
EMPLOYER TAXES	10/22/2023	\$	1,290.67
HEALTH INSURANCE	10/22/2023	\$	13,975.16
		\$	123,506.75

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES		\$	248,102.03
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		\$	426,364.59
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**MEMORANDUM**

(November 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: November 2, 2023

Agenda Item: 5-A  
Action: Informational  
and for Direction

**SUBJECT:**

Engie Year Four Update Report

**RECOMMENDATION**

Receive the Report, discuss, and provide direction, if any, to Staff.

**EXECUTIVE SUMMARY**

Nichole Przybyla, Energy Analyst, ENGIE will give the Board the photovoltaic and battery storage project report on year four of the Solar Guarantee from ENGIE.

## **MEMORANDUM**

(November 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Prepared: October 31, 2023

Agenda Item: 5-B  
Action: Motion

**SUBJECT:** Request from City of Selma to Have District General Manager Provide An Update to the City Council on various District Matters

### **RECOMMENDATION**

That the Board of Directors discuss the City of Selma's request and provide direction.

### **EXECUTIVE SUMMARY**

General Manager Cazares has received a request from the City of Selma to give an update to the City Council on the following items: Collection System Master Plan, CCTV Inspection and Review, recruitment for District Engineer, grants.

Historically, each member City receives updates regarding the District's operations and management through the 1) City representative on the District Board and 2) through the City Manager as the City's representative on the Policy Advisory Committee (PAC). Staff also communicates regularly with City staff and consultants on development projects specific to a City. The PAC was created to serve as a focused forum for communication between the District and member cities and to allow input from the cities on pending or forthcoming District issues. However, from time to time there are topics and policy issues that require the General Manager to attend City Council meetings. In those instances, the General Manager attends City Council meetings.

As to the current request, all items mentioned above have been a District Board or PAC meeting agenda item. Draft PAC meeting minutes are included in District Board meeting packets and final signed meeting minutes are filed with the PAC. As such they are redundant.

General Manager Cazares is requesting direction from the Board on responding to City requests for staff attendance to update Council on items which have been presented and addressed at either a District Board or PAC meeting.

**MEMORANDUM**

(November 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Prepared: November 1, 2023

Agenda Item: 5-C  
Action: Motion

**SUBJECT:** Consider Approval of Resolution Adopting Salary Schedule for All Employees

**RECOMMENDATION**

That the Board approve A Resolution of the Selma-Kingsburg-Fowler County Sanitation District Board of Directors Adopting Salary Schedule for All Employees

**EXECUTIVE SUMMARY**

The Board has historically approved all salaries in each annual budget with the most recent being the Budget for FY23-24 adopted on May 11, 2023. Due to the reorganization, the following positions have had title changes: Plant Operations Supervisor to Plant Operations Manager, Maintenance Supervisor to Collections Supervisor, and Assistant Maintenance Supervisor to Assistant Collections Supervisor. Those changes are noted in the new Salary Schedule.

In addition, due to the reorganization, two positions are gaining direct reports and additional duties as explained in Board item 6-A, Approval of Proposed Reorganization and Job Descriptions for Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor and Laboratory Supervisor. The salary ranges for the Plant Operations Manager and the Assistant Plant Operations Supervisor have proposed salary revisions. The Plant Operations Manager will go from Range 925 to Range 1000. The Assistant Plant Operations Supervisor will go from Range 800 to Range 875.

At this time, staff is requesting the Board adopt a formal salary schedule by resolution as required by Government Code Section 36506.

Attachments: Resolution 2023-15, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District Adopting Salary Classification Schedule for All Employees, Exhibit A: Employee Salary Schedule

RESOLUTION NO. 2023-15

A RESOLUTION OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT BOARD OF DIRECTORS ADOPTING SALARY SCHEDULE FOR ALL EMPLOYEES

**WHEREAS**, Government Code Section 36506 requires the District, by resolution or ordinance, to fix the compensation for all appointive officers and employees of the District; and

**WHEREAS**, The Salary Schedule attached as Exhibit “A” to this Resolution has been reviewed and considered by the Board.

**NOW, THEREFORE**, the Board of Directors hereby as follows:

1. The Salary Schedule attached hereto as Exhibit “A” is adopted.
2. All prior resolutions or the attached Salary Schedule are hereby repealed, and this Resolution shall be effective November 9, 2023.

**CERTIFICATION**

The foregoing resolution was adopted on November 9, 2023, on a motion duly made, seconded, and approved as follows:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
Veronica Cazares, General Manager/  
Secretary of the Board of Directors  
SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

Attachment: Exhibit A

EXHIBIT A

S-K-F CSD NON-REPRESENTED EMPLOYEES SALARY SCHEDULE EFFECTIVE FIRST FULL PAY PERIOD AFTER 7/1/2023							
RANGE	CLASSIFICATION	A	B	C	D	E	Y
475	ADMINISTRATIVE TECHNICIAN II	4,663.11	4,896.27	5,141.08	5,398.13	5,668.04	5,951.44
500							
525							
550							
575							
600							
625							
650							
675							
700	ENGINEERING TECHNICIAN I or EXEC ASSIST TO THE GM or ACCOUNTANT	5,823.58	6,114.76	6,420.50	6,741.52	7,078.60	7,432.53
725							
750	ASST COLLECTIONS SUPERVISOR or ENGINEERING TECHNICIAN II	6,118.40	6,424.32	6,745.54	7,082.81	7,436.95	7,808.80
775							
800							
825							
850							
875	*COLLECTIONS SUPERVISOR or *LAB SUPV or ASST. PLANT OPERATIONS SUPV or INFO SYST ANALYST	6,922.41	7,268.53	7,631.95	8,013.55	8,414.23	8,834.94
900							
925							
950							
975							
1000	*PLANT OPERATIONS MANAGER	7,832.07	8,223.67	8,634.86	9,066.60	9,519.93	9,995.93
1025							
1050							
1075							
1100	*DISTRICT ENGINEER or *ADMINISTRATIVE SERVICES/HUMAN RESOURCES MANAGER	8,645.14	9,077.40	9,531.27	10,007.83	10,508.22	11,033.63
1125							
1150							
1175							
1200							
	*GENERAL MANAGER						14,166.67
NOTES:							
1) *Classification exempt from overtime and compensation time.							
2) Overtime compensation is at the rate of 1.5 times annual salary divided by 2080.							
3) Private vehicle used on District business is compensated at Federal IRS standard mileage rate.							
4) Employee is eligible for step "Y" two years after attainment of step "E."							
5) Amounts shown are monthly dollar amounts.							
6) Employees hired before April 14, 2011 are eligible for an additional maximum of 9.0% certification compensation.							
7) Employees hired on or after April 14, 2011 are eligible for an additional maximum of 7.5% certification comp.							

**S-K-F CSD BARGAINING UNIT SALARY SCHEDULE EFFECTIVE FIRST PAY PERIOD AFTER 7-1-23**

<u>RANGE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Y</u>
1	UTILITY WORKER	2,993.68	3,143.37	3,300.53	3,465.56	3,638.84	3,820.78
2							
3							
4	OPERATOR IN TRAINING	3,223.87	3,385.06	3,554.31	3,732.03	3,918.63	4,114.56
5							
6							
7							
8							
9							
10							
11							
12	SEWER SYSTEM MAINT TECH I	3,927.97	4,124.37	4,330.59	4,547.12	4,774.47	5,013.20
13							
14	OPERATOR I or SSMT II	4,126.82	4,333.16	4,549.82	4,777.31	5,016.18	5,266.99
15							
16							
17	OPERATOR II	4,444.14	4,666.34	4,899.66	5,144.64	5,401.88	5,671.97
18							
19							
20	MECHANICAL MAINTENANCE TECH I or ENVIRONMENTAL TECHNICIAN or MAINTENANCE TECHNICIAN III or OPERATOR III	4,785.85	5,025.14	5,276.40	5,540.22	5,817.23	6,108.09
NOTES:							
1) Overtime compensation is at the rate of 1.5 times annual salary divided by 2080 as per MOU.							
2) Holiday worked receives 2.5 times annual salary divided by 2080 as per MOU.							
3) Private vehicle used on District business is compensated at Federal IRS standard mileage rate.							
4) Employee is eligible for step "Y" two years after attainment of step "E."							
5) Amounts shown are monthly dollar amounts.							
6) Employees hired before April 14, 2011 are eligible for an additional maximum of 9.0% certification compensation.							
7) Employees hired on or after April 14, 2011 are eligible for an additional maximum of 7.5% certification comp.							



## **MEMORANDUM**

(November 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors

Agenda Item: 6-A

From: Veronica Cazares, General Manager

Action: Motion

Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager

Date Prepared: October 26, 2023

**SUBJECT:** Approval of Proposed Reorganization and Job Description's for Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor and Laboratory Supervisor

### **RECOMMENDATION**

That the Board of Directors approve the Proposed Reorganization and Job Descriptions for Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor and Laboratory Supervisor.

### **EXECUTIVE SUMMARY**

In 2014, the Board of Directors approved an Organizational Chart revision which moved the Laboratory Department, Maintenance and Collections Department under the District Engineer. The District has been unsuccessful in recruiting for the District Engineer position since Veronica Cazares was promoted to General Manager. In most agencies, the Engineer does not oversee departments such as the Laboratory and Collections. Most Engineers do not have experience in Collections and Laboratory at Wastewater Treatment Plants. In addition, most treatment plants have the Laboratory and Plant Maintenance under the Operations Department and Chief Plant Operator. By revising the District's Organizational Chart, it would hopefully allow the District to be more successful in recruiting this position. Professional Engineers are in high demand in the central valley. The recruitment for the District Engineer is in progress as per the Board approval at the October 12, 2023, Board meeting.

This recommended reorganization will:

- Allow more successful recruiting.
- Align related functions within plant maintenance and plant operations.
- Provides greater plant maintenance efficiency by simplifying workflow and operational flexibility.

Staff reviewed the following positions and is recommending reorganizing the reporting relationship of the Laboratory Supervisor to the Plant Operations Supervisor, the Maintenance Supervisor to the General Manager, and the two Mechanical Maintenance Technicians to the Assistant Plant Operations Supervisor. Due to this reorganization, it would require reclassifying the Plant Operations Supervisor to Plant Operations Manager, the Maintenance Supervisor to Collections Supervisor, and the Assistant Maintenance Supervisor to Assistant Collections Supervisor. These title changes reflect the divisions they will be responsible for. Also, the Maintenance Technician III and Mechanical Maintenance Technician I job descriptions require updating as it pertains to reporting relationships within the District re-organization and will be brought back to the Board as an action item.

Plant Operations Manager and Assistant Plant Operations Supervisor will have salary realignments as well. The Plant Operations Manager will have the added responsibilities of the laboratory division and the plant maintenance division, including four laboratory staff and two plant maintenance staff. The Assistant Plant Operations Supervisor will have additional duties of the plant maintenance division and two plant maintenance staff. Plant Operations Manager salary will be 7.5% higher due to the increased duties and responsibilities. This salary is in line with other local agencies with similar duties and responsibilities. The Assistant Plant Operations Supervisor will also have a 7.5% salary increase, also in line with increased duties and responsibilities. It will also be in line with the Laboratory Supervisor and the Collections Supervisor.

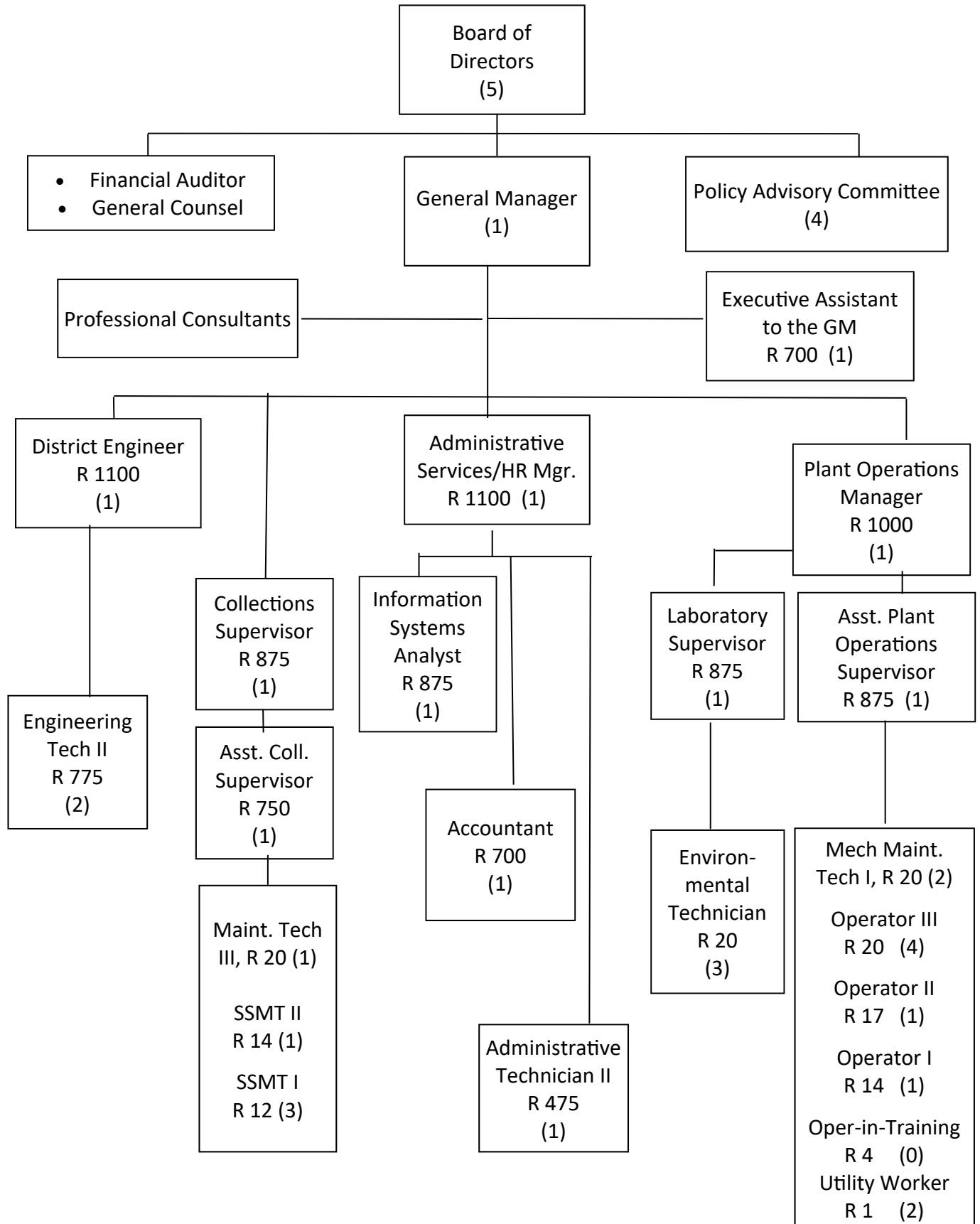
Attachments: Organizational Chart, Plant Operations Manager, Assistant Plant Operations Supervisor, Collections Supervisor, Assistant Collections Supervisor, and Laboratory Supervisor Job Descriptions



## ORGANIZATIONAL CHART

FY 2023-24

R = Salary Range; ( ) = No. of Authorized Positions; Total Number of Authorized Positions = 32



**SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT**



**Job Title** **PLANT OPERATIONS MANAGER**  
FLSA Status: Exempt, 100% FTE  
Pay Range: 1000  
Effective Date: 11-9-23  
Revision History: 03-24-08; 10-19-02; 10-28-21

**DEFINITION:**

Under the direct supervision of the General Manager, performs the duties as the Chief Plant Operator, assigns, supervises and participates in the work performed by Plant Operations Supervisor in the daily operation and maintenance of the wastewater treatment plant facilities.

**DISTINGUISHING CHARACTERISTICS:**

Incumbent provides general supervision and is responsible for the daily operations and maintenance of the wastewater treatment plant activities. This classification expected to independently perform the full scope of assigned duties with little or no instruction. This classification is distinguished from Plant Operations Supervisor in that the latter performs a limited range of duties, performs less complex tasks, and is supervised more closely. This classification is distinguished from the General Manager in that the latter is responsible for the oversight of all plant maintenance, laboratory and wastewater treatment plant operations.

**CORE DUTIES:**

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties which may be assigned.

Operate and maintain a wastewater treatment facility.

Supervise and manage operation, plant maintenance, and environmental personnel assigned the facility.

Manages implementation and ongoing utilization of the company Computerized Maintenance Management System (CMMS) for tracking Asset Management.

Interact with regulatory agencies and clients.

Analyze and resolve problems with process and/or equipment.

Review lab tests and interpret data.

Create and distribute client, regulatory and operating data reports.

Prepare and coordinate regulatory programs as required.

Maintain compliance with regulatory permits.

Oversee and perform process adjustments to maintain treatment process compliance.

Know and understand contractual obligations and deliverables for each respective facility.

Manage operations budget for the facility.

Prepare Monthly Operations Reports.

Manage Capital Replacement projects specific to assigned facilities.

Facilitate Facility Tours.

Communicate any problems/issues to management.

Provides training to crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Consults with and renders advice to superiors, subordinates, and operational personnel on maintenance and facility problems.

Develops and conducts safety training programs and enforces safety precautions including CAL-OSHA requirements.

Responds to automatic dialers or other telemetry communications.

Operates computer hardware and software systems as assigned to perform the duties and fulfill the requirements of the classification, including WEMS and SCADA.

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

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This section describes the qualities and abilities that a successful employee of this job title possesses.

Knowledge of: Requires strong verbal and written communication skills; Advanced knowledge of methods, practices, and techniques used to operate a wastewater treatment facility; Advanced knowledge of wastewater system operation, maintenance, and regulatory requirements; Requires strong computer skills to include working knowledge of Microsoft Office suite and SCADA; Advanced knowledge of emergency response procedures and disaster response; have ability follow and execute emergency assistance when called upon; Knowledge of the operation and maintenance requirements of pumps, motors, electrical machinery, mechanical equipment, and control equipment; Working knowledge of potential hazards and applicable safety regulations, safe work practices, and required safety equipment; Must have understanding of management concepts involving collaboration, communication, coordination; team building and relationship management; Budgeting and Financial Analysis;

Skills to: Oversee the operation of the wastewater treatment plant facilities; Skill in effectively planning, developing, scheduling, assigning, coordinating, and evaluating operation and maintenance programs, activities and personnel; Accurately read and interpret a variety of maps,

blueprints, meters, gauges, graphs, control panels, and recording charts; Wear and use personal protective equipment; safely and responsibly drive motorized vehicles; Organize and maintain detailed and complete records; Perform accurate mathematical calculations; Satisfactorily complete work assignments within the allotted time for the activity; Maintain a clean and organized work area; Understand and follow oral and written directions; Intermediate Computer Skills in the following programs: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); SCADA; Asset management; WIMS;

Ability to: Ability to work effectively with engineers, consultants, and contractors; Ability to work effectively with local, state, and federal permitting and regulatory agencies; Ability to effectively direct the activities of Division staff in a manner which will accomplish program objectives; Ability to work well with others, establish strong working relationships, and use tact and diplomacy in communications with staff members and the public; Ability to train and evaluate staff in the skillful and safe operation of maintenance equipment; Ability to maintain records and prepare activity reports.

### **QUALIFICATION GUIDELINES:**

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Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

#### **EDUCATION:**

- Equivalent to completion of twelfth grade.
- College level course work or trade school training in the treatment of wastewater.

#### **EXPERIENCE:**

- Five years of experience operation of a wastewater treatment plant facility, including two years in a position of leadership and responsibility.

#### **LICENSE and/or CERTIFICATE**

- Possession and maintenance of a valid California Class C driver's license.
- Possession and maintenance of a Wastewater Treatment Plant Operator Grade IV Certificate issued by the State Water Resources Control Board.
- Possession and maintenance of a Qualified Applicators License Categories B and C issued by the California Department of Pesticide Regulation within one year of hire date.

### **WORK ENVIRONMENT:**

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The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and independent body mobility sufficient to stand, sit, walk, stoop, bend, climb, and kneel to work in a typical field or shop maintenance setting and a standard office environment.

Manual dexterity and sufficient use of hands, arms and shoulders to write, operate hand and power tools, operate equipment and machinery, and operate various office equipment.

See well enough to read meters, gauges, charts and computer screen. See common colors, detect subtle shades of color, see in confined space entries, identify objects at a distance, perform visual safety inspections, and read printed materials.

Speak and hear well enough to communicate clearly in person, over a radio and on the telephone; detect mechanical problems and operational signal tones; and hear in a high noise environment.

Strength to lift and carry materials and equipment weighing up to 40 pounds and push, pull or drag items weighing up to 80 pounds.

Wear appropriate personal protective equipment in the manner intended.

Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.

Physical tolerance to working outside in heat, cold, rain, dust, pollen, obnoxious odors and exposure to disease causing bacteria and hazardous chemicals such as chlorine, polymer, insecticides, pesticides and herbicides.

**DISCLAIMER:**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Revised: 11-9-23

## **SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT**



**Job Title**                                **ASSISTANT PLANT OPERATIONS  
SUPERVISOR**

FLSA Status:                                Exempt, 100% FTE  
Pay Range:                                    875  
Effective Date:                                11-9-23  
Revision History:                              9-10-02

### **DEFINITION:**

Under direction, plans, coordinates, assigns, participates in, and supervises the day-to-day operational activities of the operations and maintenance department of the wastewater treatment plant facilities in order for the District to comply with local, state, federal and District codes and regulations. Assumes the responsibilities of the Plant Operations Manager in his/her absence.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbent supervises and is responsible for the day-to-day activities in the operations and maintenance department and is responsible to assign, supervise and participate in the work performed by operations and maintenance personnel. This classification is distinguished from the Operator III in that the latter performs a limited range of duties, performs less complex tasks, and is supervised more closely. This classification is distinguished from the Plant Operations Manager in that the latter is responsible for the oversight of all plant maintenance, laboratory, and wastewater treatment plant operations.

### **CORE DUTIES:**

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties which may be assigned.

Plan, schedule, supervise and participate in the day-to-day operation and maintenance of the wastewater treatment plant facilities.

Train, instruct, and evaluate subordinate employees in the performance of their duties and make hiring and disciplinary recommendations.

Oversee the preventive maintenance of a variety of wastewater system machinery, equipment, vehicles, tools and devices, including pumps, valves, blowers, motors, electrical panels, trucks, and others as needed.

Ensure that an adequate inventory of spare parts and supplies is maintained.

Ensure adherence to policies, procedures, rules, regulations, work methods and safety practices; ensure compliance with local, state and federal statutes, rules and regulations.

Participates in budget preparation and administration.

Operate the Computerized Maintenance Management System (CMMS) for tracking Asset Management.



Responds to emergency and after-hour calls in person or by phone as needed.

Interact with regulatory agencies and clients.

Analyze and resolve problems with process and/or equipment.

Review lab test results and interprets data.

Maintain compliance with regulatory permits.

Oversee and perform process adjustments to maintain treatment process compliance.

Facilitate Facility Tours.

Communicate any problems/issues to management.

Provides training to crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Consults with and renders advice to superiors, subordinates, and operational personnel on maintenance and facility problems.

Develops and conducts safety training programs and enforces safety precautions including CAL-OSHA requirements.

Responds to automatic dialers or other telemetry communications.

Operates computer hardware and software systems as assigned to perform the duties and fulfill the requirements of the classification, including WEMS and SCADA.

Perform related duties as assigned.

### **KNOWLEDGE/ABILITIES:**

---

This section describes the qualities and abilities that a successful employee of this job title possesses.

Knowledge of: Advanced knowledge of wastewater system operations, treatment principles, practices, procedures, equipment, maintenance, and regulatory requirements; Advanced knowledge of emergency response procedures and disaster response; have ability follow and execute emergency assistance when called upon; Knowledge of the operation and maintenance requirements of pumps, motors, electrical machinery, mechanical equipment, and control equipment; Working knowledge of potential hazards and applicable safety regulations, safe work practices, and required safety equipment; Must have understanding of management concepts involving collaboration, communication, coordination; team building and relationship management; Budgeting and Financial Analysis;

Skills to: Oversee the operation of the wastewater treatment plant facilities; Skill in effectively planning, developing, scheduling, assigning, coordinating, and evaluating operation and

maintenance programs, activities and personnel; Accurately read and interpret a variety of maps, blueprints, meters, gauges, graphs, control panels, and recording charts; Wear and use personal protective equipment; safely and responsibly drive motorized vehicles; Organize and maintain detailed and complete records; Perform accurate mathematical calculations; Satisfactorily complete work assignments within the allotted time for the activity; Maintain a clean and organized work area; Understand and follow oral and written directions; Intermediate Computer Skills in the following programs: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); SCADA; Asset management; WIMS;

Ability to: Ability to work effectively with engineers, consultants, and contractors; Ability to work effectively with local, state, and federal permitting and regulatory agencies; Ability to effectively direct the activities of Division staff in a manner which will accomplish program objectives; Ability to work well with others, establish strong working relationships, and use tact and diplomacy in communications with staff members and the public; Ability to train and evaluate staff in the skillful and safe operation of maintenance equipment; Ability to maintain records and prepare activity reports.

### **QUALIFICATION GUIDELINES:**

---

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

#### **EDUCATION:**

- Equivalent to completion of twelfth grade.
- College level course work or trade school training in the treatment of wastewater.

#### **EXPERIENCE:**

- Five years of experience operation of a wastewater treatment plant facility, including two years in a position of leadership and responsibility.

#### **LICENSE and/or CERTIFICATE**

- Possession and maintenance of a Wastewater Treatment Plant Operator Grade III Certificate issued by the State Water Resources Control Board at time of appointment.
- Possession and maintenance of a Wastewater Treatment Plant Operator Grade IV Certificate issued by the State Water Resources Control Board within 24 months of hire date.
- Possession and maintenance of a California Class C Driver's License.

### **WORK ENVIRONMENT:**

---

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and independent body mobility sufficient to stand, sit, walk, stoop, bend, climb, and kneel to work in a typical field or shop maintenance setting and a standard office environment.

Manual dexterity and sufficient use of hands, arms and shoulders to write, operate hand and power tools, operate equipment and machinery, and operate various office equipment.

See well enough to read meters, gauges, charts and computer screen. See common colors, detect subtle shades of color, see in confined space entries, identify objects at a distance, perform visual safety inspections, and read printed materials.

Speak and hear well enough to communicate clearly in person, over a radio and on the telephone; detect mechanical problems and operational signal tones; and hear in a high noise environment.

Strength to lift and carry materials and equipment weighing up to 40 pounds and push, pull or drag items weighing up to 80 pounds.

Wear appropriate personal protective equipment in the manner intended.

Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.

Physical tolerance to working outside in heat, cold, rain, dust, pollen, obnoxious odors and exposure to disease causing bacteria and hazardous chemicals such as chlorine, polymer, insecticides, pesticides and herbicides.

**DISCLAIMER:**

---

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Revised: 11-9-23

## SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT



<b><u>Job Title</u></b>	<b><u>COLLECTIONS SUPERVISOR</u></b>
FLSA Status:	Exempt, 100% FTE
Pay Range:	875
Effective Date:	11-09-23
Revision History:	5-31-16, 3-16-11; 12-3-07; 7-25-88; 4-28-81

### **DEFINITION:**

Under the supervision of the General Manager, assigns, supervises, and participates in the work performed by Collections personnel in the operation, installation, repair and maintenance of the wastewater collection, transport, treatment, and disposal, facilities.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents provide supervision and are responsible for wastewater collections system activities. This classification expected to independently perform the full scope of assigned duties with little instruction. This classification is distinguished from Assistant Collections Supervisor in that the latter performs a limited range of duties, performs less complex tasks, and is supervised more closely. This classification is distinguished from the General Manager in that the latter is responsible for the oversight of the District.

### **CORE DUTIES:**

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties which may be assigned.

Plans, coordinates, assigns, participates in, directs and supervises the work activities of wastewater collection system crews engaged in manual, semi-skilled and skilled work in the cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

Supervises and participates in the installation, repair and maintenance of both District owned and District-maintained facilities as required, including, but not limited to, centrifugal pumps, positive displacement pumps, screw lift pumps, submersible pumps, sewer laterals, sewer mains, interceptor lines, pump stations, lift stations, grounds, manholes, cleanouts, air compressors, gearboxes, blowers. electrical motors, pneumatic devices, internal combustion engines, hydraulic equipment.

Provides training to crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Submit annual department budget recommendations and maintains fiscal control of the approved departmental budget.

Purchase collections maintenance supplies, equipment, and maintain inventory control. Initiates and implements improvements in maintenance procedures, methods and practices concerning the operation and maintenance of collection facilities. Ensures that an adequate inventory of spare parts and supplies is maintained for the collections system.

Review construction plans for facilities owned or operated by the District including, but not limited to, site plans, plumbing plans, floor plans, architectural plans, profile plans and engineering plans so as to evaluate their effect on maintenance department activities.

Perform on-site inspections of sewer lines, lateral connections, pump stations, and facilities construction, air and mandrel testing (as required). Perform video inspection, air testing or mandrel testing of sewer lines and laterals (as required).

Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.

Supervises and participates in the updating of the ongoing preventive and predictive maintenance of the collections system.

Schedules and enters work orders in the Computerized Maintenance Management System (CMMS) system.

Develops and conducts safety training programs and enforces safety precautions including CAL-OSHA requirements.

Responds to automatic dialers or other telemetry communications.

Operates computer hardware and software systems as assigned to perform the duties and fulfill the requirements of the classification, including CMMS, WEMS and SCADA.

Prepare and coordinate and comply with regulatory programs as required, such as the State Water Board Statewide Sanitary Sewer Systems General Order.

Maintain accurate and adequate records of equipment specifications, maintenance, preventive maintenance, suppliers, inventory, stoppages, sewer line locations and pump stations.

Prepare technical maintenance reports regarding field analysis and equipment evaluation.

Maintain and promote effective and constructive relations with each of the cities' Departments of Planning, Building, Inspections, Public Works, and the general public.

Work standby, overtime, weekends, evenings, and holidays as required, to accommodate District needs.

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

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This section describes the qualities and abilities that a successful employee of this job title possesses.

Knowledge of: Advanced principles, practices, procedures, techniques, and materials pertaining to the wastewater collection system cleaning, maintenance, inspection, and repair; tools, equipment and machinery used in wastewater collection and treatment; standard principles of mathematics as applied to the wastewater treatment collection system; safe practices and devices around sewage, gases, chemicals, electricity, plant equipment, traffic, and confined spaces; and basic computer skills.

Skills to: Oversee the cleaning, maintenance, inspection, and repair of the wastewater collection system; operate, maintain and repair wastewater collection equipment, machinery and tools; assist in minor maintenance on plant equipment and facilities; accurately read and interpret a variety of maps, blueprints, meters, gauges, graphs, control panels, and recording charts; wear and use personal protective equipment; safely and responsibly drive motorized vehicles; organize and maintain detailed and complete records; perform accurate mathematical calculations; satisfactorily complete work assignments within the allotted time for the activity; maintain a clean and organized work area; understand and follow oral and written directions.

Ability to: Recognize unusual, inefficient, or dangerous operating conditions and exercise independent judgment within established guidelines; develop and maintain cooperative working relationships; work with decreasing supervision while accepting increasing responsibility; adhere to the rules, regulations, practices, procedures, and policies of the District.

#### **QUALIFICATION GUIDELINES:**

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Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

#### **EDUCATION:**

- Equivalent to completion of twelfth grade.
- College level course work or trade school training in wastewater collection, mechanical repair, wastewater treatment technology, or a related field is highly desirable.

#### **EXPERIENCE:**

- Five or more years of experience in the maintenance, service and repair of pumps, motors, lift stations, or similar mechanical equipment or the performance of related work.
- Experience in the maintenance of wastewater collections, transport, treatment and disposal facilities are highly desirable.
- Three years of lead or supervisory experience.

#### **LICENSE and/or CERTIFICATE**

- Possession and maintenance of a valid California Class C driver's license.
- Possession and maintenance of a Grade III Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program within 3 years of hire date.
- Possession and maintenance of a Grade II Mechanical Technologist Certification issued by the California Water Environment Association Technical Certification Program within 2 years of hire date.

**ADDITIONAL REQUIREMENTS:**

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- Must successfully complete a thorough background screening.

**WORK ENVIRONMENT:**

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The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and independent body mobility sufficient to stand, sit, walk, stoop, bend, climb, and kneel to work in a typical field or shop maintenance setting and a standard office environment.

Manual dexterity and sufficient use of hands, arms and shoulders to write, operate hand and power tools, operate equipment and machinery, and operate various office equipment.

See well enough to read meters, gauges, charts, and computer screen. See common colors, detect subtle shades of color, see in confined space entries, identify objects at a distance, perform visual safety inspections, and read printed materials.

Speak and hear well enough to communicate clearly in person, over a radio and on the telephone; detect mechanical problems and operational signal tones; and hear in a high noise environment.

Strength to lift and carry materials and equipment weighing up to 40 pounds and push, pull or drag items weighing up to 80 pounds.

Wear appropriate personal protective equipment in the manner intended.

Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.

Physical tolerance to working outside in heat, cold, rain, dust, pollen, obnoxious odors and exposure to disease causing bacteria and hazardous chemicals such as chlorine, polymer, insecticides, pesticides and herbicides.

**DISCLAIMER:**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Revised: 11-9-23

**SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT**



**Job Title** **ASSISTANT COLLECTIONS SUPERVISOR**  
FLSA Status: Non-exempt, 100% FTE  
Pay Range: 750  
Effective Date: 11-09-2023  
Revision History: 5-31-164-19-11; 1-1-08; 7-1-04; 9-10-02; 7-25-88; 4-28-81

**DEFINITION:**

Under the direct supervision of the Collections Supervisor, assigns, supervises and participates in the work performed by Collections personnel in the installation, repair and maintenance of the wastewater collection, transport, treatment, and disposal facilities. Assumes the responsibilities of the Collections Supervisor in his/her absence.

**DISTINGUISHING CHARACTERISTICS:**

Incumbent provides general supervision and is responsible for wastewater collections system activities. This classification expected to independently perform the full scope of assigned duties with little or no instruction. This classification is distinguished from Sewerage System Maintenance Technician II in that the latter performs a limited range of duties, performs less complex tasks, and is supervised more closely. This classification is distinguished from the Collections Supervisor in that the latter is responsible for the oversight of all collections systems.

**CORE DUTIES:**

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties which may be assigned.

Plans, coordinates, assigns, participates in, directs, and supervises the day-to-day work activities of wastewater collection system crews engaged in manual, semi-skilled and skilled work in the cleaning, maintenance, inspection, repair, and construction of wastewater collection systems.

Supervise and participate in the installation, repair, and maintenance of both District- owned and District-maintained facilities as required, including, but not limited to, centrifugal pumps, positive displacement pumps, screw lift pumps, submersible pumps, sewer laterals, sewer mains, interceptor lines, pump stations, lift stations, grounds, manholes, cleanouts, air compressors, gearboxes, blowers, electrical motors, pneumatic devices, internal combustion engines, hydraulic equipment, automobiles, light trucks, heavy trucks, electrical control panels as required, comminutor, valves, incinerator, heating/ventilation/air conditioning equipment and buildings.

Provides training to crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.

Maintains effective coordination between contractors, Maintenance and Operations staff on establishing priorities of equipment servicing and the routine start-up and shutdown of facilities.



Supervises and participates in the updating of the ongoing preventive and predictive maintenance.

Operates computer hardware and software systems as assigned to perform the duties and fulfill the requirements of the classification, including CMMS and SCADA.

Consults with and renders advice to superiors, subordinates, and operational personnel on maintenance and facility problems.

Develops and conducts safety training programs and enforces safety precautions including CAL-OSHA requirements.

Responds to automatic dialers or other telemetry communications.

Ensures that an adequate inventory of spare parts and supplies is maintained.

Maintain accurate and adequate records of equipment specifications, maintenance, preventive maintenance, suppliers, inventory, stoppages, sewer line locations and pump stations.

Prepare technical maintenance reports regarding field analysis and equipment evaluation.

Work standby, overtime, weekends, evenings, and holidays as required, to accommodate District needs.

Oversee the preventive maintenance of a variety of wastewater collections system machinery, equipment, vehicles, tools and devices, including pumps, valves, blowers, motors, electrical panels, trucks, and others as needed.

Perform related duties as assigned.

#### **KNOWLEDGE/ABILITIES:**

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This section describes the qualities and abilities that a successful employee of this job title possesses.

Knowledge of: Basic principles, practices, procedures, techniques, and materials pertaining to the wastewater collection system cleaning, maintenance, inspection, and repair; elementary mechanical, electrical and hydraulic systems as applied to wastewater treatment plant maintenance and operations; tools, equipment and machinery used in wastewater collection and treatment; standard principles of mathematics as applied to the wastewater treatment collection system; safe practices and devices around sewage, gases, chemicals, electricity, plant equipment, traffic, and confined spaces; and basic computer skills.

Skills to: Oversee the cleaning, maintenance, inspection, and repair of the wastewater collection system; operate, maintain and repair wastewater collection equipment, machinery and tools; assist in minor maintenance on plant equipment and facilities; accurately read and interpret a variety of

maps, blueprints, meters, gauges, graphs, control panels, and recording charts; wear and use personal protective equipment; safely and responsibly drive motorized vehicles; organize and maintain detailed and complete records; perform accurate mathematical calculations; satisfactorily complete work assignments within the allotted time for the activity; maintain a clean and organized work area; understand and follow oral and written directions.

Ability to: Recognize unusual, inefficient, or dangerous operating conditions and exercise independent judgment within established guidelines; develop and maintain cooperative working relationships; work with decreasing supervision while accepting increasing responsibility; adhere to the rules, regulations, practices, procedures and policies of the District.

### **QUALIFICATION GUIDELINES:**

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Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

#### **EDUCATION:**

- Equivalent to completion of twelfth grade.
- College level course work or trade school training in wastewater collection, mechanical repair, wastewater treatment technology, or a related field is highly desirable.

#### **EXPERIENCE:**

- Three or more years of experience in the maintenance, service and repair of pumps, motors, lift stations, or similar mechanical equipment or the performance of related work.
- Experience in the maintenance of wastewater collections, transport, treatment, and disposal facilities is desirable.
- One year of lead or supervisory experience.

#### **LICENSE and/or CERTIFICATE**

- Possession and maintenance of a valid California Class B driver's license.
- Possession and maintenance of a Grade II Collection System Maintenance issued by the California Water Environment Association Technical Certification Program within 2 years of hire date.
- Possession and maintenance of a Grade II Plant Maintenance Certification issued by the California Water Environment Association Technical Certification Program within 3 years of hire date.

### **ADDITIONAL REQUIREMENTS:**

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- Must successfully complete a thorough background screening.

### **WORK ENVIRONMENT:**

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The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and independent body mobility sufficient to stand, sit, walk, stoop, bend, climb, and kneel to work in a typical field or shop maintenance setting and a standard office environment.

Manual dexterity and sufficient use of hands, arms, and shoulders to write, operate hand and power tools, operate equipment and machinery, and operate various office equipment.

See well enough to read meters, gauges, charts, and computer screen. See common colors, detect subtle shades of color, see in confined space entries, identify objects at a distance, perform visual safety inspections, and read printed materials.

Speak and hear well enough to communicate clearly in person, over a radio and on the telephone; detect mechanical problems and operational signal tones; and hear in a high noise environment.

Strength to lift and carry materials and equipment weighing up to 40 pounds and push, pull or drag items weighing up to 80 pounds.

Wear appropriate personal protective equipment in the manner intended.

Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.

Physical tolerance to working outside in heat, cold, rain, dust, pollen, obnoxious odors and exposure to disease causing bacteria and hazardous chemicals such as chlorine, polymer, insecticides, pesticides and herbicides.

**DISCLAIMER:**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Revised: 11-09-23

**SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT**



**Job Title**                                    **LABORATORY SUPERVISOR**  
FLSA Status:                                   Exempt, 100% FTE  
Pay Range:                                    875  
Effective Date:                                11-09-23  
Revision History:                             10-30-08, 3-23-90; 6-24-87; 4-28-81

**DEFINITION:**

Under the supervision of the Plant Operations Manager, assigns, supervises and participates in sampling and analysis of water, wastewater, sludge, bio-solids, residuals, and soils; performs inspections and site visits; prepares reports; and evaluates data regarding industrial, commercial and institutional discharges.

**DISTINGUISHING CHARACTERISTICS:**

This is a single class position in the Laboratory Division. Employee in this class performs a broader range of duties, is responsible for supervising subordinate staff, and oversees the daily operation of the laboratory, including industrial waste inspection.

This classification is distinguished from Plant Operations Manager in that the latter responsible for the daily operations and maintenance of the wastewater treatment plant activities including operations, plant maintenance, laboratory and environmental activities.

**CORE DUTIES:**

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties which may be assigned.

Assure that Federal, State and County laws, rules, regulations and guidelines on sampling, testing and record keeping are adhered to. Administer the Pretreatment Program as approved by the U.S. Environmental Protection Agency.

Perform laboratory work, quality control and quality assurance in accordance with the California Department of Health Services Environmental Laboratory Accreditation standards for laboratory accreditation and certification and adhere to Quality Assurance Program.

Assist in the implementation of the District’s pretreatment program including but not limited to the following: Industrial Detailed Use Survey; Non-Residential User Discharge Permits; source control policies and procedures; legal authority; enforcement; and local limits.

Conduct physical, chemical, and biological analyses of water, wastewater, sludge, bio-solids, and residuals and soils.

Perform sampling of water, wastewater, sludge, bio-solids, and residuals including but not limited to the following: entering and obtaining samples for industrial, commercial, and institutional sites; and obtaining samples from tanks, basins, spigots, outfalls, wells, ponds, and canals in and around the treatment plant site and District service area.

Visit non-residential discharger sites to perform sampling or gather information regarding compliance with District ordinances. Operate and maintain field wastewater sampling and flow measurement equipment.

Schedule industrial wastewater sampling and flow measurement.

Accurately observe situations and report and document observations. Perform on-site inspections of non-residential wastewater discharger pretreatment facilities. Inspect and review processes, raw materials and waste materials storage, spill containment and records. Review compliance with Non-residential User Discharge Permit conditions and assist dischargers in the completion of forms.

Investigates sources of illicit and undesirable discharges into the sanitary sewer through inspections, tracer dye studies, sampling, interviewing witnesses and reviewing sewer line drawings in coordination with other departments.

Reviews new construction and remodel blueprints for industrial, commercial and institutional facilities to ensure pretreatment requirements are met and provides comments.

Communicates with industrial, institutional and commercial representatives, public agencies, vendors, other regulators, and the public regarding wastewater discharge requirements and issues.

Train, instruct and supervise subordinate employees in the performance of their duties.

Submit annual departmental budget recommendations and maintain control of approved departmental budget.

Initiate and implement improvements in laboratory procedures, methods and practices.

Establish and implement industrial wastewater monitoring guidelines.

Revise the District's local discharge limitations (local limits) as necessary.

Review industrial discharges for compliance with S-K-F CSD capacity entitlement policies and Sewer Use Ordinance.

Revise the District's Sewer Use Ordinance as required.

Review and keep current on laws and regulations regarding hazardous waste and toxic materials.

Ensure that all industrial dischargers are operating in accordance with current, unexpired permits.

Maintain laboratory certification and quality assurance program as required by the California Department of Public Health Environmental Laboratory Accreditation program (ELAP).

Ensure that accurate and adequate laboratory records are maintained.

Implement the monitoring program as required by the California Regional Water Quality Control Board waste discharge requirements.

Prepare and sign the water quality data sections of the monthly discharge reports to the California Regional Water Quality Control Board.

Respond, in a timely manner, to all Pretreatment Program Inspections and Audits, and ELAP inspections.

As requested, advise the District Engineer and Plant Operations Manager on changes in process controls, fly and odor abatement, sludge disposal, effluent disposal, groundwater quality, design criteria, solids loading capacities, organic loading capacities, hydraulic capacities and pilot studies.

Purchase laboratory supplies and equipment and maintain inventory control.

Prepare industrial sewer service charge billings.

Adhere to the rules, regulations, practices, procedures, policies and customs of the District.

Work overtime, weekends, evenings and holidays as required, to accommodate District needs.

Perform related duties as assigned.

### **KNOWLEDGE/ABILITIES:**

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This section describes the qualities and abilities that a successful employee of this job title possesses.

**Knowledge of:** Advanced principles, practices, procedures, techniques, and materials pertaining to modern laboratory techniques and procedures as related to the analysis of sewage and water; care, maintenance, and operational requirements of laboratory equipment and apparatus; principles of organic and inorganic chemistry; safe practices and devices around sewage, gases, chemicals, electricity, plant equipment, traffic, and confined spaces; and basic computer skills.

**Skills to:** Calibrate, operate and maintain wastewater laboratory equipment; wear and use personal protective equipment; safely and responsibly drive motorized vehicles; organize and maintain detailed, legible and complete records; perform accurate mathematical calculations; accurately observe situations and report and document observations; maintain a clean and organized work area; understand and follow oral and written directions.

**Ability to:** Strictly adhere to the approved laboratory analytical methods; maintain absolute integrity of all laboratory and industrial data; develop and maintain cooperative working relationships; adhere to the rules, regulations, practices, procedures and policies of the District.

### **QUALIFICATION GUIDELINES:**

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Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

**EDUCATION:**

- Equivalent to an Bachelor's degree with major coursework in chemistry or biology closely related.

**EXPERIENCE:**

- Three years of experience as a water or wastewater laboratory technician or closely related field.

**LICENSE and/or CERTIFICATE**

- Possession and maintenance of a valid California Class C driver's license.
- Possession and maintenance of a valid Grade II certificate for Laboratory Analyst issued by the California Water Environment Association within two years of hire date.
- Possession and maintenance of a valid Grade III certificate for Environmental Compliance Inspector issued by the California Water Environment Association within three years of hire date.

**ADDITIONAL REQUIREMENTS:**

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- Must successfully complete a thorough background screening.

**WORK ENVIRONMENT:**

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The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and independent body mobility sufficient to stand, sit, walk, stoop, bend, climb, and kneel to work in a typical field or laboratory setting and a standard office environment.

Manual dexterity and sufficient use of hands, arms and shoulders to write, reach and carry objects, grasp and manipulate small objects, and operate various office and laboratory equipment.

See well enough to read meters, gauges, charts and computer screen at close visions, peripheral vision and depth perception. Perform visual safety inspections and read printed materials.

Speak and hear well enough to communicate clearly in person, over a radio and on the telephone; detect mechanical problems and operational signal tones; and have a minimum of single ear aided hearing.

Strength to lift and carry materials and equipment weighing up to 45 pounds and push, pull or drag items weighing up to 80 pounds.

Wear appropriate personal protective equipment in the manner intended.

Strength to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.

Physical tolerance to working outside in heat, cold, rain, dust, pollen, obnoxious odors and exposure to disease causing bacteria and hazardous chemicals such as chlorine, polymer, insecticides, pesticides and herbicides.

**DISCLAIMER:**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Originated: 11-09-23