



JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MONDAY, NOVEMBER 26, 2018, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
Members of the public may address the Board at this time with regard to matters within the Board's jurisdiction that are not listed on the agenda. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda. Members of the public will have the opportunity for public comment on any item listed on the agenda when it is addressed on the agenda. Please limit comments to three (3) minutes or less.
6. **NEW JOB DESCRIPTIONS – ORGANIZATIONAL ASSESSMENT RECOMMENDATIONS-** Recommend that the Board of Directors approve the Job Descriptions in draft form: Operations Technician and Purchasing & Contracts Administrator.
7. **CLOSED SESSION-** Pursuant To Government Code Section 54957 (b) (1) Public Employee Discipline/Dismissal/Release.
RETURN TO OPEN SESSION –
REPORT ON CLOSED SESSION – SPECIAL LABOR COUNSEL
8. **ADJOURNMENT-**

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INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Board of Directors

November 26, 2018

Report to: President and Board of Directors

Prepared by: Sarah Johnson

**TOPIC: NEW JOB DESCRIPTIONS – ORGANIZATIONAL ASSESSMENT
RECOMMENDATIONS**

RECOMMENDATION:

Recommend that the Board approve the Job Descriptions in draft form: Operations Technician and Purchasing and Contracts Administrator.

ANALYSIS:

In September 2018, the District's Board of Directors approved the Organizational Assessment Implementation plan. Phase I of the plan includes creating the Operations Technician and Purchasing and Contracts position.

The Purchasing and Contracts Administrator is planned to be a part of the Management, Confidential, and Supervisory group. Most of the duties of this new position have been pulled out of a current management position - HR Manager/Contracts Administrator in order to prepare for Phase II of the Organizational Assessment Implementation Plan. The new position needs to perform at the current level with items such as developing and implementing policy.

The Operations Technician has been sent to AFSCME for their comments. This position is an entry level position that will cross train with all the Operations departments.

Staff recommends that the Board approve the job descriptions in draft form. Minor revisions may occur after discussion with AFSCME. Agreed upon revisions will fall into section 4.04.01 Employee Positions and Job Classifications section of the District's Administrative Code. Once the descriptions are finalized, the District will begin the recruitment process.

FISCAL IMPACT: As approved in the 2018/2019 budget.



JOB DESCRIPTION

POSITION	Purchasing & Contracts Administrator	CLASS/GROUP	MSC
SALARY RANGE	Range 31	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	

SUMMARY

The Purchasing and Contracting Administrator is responsible for planning, organizing, coordinating, and implementing the purchasing, contract administration, vendor management, and inventory control activities in support of the operation of the District. All activities are conducted in compliance with applicable federal, state and/or local regulations and District policy.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position and is distinguished by the need for analytical ability, familiarity with local, State and Federal procurement guidelines; and the ability to work with minimal supervision and direction.

SUPERVISION RECEIVED/EXERCISED

This position receives general supervision from the department head, manager, or supervisor, as assigned. This incumbent will not supervise any staff but will manage, oversee, and administer their assigned programs. The incumbent will have the independent authority to request information, data, documents; set due dates and deadlines as necessary; and request and schedule meetings related to their classification. This position is expected to participate in the sharing of expert knowledge and as a vital member of various project teams.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the purchasing, contract administration, vendor management, and inventory control activities.
- Actively participates in the development of a procurement system that provides highly responsive services that integrate with all aspects of maintenance, operations, and finance.
- Act's as the District's representative to communicate and/or coordinate all purchasing, procurement, contract, and inventory related matters.
- Administers and coordinates all facets of District's purchasing program, including but not limited to purchase requisitions, purchase order documents, contract agreements, service agreements, change orders, task orders, and other forms of commitment.
- Reviews purchasing documents for completeness, accuracy, and compliance with policy and procedures.
- Manages and maintains the Districts purchase requisition and order system, eligible vendor list, contractual records, project files, all contract correspondence, contractual changes, status reports, and other related documents.
- Confers, advises, and provides regular updates management staff on their assigned budgets and purchases.

- Solicits sources of supply, analyze prices, delivery dates, previous performance, current commitments, and indications of financial responsibility, and recommends the most advantageous vendor.
- Prepares and/or assists with the development and writing of contract specifications, bid documents, request for proposals, and related documents.
- Coordinates and prepares bid packets, participates on bid committees, assists with evaluation and analyses of bids and proposals, and makes recommendations for procurements.
- Negotiates contract terms and conditions; issues annual Blanket Purchase Orders, Master Purchasing Agreements, and Annual Service Agreements.
- Monitors contracts progress to ensure compliance by interpreting and evaluating contract provisions; makes recommendations for corrective action resulting from vendor inaction or deficiencies; prepares change orders; ensures contract close-out, extension or renewal; and regularly communicates contract status to affected departments.
- Reconciles invoices; resolve invoice, delivery/shipment, and payment dispute discrepancies; and submits invoices in a timely manner for payment processing.
- Oversees and maintains prevailing wage and certified payroll compliance.
- Maintains, monitors, and ensures vendor accounts are in order by identifying vendor type, issuance and collection of W9's, DE 542 reporting, license verification, insurance compliance, and other vendor approval duties.
- Maintains the certificate of insurance management program and ensures all vendor insurance complies with District Insurance requirements.
- Coordinates with Project Managers to direct vendor activity according to vendor compliance status (i.e., notice to proceed, stop work, etc.).
- Establishes and maintains an inventory control system for materials, supplies, and parts required for the efficient operation of the District.
- Maintains perpetual inventory records and compares to inventory on hand; coordinates reorder points; reports periodic usage.
- Administers the District's fixed asset system with tracking/controlling of fixed assets by assigning physical asset tags, conducting periodic counts of fixed assets and valuation reviews, and arranging for disposal options for obsolete items, and assisting with fixed asset audits.
- Prepares regular reports or correspondence on the status of contracts, vendors, vendor insurance, inventory, or other related reports.
- Prepares and presents purchasing, contracting, and procurement related staff training.
- Interprets policy and procedures, assist with the development and implementation of new policies and procedures regarding procurement, contracts, and related purchasing processes.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work process and work cooperatively and jointly to provide seamless customer service.
- Establishes and maintains cooperative working relationships with staff, vendors, outside agencies, and the public.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of four (4) years of increasingly responsible experience in procurement, purchasing, and/or contract management.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited educational institution in business or public administration, accounting, finance, or closely related field highly desired.

Certificates, Licenses, Registration:

- A Certificate related to acquisitions such as a Certified Associate Contracts Manager, Certified Professional Contracts Manager, Certified Purchasing Manager or Certified Public Purchasing Officer from a nationally recognized organization such as the National Contract Management Association or Universal Purchasing Certification Council highly desired.

Other: Must possess and maintain valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Practices, theories, and principles related to procurement;
- Contract administration policies and procedures for informal and formal bids and negotiated contracts;
- Certificate of Insurance monitoring and tracking;
- Prevailing wage requirements and certified payroll compliance;
- Procurement and contracting law;
- Utilization of purchasing documents and processing techniques;
- Inventory Control and purchasing practices;
- Computers, software, and office equipment operation; and
- Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook.

Skill in:

- Effectively use verbal and written communication;
- Managing and executing multiple tasks and meeting deadlines;
- Possessing strong organizational skills;
- Writing and drafting technical documents and professional correspondence; and
- Interacting, establishing and maintaining an effective professional, working relationships with District staff and the public.

Ability to:

- Evaluate and analyze information to formulate recommendations;
- Prepare clear and concise reports and establish and oversee monitoring systems for tracking information;
- File alphabetically and numerically; maintain accurate records; retain and recall information, and to proofread for accuracy;
- Adjust to changes in workload and deadlines, and work under pressure of meeting deadlines;
- Exercise independent judgment within a given framework or defined parameters;
- Exercise initiative to obtain information necessary to respond to internal/external requests;
- Read, understand, and carry out written and verbal instructions;
- Write clearly using correct grammar, spelling, and punctuation;
- Communicate clearly and concisely, both orally and in writing;
- Work efficiently in teams and independently, while being productive when completing work tasks;
- To proficiently use Windows and Microsoft Office Products such as Word, Excel, PowerPoint, and Outlook;

- Professionally represent the District and; establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including staff, officials, vendors, and the public.
- Ability to type 45 wpm.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 35 lbs.) on a frequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand, walk, and climb on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Ability to stoop, kneel, and crouch on a frequent basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** The duties of this position require frequent work in an outdoor and shop/warehouse setting.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop/warehouse setting or environment.
- **Fumes/Gasses:** On occasion, the duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels in an outdoor or shop/warehouse setting from machinery or heavy equipment are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

Other: Position subject to extended work hours and attend evening meetings.



JOB DESCRIPTION

POSITION	Operations Technician	CLASS/GROUP	AFSCME
SALARY RANGE	Range 11	ESTABLISHED DATE	TBD
HOURS – FT/PT	Full Time	REVISION DATE	
FLSA STATUS	Non-Exempt		

SUMMARY

Under immediate supervision, the Operations Technician responsibilities include but are not limited to: the maintenance, repair, installation and inspection of water production and distribution facilities such as wells, booster stations, chlorine injection equipment, reservoirs, water mains, service lines, fire hydrants, meters and valves; basic vehicle and equipment operation and maintenance, various construction tasks, safety and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Operations Technician has strong interpersonal and problem-solving skills; the ability to work alongside other District employees; and the ability to use light to heavy equipment, and hand and pneumatic powered tools.

SUPERVISION RECEIVED/EXERCISED

This position receives close supervision from the department head, manager, or supervisor, crew chief or lead as assigned.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Daily job preparation including but not limited to potholing and preparation of equipment, parts, and material;
- Assists with the maintenance, repair or installation of water mains, service lines, fire hydrants, valves, meters, and other water distribution appurtenances and facilities;
- Operates, inspects, repairs, adjusts and maintains water production equipment including but not limited to wells, booster stations, chlorine injection equipment, reservoirs, and SCADA;
- Collects water quality samples from the District's water distribution and production facilities;
- Assists in providing information to meet the District's annual regulatory reporting requirements;
- Operates at a beginner level, District heavy equipment, and attachments;
- Provides input and updates to supervisors and other employees;
- Assists with customer service related duties;
- Reads and follows instructions, plans, schematics, and blueprints to accomplish various tasks;
- Follows industry and District safety programs and protocols.
- Utilizes District technologies to complete and record various tasks and job functions.
- Attends seminars and training events commensurate to required job functions; and
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Experience:

- Ones (1) year of construction or facility maintenance experience is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District but must be attended by the employee;
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration:

- Must possess and maintain, or have the ability to obtain within 18 months of appointment a State Water Resources Control Board (SWRCB) Grade I or higher Water Distribution Operator Certificate.
- Must possess and maintain a State of California issued Class "C" drivers license.

Other: None

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Basic construction material and tool operation knowledge;
- Basic understanding of equipment used in water construction, maintenance, and repair work.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Basic computer operation;
- Work with supervision to learn new skills; and

Abilities:

- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Learn and follow District safety programs;
- Perform a variety of unskilled water system and general maintenance work;
- Safely operate power and hand tools;
- Make mathematical calculations with accuracy;
- Ability to maintain accurate records;
- Work standby on a rotating basis;
- Ability to work within a team environment;
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects greater than 100 lbs. on a periodic basis. Ability to bend, twist, turn, push, pull, reach, stoop, kneel, crouch, crawl and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for

extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Ability to work in an outdoor environment that may experience extremes in weather and temperature conditions.
- **Driving:** Duties require the operation of District vehicles on a regular basis and may operate heavy to light equipment on a periodic basis.
- **Inside:** Inside duties, though limited, will include working within an office environment.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, and basic office equipment.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, and to work regular standby on a rotating basis.