



**WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG**

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Wednesday, July 8, 2026, 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

**President Kelvin Moore, Chair
Director Estevan Bennett**

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

CALL TO ORDER

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

PRESENTATIONS

DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. Minutes of the June 10, 2026, Special Committee Meeting **PG 5**
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Reorganization of Operations Department **PG 7**

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on July 2, 2026.

Kara Johnson

Kara Johnson, Acting Board Secretary

Date Posted: July 2, 2026

MINUTES
HUMAN RESOURCES COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
June 10, 2026

I. CALL TO ORDER

Chair Moore called the meeting to order at 5:02 p.m.

Attendee Name	Present	Absent	Late	Arrived
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. PUBLIC PARTICIPATION

Chair Moore inquired if anyone from the public would like to speak. No requests were received therefore; Chair Moore closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee.

Human Resources and Risk Manager Sainz reported that staff has been successful in establishing the first Summer Internship Program. In addition, an overview of the current recruitment and selection process was presented staff will include this process in the standard operating procedures.

2. Minutes of May 13, 2026, HR Committee Meeting

The Committee approved the minutes as presented.

3. Update on Employees on FMLA and Medical Leave.

Human Resources and Risk Manager Sainz provided the update.

4. Update on Liability Claims.

Human Resources and Risk Manager Sainz provided the update.

5. Update on Workers Compensation Claims.

Human Resources and Risk Manager Sainz provided the update.

6. Update on Recruitments

Human Resources & Risk Manager Sainz reported that Public Outreach and Government Affairs Representative I first interviews took place June 10th. The Board Secretary recruitment second interviews scheduled June 20th with the Board of Directors. Senior Accountant has been selected and started June 1st. Electrical Instrument Technician first interviews scheduled June 11th. Director of Technical Services open for recruitment will close July 10th.

7. Proposed Job Description – Customer Service Assistant 1000 Hour

Human Resources and Risk Manager Sainz reported that as part of the recent organizational review conducted by Finance, the vacancy created by the Customer Service Representative III (CSR III) position was evaluated to determine the most effective use of existing resources. Finance confirmed that this vacant position could be reclassified into the GIS Technician role. This adjustment does not increase the total number of full-time positions, which remains at 88.

During the same review, staff identified an operational need within the Customer Service Division. The division continues to experience limited staffing capacity on Mondays and Fridays, creating challenges in maintaining consistent coverage and customer support.

IV. ADJOURN

Chair Kelvin Moore adjourned the meeting at 5:36 p.m.

ATTEST:

Kara Johnson, Acting Board Secretary

Minutes were approved on _____ by the Human Resources Committee of the West Valley Water District.



STAFF REPORT

DATE: July 8, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Reorganization of Operations Department

STRATEGIC GOAL:

Strategic Goal 2 - Be an Exemplary Employer; Objective 2A - Attract and Retain High Performing Employees; Objective 2B - Prioritize Staff Development, Career Opportunities, and Succession Planning; Objective 2G - Promote a Professional Environment of Diversity, Equity, and Inclusion

BACKGROUND:

The retirement of the Chief Water Systems Operator – Production created an opportunity for the District to evaluate and realign the organizational structure within the Operations Department in consideration of the district, its strategic plan, and its employees. This review focused on improving operational efficiency, reliability, and flexibility, and on enhancing employee development, career planning, and succession planning.

Through this assessment, the District determined that consolidating the Treatment and Production functions would enhance cross-training, support upward career mobility, create a more knowledgeable and agile workforce, and reduce operational silos. Integrating these functions provides a clearer, modernized career pathway and enables staff to broaden their operational experience while ensuring consistent oversight across key functions.

DISCUSSION:

As part of this consolidation, the position previously titled Chief Water Systems Operator – Treatment will be changed to Operations Superintendent. This updated job description and title reflects the broader scope of responsibility, which now includes oversight of both Treatment and Production operations and also aligns the role with industry-standard organizational structures.

With the expanded responsibilities assigned to the Operations Superintendent, the District conducted a comprehensive compensation analysis to ensure market-appropriate salary placement. This review focused on agencies operating T5-rated treatment plants, where comparable positions require advanced certifications, substantial technical expertise, and significant leadership oversight.

Concurrently, the District reviewed compensation for the Chief Water Systems Operator – Distribution to maintain an appropriate internal equity objective. As the organizational counterpart to the Operations Superintendent, this position's compensation must remain aligned with comparable classifications at similar agencies and reflect the advanced certification requirements and leadership expectations of the role. The job description for this position also reflects a previous consolidation of the meters department into the distribution department.

Based on this analysis, adjustments to the salary ranges for both positions are recommended to maintain market competitiveness, support employee retention, and ensure appropriate internal parity within the Operations Department and district-wide.

Proposed Compensation Adjustments

- Range 153: Operations Superintendent
- Range 143: Chief Water Systems Operator – Distribution

These recommended ranges recognize the technical, operational, management and leadership requirements of the classifications and are consistent with comparable roles at peer agencies.

FISCAL IMPACT:

The reorganization and corresponding compensation adjustments do not increase the number of full-time positions. All changes can be accommodated within the existing Operations Department budget. The consolidation and redistribution of responsibilities support long-term operational efficiency and represent a fiscally responsible organizational improvement. There is essentially no change in the total cost of salaries and benefits with this proposed organizational change.

REQUESTED ACTION:

Staff recommends that the Committee:

1. Approve the change in title from Chief Water Systems Operator – Treatment to Operations Superintendent.
2. Approve the updated job description.
3. Approve the recommended compensation adjustments for both positions.
4. Authorize the General Manager to execute all necessary documents.

Attachments

[2026-27 Salary Schedule Final HR comm.pdf](#)

[New - Operations Superintendant LJ 3.31.2026 redline.pdf](#)

[New - Operations Superintendant draft 2026.pdf](#)

[Org Chart Ops Proposed Updates 6.23.pdf](#)

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
GIS Student Intern (Limited Term <1000 Hours)	107	\$ 23.88			N
Student Intern (Limited Term <1000 Hours)	107	\$ 23.88			N
Field Assistant (Limited Term <1000 Hours)	107	\$ 23.88			N
Customer Service Assistant (Limited Term <1000 Hours)	107	\$ 23.88			N
Customer Service Representative I	112	\$ 56,202	\$ 79,394		N
Meter Services Operator Assistant	112	\$ 56,202	\$ 79,394		N
Customer Service Representative II	116	\$ 62,026	\$ 87,630		N
Water Distribution Operator Assistant	116	\$ 62,026	\$ 87,630		N
Meter Services Operator I	116	\$ 62,026	\$ 87,630		N
Accounting Specialist I-Billing	119	\$ 66,810	\$ 94,390		N
Accounting Specialist I-Accounts Payable	119	\$ 66,810	\$ 94,390		N
Customer Service Representative III	120	\$ 68,474	\$ 96,741		N
Water Distribution Operator I	120	\$ 68,474	\$ 96,741		N
Meter Services Operator II	120	\$ 68,474	\$ 96,741		N
Administrative Specialist	120	\$ 68,474	\$ 96,741		N
Accounting Specialist II-Billing	121	\$ 70,179	\$ 99,154		N
Accounting Specialist II-Accounts Payable	121	\$ 70,179	\$ 99,154		N
Support Services Specialist I	122	\$ 71,926	\$ 101,629		N
Water Production Operator I	122	\$ 71,926	\$ 101,629		N
Payroll Specialist	123	\$ 73,715	\$ 104,187		N
Accounting Specialist III-Billing	123	\$ 73,715	\$ 104,187		N
Customer Service Representative Lead	124	\$ 75,587	\$ 106,766		N
Development Coordinator I	124	\$ 75,587	\$ 106,766		N
Engineering Inspector I	124	\$ 75,587	\$ 106,766		N
Water Treatment Operator I	124	\$ 75,587	\$ 106,766		N
Water Distribution Operator II	124	\$ 75,587	\$ 106,766		N
Meter Services Operator III	124	\$ 75,587	\$ 106,766		N
Cross-Connection Technician	124	\$ 75,587	\$ 106,766		N
Accounting Specialist Lead-Billing	126	\$ 79,394	\$ 112,174		N
Water Production Operator II	126	\$ 79,394	\$ 112,174		N
Electrical and Instrument Technician	126	\$ 79,394	\$ 112,174		N
Geographic Information Systems (GIS) Technician	127	\$ 81,370	\$ 115,003		N
Public Outreach And Government Affairs Representative I	127	\$ 81,370	\$ 115,003		N
Water Conservation Specialist	127	\$ 81,370	\$ 115,003		N
Support Services Specialist II	128	\$ 83,408	\$ 117,874		N
Facilities Maintenance Technician	128	\$ 83,408	\$ 117,874		N
Development Coordinator II	128	\$ 83,408	\$ 117,874		N
Engineering Inspector II	128	\$ 83,408	\$ 117,874		N
Water Treatment Operator II	128	\$ 83,408	\$ 117,874		N
Water Distribution Operator III	128	\$ 83,408	\$ 117,874		N
Lead Meter Services Operator	128	\$ 83,408	\$ 117,874		N

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Water Quality Specialist	128	\$ 83,408	\$ 117,874	N	
Cross-Connection Control Specialist	128	\$ 83,408	\$ 117,874	N	
Executive Assistant I	128	\$ 83,408	\$ 117,874	N	
Assistant Engineer	129	\$ 85,509	\$ 120,806	N	
Human Resources Specialist	129	\$ 85,509	\$ 120,806	N	
* Human Resources Specialist	Y		\$ 122,616	N	
Water Production Operator III	130	\$ 87,630	\$ 123,843	N	
Accountant	131	\$ 89,835	\$ 126,942	N	
Purchasing Analyst	131	\$ 89,835	\$ 126,942	N	
Public Outreach And Government Affairs Representative II	131	\$ 89,835	\$ 126,942	N	
Development Coordinator III	132	\$ 92,082	\$ 130,104	N	
Engineering Inspector III	132	\$ 92,082	\$ 130,104	N	
Water Treatment Operator III	132	\$ 92,082	\$ 130,104	N	
Electrical Instrumentation and Control Specialist	132	\$ 92,082	\$ 130,104	N	
Lead Water Distribution Operator	132	\$ 92,082	\$ 130,104	N	
Information Technology Specialist	132	\$ 92,082	\$ 130,104	N	
Human Resources Analyst	133	\$ 94,390	\$ 133,370	N	
Water Conservation Analyst	134	\$ 96,741	\$ 136,698	N	
Lead Water Production Operator	134	\$ 96,741	\$ 136,698	N	
Executive Assistant II - Confidential	134	\$ 96,741	\$ 136,698	N	
Senior Accountant	135	\$ 99,154	\$ 140,109	Y	
Senior Public Outreach And Government Affairs Representative	135	\$ 99,154	\$ 140,109	Y	
Lead Water Treatment Operator	136	\$ 101,629	\$ 143,624	N	
Associate Engineer	137	\$ 104,187	\$ 147,202	Y	
Customer Service Supervisor	138	\$ 106,766	\$ 150,883	Y	
Support Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Development Services Supervisor	138	\$ 106,766	\$ 150,883	Y	
Water Quality Supervisor	138	\$ 106,766	\$ 150,883	Y	
GIS Administrator	140	\$ 112,174	\$ 158,517	Y	
Board Secretary	Board Sec	\$ 103,730	\$ 146,557	Y	
Information Technology Administrator	140	\$ 112,174	\$ 158,517	Y	
Chief Water Systems Operator-Distribution And Meter Services	143	\$ 120,806	\$ 170,706	Y	
Project Manager	143	\$ 120,806	\$ 170,706	Y	
Senior Engineer	149	\$ 140,109	\$ 197,974	Y	
Business Systems Manager	152	\$ 150,883	\$ 213,179	Y	
Public Outreach And Government Affairs Manager	152	\$ 150,883	\$ 213,179	Y	
Operations Superintendent	153	\$ 154,648	\$ 218,525	Y	
Finance Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Technical Services	156	\$ 166,546	\$ 235,310	Y	
Human Resources and Risk Manager	156	\$ 166,546	\$ 235,310	Y	
Director Of Engineering	160	\$ 183,830	\$ 259,750	Y	

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt	
		Minimum	Maximum	Y = Yes = No	N
Director Of Operations	160	\$ 183,830	\$ 259,750	Y	
Chief Financial Officer	164	\$ 202,904	\$ 286,707	Y	
Assistant General Manager	168	\$ 223,974	\$ 316,472	Y	
General Manager	GM		\$ 349,253	Y	
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2025			\$ 227.54		
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2026			\$ 238.92		

* =Y-Rate (base salary is set above the maximum for the range assigned)

WEST VALLEY WATER DISTRICT
SALARY SCHEDULE - EFFECTIVE 7/01/2026

Hourly / Monthly / Annual	1		2		3		4		5		6		7		8	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Range 107	23.88	24.47	25.08	25.71	26.35	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	
	4,139	4,241	4,347	4,456	4,567	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	
	49,670	50,898	52,166	53,477	54,808	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	
Range 108	24.47	25.08	25.71	26.35	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	
	4,241	4,347	4,456	4,567	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	
	50,898	52,166	53,477	54,808	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	
Range 109	25.08	25.71	26.35	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	
	4,347	4,456	4,567	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	
	52,166	53,477	54,808	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	
Range 110	25.71	26.35	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	
	4,456	4,567	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	
	53,477	54,808	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	
Range 111	26.35	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	
	4,567	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	
	54,808	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	
Range 112	27.02	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	
	4,683	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	
	56,202	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	
Range 113	27.70	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	
	4,801	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	
	57,616	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	
Range 114	28.38	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	
	4,919	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	
	59,030	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	
Range 115	29.09	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	
	5,042	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	
	60,507	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	
Range 116	29.82	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	
	5,169	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	
	62,026	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	
Range 117	30.57	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	
	5,299	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	
	63,586	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	
Range 118	31.32	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	
	5,429	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	
	65,146	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	
Range 119	32.12	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	
	5,567	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	
	66,810	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	

**WEST VALLEY WATER DISTRICT
SALARY SCHEDULE - EFFECTIVE 7/01/2026**

Hourly / Monthly / Annual	1	2		3		4		5		6		7		8	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Range 120	32.92	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51
	5,706	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062
	68,474	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741
Range 121	33.74	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67
	5,848	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263
	70,179	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154
Range 122	34.58	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86
	5,994	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469
	71,926	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629
Range 123	35.44	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09
	6,143	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682
	73,715	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187
Range 124	36.34	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33
	6,299	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897
	75,587	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766
Range 125	37.24	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62
	6,455	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121
	77,459	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450
Range 126	38.17	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93
	6,616	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348
	79,394	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174
Range 127	39.12	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29
	6,781	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584
	81,370	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003
Range 128	40.10	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67
	6,951	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823
	83,408	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874
Range 129	41.11	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08
	7,126	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067
	85,509	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806
Range 130	42.13	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54
	7,303	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320
	87,630	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843
Range 131	43.19	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03
	7,486	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579
	89,835	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942
Range 132	44.27	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55
	7,673	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842
	92,082	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104

WEST VALLEY WATER DISTRICT
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Hourly / Monthly / Annual	1		2		3		4		5		6		7		8	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Range 133	45.38	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	
	7,866	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	
	94,390	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	
Range 134	46.51	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	
	8,062	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	
	96,741	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	
Range 135	47.67	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	
	8,263	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	
	99,154	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	
Range 136	48.86	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	
	8,469	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	
	101,629	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	
Range 137	50.09	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	
	8,682	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	
	104,187	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	
Range 138	51.33	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	
	8,897	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	
	106,766	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	
Range 139	52.62	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	
	9,121	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	
	109,450	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	
Range 140	53.93	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	
	9,348	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	
	112,174	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	
Range 141	55.29	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	
	9,584	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	
	115,003	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	
Range 142	56.67	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	
	9,823	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	
	117,874	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	
Range 143	58.08	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	
	10,067	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	
	120,806	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	
Range 144	59.54	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	
	10,320	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	
	123,843	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	
Range 145	61.03	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	
	10,579	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	
	126,942	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	

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Hourly / Monthly / Annual	1		2		3		4		5		6		7		8	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Range 146	62.55	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	
	10,842	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	
	130,104	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	
Range 147	64.12	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	
	11,114	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	
	133,370	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	
Range 148	65.72	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	
	11,391	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	
	136,698	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	
Range 149	67.36	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	
	11,676	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	
	140,109	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	
Range 150	69.05	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	
	11,969	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	
	143,624	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	
Range 151	70.77	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	
	12,267	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	
	147,202	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	
Range 152	72.54	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	
	12,574	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	
	150,883	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	
Range 153	74.35	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	
	12,887	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	
	154,648	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	
Range 154	76.21	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	
	13,210	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	
	158,517	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	
Range 155	78.11	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	
	13,539	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	
	162,469	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	
Range 156	80.07	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	
	13,879	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	
	166,546	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	
Range 157	82.07	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	
	14,225	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	
	170,706	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	
Range 158	84.13	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	
	14,583	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	
	174,990	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	

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Hourly / Monthly / Annual	1		2		3		4		5		6		7		8	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Range 159	86.23	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	
	14,947	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	
	179,358	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	
Range 160	88.38	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	
	15,319	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	
	183,830	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	
Range 161	90.59	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	
	15,702	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	
	188,427	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	
Range 162	92.85	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	
	16,094	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	
	193,128	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	
Range 163	95.18	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	
	16,498	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	
	197,974	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	
Range 164	97.55	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	137.84	
	16,909	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	23,892	
	202,904	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	286,707	
Range 165	100.00	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	137.84	141.29	
	17,333	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	23,892	24,490	
	208,000	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	286,707	293,883	
Range 166	102.49	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	137.84	141.29	144.82	
	17,765	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	23,892	24,490	25,102	
	213,179	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	286,707	293,883	301,226	
Range 167	105.06	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	137.84	141.29	144.82	148.44	
	18,210	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	23,892	24,490	25,102	25,730	
	218,525	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	286,707	293,883	301,226	308,755	
Range 168	107.68	110.38	113.13	115.96	118.86	121.84	124.88	128.00	131.21	134.48	137.84	141.29	144.82	148.44	152.15	
	18,665	19,133	19,609	20,100	20,602	21,119	21,646	22,187	22,743	23,310	23,892	24,490	25,102	25,730	26,373	
	223,974	229,590	235,310	241,197	247,229	253,427	259,750	266,240	272,917	279,718	286,707	293,883	301,226	308,755	316,472	
Board Sec	49.87	51.11	52.39	53.70	55.04	56.42	57.83	59.28	60.76	62.28	63.83	65.43	67.07	68.74	70.46	
	8,644	8,859	9,081	9,308	9,540	9,779	10,024	10,275	10,532	10,795	11,064	11,341	11,625	11,915	12,213	
	103,730	106,309	108,971	111,696	114,483	117,354	120,286	123,302	126,381	129,542	132,766	136,094	139,506	142,979	146,557	
GM		167.91														
		29,104														
		349,253														

Annual Safety Boot Reimbursement Amount: Up to \$250.00 and up to 2 times per year with Supervisor Approval



Operations Superintendent

Department/Division:	Operations - Water Treatment & Production
Reports To:	Director of Operations
Provides Direction To:	Treatment & Production Divisions
FLSA Exemption Status:	Exempt
Effective Date:	

GENERAL PURPOSE

Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for performing of a variety of tasks associated with the planning and operation, maintenance, and repair of the District's water treatment and production facilities, water quality, and related technical treatment processes. Assists in developing and operating on-going programs in water treatment, water production and storage, evaluation and optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Water Treatment & Production Operator classification series. Incumbents are responsible for supervising, directing, and performing the full scope of water treatment and production work, including performing the most complex duties related to the assigned functional areas. This position is distinguished from the Lead Water Treatment & Production Operator in that they perform the full scope of supervisory work for assigned staff, while the Lead Water Treatment & Production Operator provides lead direction.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.

- Assigns, evaluates and supervises the work of the water treatment and production operators who are responsible for performing a variety of tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness. Maintains records concerning operations, maintenance and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.
- Develops employees in the department including career development planning and elements of supervision, assessment, coaching, teaching, training, certifications, and communication skills.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.

- Takes appropriate water analyses and has authority to make decisions and direct support personnel in maintaining operations of the District Water Filtration and Treatment facilities.
- Ensures that regular inspections, maintenance, and necessary repairs are performed on all District wells, pumping stations, reservoirs, wellhead treatment facilities, emergency generators, and the Districts Supervisory Control and Data Acquisition System (SCADA).
- Ensures automatic control valves are inspected, adjusted and maintained on a regular basis. Supervises the work of operators engaged in the operation, repair and preventative maintenance of the Water Filtration and Treatment facilities and related equipment.
- Schedules equipment maintenance and oversees on-site contractors' performance.
- Operates effectively and diplomatically in all areas of employee relations, projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
- Leads and participates in the work of operators engaged in the preventative maintenance and repair and capital improvement projects for production assets and infrastructure, plants and related equipment.
- Responds to all water quality issues chlorine alarms as a member of the District's Emergency Response Team.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
- Performs a variety of construction and maintenance of all equipment for the District.
- Accounts for, orders, maintains and/or discards materials and equipment as required, including ordering and maintaining chemical and water treatment supply inventory.
- Records findings, prepares and reviews reports; maintains historical reports and water quality results in an organized manner.
- Participates in projects related to the expansion of District treatment plants and related infrastructure.
- Interpret complex data and use it to implement operational improvements.
- Assists in the review of plans, distribution maps, specifications, and regulatory requirements.
- Participates in strategic planning including the development, implementation, and tracking of applicable work plan goals.
- Performs a variety of skilled and semi-skilled water system repairs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assists and participates in the development and administration of assigned components of the annual budget and other budgets including CIPs.
- Reads, understands, and ensures compliance with the West Valley Water District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.
- Coordinates and schedules routine maintenance and daily work duties of assigned staff; maintains computerized records of maintenance scheduled and completed.
- Maintain and implement a preventative maintenance program; repair and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks and reservoirs.
- Evaluate job sites of potential risks and develop strategies to mitigate them.

- Conducts plant tours, and participates in public education, special events, and cross-training programs.
- Ensures that safety procedures are implemented and followed.
- Regular attendance at the work site.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Practices and procedures related to the water treatment and distribution equipment and processes.
- Operational characteristics of mechanical equipment and tools used in water treatment and water production and transmission.
- Local groundwater basins, basin adjudication, and local water rights.
- District service area and locations of water facilities and equipment. Relevant local, state and federal laws, regulations and guidelines. Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Safety methods and regulations pertaining to all facets of utility work.
- Water production, distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of a Water Filtration Treatment Plant and related equipment.
- The California Code of Regulations, Title 22.
- Automatic control valves, system analyzers, and their maintenance.
- Calculations for optimal chemical feed adjustments.
- Principles of water hydraulics.
- Operation of telemetry equipment/Supervisory Control and Data Acquisition (SCADA) system and system alarm mechanisms.
- Basic practices and procedures used in budgeting, record-keeping, procurement, store-keeping, and related administrative tasks.
- Domestic water sampling techniques and chlorination equipment/control.
- Electric utility rate schedules, tier thresholds and seasonal demand related charges.
- Emergency preparedness and planning.
- Safe work practices.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Make independent technical decisions to maintain proper treatment processes.
- Diagnose complex operating problems and take effective courses of action.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development
- Develop and implement work standards.
- Prepare and concise records, reports and other written materials.
- Exercise independent judgment and initiative within established guidelines.
- Positively and constructively interact with water treatment operators and others encountered in the course of the work.
- Establish and prioritize action items and multitask effectively.
- Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies and

- procedures.
- Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.
 - Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment.
 - Perform all related tasks with advanced journey-level skill.
 - Inspect, operate, diagnose problems, and perform preventive maintenance and repair work including on Water Filtration Treatment Plant and equipment.
 - Compile, evaluate, and analyze operational data and perform appropriate actions.
 - Independently perform the most complex, skilled, and responsible aspects of water production and treatment work.
 - Determine work methods and materials for assigned jobs.
 - Make mathematical calculations accurately.
 - Maintain accurate statistical records.
 - Read and interpret a variety of As Built drawings, maps, blueprints, ArcGIS results, charts and gauges.
 - Perform skilled responsible water system maintenance duties at an advanced journey level.
 - Perform heavy physical labor.
 - Work overtime as required.
 - Operate a vehicle observing legal and defensive driving practices. Work under emergency conditions, day or night, and be willing to work when called any time during a 24-hour period.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor’s degree from an accredited college or university with major course work in Chemistry, Biology, Civil Engineering or a related technical field.

And

Experience: Seven (7) years of progressively responsible experience in the operation and maintenance of water treatment plants or related equipment including at least two (2) years of lead or supervisory responsibility. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a “two for one” basis (two years of experience for one year of education). Experience in the operation and preventative maintenance of pumps and groundwater wells is desired.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade 5 Water Treatment Operator’s Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade 5 Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

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.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.



Operations Superintendent

Department/Division:	Operations - Water Treatment & Production
Reports To:	Director of Operations
Provides Direction To:	Treatment & Production Divisions
FLSA Exemption Status:	Exempt
Effective Date:	

GENERAL PURPOSE

Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for performing of a variety of tasks associated with the planning and operation, maintenance, and repair of the District's water treatment and production facilities, water quality, and related technical treatment processes. Assists in developing and operating on-going programs in water treatment, water production and storage, evaluation and optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Water Treatment & Production Operator classification series. Incumbents are responsible for supervising, directing, and performing the full scope of water treatment and production work, including performing the most complex duties related to the assigned functional areas. This position is distinguished from the Lead Water Treatment & Production Operator in that they perform the full scope of supervisory work for assigned staff, while the Lead Water Treatment & Production Operator provides lead direction.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.

- Assigns, evaluates and supervises the work of the water treatment and production operators who are responsible for performing a variety of tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness.
- Maintains records concerning operations, maintenance and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.

- Develops employees in the department including career development planning and elements of supervision, assessment, coaching, teaching, training, certifications, and communication skills.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
- Takes appropriate water analyses and has authority to make decisions and direct support personnel in maintaining operations of the District Water Filtration and Treatment facilities.
- Ensures that regular inspections, maintenance, and necessary repairs are performed on all District wells, pumping stations, reservoirs, wellhead treatment facilities, emergency generators, and the Districts Supervisory Control and Data Acquisition System (SCADA).
- Ensures automatic control valves are inspected, adjusted and maintained on a regular basis. Supervises the work of operators engaged in the operation, repair and preventative maintenance of the Water Filtration and Treatment facilities and related equipment.
- Schedules equipment maintenance and oversees on-site contractors' performance.
- Operates effectively and diplomatically in all areas of employee relations, projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
- Leads and participates in the work of operators engaged in the preventative maintenance and repair and capital improvement projects for production assets and infrastructure, plants and related equipment.
- Responds to all water quality issues chlorine alarms as a member of the District's Emergency Response Team.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
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- Records findings, prepares and reviews reports; maintains historical reports and water quality results in an organized manner.
- Participates in projects related to the expansion of District treatment plants and related infrastructure.
- Interpret complex data and use it to implement operational improvements.
- Assists in the review of plans, distribution maps, specifications, and regulatory requirements.
- Participates in strategic planning including the development, implementation, and tracking of applicable work plan goals.
- Performs a variety of skilled and semi-skilled water system repairs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assists and participates in the development and administration of assigned components of the annual budget and other budgets including CIPs.
- Reads, understands, and ensures compliance with the West Valley Water District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.

- Coordinates and schedules routine maintenance and daily work duties of assigned staff; maintains computerized records of maintenance scheduled and completed.
- Maintain and implement a preventative maintenance program; repair and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks and reservoirs.
- Evaluate job sites of potential risks and develop strategies to mitigate them.
- Conducts plant tours, and participates in public education, special events, and cross-training programs.
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- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Practices and procedures related to the water treatment and distribution equipment and processes.
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- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
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- Emergency preparedness and planning.
- Safe work practices.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Make independent technical decisions to maintain proper treatment processes.
- Diagnose complex operating problems and take effective courses of action.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development
- Develop and implement work standards.
- Prepare and concise records, reports and other written materials.
- Exercise independent judgment and initiative within established guidelines.
- Positively and constructively interact with water treatment operators and others encountered in the course of the work.
- Establish and prioritize action items and multitask effectively.
- Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies and procedures.
- Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.
- Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment.
- Perform all related tasks with advanced journey-level skill.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work including on Water Filtration Treatment Plant and equipment.
- Compile, evaluate, and analyze operational data and perform appropriate actions.
- Independently perform the most complex, skilled, and responsible aspects of water production and treatment work.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Maintain accurate statistical records.
- Read and interpret a variety of As Built drawings, maps, blueprints, ArcGIS results, charts and gauges.
- Perform skilled responsible water system maintenance duties at an advanced journey level.
- Perform heavy physical labor.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.
- Work under emergency conditions, day or night, and be willing to work when called any time during a 24-hour period.

Minimum Qualifications

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: Bachelor's degree from an accredited college or university with major course work in Chemistry, Biology, Civil Engineering or a related technical field.

And

Experience: Seven (7) years of progressively responsible experience in the operation and maintenance of water treatment plants or related equipment including at least two (2) years of lead or supervisory responsibility. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education). Experience in the operation and preventative maintenance of pumps and groundwater wells is desired.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

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While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

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