

JOB ANNOUNCEMENT

Majestic Pines CSD
(760) 765-0532

P.O. Box 266, Julian CA 92036
www.majesticpinescsd.org

General Manager

(Salary: \$5,547 – \$6,665 monthly)

Treatment & Distribution Operator II

(\$23.26 - \$27.95/hour)

Organization: Majestic Pines CSD is a public water agency located in Julian, CA that provides potable water to about 700 residential customers in the nearby communities of Whispering Pines and Kentwood I/II. Our staff consists of 3 full time employees.

Position: We're seeking an individual with excellent organizational skills to run all aspects of our water district including budgeting, interfacing with various government agencies and excellent customer service skills. They must have a proven management track record. Accounting experience is highly desired. Candidates with fewer qualifications may be offered the Treatment & Distribution II position with the expectation that they will acquire the skills for the General Manager position with time on the job. Promotion would be made by the Board of Directors after satisfactory performance in the lower classification. Due to the small size of the District, this position requires physical work in the field and may include working nights, weekends and holidays.

Benefits: This is a full-time job (40 hours/week) with health benefits, CalPERS retirement and vacation pay. Please see complete benefits summary below. Scheduled workdays will include weekdays and alternate weekends with flexible work hours. The General Manager position will report directly to the Board of Directors.

Apply: More information and an application can be found on our website: www.MajesticPinesCSD.org
Interviews will be scheduled as qualified applications are received. Job may be filled at any time.

Key Responsibilities:

- Plans, organizes, supervises and participates in work supporting all operations of the District.
- Provides technical assistance and makes recommendations to the Board of Directors for improvements and modifications to facilities and procedures.
- Supervises two employees. Develops work schedules and shift assignments, administers technical and safety training, and conducts employee performance evaluations.
- Prepares necessary records and reports; communicates directly with State agencies and the Board of Directors within stated deadlines.
- Ensure that water treatment processes meet Federal and State water quality standards and that plant personnel stay current with changes to the law.
- Follows strict water sampling guidelines to ensure required samples are taken at the correct time, chain of custody paperwork is complete, and samples are shipped within holding times and temperatures required by the lab.
- Plan, implement and monitor all maintenance and construction work as authorized by the Board. Oversee work done by contractors hired by the District.

- Responsible for all maintenance logs, plant records, chemicals, inventories of parts, supplies and tools to ensure proper inventory levels are maintained. Prepares periodic reports on activities and projects.
- Performs regular District inspections and monitors the system for proper operation. Take appropriate action when water quality or other issues are found.
- Must be able to perform all tasks normally done by the Treatment Operator and Secretary/Office Manager to fill in for vacations/time off and to provide technical direction as needed.
- Responds to and investigates complaints from our customers regarding water quality, billing, District Policies and Procedures, location of District facilities, water outages, etc.
- Follows “Best Practices” to ensure public and employee safety around construction zones. Monitors employee use of appropriate PPE.
- Ensures that all meter reading is performed accurately and on time. Investigates unusual water usage, looking for leaks, theft or meter malfunctions.

Additional Responsibilities include:

- Prepares and submits to the Board of Directors an annual operating budget, monthly financial reports, and any other reports required by the Board.
- Attends monthly Board of Directors meetings.
- Periodically reviews and ensures the accuracy of ledger postings.
- Follows District Policies and Procedures to ensure all customers are treated equally.
- Locks off nonpaying customers.
- Assists with annual audits conducted by outside auditing agencies.
- Updates District maps to accurately show the locations of valves, hydrants and other appurtenances.
- Performs other duties as assigned by the Board of Directors.

Ability to:

- Perform a variety of basic maintenance work at water treatment plants and pumping stations, including rebuilding flow control valves and chlorine pumps.
- Lift over 50# repeatedly and perform hard physical labor.
- Learn to operate automatic plant control systems.
- Ability to learn PLC/HMI display programming is highly desired.
- Learn to read plant measurement and recording equipment, interpret results, and make adjustments to plant operations to keep system within established parameters.
- Learn to read and interpret plant piping and distribution diagrams.
- Deal tactfully with the public.
- Work weekends, nights and holidays during emergencies.

Qualifications: Both positions require:

- D2/T2 certification with the California Water Resources Control Board. Applicants hired without this certification will be required to obtain it within one year to continue employment.
- A California Class C drivers license valid for the duration of your employment. You must also have a good driving record, which is defined as being without multiple traffic violations or at-fault accidents for at least two years.
- Experience working at a water district, or construction trade experience that would give the applicant a similar working knowledge.
- Within one year of employment, you must live within a 30 minute drive of the District.

The General Manager position requires prior management experience supervising employees and prior work at a water district.

Probation: This job requires a 6 month probationary period. After completion of probation, successful candidates will receive a step raise and annual cost of living raises, as determined by the Board of Directors. Future step raises depend on performance.

Benefits:

Holidays: The District observes 6 paid holidays a year and one paid floating holiday.

Personal Leave: Vacation and sick time have been pooled together into Personal Time Off (PTO). All full-time employees qualify for PTO according to the following schedule:

0-5 Years of Employment	16 days/year
5-15 Years	21 days/year
15+ Years	26 days/year

Retirement: Employees qualify for CalPERS retirement (2% @ 60 formula). Due to the California Pension Reform Act of 2013, employees hired on or after January 1, 2013 who are new CalPERS members (or do not have reciprocity with CalPERS) will be enrolled in the 2% @ 62 retirement formula.

Medical: Employees and their dependents qualify for various HMO and PPO plans paid for by the District.

Merit Pay: Employees qualify for Step raises when meeting expectations during performance evaluations.

Uniforms: Work uniforms are provided by the District and laundered by the employee. One pair of work shoes is provided by the District annually.

Continuing Education: The District will pay for all education required to maintain certification as well as renewal fees.

Jury Duty: The District will pay for 2 days of jury service when called.

Majestic Pines CSD is an Equal Opportunity Employer