



McCloud Community Services District

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REGULAR MEETING OF THE POLICY REVIEW COMMITTEE

Scout Hall – 405 E. Colombero Drive

February 14, 2024 at 3:00pm

- 1) Discussion of Policy 2230- Fire Chief Job Description.**
- 2) Discussion of Policy 2235- Paramedic Job Description.**
- 3) Discussion of Policy 2238- Recruitment and Retention Coordinator Job Description.**
- 4) Discussion of Policy 2240- Outside Employment.**
- 5) Discussion of Policy 2250- Separation from District Employment.**
- 6) Discussion of Policy 2255- Providing Employment Reference Information.**
- 7) Discussion of Policy 2260- Personnel Action.**
- 8) Discussion of Policy 2270- District Organizational Structure.**
- 9) Discussion of Policy 2280- Employment Entrance Program with Appendix.**
- 10) Discussion of Policy 2300- General Manager- Job Description.**
- 11) Discussion of Policy 2301- Terms and Conditions of General Manager Employment.**
- 12) Discussion of Policy 2301A- General Manager Employment Agreement Draft.**
- 13) Discussion of Policy 2305- Finance Officer- Job Description.**
- 14) Discussion of Policy 2310- Public Works Superintendent- Job Description**
- 15) Discussion of Policy 2320- Utility Worker II- Job Description.**
- 16) Discussion of Policy 2335- Interim Utility Worker- Job Description.**
- 17) Discussion of Policy 2340- Utility Worker I- Job Description.**

- 18) Discussion of Policy 2350- Refuse Equipment Operator- Job Description.**
- 19) Discussion of Policy 2360- District Secretary- Job Description.**
- 20) Discussion of Policy 2365- Accounting Clerk- Job Description.**
- 21) Discussion of Policy 2370- Janitor- Job Description.**
- 22) Discussion of Policy 2380- Park Maintenance Worker- Job Description.**
- 23) Discussion of Policy 2390- Chief Plant Operator- Job Description.**
- 24) Discussion of Policy 2400- Library Aide- Job Description.**
- 25) Discussion of Policy 2410- Volunteer Firefighter- Job Description.**
- 26) Discussion of Policy 2420- Unlawful Harassment Including Sexual Harassment.**
- 27)General discussion**
- 28)Adjourn.**

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Chief - Job Description

POLICY NUMBER: 2230

ADOPTED: May 09, 2005

REVIEWED: 05/01/13; 01/09/14; 03/08/16, 10/03/16; 01/21/20; 10/01/20

REVISED: 05/28/13; 02/10/14; 05/23/16; 10/24/16; 02/10/20; 10/26/20

2230.10 The position of Fire Chief is an overtime exempt position under the Fair Labor Standards Act. The Fire Chief is hired by the General Manager. Under the general direction of the District's General Manager, the Fire Chief administers, plans, organizes and directs the emergency and daily business operations and activities of the Fire Department; responds to fire, rescue, medical and storm response alarms and other emergency and non-emergency calls for assistance to protect life and property and does other related work as required. The Fire Chief will be annually or as otherwise warranted, evaluated by the General Manager. Pre-employment physical and live scan shall be performed at district expense prior to employment. The Fire Chief along with the Assistant Fire Chief will be the interview committee for the hiring of all MCSD Volunteer Fire Department personnel, including auxiliary personnel. The Fire Chief will be responsible for make the final decision in this process.

2230.20 Knowledge of:

2230.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management and municipal water systems.

2230.22 The operation and maintenance of modern fire apparatus and firefighting equipment.

2230.23 Structural and wildland fireground tactics and strategies.

2230.24 The incident command system.

2230.25 Local water systems, roads and geography.

2230.26 Modern fire and building codes and regulations.

2230.27 Modern paramedical operations and procedures.

2230.28 Modern communications, business and computer systems and related software and other equipment.

2230.30 Ability to:

2230.31 Plan, organize and direct all day-to-day routine and emergency operations of a modern municipal fire district.

2230.32 Provide the necessary fire and rescue operations during adverse conditions.

2230.33 Operate computers, software and modern communications equipment related to fire service and business applications.

2230.34 Compile and prepare written reports and oral programs.

2230.35 Communicate effectively orally and in writing.

2230.36 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2230.40 Education/Experience Required

Education equivalent to graduation from high school, and four years of supervisory level fire related experience. All state and federal required standards for a fire chief to be met within one (1) year of employment as Fire Chief, appendix A Minimum Standards for a Fire Chief.

2230.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within six (6) months of employment, possess a current Emergency Medical Technician Certificate and CPR Certification, a valid California Class B driver's license with air brake and tank endorsement, a Hazardous Materials Operational Certification and other applicable licenses and certifications. All required certificates and licenses must be maintained throughout employment.

2230.60 Residency Requirement

Employees in this position must establish and maintain permanent residency in a location which allows response times to provide for arrival on the incident scene within established department and industry standards.

2230.70 Responsibilities

2230.71 Public Services and Facilities Planning and Development: The Fire Chief shall

direct, oversee and participate with department officers and other personnel in the development of the department's work plans, assign work activities, delegate projects and programs to officers other department staff as appropriate, monitor work flow, review and evaluate department's products, methods and procedures.

2230.72 The Fire Chief shall establish and maintain a schedule of duty officer coverage to ensure proper Fire Department supervision by qualified officers 24/7, 365, thus limiting the reliance on CDF resources to manage incidents within the district.

2230.73 The Fire Chief shall establish and maintain a schedule of EMTs available to respond to EMS calls 24/7 365 as staffing allows. The Fire Chief shall provide leadership to maintain adequate numbers of EMTs to respond to EMS calls.

2230.74 The Fire Chief shall develop an annual training schedule to address all aspects of municipal firefighting.

2230.75 The Fire Chief shall recommend a 2-year plan of capital improvements for the department and present it to the Board of Directors semi-annually.

2230.76 Fiscal Operations: The Fire Chief shall ensure that all fiscal operations of the Fire Department are properly implemented pursuant to the annual budget.

2230.77 The Fire Chief shall keep the General Manager informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated department programs.

2230.78 The Fire Chief attends one (1) Board meeting per month to present a department report and such other meetings as the General Manager/Board specifies from time to time. If the Fire Chief is unable to attend, he/she will coordinate with his officers and/or the General Manager for a replacement.

2230.79 The Fire Chief shall provide assistance to the General Manager in developing strategic goals and objectives for the department and plan community meetings.

2230.80 Basic Work Hours

2230.81 The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Fire Chief, however, does not hold set hours and is expected to work the hours necessary to effectively administer the affairs of the Fire Department. The Fire Chief is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2230.82 In the event the Fire Chief is absent from the District for more than a three day (3) period on other than District business, the Fire Chief's salary will be prorated. When the Assistant Fire Chief assumes the responsibilities, he/she will be compensated at the prorated Fire Chief's rate.

2230.821 The Fire Chief shall notify the General manager upon his/her departure and return when absent from the District on other than District business and when the Assistant Fire Chief has assumed his/her responsibilities.

2230.90 Essential Job Duties

The Fire Chief is required to work the hours necessary or required to complete necessary projects or job functions.

2230.91 Plans, organizes and directs all employees of all classifications, including volunteer fire fighters, if any, assigned to the District's Fire Department in prevention, suppression, pre-suppression, emergency response and routine activities of the Fire Department.

2230.92 Shall take command of all departmental resources during major incidents or perform suppression, medical, storm response and rescue tasks as necessary, at any hour.

2230.93 Develops and updates the general operating procedures with regard to the department's fire prevention, public education, training, safety and emergency response programs including fire, medical and storm response.

2230.94 Assures maintenance of applicable logs and records.

2230.95 Supervises and evaluates subordinate personnel and maintains discipline within the department.

2230.96 Coordinates mutual aid and disaster support to the District.

2230.97 Prepares budget information and supervises the specifications and purchasing needs relative to all departmental functions.

2230.98 Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

2230.99 Represents the department at local, county, state and federal agencies and organizations.

2230.100 Does other related work as required.

2230.101 Records Fire Department volunteer fire fighter and EMT activity points, prepares quarterly data for payment of points and hours earned by volunteers for quarterly payroll.

2230.102 Conduct annual "Life Safety" inspections of schools and other occupancies within the fire departments jurisdiction as required by state regulations.

2230.103 Cultivate leadership within the department membership to sustain leadership into the future.

2230.110 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2230.111 Task: Operate, repair and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment.

2230.112 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2230.113 Task: Prepares hand written and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2230.114 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2230.115 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, writing, use of hands to finger, handle or feel objects, tools or controls.

2230.116 Task: Plan, direct and control the administration and operation of the Fire Department.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2230.117 Task: Prepare and/or review work schedules and rosters, policy proposals, time sheets, written instructions and drawings, negotiate and read contracts, specifications, details and plans, and performs related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, hand-writing, use of hands to finger, handle or feel objects, tools or controls, operation of a computer and other office equipment.

2230.118 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel and overnight stays.

2230.120 Environmental Demands

2230.121 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2230.122 Usually works outdoors wearing heavy personal protective equipment.

2230.123 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2230.124 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2230.125 Exposure to smoke, flames, intense heat and low visibility in fire fighting conditions.

2230.130 Mental Requirements

2230.131 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2230.132 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

2230.133 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2230.134 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2230.135 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2230.136 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2230.137 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2230.138 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2230.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Policy 2230 Fire Chief Job Description
Appendix A
Minimum Standards for Fire Chief
California

State Requirements:

1. ICS 200, 300, 400 (CICCS)
2. ICS 700, 701 and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decon (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 300, 400, 700, 800.a

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT and CPR certificates
2. Class B driver license with tank endorsement
3. Ambulance driver certificate
4. Requirements as set forth in MCSD Policy 2230, Fire Chief Job Description (computer knowledge, basic education requirements, etc.).

Optional requirements include: Firefighter 1 certification, Fire Management 1 (covers supervisory training requirement), Fire Investigation 1A and 1B, Registered State Fire Training Instructor, and Command 1A.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Paramedic- Job Description

POLICY NUMBER: 2235

ADOPTED: 8/28/2023

REVIEWED: 8/28/2023

REVISED:

2230.10 The position of Paramedic is a **non-overtime exempt/hourly** position under the Fair Labor Standards Act. The Paramedic is hired by the General Manager. Under the general direction of the Fire Chief, the Paramedic responds to medical, fire, rescue, and storm response alarms, and other emergency and non-emergency calls for assistance to protect life and property. The Paramedic also documents patient care, performs ambulance and EMS equipment maintenance, and does other related work as required. The Paramedic position will be evaluated annually or as otherwise warranted by the General Manager. A pre-employment physical and live scan shall be performed at district expense prior to employment.

2235.20 Knowledge of:

2235.21 **2235.21** The operation and maintenance of modern ambulances and EMS equipment.

2235.22 The incident command system.

2235.23 Local roads, and geography.

2235.24 Modern EMS codes and regulations.

2235.25 Modern paramedical operations and procedures.

2235.26 Modern communications, business and computer systems and related software and other equipment.

2235.30 Ability to:

2235.31 Lift up to 100 pounds.

2230.32 Operate computers, software and modern communications equipment related to fire service and business applications.

2230.33 Compile and prepare written reports and oral programs.

2230.34 Communicate effectively orally and in writing.

2230.35 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2235.40 Education/Experience Required

Education equivalent to graduation from high school.

2235.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class C driver's license. All required certificates and licenses must be maintained throughout employment.

2235.60 Residency Requirement

There is no residency requirement for this position.

2235.70 Basic Work Hours

2235.71 The Paramedic will be assigned to either A, B, or C Shift and work a rotating 48-Hour on, and 96-hour off-shift schedule.

2235.80 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2235.81 Task: Operate, repair, and maintain ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, and heavy equipment.

2235.82 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2235.83 Task: Prepares handwritten and typed written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2235.84 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs, and giving directions to vehicle operators.

2235.90 Environmental Demands

2235.91 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing, and heat to +100 degrees Fahrenheit.

2235.92 Usually works outdoors wearing heavy personal protective equipment.

2235.93 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2235.94 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2235.95. Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

2235.10 Mental Requirements

2235.11 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2235.12 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

2235.13 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2235.14 Judgment: Ability to work independently, prioritize work and make complex decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions.

2235.20 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2235 Paramedic Job Description Appendix A Minimum Standards for Paramedic California

State and Federal Requirements:

1. ICS 100, and 200 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. State of CA EMT Paramedic License

MCSD Requirements

1. Current EMT and CPR certificates
2. Class C Driver License.
3. Ambulance Driver Certificate.
4. Requirements as set forth in MCSD Policy 2230, Paramedic Description (computer knowledge, basic education requirements, etc.).

Optional requirements include Firefighter 1 certification.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Department Recruitment & Retention Coordinator –
Job Description

POLICY NUMBER: 2238

ADOPTED: November 8, 2021

REVIEWED:

REVISED:

2238.10 The position of Recruitment & Retention Coordinator is an overtime exempt position under the Fair Labor Standards Act. The Recruitment & Retention Coordinator is hired by the General Manager and Fire Chief for a period not to exceed four (4) years. This position is funded by a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Under the general direction of the District's Fire Chief, the Recruitment & Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, medical emergencies and provide care and transport to ambulance patients.

2238.20 Recruitment & Retention Coordinator must have knowledge of:

2238.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, and municipal water systems.

2238.22 The operation and maintenance of modern fire and EMS apparatus and firefighting equipment.

2238.23 Structural and wildland fireground tactics and strategies.

2238.24 The incident command system.

2238.25 Local water systems, roads, and geography.

2238.26 Modern emergency medical services (EMS) operations and procedures.

2238.27 Modern communications, business and computer systems and related software.

2238.30 Ability to:

2238.31 Provide the necessary fire and rescue operations during adverse conditions.

2238.32 Operate computers, software and modern communications equipment related to fire service and business applications.

2238.33 Compile and prepare written reports and oral programs.

2238.34 Communicate effectively orally and in writing.

2238.35 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2238.40 Education/Experience Required

Education equivalent to graduation from high school. Graduation from an accredited CA Fire Academy is preferred. Must possess a current California Emergency Medical Technician (EMT) certification or obtain within 60 days. Current enrollment or graduation from an accredited Paramedic Academy/Class.

All state and federal required standards for a Recruitment & Retention Coordinator to be met within one (1) year of employment as Recruitment & Retention Coordinator, Policy 2238 Appendix A, Minimum Standards for a Recruitment & Retention Coordinator.

2238.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within eight (8) months of employment, possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class B or C driver's license with Firefighter Endorsement. A Hazardous Materials Operational Certification. All required certificates and licenses must be maintained throughout employment.

2238.60 Residency Requirement

Employees in this position must establish and maintain residency in a location which allows response to emergency calls for service.

2238.70 Basic Work Hours

This is a 40 hour per week position with work hours coordinated with the Fire Chief. The Recruitment and Retention Coordinator is also subject to respond to calls after regular hours as available and with close coordination with the Fire Chief. The Recruitment & Retention Coordinator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2238.80 Essential Job Duties (Continued)

The Recruitment & Retention Coordinator is required to work the hours necessary or required to complete necessary projects or job functions. The Recruitment and Retention Coordinator's primary duties include:

2238.81 Responding to emergency calls for service at any hour of the day or night.

2238.82 Treat and transport patients in an ambulance.

2238.83 Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the McCloud Community Services District Fire Department.

2238.84 Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

2238.85 Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the McCloud Fire Department.

2238.86 Create and monitor MCSD Fire Department website and social media platforms in hopes to recruit new volunteers

2238.87 Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

2238.88 Maintaining cordial relations with all persons entitled to the services of McCloud Fire Department and attempting to resolve all public and firefighter complaints.

2238.89 Represents the department at local, county, state and federal agencies and organizations.

2238.90 Does other related work as required.

2238.91-99 Left blank intentionally

2238.100 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2238.111 Task: Operate, repair, and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and heavy equipment.

2238.112 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2238.113 Task: Prepares handwritten and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operating a computer and typewriter.

2238.114 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2238.100 Physical Requirements (Continued)

2238.115 Task: Plan, direct and control the recruitment of volunteer firefighters.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2238.116 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends, and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel, and overnight stays.

2238.120 Environmental Demands

2238.121 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2238.122 Usually works outdoors wearing heavy personal protective equipment.

2238.123 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2238.124 Noise/Vibration: Business/office machines, office located near and sometimes in highway traffic.

2238.125 Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

2238.130 Mental Requirements

2238.131 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2238.132 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the district's word processing software.

2238.133 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the district's current spreadsheet software.

2238.134 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2238.135 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2238.136 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2238.137 Social Skills: Ability to relate cooperatively with the fire Chief, volunteers, members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2238.138 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2238.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2238

Recruitment & Retention Coordinator Job Description Appendix A Minimum Standards for Recruitment & Retention Coordinator

CA State Requirements:

1. ICS 200, 300 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decontamination (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 700, 800

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT Paramedic License or the ability to be licensed within 8 months.
2. CPR certificates.
3. Class A, B, Commercial or Class C Drivers license with Firefighter Endorsement.
4. Ambulance Drivers License.
5. Requirements as set forth in MCSD Policy 2238, Recruitment & Retention Coordinator Job Description (computer knowledge, basic education requirements, etc.).

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Outside Employment**
POLICY NUMBER: **2240**
ADOPTED: **September 23, 2002**
REVIEWED: **09/12/13; 11/12/15; 10/21/20**
REVISED:

2240.10 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.11 The additional or outside employment leads to an actual financial conflict, or potential financial conflict of interest for said employee; or,

2240.12 The nature of the additional or outside employment is such that, in the reasonable opinion of the General Manager, it will reflect unfavorably on the District.

2240.13 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.20 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities or other District resources in connection with said employment.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250
ADOPTED: November 25, 2002
REVIEWED: 10/28/13; 11/12/13; 11/12/15; 10/21/20
REVISED: November 12, 2013

2250.10 Severance

The District does not ordinarily provide severance pay to employees whose employment is terminated voluntarily or involuntarily. However, the General Manager and the Board of Directors retain discretion to offer severance packages to employees on a case-by-case basis.

2250.20 Notice or Pay in Lieu of Notice

If an employee is involuntarily terminated, the employee will receive (in addition to earned salary and vacation benefits accrued) either two (2) weeks notice of the effective date of the termination or two (2) weeks pay in lieu of notice. It shall be within the General Manager's sole discretion to determine whether a specific employee shall receive actual notice or, on the other hand, pay in lieu of notice.

2250.30 Resignation

If an employee finds it necessary to resign, he or she is requested to give advance notice in writing to the General Manager specifying the last day he or she will be at work. This date will be considered the effective date of the resignation. Employees are asked to give at least two (2) weeks advance notice of the effective date of a resignation. Employees who do not provide the requested notice may be considered ineligible for rehire.

2250.40 Layoff Policy

All lay-offs shall occur in reverse order of hire. Those with the least seniority shall be the first to be laid off should the need arise. Should the District lay off any employee who has passed their probationary period, the District agrees to pay that employee Severance Pay in the amount of one month's salary at the employee's monthly salary at the time the lay-off occurs.

The District may divide the employees by office staff and field staff for the purpose of a lay-off; however, all lay-offs done within these two divisions of employees must be done in accordance with the seniority lay-off procedures listed above and in A and B of the Memorandum of Understanding.

In those cases, in which seniority becomes a factor, seniority shall be determined from an employee's first day of employment, except in the case of a rehired employee, for whom the most recent reemployment date shall be the date used to determine seniority. For purposes of this policy an employee, if returned to work after a layoff of twelve (12) months or less or following an approved leave of absence of twelve (12) months or less, shall be reinstated with no formal break in service with all previous seniority. However, additional seniority shall not accrue during the period of such layoff or leave.

2250.50 Exit Interview

Exit interviews are encouraged upon termination of employment regardless of the reason for termination. The General Manager may arrange an appointment with the employee for such an interview. At this time the employee may make any appropriate comments regarding his or her area of employment regarding any matter whatsoever. Such comments can be extremely helpful to future planning within the District. Exit interviews are also helpful in providing the opportunity to discuss such matters as benefits and insurance. Employees are expected to return all District property in their possession or control immediately on termination of employment for any reason.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Providing Employment Reference Information
POLICY NUMBER: 2255
ADOPTED: September 08, 2003
REVIEWED: 10/28/13; 11/12/13; 11/12/15;10/21/20, 11/12/20
REVISED: 11/12/13; 02/08/16; 01/25/21

2255.10 All information pertaining to the work performance of District employees or volunteers, promotions, demotions, terminations, layoffs or any other personnel information shall be considered confidential and shall not be publicly disclosed, except as specifically authorized in writing by the General Manager or Board of Directors and in accordance with law.

2255.20 Only the following information, once verified as accurate, may be publicly disclosed by the General Manager or his/her designee to anyone calling for an employment reference for a current or former District employee:

2255.21 Employee or Volunteer name

2255.22 Employee job title(s)

2255.23 Dates of service

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Personnel Action
POLICY NUMBER: 2260
ADOPTED: November 12, 2002
REVIEWED: 10/28/13, 11/12/13, 04/12/16, 01/10/17, 10/21/20
REVISED: 01/27/14, 02/13/17, 12/14/20

2260.10 Because the District and its employees are judged on their performance and results, it is important that both retain the ability to determine their respective relationships with one another. Consequently, it is important to note that employees and the District share the right to sever the employment relationship at will, at any time, with or without cause or advance notice. Any personnel action initiated by the District is subject to an employee's right of appeal as set forth below.

2260.20 Dismissal

All regular and part time employees of the District shall serve at the pleasure of the General Manager. The General Manager shall serve at the pleasure of the Board of Directors and may be dismissed at the will of the Board of Directors on the conditions set forth in the General Managers' employment contract.

2260.30 Other Personnel Action

As used herein, "personnel action" may also include, but is not limited to, disciplinary action other than dismissal such as warning, written reprimand, reduction of pay step, suspension from job duties with or without pay, demotion or probation.

2260.40 Persons Authorized to Initiate Personnel Action

The General Manager and/or Public Works Superintendent and/or Finance Officer shall have the authority to initiate personnel action against an employee. The employee who is the subject of such personnel action shall have an automatic right to appeal to the Board of Directors as set forth herein. The General Manager may delegate authority to initiate personnel action against non-supervisory personnel to department heads.

2260.50 Grounds for Personnel Action

Rules outlining acceptable conduct of employees are necessary for the orderly operation of District business and for the benefit and protection of the rights and safety of all employees. Examples of impermissible conduct that may lead to personnel action are identified below to promote understanding of what is considered to be unacceptable conduct and to encourage consistent action by the District in the event of violation. However, it is impossible to provide an exhaustive list of types of conduct that may result in personnel action. The following list will therefore contain only some of the examples of conduct that may lead to the imposition of personnel action, including dismissal.

Employees are also reminded that the employment relationship is "at will."

1. Fraud in securing employment.
2. Incompetency.
3. Inefficiency.
4. Inexcusable neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Being under the influence of alcohol, narcotics or habit-forming drugs while on duty.
8. Addiction to the use of narcotics or habit-forming drugs or use or possession of such materials in such a manner as to adversely affect job performance.
9. Inexcusable absence without leave.
10. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of their position. A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be conviction within the meaning of this section.
11. Disrespectful treatment of the public or other employees.
12. Improper political activity as governed by the Federal Hatch Act and the California Government Code.
13. Willful disobedience.
14. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with employment.
15. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the agency or employment.
16. Physical or mental disability when disability precludes the employee from the proper and safe performance of their duties and responsibilities and reasonable accommodation is not possible as determined by competent medical authority and business necessity.
17. Failure to possess or keep in effect any license or certificate or other similar requirement.

18. When use of sick leave interferes with the orderly operation of the District or the satisfactory performance of duties.
19. Job abandonment or unauthorized absences from work for 3 consecutive workdays.
20. Excessive tardiness.
21. Theft.
22. Altercations, whether physical or verbal, with other employees or Supervisors or the public.
23. Unlawful harassment including sexual or other harassment of other employees or customers.
24. Consistent failure to observe safety regulations after counseling, or other unsafe conduct.
25. Violation of District policies.
26. Wearing District Uniforms when not on duty is prohibited.

2260.60 Notice of Proposed Personnel Action

2260.61 The employee normally will be given advance notice of dismissal or other proposed personnel action. The employee will usually be given ten (10) calendar days to respond to the Notice of Proposed Personnel Action or Notice of Proposed Dismissal. However, if the General Manager or the Board of Directors has reasonable cause to believe that retention of an employee pending review of their response to the Notice of Proposed Personnel Action or proposed dismissal will result in damage to District property or will be detrimental to the interests of the District or injurious to the employee, fellow workers or the general public, then the General Manager and/or Board of Directors may suspend said employee immediately without pay and without benefits pending the employee's response and pending any appeal or hearing.

2260.62 The Notice of Proposed Personnel Action or proposed dismissal shall be served on the employee either personally or by certified mail.

2260.63 During the notice period, the employee is on normal pay status and normally remains on the job unless said employee has been suspended immediately without pay and without benefits. An employee also need not be paid during the notice period if he or she is unavailable to work, absent without leave or in jail.

2260.64 Contents of the Notice of Proposed Dismissal shall include:

2260.641 A statement that the employee is being dismissed and the effective date of the dismissal.

2260.642 If the dismissal is for cause, the notice should contain a specific statement of the causes upon which the dismissal is based. If the dismissal is without cause, the notice should contain a statement that the employee is being dismissed or terminated at the will of the Board of Directors or at the will of the General Manager as the case may be.

2260.643 A statement advising the employee of his right to appeal to the Board of Directors if the dismissal notice has been initiated by the General Manager and of the manner and time within which said appeal must be taken and of the required content of the appeal notice.

2260.65 Contents of the Written Notice of Proposed Personnel Action notice shall include:

2260.651 A clear and concise statement of the reasons for such action, including the acts or omissions and rules or policies violated, if any, on which the disciplinary action is based.

2260.652 A description of the proposed action to be taken and the date it will be effective.

2260.653 A statement advising the employee of the right to respond, either verbally or in writing, to the authority proposing the action prior to its effective date.

2260.654 A statement that a copy of the materials upon which the action is based is available for review.

2260.655 A statement advising the employee of the method and right to appeal and the time within which the appeal must be made.

2260.66 If the employee agrees with the proposed discipline, it shall be forwarded to the supervisor who shall meet with the employee within seven (7) working days to confirm the disciplinary action.

2260.67 If an employee wishes to formally appeal a written reprimand, the employee shall submit a written request to the General Manager within ten (10) days of receipt of the memorandum or the written notice of paragraph 2.

2260.68 The General Manager shall meet with the affected parties within ten (10) working days of receipt of a formal appeal and render his/her final decision within ten (10) working days thereafter. The employee shall have the right to submit a written response to the reprimand which shall also be placed in the employee's personnel file.

2260.70 Appeal and Answer

An employee may appeal in writing to the Board of Directors with respect to any dismissal or personnel action initiated by the General Manager within ten (10) calendar days of receiving the notice of proposed dismissal or personnel action.

2260.80 Failure to File Appeal Notice

If the employee against whom personnel action is filed fails to file a notice of appeal within the time specified, the personnel action shall be deemed final.

2260.90 Appeal Hearing and Timing

A hearing will be conducted at the earliest administratively convenient date (in closed session, unless the employee requests open session), taking into consideration the established schedule of the General Manager and the availability of the Board, counsel and witnesses (if applicable). The employee shall be entitled to appear personally, produce evidence and witnesses. The complainant may also be present. Informality in any such hearing shall not invalidate any order or decision made or approved by the Board of Directors.

2260.100 Hearing by the Board of Directors; Form and Content of Decision; Delivery of Copy to Party

The appeal shall be heard by a quorum of the Board of Directors. The Board may utilize the services of its counsel when ruling upon procedural questions, objections to evidence and issues of law.

2260.101 In hearing the appeal, the Board of Directors shall prepare a proposed decision which shall be in writing and shall contain findings of fact and either affirm, modify or revoke the proposed dismissal or other proposed personnel action.

2260.102 The decision of the Board shall also set forth the personnel action approved, if any.

2260.103 In arriving at a decision on the propriety of the proposed dismissal or other personnel action, the Board of Directors may consider the records of any relevant prior proceeding against the employee under these rules in which personnel action was ultimately sustained and any records contained in the employee's personnel files.

2260.110 Processing of Decision

The decision of the Board of Directors shall be certified in writing to all parties involved. A copy of the decision shall be delivered to the employee against whom the personnel action is taken and his or her designated representative personally or by certified mail. The decision of the Board shall be final.

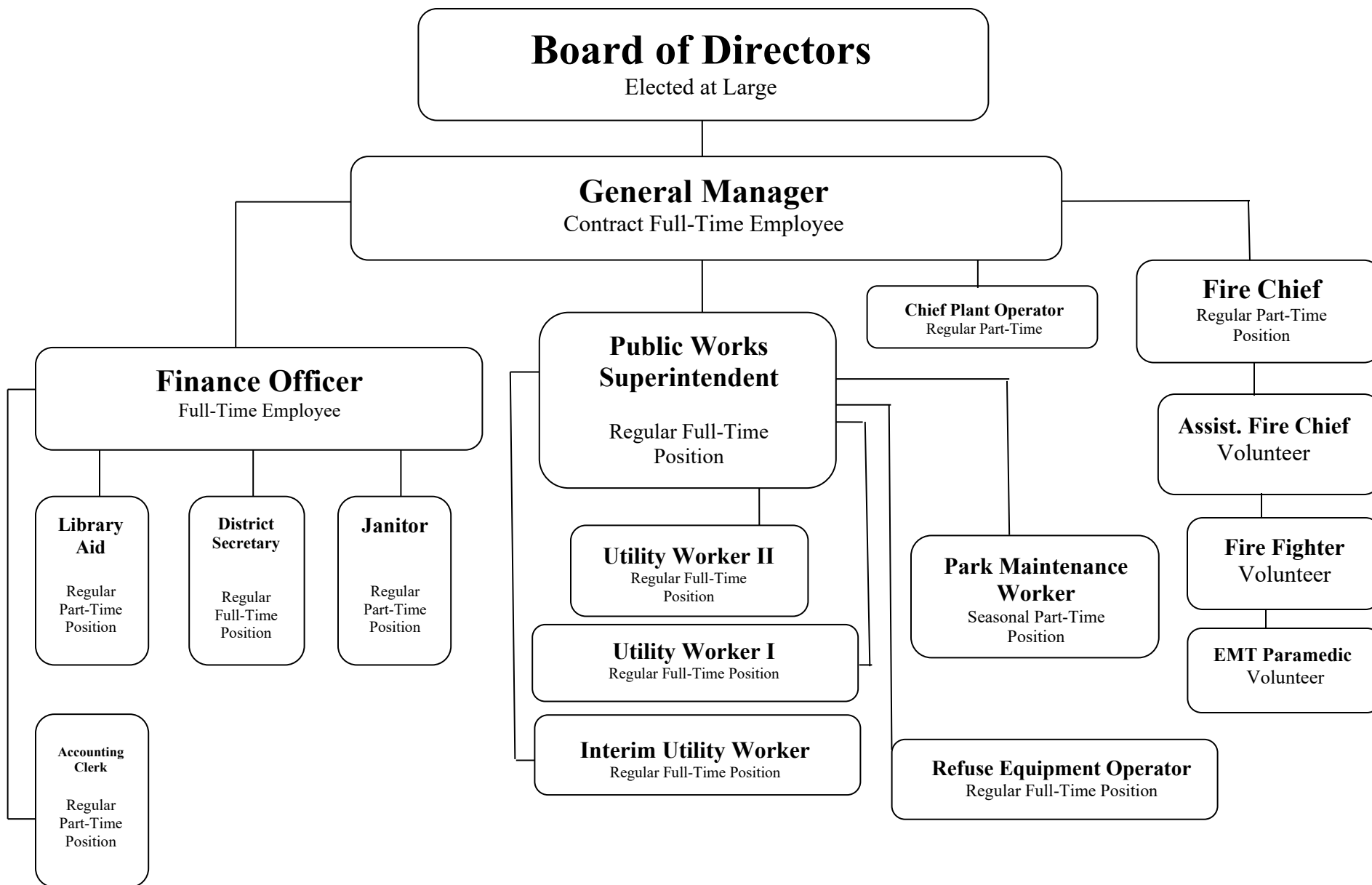
McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Organizational Structure
POLICY NUMBER: 2270
ADOPTED: November 12, 2002
REVIEWED: 08/12/13; 06/09/15; 05/10/16; 10/03/16; 01/10/17; 04/11/18; 09/11/20
REVISED: 08/12/13; 01/27/14; 07/13/15; 06/13/16; 02/13/17; 05/14/18; 10/12/20

2270.10 The Board of Directors hereby establishes the positions and classifications shown as Attachment A to this Policy. As positions or individual job descriptions are created, eliminated or modified, Attachment A shall be amended to reflect such change.

2270.20 Adoption of this policy shall in no way limit the Board of Directors' ability to add, eliminate or modify individual positions or job responsibilities.

Attachment A



McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employment Entrance Program
POLICY NUMBER: 2280
ADOPTED: January 26, 1998
REVIEWED: 10/28/2013; 11/12/2013; 11/12/2015; 06/13/2018; 10/21/20
AMENDED: 11/12/13, 03/25/19, 12/14/20

2280.10 All applicants for employment shall be physically qualified to perform the essential functions of the position for which employment is being sought. All applicants for employment shall submit to a medical examination, lab tests, drug screening after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant. The medical examination shall be completed by a medical doctor at a Board Approved Medical Facility to determine the applicant's ability to perform all job related physical activity requirements. The District will condition the offer of employment on the results of such examination and testing.

Employers are authorized by federal and state law to require a medical examination , Drug & Alcohol test, preemployment background screening, and Live Scan fingerprinting for prior criminal convictions, after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examinations if:

2280.11 All applicants for employment in similar positions are subject to such examinations regardless of disability.

2280.12 Information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that:

2280.121 Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

2280.122 First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

2280.123 Government officials investigating compliance with the federal or state law shall be provided relevant information on request.

2280.20 The District has determined that all applicants for full-time positions must be

examined by a medical doctor to determine the applicant's ability to perform the job related physical activity requirements of the job prior to the commencement of employment duties by the applicant.

2280.30 The District shall prepare and have on file a written job description for each employment position in the district which describes the essential functions of the job including the responsibilities, tasks, duties and qualifications for such position. In addition to the job description, the District shall also prepare a specification of the different types of physical activities required in the performance of each job such as lifting, bending, stooping, pushing, pulling, et cetera and the frequency that such physical activities will be required on a daily basis. The physical activity requirements should be developed by the District in consultation with those employees that are now performing the job in the district.

2280.40 Whenever the District accepts applications for a job opening, it shall include as part of any notice concerning the job opening, a general description of the essential functions and physical activity requirements of such job and a statement that the District will require that applicants be examined by a medical doctor to determine an applicant's ability to perform the job-related functions of the job prior to the commencement of employment duties by the applicant. The District shall review the job description and the physical activity requirements with each job applicant at the time of the job interview and each applicant is required to read and sign the Statement by Applicant included herein as Attachment A.

2280.50 The District shall appoint a local medical doctor or medical facility to perform the employment entrance medical examinations for the District on a regular basis. This may be the same medical doctor or medical facility to which the District refers employees with on-the-job injuries for treatment.

2280.51 At the time an offer of employment is made to a job applicant for a regular District position, and prior to the commencement of employment duties, the District shall condition the offer of employment on the results of the employment entrance medical examination, Drug & Alcohol test and Live Scan. The examination should be scheduled as soon as possible after the conditional offer of employment.

2280.60 Prior to the employment entrance medical examination, the District should send to the medical doctor or medical facility that will perform the examination, the job description and physical requirements form, which relate to the position for which applicant has been conditionally employed and which has been signed by the applicant. After completing the medical examination, the medical doctor must complete the Statement of Physician form, included herein as Attachment B, stating his/her opinion as to whether applicant is or is not medically able to perform the job-related functions of the job applied for and any recommendations concerning reasonable accommodations. If the medical doctor deems it necessary to review prior medical records of the applicant in order to reach an opinion as to whether or not the applicant is medically able to perform the job related functions of the job applied for, the District shall request the applicant to complete a Medical Records Release Form to enable the medical doctor to review such records and determine whether the applicant's prior

medical condition impacts the applicant's ability to perform the job related functions of the job. Refusal of an applicant to execute a Medical Records Release Form for the purpose of completing the employment entrance medical examination will disqualify the applicant consideration for employment. The medical doctor should then immediately return to the District, by mail, the completed job description form in an envelope marked "Confidential". The medical doctor may also provide to the District a written report concerning his/her evaluation of any medical conditions affecting applicant's ability to perform the job-related functions of the job applied for and any recommendations concerning reasonable accommodation to enable an applicant with a disability to perform all of the job related functions of a particular job.

2280.70 The District must consider the Statement of Physician (see attachment "B" of this policy) and any written report concerning the Employment Entrance Medical Examination, Drug and Alcohol test and Live Scan in determining whether the conditions of employment have been met.

2280.80 Reasonable accommodations to any disabling conditions of the applicant will be considered if not imposing undue hardship on the operation of the business of the District. The burden of establishing undue hardship is upon the District. Several factors may be considered in determining undue hardship including:

2280.81 The nature and cost of the accommodation.

2280.82 The overall financial resources of the District or the services involved.

2280.83 The number of persons employed at the District.

2280.84 The effect of such accommodation on the operation of the District.

2280.85 The overall size of the District and the number, type and location of its facilities.

2280.86 The type of operation or operations of the District, including the composition, structure and functions of the work force.

2280.90 The District shall not require a medical examination or make inquiry of an applicant as to whether such applicant has a disability, or as to the nature or severity of the disability, or ask general questions concerning the physical condition of an applicant, unless such examination or inquiry is job related and consistent with business necessity.

2280.100 Pre-Employment Background Screening

The District may require pre-employment background screening for certain positions after an offer of employment has been made to a job applicant and prior to commencement of the employment duties of such applicant. The District will condition the offer of employment on the

results of such background investigation. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on a particular job applicant.

All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential and are only viewed by individuals in the District who have direct responsibility in the hiring process. All screening reports are kept and maintained separately from an employee's personnel file. Under the Fair Credit Reporting Act (FCRA), all background screenings are done only after a person has received a disclosure and has signed a release. Any applicant who refuses to sign a release form will not be eligible for employment.

A job applicant has certain legal rights to discover and to dispute or explain any information prepared by a third party background screening agency. If the District intends to deny employment wholly or partly because of information obtained in pre-employment check conducted by the District's consumer reporting agency, the applicant will first be provided with a copy of the background report, a statement of rights, and the name, address, and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy.

The District also reserves the right to conduct a background screening any time after employment to determine eligibility for promotion, reassignment or retention in the same manner as described above.

Background checks may include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. The District may also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above. The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

**MCSO 2280 ATTACHMENT A – STATEMENT BY
APPLICANT**

Applicant Read and Sign

I hereby certify that I have no previous medical history or disability which would prevent me from performing the essential job functions or the physical activity requirements of the job for which I am applying. I have reviewed a copy of the physical activity requirements for this position.

I understand that the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job-related functions described in the physical activity requirements for this position as a condition of any offer of employment by the District.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I understand that the District will require me to have a Live Scan for this position as a condition of any offer of employment by the District.

I have received a copy of the District Statement of Drug Abuse Policy and consent to testing for the following drugs: Cocaine, Methamphetamines, Amphetamines, Marijuana, Opiates, Phencyclidine and Alcohol.

I hereby authorize the release of all medical information obtained during any medical examination to the McCloud Community Services District.

(Signature of Applicant)

Date _____

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employment Entrance Medical Examination Form

POLICY NUMBER: 2280 Appendix 1

ADOPTED:

AMENDED:

Name: _____

Job Title: _____

Shift: (Circle One) Days Evenings Nights

Job Summary: _____

PHYSICAL ACTIVITY REQUIREMENTS

Work Positions

Standing	Approx. 20% ___	Approx. 30% ___	Approx. 50% ___	70% or More ___
Walking	Approx. 20% ___	Approx. 30% ___	Approx. 50% ___	70% or More ___
Sitting	Approx. 20% ___	Approx. 30% ___	Approx. 50% ___	70% or More ___

Body Movements:

None	= 0
Occasional	= 0 to ¼ work day
Some	= ¼ to ½ work day
Frequently	= ¼ to ¾ work day
Continuously	= ¾ to full work day

Lifting

	0-20 lbs.	20-40 lbs.	40-50 lbs.	60-100 lbs.	Over 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Pushing and/or Pulling Loads

	0-20 lbs.	20-40 lbs.	40-50 lbs.	60-100 lbs.	Over 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

Carrying

	0-20 lbs.	20-40 lbs.	40-50 lbs.	60-100 lbs.	Over 100 lbs.
None					
Occasional					
Some					
Frequently					
Continuously					

- | | |
|---------------------------------------|---|
| Bending | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Kneeling/Squatting | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Reaching Overhead
Stretching | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Climbing Stairs | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Climbing Ladders | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Crawling | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Working on Rough
or Uneven Terrain | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |
| Dexterity | None <input type="checkbox"/> Occasional <input type="checkbox"/> Some <input type="checkbox"/> Frequent <input type="checkbox"/> Continuous <input type="checkbox"/> |

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Manager - Job Description
POLICY NO.: 2300
ADOPTED: November 25, 2002
REVIEWED: 02/11/13; 02/25/13; 03/10/15; 09/08/15; 02/09/16; 05/10/16; 10/03/16;
01/10/17; 05/09/17; 07/11/19; 9/11/20
REVISED: 02/25/13; 01/27/14; 04/13/15; 10/12/15; 03/14/16; 06/13/16; 02/13/17;
06/12/17; 08/12/19

2300.05 The General Manager is hired, evaluated annually or as otherwise warranted and terminated by the Board of Directors.

2300.10 Major Responsibilities

2300.11 Management: The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager oversees, organizes, and directs the activities and operations of the McCloud Community Services District, develops policy recommendations for the Board of Directors action and provides highly responsible and complex administrative support to the Board of Directors. The General Manager's position is a class that has **full responsibility** to the Board of Directors for the administration of **all** District services and activities and policies.

2300.12 The General Manager shall carry into effect the expressed policies of the Board of Directors. The General Manager shall communicate the goals and objectives of the Board to the community.

2300.13 The General Manager maintains cordial relations with all customers of the District and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2300.14 The General Manager shall ensure that all contracts, grants, agreements and policies and procedures of the District are properly carried out and implemented.

2300.15 The General Manager shall develop, maintain and advance appropriate relationships with other local governments and their staffs.

2300.16 The General Manager utilizes appropriate legal, accounting and other professional consultants hired by the Board of Directors.

2300.17 The General Manager shall establish, maintain quality standards, and coordinate the delivery of all public services for which the District is responsible.

2300.18 The General Manager shall serve as the District Treasurer upon appointment by the Board of Directors.

2300.20 Public Services and Facilities Planning and Development: The General Manager shall participate in the development of the District's work plans, projects and programs with the Public Works Superintendent, Finance Officer and other staff as appropriate, monitor work flow, review and evaluate departments' products, methods and procedures.

2300.21 The General Manager shall recommend a long-range plan of capital improvements, including provision of pertinent financial data and financing recommendations.

2300.30 Personnel: The General Manager acts as personnel officer for the District and employs such assistants and other employees as the General Manager deems necessary for the proper administration of the District and the proper operation of the works of the District in accordance with the positions authorized within the annual budget approved by the Board of Directors. The General Manager, Finance Officer and/or Public Works Superintendent and two (2) Board of Directors will be the interview committee for the hiring of all full-time employees.

2300.31 The General Manager, shall implement personnel and performance evaluation procedures, recruit, screen and select all District employees, and review all staff performance evaluations, ensure that all staff receive appropriate and necessary training, develop and maintain rapport among all staff members and promote a positive work atmosphere.

2300.40 Fiscal Operations:

2300.41 The General Manager shall supervise and direct preparation of the annual District budget, direct, review and evaluate annual budget requests of all District departments, direct and participate in continuous review of District expenditures throughout the fiscal year.

2300.42 The General Manager shall keep the Board informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated District programs.

2300.50 Duties in the Absence of a Finance Officer

2300.51 Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

2300.52 Responsible for signing liens for the District.

2300.53 Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

2300.54 Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

2300.55 Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

2300.60 Board of Directors: The General Manager attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.

2300.61 The General Manager shall advise the Board on matters of policy and administration, formulate and present to the Board plans to implement policies and accomplish goals established by the Board including planning the short, medium and long term work program and capital improvements for the District, and direct implementation of the system of priorities and levels of service established by the Board.

2300.62 The General Manager shall provide guidance to the Board of Directors in developing strategic goals and objectives, plan Board and community meetings and be responsible to maintain Board meeting and District business records.

2300.70 Prerequisite Qualifications

2300.71 The General Manager shall have a minimum of five (5) years of management experience, including experience in an increasingly responsible public agency position. Operations and/or experience of a water and/or sewer system is preferred.

2300.72 The General Manager shall possess or obtain and continuously maintain a valid California driver's license and a satisfactory driving record.

2300.73 High School diploma required.

2300.74 Possess or obtain within one year and continuously maintain a State certification in Water Treatment and/or Distribution (D-2 License). This may be extended by one (1) year with approval by the Board of Directors.

2300.75 The ability to effectively communicate both written and verbal with political officials, the constituents of the District and other governmental agency personnel.

2300.76 Understand and implement principles and practices of leadership, motivation,

team building and conflict resolution.

2300.77 Knowledge of the organizational and management practices as applied to the analysis and evaluation of District programs, policies and operational needs.

2300.78 Knowledge of the principles and practices of public agency organization, administration, personnel management, and finance.

2300.79 Must live within 30 minutes of the District to be able to respond to emergencies.

2300.80 Knowledge of the principles and practices of policy development and implementation.

2300.81 Knowledge of the principles and practices of local government administration and operations, local, state and federal laws, regulations and codes especially those affecting governance of a community services district as defined in the California Government Code.

2300.82 Knowledge of the principles and practices of government budget preparation and administration.

2300.80 Basic Work Hours Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary to effectively administer the affairs of the District. The General Manager is exempt from overtime pay or compensatory time off as an administrative employee pursuant to Section 2080.62 of Board Policy.

2300.90 Essential Job Duties The General Manager is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2300.91 Task: Assist in planning, direction and control of the administration and operation of District, including personnel management.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; sitting in office environment for extended periods; driving vehicle; travel to out of town meetings with overnight stays.

2300.92 Task: Prepare and/or review policy proposals, timesheets, written instructions and drawings, reads and negotiates contracts, specifications, details and plans and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2300.93 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2300.94 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2300.95 Task: Conducts meetings of personnel, may attend meetings of other governmental agencies and organizations, attends training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicles, out of town travel and overnight stays.

2300.96 Task: Perform customer work relations.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2300.100 Marginal Job Duties

2300.101 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2300.102 Task: Performs construction inspection work, exterior emergency utility and facility service work in the absence of adequate staffing or in the event of an emergency.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.), climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2300.110 Environmental Demands

2300.111 Outside: Travels to do out-of-office business in a variety of weather

conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2300.112 Works indoors in temperature-controlled environment.

2300.113 Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2300.114 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2300.120 Mental Requirements

2300.121 Reads: complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2300.122 Writes: reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2300.123 Math: Ability to perform complex mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2300.124 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform high level management functions, produce reports and spreadsheets.

2300.125 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2300.126 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2300.127 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2300.128 Communication Skills: Ability to quickly organize and communicate

thoughts orally, written or graphically. Ability to understand communications from others.

2300.130 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2300.140 The General Manager shall be required to sign the General Manager Employment Agreement Policy 2301 – Terms and Conditions of General Manager Employment – Attachment 2301A at time of employment.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Terms and Conditions of General Manager Employment
POLICY NUMBER: 2301
ADOPTED: December 09, 2002
REVIEWED: September 8, 2015, July 11, 2019
AMENDED: August 08, 2005; October 12, 2015, July 8, 2019

2301.10 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors, prepared substantially in accordance with the draft General Manager Employment Agreement, Attachment 2301 A to this policy. The agreement of employment shall be for the period of time as specified therein.

2310.20 Should any provision of the employment agreement between the General Manager and the Board of Directors conflict with District policy, the employment agreement will control.

MCS D 2301A
GENERAL MANAGER EMPLOYMENT AGREEMENT
DRAFT

This Agreement is made by and between the McCloud Community Services District, Siskiyou County, California, a community services district formed under applicable provisions of the Government Code of the State of California (hereinafter referred to as "District) and _____, an individual and an employee of the District (hereinafter referred to as "General Manager"). This Agreement is made with reference to the following facts:

- a) The District is desirous of employing a qualified person to render the particular and special services of a professional nature with respect to the administration of the affairs of the District.
- b) California Government Code Section 61000 et seq. requires the District's Board of Directors to appoint a General Manager of the District and authorizes the execution of an employment contract following such appointment.
- c) The District's Board of Directors wishes to enter into an employment contract with _____ to secure his/her professional services on behalf of the District.

IT IS AGREED:

DUTIES: The General Manager shall perform the duties as prescribed by the Board of Directors in Policy 2300. The General Manager shall execute all powers and duties in accordance with the policies adopted by the Board, the provisions of the Government Code and all other applicable provisions of law. *[Insert here special requirements above and beyond those listed in Policy 2300 regarding desired duties]*

GENERAL MANAGER AND BOARD RESPONSIBILITIES: The General Manager shall have the primary responsibility for the execution of District policy, including the day-to-day operation of the District's facilities, services and programs, whereas the Board shall retain the responsibility of formulating and adopting said policy. *[Insert here special requirements above and beyond those listed in Policy 2300 regarding board/manager relations]*

PERSONNEL MATTERS: The General Manager shall act as the employee relations officer for the District as detailed in Policy 2300. *[Insert here special requirements above and beyond those listed in Policy 2300 regarding personnel relations]*

TERM OF EMPLOYMENT AND COMPENSATION: Subject to the provisions for termination of this Agreement set forth below, the General Manager shall begin his/her employment with the District for a term of _____ years and shall be paid the annual sum _____ Dollars for his/her full-time services, accruing neither overtime nor compensatory time, prorated and payable _____ [bi-weekly], subject to the following adjustments:

- a) Following the annual performance evaluation of the General Manager, he/she may negotiate for a salary increase effective the following fiscal year.

- b) On July 1 of the initial year of this agreement and each year thereafter, the General Manager shall be entitled to and shall receive a cost of living salary increase if afforded to the other regular employees of the District as approved by the Board.
- c) The Board of Directors may approve an increase in the General Manager's salary for exemplary performance and/or securing additional District funding sources (above and beyond) the current fiscal year budget.

FRINGE BENEFITS: The General Manager shall be afforded such fringe benefits of employment as are granted to the District's regular employees, as may be specified in the Personnel Policy of the District's Policy Manual.

PERFORMANCE OBJECTIVES: No later than May 1 of each year, under this Agreement, the General Manager shall meet with the Board to identify the General Manager's performance objectives for the following year. Said performance objectives shall be proposed by the General Manager in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the General Manager. Performance objectives shall be consistent with the duties and responsibilities set forth in this Agreement.

EVALUATION: The Board shall evaluate the performance of the General Manager annually. The evaluation shall be based on the duties and agreed upon performance objectives.

TERMINATION AND DISMISSAL: The General Manager shall serve at the will and pleasure of the District's Board of Directors and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent the District from terminating this Agreement and the services of the General Manager in its sole discretion. The following provisions shall apply to termination and dismissal:

- a) The General Manager may be terminated after _____ [months, weeks, years, etc.] of physical or mental disability that prevents the General Manager from performing his essential job duties. Under such circumstances, the Board of Directors reserves the right to terminate this Agreement without providing any severance pay or continuation of health benefits.
- b) Except as provided in the preceding paragraph, if the Board of Directors terminates the employment of the General Manager without cause, the District shall pay the General Manager severance pay in an amount equal to his total monthly compensation for _____ months plus continuation of health benefits at District expense for _____ months.
- c) The Board of Directors shall have the right to discharge the General Manager and terminate this Agreement for cause in the event of any willful breach of duty by the General Manager in the course of his employment or in the case of the General Manager's habitual neglect of his duties, or upon conviction of a felony or a crime involving moral turpitude. In the event of the General Manager is terminated for cause, the General Manager shall not be entitled to any severance pay or continuation of health benefits.

- d) The General Manager may terminate this Agreement at any time upon sixty (60) days written notice to the Board of Directors. In the event that the General Manager should exercise his option to terminate this Agreement (resign from District employment), the General Manager shall not be entitled to any severance pay or continuation of health benefits.
- e) In the event of the General Manager's termination without cause, the severance pay and other benefits provided for in this Agreement shall be the General Manager's sole remedy.

APPLICABLE LAW: This Agreement shall be constructed in accordance with, and governed by the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.

EFFECTIVE DATE AND TERM: Subject to the termination provisions provided herein, this Agreement shall be effective as of the date first written above for an initial term of _____ year(s). In such event, this Agreement will expire at the end of the last term.

This Agreement is allowed to expire at the end of any term, the General Manager shall not be entitled to any severance pay or continuation of health benefits, as otherwise provided herein.

ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the District and the General Manager and supersedes all prior agreements respecting the same subject, provided however, that all practices as described in the Personnel Policy of the District's Board Policy, as they now exist or may hereafter be amended shall apply to the General Manager, unless contrary to specific provisions of this Agreement.

Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not intended herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

AMENDMENTS: Any modifications of this Agreement will be effective only if in writing and signed by both the General Manager and the District Board.

Dated this _____ day of _____, 20__.

President, Board of Directors

General Manager, McCloud Community Services District

ATTEST: _____
Secretary of the Board

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Finance Officer – Job Description
POLICY NUMBER: 2305
ADOPTED: October 28, 2002
REVIEWED: 02/11/13; 02/25/13; 09/08/15; 10/03/16; 01/10/17; 06/10/20
REVISED: 10/27/14; 10/12/15; 02/13/17; 07/13/20

2305.10 The Finance Officer, a member of the District management team, is hired by the General Manager, working under the broad policy guidance of the General Manager and with a minimum of supervision. This position exercises independent decision-making authority and discretion and works under minimal supervision with regard to the duties listed herein.

2305.11 The Finance Officer will be annually evaluated by the General Manager.

2305.20 The Finance Officer:

2305.21 Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

2305.22 Supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records.

2305.23 Provides accounting services to management and the Board of Directors by maintaining the records of accounts, accumulating cost and other similar data, preparing checks, reports and statements. Will give the board no less than the quarterly printed financial reports of the budget and LAIF accounts.

2305.24 Supervises and performs a variety of duties relating to maintenance of the District's accounting system by interpreting, supplementing and revising the system as necessary,

2305.25 Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in District finances.

2305.26 Provides the services thereof as prescribed in Government Code section

61240, being responsible, under the direction of the General Manager, for depositing, transferring and investing District funds pursuant to the District's investment policy adopted per the requirements of Government Code section 53646, maintaining efficient fiscal practices to maximize non-operational earnings, maintaining cash flow for needed liquidity and makes deposits and transfers.

2305.27 Invests District funds and prepares associated reports as required by the investment policy mentioned above and provides annual review of the investment policy as required by law.

2305.28 Attends meetings of the Board of Directors, Finance and Audit Committee meetings and such other meetings as the Board specifies from time to time.

2305.29 Responsible for signing liens for the District.

2305.30 The Finance Officer further:

2305.31 Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

2305.32 Assists the General Manager in the coordination, formulation and implementation of budgets for the various service departments, effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administration tasks in support of the General Manager.

2305.40 Prerequisite Qualifications

2305.41 A pre-employment physical shall be performed, at district expense, prior to employment. As this position requires manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening, and a live scan is also required as a condition of district employment.

2305.42 High School Diploma required. Bachelor's degree desirable. Accounting, economics, business administration or a related field, experience and/or training in public agency accounting, payroll management and bookkeeping is required. Experience with public agency accounting computer software, the District's current word processing and spreadsheet software, or equivalent combination of education and experience.

2305.43 Valid California driver license and satisfactory driving record.

2305.50 Basic Work Hours: Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary

to effectively administer the affairs of the District. The Finance Officer is exempt from overtime pay and compensatory time off as an administrative employee pursuant to Section 2080.60 of Board Policy.

2305.60 Essential Job Duties: The Finance Officer is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2305.61 Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2305.62 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects tools or controls, operating a computer.

2305.63 Task: Does District banking.

Physical Demand: Sitting, standing, walking, driving vehicle, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2305.64 Task: Prepares handwritten and typewritten reports, forms, questionnaires, etc. in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2305.65 Task: Writes/prints checks and warrants.

Physical Demand: Sitting, close vision, use of hands to write and to finger, handle or feel objects, tools or controls.

2305.66 Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision, speaking, hearing, driving vehicle.

2305.67 Task: Assists General Manager/Public Works Superintendent and other field personnel in determining appropriate classifications within the accounting system for expense designations.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2305.68 Task: Inspects and evaluates inventory control system to assure accuracy and appropriateness of distribution and use of materials, tools and equipment

Physical Demand: Sitting, standing, walking over uneven ground, distance vision, speaking, hearing, use of hands to finger, handle feel objects, tools or controls, driving vehicle.

2305.69 Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, driving vehicle.

2305.70 Marginal Job Duties

2305.71 Task: Operation of telephone, two-way radio, cash register, copier, facsimile machine, typewriter, printers and other related business machines, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting, standing, stooping, bending, squatting, walking, occasionally lifting and carrying up to 50 lbs., pushing, pulling, close vision, speaking, hearing, us of hands to finger, handle feel objects, tools or controls.

2305.80 Environmental Demands:

2305.81 Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

2305.82 Inside: Usually works indoors in temperature-controlled environment.

2305.83 Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

2305.84 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2305.90 Mental Requirements:

2305.91 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2305.92 Writing: Creates reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2305.93 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2305.94 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2305.95 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2305.96 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2305.97 Social Skills: Ability to relate cooperatively with members of the public, Directors and District personnel on a constant and face-to-face basis.

2305.98 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2305.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Public Works Superintendent – Job Description
POLICY NUMBER: 2310
ADOPTED: November 12, 2002
REVIEWED: 02/25/13; 03/11/13; 10/13/15; 04/11/18; 05/13/20
REVISED: 03/11/3; 02/22/16; 05/14/18; 06/08/20

2310.10 The Public Works Superintendent is hired and evaluated annually by the General Manager. The Public Works Superintendent, a member of the District management team, is the supervisor of the Public Works Department, working under District Board policy and guidance of the General Manager. This position exercises independent decision-making authority and discretion and works under minimal supervision with regard to the duties listed herein and is accountable to the General Manager.

2310.11 The Public Works Superintendent is exempt from overtime pay as an executive employee pursuant to Section 2080.60 of Board Policy.

2310.12 The Public Works Superintendent is required to carry the on-call phone when the District has less than two (2) operators on staff and will be paid according to the District MOU with Operating Engineers Local Union NO. 3.

2310.20 The Public Works Superintendent:

2310.21 Performs complex and specialized supervisory, administrative tasks, technical and maintenance work in the planning, construction, operation, repair and maintenance of the District’s water and sewer infrastructure and treatment systems, refuse operations, public buildings, facilities, grounds, parks and rolling stock.

2310.22 Trains, directs and supervises District’s maintenance, utility, refuse, assigned clerical and professional staff.

2310.23 Assists the General Manager in preparation of the annual budget, plans purchases and capital improvements for the field operations departments, administers adopted budget in assigned area of responsibility.

2310.24 Evaluates daily work load, creates work schedules daily, determines priorities, insures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations, determines applicable codes, regulations and requirements for assigned projects.

2310.25 Responsible for maintaining compliance with various operating permits such as the Department of Health Services Drinking Water Permit, Regional Water Quality Control Board Stormwater, Refuse Collection Permit and Waste Discharge Permits.

2310.26 Coordinates work with other agencies.

2310.27 Responds to public inquiries, complaints and/or requests for emergency service in a courteous manner, provides information within areas of assignment, resolves complaints in an efficient and timely manner.

2310.28 Evaluates performance and completes annual written performance evaluations of all public works employees.

2310.29 Attends board meetings of the Board of Directors, training programs and meetings.

2310.30 The Public Works Superintendent further:

2310.31 Consults with the General Manager on priorities, plans and policies.

2310.32 Reviews project development plans for compliance with ordinances, regulations and standards, adequacy of applications for service or development and compliance with approved plans.

2310.33 Prepares and/or reviews safety reports and programs, conducts safety meetings and training, prepares and implements operating procedures in compliance with the District Injury and Illness Prevention Program.

2310.34 Prepares required state, federal and local agency reports.

2310.35 Maintains harmony among workers and resolves grievances.

2310.36 Assists the General Manager in the development of sewer and water master plans, capital improvement programs and other plans involving District infrastructure.

2310.37 Develops, implements and oversees maintenance programs for the District infrastructure and equipment.

2310.38 Maintains regular contact with consulting engineers, construction project engineers, county, state and federal agencies, professional and technical groups and associations and the general public regarding District operational activities and services. Effectively communicates pertinent information from such contacts to all effected District staff.

2310.39 Responsible for supervision of the coordination, purchase and inventory of all materials and supplies needed for construction projects, operation and maintenance of the District facilities, equipment, water and sewer systems within the approved budget.

2310.40 The Public Works Superintendent also:

2310.41 Issues oral and written disciplinary action within established guidelines, agreements and Board Policy for all public works employees of the District.

2310.42 Studies and standardizes operational procedures and related policies to improve efficiency and effectiveness of operations.

2310.43 Evaluates Public Works needs and assists the General Manager in the formation of short and long range plans to meet the community public service needs.

2310.44 Assists the General Manager in overseeing project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time, budget and specifications for the project.

2310.45 Assures that vehicles, equipment and facilities are maintained in proper working order and in compliance with state and federal standards and the District Injury and Illness Prevention Program.

2310.46 Serves as Interim General Manager in the event of the General Manager's extended absence or unavailability.

2310.50 Prerequisite Qualifications

2310.51 High school diploma or the equivalency thereof.

2310.52 Five (5) years of experience, or combination of training and experience, as a District Utility Worker I or II, Maintenance Worker or comparable non-District position. A minimum of one (1) year of experience in operation and maintenance of a public water and/or sewer system is required.

2310.53 The Public Works Superintendent must possess and continuously maintain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services.

2310.54 Prefer the Public Works Superintendent has and continuously maintain a valid Grade 1 Sewer Collection System Operator Certificate issued by the California Water Environmental Association (or comparable certificate) within eighteen (18) months of regular appointment to this position.

2310.55 Knowledge of capability and operation of construction tools and equipment.

2310.56 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

2310.57 Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

2310.60 Prerequisite Qualifications – Continued

2310.61 Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

2310.62 Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license with an airbrake endorsement.

2310.63 Knowledge of OSHA General and Construction Industry Safety orders, California Department of Transportation Manual of Traffic Control Safety and other laws and regulations governing the utility and construction industries, facility maintenance and operation of water and sewer systems.

2310.64 Knowledge of Safe Drinking Water Standards and Wastewater Discharge requirements applicable to the District, Storm water Discharge requirements applicable to the operation and maintenance of the District closed landfill site.

2310.65 Knowledge of civil engineering principles, practices and methods, as applicable to a municipal setting.

2310.70 Basic Work Hours

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however this position requires regular work before and/or after normal office hours, including weekend work and out of town travel for more than one day. The Public Works Superintendent is paid a fixed salary intended to cover all compensation to which the employee is entitled regardless of the number of hours worked in any work week. Therefore, this position is not entitled to receive payment of overtime compensation pursuant to Section 2080.60 of Board Policy.

2310.80 Essential Job Duties

The Public Works Superintendent is required to work the hours necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully

perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2310.81 Task: Administration and supervision of water and sewer system maintenance, repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing and driving vehicle and heavy equipment. Must occasionally

wear a self-contained breathing apparatus, climb stairs or ladders.

2310.82 Task: Prepare work schedules, written instructions and drawings, supervise the coordination of inventory control and purchasing functions, read contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking; close vision; reading; handwriting; use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2310.83 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

2310.84 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2310.85 Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2310.86 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

2310.87 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2310.88 Task: Inspect District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

2310.89 Task: Prepare drawings, reviews plans and specifications.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle, or feel objects tools or controls, reading, handwriting.

2310.90 Marginal Job Duties

2310.91 Task: Serves as Interim General Manager in the absence of the General Manager.

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles.

2310.92 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2340.93 Task: Operate and maintain park maintenance equipment, prepare park facilities for special events.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2310.94 Task: Assist in performing general building and facility maintenance, and green waste removal.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.),

climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2310.95 Task: Operate, maintain refuse collection equipment and assist in providing collection services.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2310.100 Environmental Demands

2310.011 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

2310.102 Inside: Regularly works indoors in temperature-controlled environment.

2310.103 Fumes/Gases: Exposure to perfumes and colognes, fumes from construction equipment, sewer gases and dust from construction operations.

2310.104 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2310.110 Mental Requirements

2310.111 Reading: Reads complex technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents pertinent to the construction, repair and replacement of water distribution facilities.

2310.112 Writing: Writes daily work orders, reports, memos, messages, prepares letters, faxes and other word processing documents, prepares as-built sketches and fills out other information forms.

2310.113 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2310.114 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2310.115 Repetition: Minimal repetitive work.

2310.116 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2310.117 Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

2310.118 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2310.120 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
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POLICY TITLE: Utility Worker II – Job Description
POLICY NUMBER: 2320
ADOPTED: October 28, 2002
REVIEWED: August 17, 2015, 04/11/18, 10/21/20
REVISED: 08/12/13; 02/22/16; 05/14/18; 12/14/20

2320.10 **General Job Description** the Utility Worker II is hired by the General Manager and evaluated annually by the Public Works Superintendent and presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or General Manager.

2320.12 Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

2320.13 Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings, and appurtenant facilities.

2320.14 Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

2320.15 Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

2320.16 Develops and presents to subordinates information relating to safety in conformance with District's safety program.

2320.20 Under the direction and supervision of the Public Works Superintendent:

2320.21 Processes records relating to job costs and time expenditures of equipment and District personnel.

2320.22 Coordinates purchases of all materials, supplies, parts and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings and infrastructure. Completes the associated purchase orders, bid packets and required documentation for such inventory maintenance.

2320.23 Responsible for developing, implementing and updating as needed the District's inventory control system.

2320.24 Assists in the preparation of the utility and maintenance department budgets.

2320.25 Assists the District Interim Utility and Utility Worker I crew as needed to maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment efficiently and productively.

2320.26 Share standby and emergency service responsibilities with other field personnel.

2320.27 Assist in refuse collection operations and maintenance of related equipment.

2320.28 And other duties as assigned.

2320.29 Under the direction of the Public Works Superintendent assists in the planning and preparation of project and work schedules and assigning individual employees and crews to specific tasks.

2320.30 Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District's domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.

2320.31 Trains or assists in training of subordinates.

2320.30 Prerequisite Qualifications

2320.31 High school diploma or the equivalency thereof.

2320.32 Five (5) years of experience, or combination of training and experience, as a District Utility Worker I, Maintenance Worker or comparable non-District position. Supervises employees in the positions of Interim Utility Worker, Park Maintenance Worker, part-time, seasonal and temporary classifications.

2320.33 The Utility Worker II must have and continuously maintain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services.

2320.34 Knowledge of capability and operation of construction tools and equipment.

2320.35 Knowledge of water distribution and sewage collection systems and wastewater treatment facilities.

2320.36 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

2320.37 Knowledge of the practices, principles, methods, tools, and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

2320.40 Prerequisite Qualifications – Continued

2320.41 Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

2320.42 Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license is required with an air brake endorsement.

2320.50 Basic Work Hours

Regular Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

2320.60 Essential Job Duties

The Utility Worker II is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2320.61 Task: Performance and supervision of water and sewer system maintenance, repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven

ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), and driving vehicle and heavy equipment. Must occasionally wear a self-contained breathing apparatus, climb stairs or ladders.

2320.62 Task: Prepare work schedules, written instructions, and drawings, reads contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2320.63 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2320.64 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2320.65 Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2320.66 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2320.67 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2320.68 Task: Inspects District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2320.69 Task: Prepare drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

2320.70 Essential Job Duties – Continued

2320.71 Coordinates and performs inventory control and purchasing functions.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, climbing stairs or ladders, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer.

2320.80 Marginal Job Duties

2320.81 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste

2320.82 Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2320.83 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2340.84 Task: Assist in performing general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.),

climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2320.85 Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2320.90 Environmental Demands

2320.91 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

2320.92 Inside: Occasionally works indoors in temperature-controlled environment.

2320.93 Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

2320.94 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2320.100 Mental Requirements

2320.101 Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

2320.102 Writing: Writes daily work orders, reports, memos, messages, purchase orders, prepares letters, faxes and other word processing documents, prepares as-built sketches, and fills out other information forms.

2320.103 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2320.104 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2320.105 Repetition: Minimal repetitive work.

2320.106 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2320.107 Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

2320.108 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2320.20 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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POLICY TITLE: Interim Utility Worker – Job Description
POLICY NUMBER: 2335
ADOPTED: November 12, 2002
REVIEWED: 07/22/13; 08/12/13; 08/17/15; 02/09/16; 04/11/18; 10/21/20
REVISED: 08/12/13; 03/14/26; 05/29/18, 12/14/20

2335.10 General Job Description

The Interim Utility Worker is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

- 2335.11** Works independently or as a member of a crew to efficiently and productively operate, repair, construct, replace and maintain the District water and sewer systems.
- 2335.12** Performs a wide variety of unskilled and semi-skilled manual labor and automated tasks.
- 2335.13** Share standby and emergency service responsibilities with other field personnel.
- 2335.14** Respond to public inquiries, complaints and/or requests for emergency service in a courteous manner, provide information within areas of assignment and resolve complaints in an efficient and timely manner.
- 2335.15** Assist in cleaning up work sites, assure proper disposal of hazardous materials as established by District guidelines, perform work related to the handling of sludge at the wastewater treatment facilities.
- 2335.16** Operate control valves, record levels and perform effluent quality analysis work at the wastewater treatment facility.
- 2335.17** Perform chlorine residual testing and recording of related data.

2335.18 Operate and perform light maintenance on a range of vehicles, heavy equipment and construction equipment including cranes, loaders, trenchers, backhoe, motor grader, compaction equipment and various trucks used in the repair and maintenance of pipes, channels, roads, rights-of-way and other water distribution and wastewater collection facilities.

2335.19 Performing preventative maintenance on pumps, valves, hydrants and other water distribution facilities, performs various mechanical, electrical, carpenter and painting tasks.

2335.20 General Job Description – Continued

2335.21 Perform traffic control functions, set up traffic warning devices and barricades, direct traffic around work sites, maintain related equipment. Performs other duties as assigned.

2335.22 Operate and perform light maintenance on a variety of equipment, including hand, air and power tools, generators, whackers, compressors, cement mixers and trucks.

2335.23 Check job sites for potential hazards, determine precautions for safe equipment operation, perform assignment in compliance with safety regulations and the District's code of safe practices, perform scheduled facility safety inspections.

2335.24 Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

2335.25 Maintain accurate and complete records of work performed.

2335.26 Assist in snow removal operations as needed and maintenance of related equipment.

2335.27 Assists with Park Maintenance as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

2335.28 Assist in refuse collection operations and maintenance of related equipment.

2335.281 Cannot operate District vehicles or equipment without the proper training, required license/s and/or endorsements to do so.

2335.30 Prerequisite Qualifications

2335.31 High school diploma or the equivalency thereof.

2335.32 Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable water transmission systems.

2335.33 Must have a satisfactory driving record, a valid California driver's license and be able to obtain a valid Class B driver's license with air brake endorsement within twelve (12) months of the date of designation as a result employee. If the employee successfully receives the Class B driver's license with air brake endorsement the employee will go to the first step at Utility Worker I.

2335.34 Two (2) years of experiences, or combination of training and experience, as a District Park Worker or comparable non-District position.

2335.40 Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

2335.50 Essential Job Duties

The Interim Utility Worker is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2335.51 Operate, repair and install valves, fire hydrants, water mains, service connections, chlorination equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, cold water and untreated sewage, exposure to chlorine chemicals.

2335.52 Task: Construction of water and sewer main services.

Physical Demand: Standing, walking lifting, pushing, pulling and carrying regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.; kneeling, stooping, bending,

squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; working for extended periods in extremely hot or cold weather.

2335.53 Task: Assists in emergency standby rotation with other utility and maintenance staff; responding to customer complaints and questions.

Physical Demand: Sitting, standing, walking close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, drive vehicle.

2335.54 Task: Prepared hand written and typewritten reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various water and sewer operating permits and construction projects.

Physical Demand: Sitting, close vision, reading; handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2335.55 Task: Perform water quality sampling.

Physical Demand: Sitting, standing, walking on even ground in adverse weather conditions and/or deep snow, close vision, reading; handwriting, use of hands to finger, handle or feel objects, tools, or controls; driving vehicle.

2335.56 Task: Heavy Equipment, construction equipment, pump and vehicle maintenance.

Physical Demand: Sitting, standing, walking lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50lbs.) kneeling, stooping, bending for periods of up to 1 hour, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and/or equipment in road conditions that cause continuous bouncing and jarring.

2335.57 Task: Location of District facilities (infrastructure).

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, use of hands to operate locating equipment, driving vehicle.

2335.58 Task: Perform traffic control operations to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing continuously in one location, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs, and to give direction to vehicle operations; driving vehicle.

2335.60 Essential Job Duties

2335.61 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

2335.62 Task: Perform water and sewer easement operations.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently over 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to wasp and bee stings.

2335.70 Marginal Job Duties

2335.71 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

2335.72 Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2335.73 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2335.74 Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2335.75 Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2335.80 Environmental Demands

2335.81 Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

2335.82 Inside: Seldom. Works indoors in temperature-controlled environment.

2335.83 Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

2335.84 Noise/Vibration: Moderate exposure to noise, minimal vibration from tools and equipment.

2335.90 Mental Requirements

2335.91 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2335.92 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and descriptions of work done.

2335.93 Math: Ability to perform basic math calculations. Ability to count and measure.

2335.94 Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

2335.95 Repetition: Routine daily work practices.

2335.96 Judgment: Works under direct supervision; minimal judgment required.

2335.97 Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

2335.98 Communication Skills: Ability to understand communications from others.
Ability to communicate all hand signals related to construction operations.

2335.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
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POLICY TITLE: Utility Worker I – Job Description
POLICY NUMBER: 2340
ADOPTED: October 28, 2002
REVIEWED: 08/17/15; 04/11/18; 10/21/20
AMENDED: 08/23/14; 02/22/16; 05/14/18, 12/14/20

2340.10 General Job Description: The Utility Worker I is hired by the General Manager and evaluated annually by the Public Works Superintendent. The evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or General Manager.

2340.11 Assists the Public Works Superintendent in the planning and preparation of project and work schedules and assigning individual employees and crews to specific tasks.

2340.12 Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District’s domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.

2340.13 Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

2340.14 Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings and appurtenant facilities.

2340.15 Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

2340.16 Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

2340.17 Trains or assists in training of subordinates.

2340.18 Develops and presents to subordinates information relating to safety in

conformance with District's safety program.

2340.19 Under the direction and supervision of the Public Works Superintendent:

2340.20 Processes records relating to job costs and time expenditures of equipment and District personnel.

3420.21 Coordinates purchases of all materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings and infrastructure. Completes the associated purchase orders, bid packets, and required documentation for such inventory maintenance.

2340.22 Responsible for developing, implementing, and updating as needed the District's inventory control system.

2340.23 Assists in the preparation of the utility and maintenance department budgets.

2340.24 Assists the District's Interim Utility Workers as needed to maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment efficiently and productively.

2340.25 Share standby and emergency service responsibilities with other field personnel.

2340.26 Assist in refuse collection operations and maintenance of related equipment.

2340.27 And other duties as assigned.

2340.30 Prerequisite Qualifications

2340.31 High school diploma or the equivalency thereof.

2340.32 Two (2) years of experience, or combination of training and experience, as a District Interim Utility Worker, Park Maintenance Worker, or comparable non-District position.

2340.33 The Utility Worker I must obtain and continuously maintain a valid D-1 Water Distribution System Operator Certificate issued by the California Department of Health Services within 2 years of regular appointment to this position, at which time he/she will receive a step increase.

2340.34 The Utility Worker I may obtain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services. If

the employee successfully receives the D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services the employee will go to the step at Utility Worker II which provides the next highest salary.

2340.35 Knowledge of capability and operation of construction tools and equipment.

2340.36 Knowledge of District's water distribution and sewage collection system and wastewater treatment facilities.

2340.37 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation, and sewage collection systems.

2340.38 Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

2340.40 Prerequisite Qualifications – Continued

2340.41 Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

2340.42 Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license is required with an air brake endorsement.

2340.50 Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

2340.60 Essential Job Duties

The Utility Worker I is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2340.61 Task: Performance and supervision of water and sewer system maintenance, repair and construction tasks, grounds, and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle, or feel objects, tools or controls, walking over uneven

ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), and driving vehicle and heavy equipment. Must occasionally wear a self-contained breathing apparatus, climb stairs or ladders.

2340.62 Task: Prepare work schedules, written instructions, and drawings, reads contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2340.63 Task: Use computers, copiers, calculators, and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

2340.64 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2340.65 Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2340.66 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2340.67 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2340.68 Task: Inspects District park, buildings, facilities, and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

2340.69 Task: Prepare drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

2340.70 Essential Job Duties – Continued

2340.71 Coordinates and performs inventory control and purchasing functions.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, climbing stairs or ladders, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer.

2340.80 Marginal Job Duties

2340.81 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste

2340.82 Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2340.83 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2340.84 Task: Assist in performing general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2340.85 Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2340.90 Environmental Demands

2340.91 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

2340.92 Inside: Occasionally works indoors in temperature-controlled environment.

2340.93 Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

2340.94 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2340.100 Mental Requirements

2340.101 Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

2340.102 Writing: Writes daily work orders, reports, memos, messages, purchase orders, prepares letters, faxes, and other word processing documents, prepares as-built sketches, and fills out other information forms.

2340.103 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2340.104 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations.

2340.105 Repetition: Minimal repetitive work.

2340.106 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2340.107 Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

2340.108 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2340.20 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Refuse Equipment Operator – Job Description

POLICY NUMBER: 2350

ADOPTED: May 14, 2018

REVIEWED: 10/21/20

REVISED: 12/14/20

2350.10 General Job Description

The Refuse Equipment Operator is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

2350.11 Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

2350.12 Performs pre-trip and post-trip truck and equipment inspections to ensure safe operating conditions. Performs regular servicing as recommended in manufacturers operations manuals and outlined in District equipment maintenance policy and procedures.

2350.13 Effectively operates heavy duty automated and semi-automated equipment in the routine collection of domestic refuse, dry trash throughout the District.

2350.14 Drives and operates District vehicles and equipment including vehicles requiring a Class B Driver's License with air brake endorsement.

2350.15 Drives trucks along established routes through residential streets, alleys and commercial areas.

2350.16 Drives to disposal sites to empty trucks that have been filled. Operates equipment that compresses the collected refuse. Operates automated or semi-automated hoisting devices that raise refuse bins and dump contents into openings in truck bodies.

2350.17 Demonstrates proper methods, standards and use of equipment, responsible for personal safety as well as safe operation of equipment and safety of the general public in proximity.

2350.18 May dismount refuse trucks to collect garbage and remount trucks to proceed to the next collection point.

2350.19 Coordinates routes, work schedules and special events with the Public Works Superintendent and co-workers to ensure all solid waste collection needs are met in a safe efficient manner. Communicates with the Public Works Superintendent concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems.

2350.20 Job Description Continued

2350.21 Keeps informed of road and weather conditions to determine how routes will be affected.

2350.22 Responds to public inquiries and provides information within areas of assignment in a courteous manner. Reports public inquiries, complaints and/or requests for emergency service to the Public Works Superintendent in a timely manner.

2350.23 Check job sites for potential hazards, determine precautions for safe equipment operation, performs assignments in compliance with safety regulations and the District's code of safe practices, performs scheduled facility safety inspections.

2350.24 Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

2350.25 Maintain accurate and complete records of work performed.

2350.26 Assist in snow removal operations as needed and maintenance of related equipment.

2350.27 Assists the District Park Worker as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

2350.28 Assist the District Utility Workers as directed to efficiently and productively maintain, repair and perform light construction work on the District's water distribution and wastewater collection systems (under supervision) , buildings and grounds, repair vehicles and equipment.

2350.29 This position may occasionally supervise up to one person in the training of relief operators.

2350.30 Prerequisite Qualifications

2350.31 High school diploma or the equivalency thereof.

2350.32 Must have a satisfactory driving record.

2350.33 Must possess a valid Class B driver's license with air brake endorsement.

2350.34 Knowledge of safety standard practices governing the operation of vehicles.

2350.35 Knowledge of traffic laws.

2350.36 Knowledge of the principles, operation and servicing of trucks and related equipment.

2350.37 Ability to perform routine maintenance and minor repairs to equipment.

2350.38 Ability to read and understand vehicle operator's manuals, maps and miscellaneous instructions, forms and reports.

2350.39 Must exhibit regular and reliable attendance.

2350.40 Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal in a safe and efficient manner and/or emergency situations.

2350.50 Essential Job Duties

The Refuse Equipment Operator is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2350.51 Task: Operates various types of solid waste collection vehicles and equipment on assigned route; performs commercial and residential refuse collection activities; drives to designated landfill, transfer site or other disposal site and deposits materials as instructed; performs minor maintenance on solid waste vehicles and equipment in a safe and efficient manner.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2350.52 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

2350.60 Marginal Job Duties

2350.61 Task: Assist in water and sewer operation, construction and maintenance.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

2350.62 Task: Assist in park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2350.63 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2350.64 Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2350.65 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 40 lbs., frequently up to 70 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, exposure to paints, chemicals and household hazardous waste.

2350.70 Environmental Demands

2350.71 Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

2350.72 Inside: Seldom. Works indoors in temperature-controlled environment.

2350.73 Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

2350.74 Noise/Vibration: Moderate exposure to noise, moderate vibration from tools and equipment.

2350.80 Mental Requirements

2350.81 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2350.82 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2350.83 Math: Ability to perform basic math calculations. Ability to count and measure.

2350.84 Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

2350.85 Repetition: Routine daily work practices.

2350.86 Judgment: Works under general supervision; moderate judgment required.

2350.87 Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

2350.88 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2350.90 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Secretary – Job Description
POLICY NUMBER: 2360
ADOPTED: October 28, 2002
REVIEWED: 02/25/13; 03/11/13; 08/17/15;04/10/19;06/12/19, 11/12/20
AMENDED: March 11, 2013; February 22, 2016; January 25, 2021

2360.10 Description. The District Secretary acts as the Secretary of the Board. The District Secretary is hired by the General Manager and the Finance Officer. The District Secretary will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175 – Performance Evaluations and presented to the General Manager for recommendations. Under direction of the General Manager and with little supervision, acts as administrative assistant to the General Manager, Finance Officer and Public Works Superintendent.

2360.11 The District Secretary attends to administrative detail on special matters assigned by the General Manager, Finance Officer and Public Works Superintendent, composes correspondence on own initiative on matters not requiring personal attention of the General Manager, Finance Officer or Public Works Superintendent, writes reports and letters and acts as office manager in the absence of the Finance Officer.

2360.12 The District Secretary prepares agendas, coordinates time schedules and attends meetings of the Board of Directors and other District related meetings and functions as required, transcribes and edits minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding Board matters, prepares correspondence and maintains files on official actions of the Board and the General Manager. Processes public records requests.

2360.13 The District Secretary serves as receptionist for the District, greeting persons conducting business with the District, answering telephones, preparing deposits of daily receipts, picking up and processing mail.

2360.14 The District Secretary collects service fees and miscellaneous receipts and posts to the appropriate accounts, sends late notices, files and records liens on delinquent accounts.

2360.15 The District Secretary reviews, scans and files all run reports and sends the billings to the contractor.

2360.16 The District Secretary sends thank you letters to donors to the ambulance memorial fund sends letters of acknowledgment to the families and orders memorial plaques to be placed in the library.

2360.17 The District Secretary oversees workers' compensation claims.

2360.18 The District Secretary maintains a filing system for all pertinent District documents.

2360.20 Prerequisite Qualifications:

2360.21 Graduation from High School and four (4) years of increasingly responsible clerical and secretarial experience.

2360.22 The District Secretary shall possess a valid California driver's license and a satisfactory driving record.

2360.30 Desirable Qualifications

2360.31 The District Secretary should have knowledge of modern office methods, practices and equipment, and techniques of business letter and report writing.

2360.32 The District Secretary should have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail, compose correspondence independently or from general directions, take, transcribe and edit Board material and minutes quickly and accurately, type at a speed of not less than sixty (60) words per minute from clear copy and maintain cooperative relationships with those contacted in the course of work.

2360.33 The District Secretary should have the ability to: plan, organize and supervise the work of others in the performance of general clerical work, express ideas and give instructions effectively, apply rules and regulations to specific cases, analyze data and draw logical conclusions and take the lead and become a primary source of reference for assigned areas of responsibility.

2360.34 The District Secretary should have knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision. A working knowledge of the Ralf M. Brown Act and it's principles applicable to District operations.

2360.40 Basic Work Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. The basic day of work for full-time employees is eight (8) hours, exclusive of a one (1) hour meal period, which is not paid.

2360.50 Essential Job Duties:

2360.51 The District Secretary may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2360.52 Task: Performs receptionist, customer service, clerical and accounting work including operation of related business equipment.

Physical Demand: Sitting, standing, stooping, twisting, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, lifting up to 25 lbs.

2360.53 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system and using calculator and computer to complete and balance spreadsheets and do other accounting calculations and mails claim checks.

Physical Demand: Sitting, close vision, twisting, bending, use of hands to fingers, handle or feel objects, tools or controls, operating a computer.

2360.54 Task: Prepares and mails billings, reports, forms, questionnaires, etc.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to fingers, handle or feel objects, tools or controls, operating a computer and typewriter.

2360.55 Task: Filing.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling, and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.56 Task: Interacts with other special districts, city, county, state and federal agencies, to obtain information, attend meetings, and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision, speaking, hearing, driving vehicle.

2360.57 Task: Attends meetings of the Board of Directors and other meetings,

training as assigned and prepares associated minutes, notes and reports.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of hands to finger, handwritten notes, handle or feel objects, tools or controls, driving vehicles, overnight lodging in hotels.

2360.58 Task: Answering telephones, processing mail, providing direct customer service.

Physical Demand: Sitting, standing, twisting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2360.60 Essential Job Duties – Continued

2360.61 Task: Communicates with District customers and members of the public, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, and driving vehicle.

2360.62 Task: Acts as Office Manager in the absence of the Finance Officer

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles.

2360.70 Marginal Job Duties

2360.71 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.80 Environmental Demands:

2360.81 Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

2360.82 Inside: Usually works indoors in temperature-controlled environment.

2360.83 Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2360.84 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2360.90 Mental Requirements:

2360.91 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2360.92 Writing: Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's currently used word-processing software.

2360.93 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's currently used spreadsheet software.

2360.94 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2360.95 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2360.96 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals

2360.97 Social Skills: Ability to relate cooperatively with members of the public, directors and District personnel on a constant and face-to-face basis.

2360.98 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2360.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Accounting Clerk-Job Description
POLICY NUMBER: 2365
ADOPTED: June 13, 2016
REVIEWED: 05/10/16, 06/10/2020
REVISED: 07/13/20

2365.10 The Accounting Clerk is hired by the General Manager and Finance Officer working under the supervision of the Finance Officer and/or General Manager. The Accounting Clerk will be annually evaluated by the Finance Officer and/or General Manager.

The Accounting Clerk:

2365.11 Provides back-up to the Finance Officer and/or General Manager and District Secretary as needed.

2365.12 Performs a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records. Answers phone, takes payments and helps customers.

2365.13 Provides accounting services to management by maintaining the records of accounts, processing payroll, issuing checks, and preparing spreadsheets, reports and statements.

2365.14 Performs a variety of duties related to providing information requested by customers and other members of the public having an interest in District finances at the direction of the Finance Officer and/or General Manager. The Accounting Clerk may bring financial concerns to the Board of Directors anytime he/she feels necessary.

2365.20 Prerequisite Qualifications

2365.21 A pre-employment physical shall be performed, at district expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of district employment.

2365.22 High School Diploma required. Accounting, economics, business administration or a related field, experience and/or training in public agency accounting, payroll management and bookkeeping is desired. Experience with public agency accounting computer software, the District's current word processing and spreadsheet software, or equivalent combination of education and experience.

2365.23 Valid California driver license and satisfactory driving record.

2365.30 Basic Work Hours: Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position is part-time not to exceed 20 hours in one week or 30 hours in one month.

2365.40 Essential Job Duties:

2365.41 The Accounting Clerk is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2365.42 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects tools or controls, operating a computer.

2365.43 Task: Does some District banking and/or post office.

Physical Demand: Sitting, standing, walking, driving vehicle, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2365.44 Task: Prepares hand written and typewritten reports, forms, questionnaires, etc. in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2365.45 Task: Writes/prints checks and warrants.

Physical Demand: Sitting, close vision, use of hands to write and to finger, handle or feel objects, tools or controls.

2365.46 Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, driving vehicle.

2365.50 Marginal Job Duties

2365.51 Task: Operation of telephone, two-way radio, cash register, copier, facsimile machine, typewriter, printers and other related business machines, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting, standing, stooping, bending, squatting, walking, occasionally lifting and carrying up to 50 lbs., pushing, pulling, close vision, speaking, hearing, use of hands to finger, handle feel objects, tools or controls.

2365.60 Environmental Demands:

2365.61 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2365.62 Inside: Usually works indoors in temperature-controlled environment.

2365.63 Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

2365.64 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2365.70 Mental Requirements:

2365.71 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2365.72 Writing: Creates reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2365.73 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2365.74 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2365.75 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2365.76 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2365.77 Social Skills: Ability to relate cooperatively with members of the public, Directors and District personnel on a constant and face-to-face basis.

2365.78 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2365.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Janitor – Job Description
POLICY NUMBER: 2370
ADOPTED: Original – Unknown Date
REVIEWED: 07/22/13; 08/12/13, 07/14/15, 04/12/16, 06/10/20
REVISED: 08/10/15, 07/13/20

2370.10 The Janitor, under the broad policy guidance and with direction from the Finance Officer, works under minimal supervision with regard to the duties listed herein. This position requires the employee to have access to District facilities and equipment with little or no supervision.

2370.11 The Janitor is hired by the Finance Officer and General Manager and will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175.

2370.20 The Janitor: vacuums carpets, rugs, ceiling and fixtures, dusts, cleans bathrooms and windows, disinfects countertops and public areas, washes and cleans furniture, mops floors, shampoos carpets, empties trash cans and performs additional duties related to the cleaning of District facilities and equipment.

2370.21 This is a part time position of approximately twenty (20) hours per month. No District health or life benefits, retirement, vacation or holiday leave will be paid for the employee in this position. The rate of pay for this position appears on the Salary Schedule and is paid biweekly.

2370.30 Prerequisite Qualifications:

2370.31 A pre-employment physical shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of district employment.

2370.32 Ability to work evening and/or weekend hours with little or no supervision. Must be able to lift and carry up to fifty (50) pounds.

2370.33 Must have a reliable personal vehicle with current liability insurance. Must possess a valid and appropriate California driver's license with a driving record acceptable to the District (Department of Motor Vehicle driving record printout required prior to employment). Recent experience in performing the janitorial duties listed above is required.

2370.34 Knowledge of: Tools and equipment used in the cleaning, sanitizing and general maintenance of public facilities or similar facilities.

2370.35 Ability to: use tools and chemicals with skill and safety, understand and follow oral and written directions, perform manual labor, often in inclement weather, and learn and follow District policies and procedures.

2370.36 Should be familiar with cleaning and sanitizing practices, supplies and their proper use.

2370.40 Basic Work Hours:

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Janitor, however, does not hold set hours and is expected to work the hours necessary to complete the tasks.

2370.41 This position requires work schedules outside the Districts basic work hours and/or days. The Janitor is responsible for submitting a cleaning schedule for the General Manager's approval and for coordinating, in advance, any change to the schedule.

2370.50 Physical Requirements:

2370.51 Task: Completes paperwork and reports related to scheduled maintenance activity.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects.

2370.52 Task: Performs duties related to the cleaning of District facilities and/or equipment.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs. and infrequently up to 50 lbs.).

2370.53 Tasks: Maintenance of interior office plants.

Physical Demands: Walking, lifting and carrying up to 25 lbs.; kneeling, stooping, bending, squatting close vision, use of hands, tools and water container.

2370.60 Environmental Demands:

2370.61 Inside: Frequently works indoors in temperature-controlled environment.

2370.62 Outside: Occasionally works out doors in a variety of weather conditions ranging from snow to +100° F.

2370.63 Fumes/Gases: Exposure to fumes from cleaning materials and dust from cleaning operations.

2370.64 Noise/Vibration: Moderate exposure to noise and vibration from cleaning tools and equipment.

2370.70 Mental Requirements:

2370.71 Reading: Minimal reading.

2370.72 Writing: Standardized check-off sheets.

2370.73 Math: Basic math calculations.

2370.75 Repetition: Monthly repetitive work.

2370.76 Judgment: Works independently.

2370.77 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2370.78 Communication Skills: Ability to organize and communicate thoughts orally and written. Ability to understand communications from others.

2370.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Park Maintenance Worker – Job Description
POLICY NUMBER: 2380
ADOPTED: September 11, 2000
REVIEWED: 04/08/13; 07/14/2015; 04/12/16; 08/15/16; 04/11/18; 05/13/20
AMENDED: 08/10/15; 05/09/16; 09/12/16; 05/14/18; 07/13/20

2380.10 The Park Maintenance Worker is hired by the General Manager and works under supervision of the Public Works Superintendent, the Park Maintenance Worker performs the maintenance and landscaping tasks necessary to keep the District parks safe, clean and well maintained. The Park Maintenance Worker may be directed to assist field staff by his/her supervisor and/or the General Manager as needed.

2380.20 This is a seasonal position. No District benefits or holiday leave will be paid for the employee in this position. The rate of pay appears on the Salary Schedule and is paid bi-weekly.

2380.30 The Park Maintenance Worker must be over eighteen (18) years of age and have experience in the safe operation and care of landscape maintenance tools and equipment including lawnmowers, weed whackers and power blowers.

2380.40 Desirable qualifications for this position include:

2380.41 Knowledge of basic janitorial practices and the ability to identify safety hazards in structures, landscaping, playground equipment, baseball and soccer fields, parking lots and other public facilities.

2380.42 The ability to learn operational characteristics and limitations of power landscape maintenance equipment, learn pertinent federal, state and local codes, laws and regulations relating to the operation and maintenance of public parks, learn and skillfully transport and operate riding lawnmowers, read and interpret instruction manuals.

2380.43 Formal training in the maintenance of public facilities or parks is desired.

2380.50 The Park Maintenance Worker must have a valid California driver's license with a satisfactory driving record (Department of Motor Vehicle driving record printout required prior to employment).

2380.60 Essential responsibilities to be performed in a professional and courteous manner as a representative of the District include, but are not limited to, the following:

2380.61 Performs a variety of landscape and facility maintenance duties at the District parks including mowing lawns, weed whacking, collecting litter and emptying trash containers, cleaning parking lots, restrooms and gazebos, performing light carpentry and/or painting as necessary.

2380.63 Operate riding lawnmower, weed whacker, leaf blower and various power and hand tools. Transport lawnmower and other equipment to and from the park/s, inspect equipment, make operating adjustments and perform preventative maintenance as necessary.

2380.64 Inspect park for potential hazards, determine precautions for safe equipment operation, perform assignments in compliance with safety regulations and the District code of Safe Practices, perform scheduled park safety inspections, clean and prepare park facilities for special events.

2380.65 Work overtime if necessary and authorized by the General Manager/Public Works Superintendent.

2380.66 Operate District vehicles.

2380.67 Read, comprehend and follow written instructions. Maintain accurate and complete records of work performed.

2380.70 The Park Maintenance Worker may be directed to assist field staff to efficiently and productively operate, repair, construct, replace and maintain the District water and sewer systems, refuse collection services, buildings and grounds.

2380.71 Perform traffic control functions, set up traffic warning devices and barricades, direct traffic around work sites, maintain related equipment. Performs other duties as assigned.

2380.72 Operate and perform light maintenance on a variety of equipment, including hand, air and power tools, generators, whackers, compressors, cement mixers and trucks.

2380.73 Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair as directed.

2380.74 Assists the District Field Staff as directed to efficiently and productively maintain, repair and perform light construction work on the District's water and sewer systems, refuse collection services, buildings and grounds.

2380.75 Cannot operate District vehicles or equipment without the proper training, required license/s and/or endorsements to do so.

2380.70 The Park Maintenance Worker is required to maintain physical condition necessary for heavy, moderate or light lifting and carrying, bending, twisting, stooping, kneeling, walking, standing or sitting for prolonged periods of time, and the ability to operate motorized equipment and vehicles.

2380.80 The field environment in which this employee performs may include exposure to noise, dust, grease, exhaust fumes, traffic, pesticide and herbicide chemicals and inclement (hot or cold) weather conditions.

2380.90 A pre-employment physical and live scan shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening showing the absence of illegal drugs and/or alcohol is also required as a condition of District employment.

2380.100 Basic Work Hours

Office hours are 8:00 a.m. to 5:00 p.m. The Park Maintenance Worker works up to twenty-nine (29) hours per week and also works special events as requested by the General Manager and/or Public Works Superintendent.

2380.110 Essential Job Duties

The Park Maintenance Worker may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2380.115 Task: Perform repair, maintenance and construction work on Districts Park facilities, grounds and equipment.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.116 Task: Maintains vehicles, equipment and tools used in park maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 10 lbs., frequently up to 30 lbs. and infrequently up to 50 lbs.),

kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.117 Task: Maintains District Park.

Physical Demand: Standing, walking, lifting and carrying (regularly up to 15 lbs., frequently up to 25 lbs.), distance vision, use of hands to finger, handle or feel objects, tools, or controls, driving mower on uneven terrain, driving vehicle.

2380.118 Task: Completes paperwork and reports related to park maintenance and inspection tasks.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2380.120 Marginal Job Duties

2380.121 Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

2380.122 Task: Assist in snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2380.123 Task: Assist in general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2380.124 Task: Assist in refuse collection services.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel

objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2380.120 Environmental Demands

2380.121 Outside: Always works outside in a variety of weather conditions ranging from 50 to +100 degrees Fahrenheit.

2380.122 Inside: Seldom works indoors in temperature-controlled environment.

2380.123 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during lawn mowing and maintenance operations, exposure to gasses and fumes from weed control devices or chemicals.

2380.124 Noise/Vibration: Moderate exposure to noise, and vibration from Park maintenance tools and equipment.

2380.130 Mental Requirements

2380.131 Reading: Reads instructions, work orders, safety manuals, Material Safety Data Sheets (MSDS), letters, reports, memos and messages.

2380.132 Writing: Annotates facility inspection information, hours worked, and descriptions of work done.

2380.133 Math: Ability to perform basic math calculations. Ability to count and measure.

2380.134 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2380.135 Repetition: Routine daily work practices.

2380.136 Judgment: Works under minimal supervision; some judgment required.

2380.137 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2380.138 Communication Skills: Ability to understand communications from others.

2380.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Chief Plant Operator- Job Description

POLICY NUMBER: 2390

ADOPTED: September 24, 2012

REVIEWED: 08//22/13, 07/14/15, 04/12/16, 09/13/16, 03/11/20

REVISED: 08/10/15, 10/10/16, 03/23/20

2390.10 The position of Chief Plant Operator is a part-time position under the Fair Labor Standards Act. The Chief Plant Operator is hired by the General Manager and works under the general direction of the District's General Manager, the Chief Plant Operator administers and oversees the sewer lagoons.

2390.20 Knowledge of:

2390.21 State and Federally mandated waste water lagoon operations and maintenance.

2390.30 Ability to:

2390.31 Compile and prepare written reports.

2390.32 Communicate effectively orally and in writing.

2390.33 Reads road maps, instructions, work orders, safety manuals, letters, reports, memos, messages, etc.

2390.34 Writes reports, memos, messages, and fills out information forms.

2390.35 Math: Ability to perform basic math calculations. Ability to count and measure.

2390.36 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2390.40 Education/Experience Required

Education equivalent to graduation from high school.

2390.50 License/Certificates

Must possess and maintain a Grade I or higher Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board. Must possess a driving record acceptable to the District's insurance carrier.

2390.70 Responsibilities

2390.71 Inspect the waste water lagoons for compliance, oversee regular testing of MCSD Operators performing the tests, inspecting and recording data in the Wastewater Log, review weekly Dissolved Oxygen Tests and makes recommendations regarding waste water lagoons operations.

2390.80 Basic Work Hours

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Chief Plant Operator, however, does not hold set hours and is expected to work the hours necessary to effectively administer the testing of the waste water lagoons. The Chief Plant Operator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2390.90 Essential Job Duties

The Chief Plant Operator is required to work the hours necessary or required to complete necessary job functions.

2390.91 Assures maintenance of applicable logs and records.

2390.92 Supervises and evaluates subordinates.

2390.93 Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

2390.94 Does other related work as required.

2390.110 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2390.111 Task: Gives supervisory direction to, and assists individual employees and crews in performing tasks related to the waste water lagoons and testing of.

Physical Demand: Close and distance vision, color perception, hearing, clear speech,

use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), and driving vehicle.

2390.112 Task: Prepares hand written and type written reports, forms, etc. as required to document work performed and maintain compliance with the various laws and standards.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2390.120 Environmental Demands

2390.121 Outside: Always works outside in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2390.122 Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to fumes from sewer gasses and weed control chemicals.

2390.123 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2390.130 Mental Requirements

2390.131 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals

2390.132 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2390.133 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2390.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: LIBRARY AIDE – Job Description
POLICY NUMBER: 2400
ADOPTED: May 28, 2013
REVIEWED: 06/09/15; 06/13/17; 06/10/20
REVISED: 03/24/14; 09/08/14; 07/13/15; 07/10/17; 07/13/20

2400.10 The Library aide, under the broad policy guidance and with direction from the Finance Officer, the President of the Friends of the Library and Siskiyou County Librarian, works under minimal supervision with regard to the duties listed herein. This position requires the employee to have access to District facilities and equipment with little or no supervision.

2400.11 The Library Aide will be hired by the Finance Officer and General Manager.

2400.12 The Library Aide will be given an annual performance evaluation by the Finance Officer with input from the President of the Friends of the Library in accordance with MCSD Policy 2175.

2400.20 ESSENTIAL FUNCTIONS

2400.21 Has responsibility for the operation and services of a library, works with library patrons, providing assistance in the use of library facilities and resources, answers questions, checks out materials for circulation, issues library cards, collects monies for overdue and damaged books and media, receives and transmits patron requests for books, media, and information, finds and reserves books and media for circulation, assigns work to volunteers groups, compiles information for statistical summaries and reports, packs and unpacks shipments of materials as requested by Siskiyou County, notifying patrons of special orders received, re-shelves returned material, prepares periodicals for patron use, instructs patrons in the use of library resources and library rules and procedures, has responsibility for building security, may train volunteers, may co-ordinate and/or provide special library programs, attends/participates in Siskiyou County Library Council meetings and Vestal Meetings and is expected to help do janitorial duties.

2400.22 This is a part time position of approximately 4 hours per week. No District benefits or holiday leave will be paid for the employee in this position except for required sick leave. The rate of pay for this position appears on the Salary Schedule and is paid

according to the District pay schedule. Three days per month will be paid proportionately by the District and the Friends of the Library with each responsible for half the total of thirty-six (36) four (4) hours days a year. Friends of the Library will pay the entire salary for an additional sixteen (16) four (4) hour days a year to enable the Library Clerk to work one (1) four (4) hour day every week. The District will send an invoice to The Friends of the Library who will pay the full amount to the District by July 15 of the year.

2400.23 The Policy Review Committee, General Manager, Finance Officer and President of the Friends of the Library will review this policy yearly by March 1st, pertaining to the monies contributed by the Friends of the Library.

2400.30 Prerequisite Qualifications:

2400.31 A pre-employment physical shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of District employment.

2400.40 With little or no supervision. Must be able to lift and carry thirty (30) pounds.

2400.41 Must have a reliable personal vehicle with current liability insurance. Must possess a valid and appropriate California driver's license with a driving record acceptable to the District (Department of Motor Vehicle driving record printout required prior to employment.

2400.42 Understand and follow oral and written directions, basic computer knowledge, perform manual labor, and learn and follow District policies and procedures and County Library policies.

2400.43 Basic Work Hours:

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The library hours will be determined and set by District Finance Officer in conjunction with the President of the Friends of the Library.

2400.44 This position may require work schedules outside the Districts basic work hours and/or days.

2400.50 Physical Requirements:

2400.51 Task: Completes paperwork and reports related to scheduled maintenance activity.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use Of hands to finger, handle or feel objects.

2400.52 Task: Performs duties related to the library facilities and/or equipment.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 30 lbs. and infrequently up to 50 lbs.).

2400.60 Environmental Demands:

2400.61 Inside: Works indoors in temperature-controlled environment.

2400.62 Outside: Occasionally works out doors in a variety of weather conditions ranging from snow to +100° F.

2400.63 Fumes/Gases: Exposure to fumes from cleaning materials and dust from cleaning operations.

2400.64 Noise/Vibration: Moderate exposure to noise and vibration from cleaning tools and equipment.

2400.70 Mental Requirements:

2400.71 Reading: Competent minimal reading skills.

2400.72 Writing: Standardized check-off sheets.

2400.73 Math: Basic math calculations.

2400.75 Repetition: Monthly repetitive work.

2400.76 Judgment: Works independently.

2400.77 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2400.78 Communication Skills: Ability to organize and communicate thoughts orally and written. Ability to understand communications from others.

2400.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter – Job Description
POLICY NUMBER: 2410
ADOPTED: January 27, 2014
REVIEWED: 01/21/20; 10/01/20
REVISED: 02/10/20; 10/26/20

2410.10 General Job Description: The Firefighter is interviewed by the Fire Chief and Assistant Fire Chief and hired by the District Fire Chief and works under the direction and supervision of the Company Officers and/or Chief Officers of the Department.

2410.101 New members shall serve a one (1) year probationary period.

2410.102 The Volunteer Firefighter serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform duties within the scope of the Constitution and Bylaws of the Department as well as within the scope of Department and all District policies.

2410.103 The general categories of duties performed by Volunteer Firefighters are as follows: fire suppression, emergency medical aid and/or rescue, hazardous materials response, training, and public education. Volunteer Firefighters are expected to function as part of a highly trained team and are also expected to perform their duties under adverse conditions and physical conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

2410.104 The Volunteer Firefighter is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter and EMS provider in accordance with state law.

2410.105 The work performance of a Volunteer Firefighter is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

2410.12 Distinguishing Characteristics

2410.121 The Volunteer Firefighter is a non-compensated position. The Volunteer Firefighter may be awarded “points” in an effort to cover expenses incurred in the course of volunteering for the Department. Volunteer Firefighters are not assigned to shifts, but are expected to respond from home or work to calls as they are available.

2410.13 Qualifications

Valid California Class C Driver's license and satisfactory driving record, and/or be able to obtain a Commercial Class or Firefighter Class B driver's license, or Ambulance Driver's Certificate.

2410.14 Essential Duties and Responsibilities

2410.141 The Volunteer Firefighter drives or rides on an emergency vehicle in response to fire, rescue and emergency medical events, hazardous materials response/mitigation and routine requests for help or assistance. In the performance of their duties, the Volunteer Firefighter places equipment, lays and connects hoses, operates high capacity pumps and directs water streams, raises and climbs ladders, uses chemical extinguishers, safety belts, lines and hooks and uses self-contained breathing apparatus.

2410.142 The Volunteer Firefighter may enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment, and rescue injured or trapped victims.

2410.143 The Volunteer Firefighter also responds to requests for pre-hospital emergency medical care and transport of sick or injured patients, setting up oxygen and auto-defibrillation equipment, administering pre-hospital emergency care to the sick and injured and performing other related duties as assigned.

2410.144 The Volunteer Firefighter must have the ability to interact with members of the public and co-workers tactfully and professionally.

2410.145 The Volunteer Firefighter must follow the direction of the Fire Chief/company officers at emergency scenes and while attending training.

2410.15 Basic Work Hours

Due to the nature of fire and EMS responses being at any time, there are no set hours, in which case volunteers are issued pagers to be notified of an emergency, and are not subject to the District's basic work hours.

2410.16 Essential Job Tasks

The Volunteer Firefighter is expected to respond to emergencies, as available, to render aid, suppress fires or mitigate other emergencies as needed. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2410.161 Task: Performance of fire suppression activities, to include structural, vegetation and vehicle fires.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.) and driving vehicles. Must be able to wear a self-contained breathing apparatus and bunker gear when appropriate, climb stairs or ladders.

2410.162 Task: Prepare reports, inventories, reads technical manuals, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2410.163 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2410.164 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2410.165 Task: Participates in meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2410.166 Task: Performs fire inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2410.167 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2410.168 Task: Inspects Department buildings, equipment and vehicles to plan repairs, maintenance and related projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2410.169 Task: Prepare structure pre-planning drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

2410.17 Environmental Demands

7005.161 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

7005.162 Inside: Occasionally works indoors in temperature-controlled environment.

7005.163 Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

7005.164 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2410.18 Mental Requirements

2410.181 Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, associated reports, material data sheets, safety manuals, and other documents appurtenant to fire/EMS functions.

2410.182 Writing: Writes applicable fire, EMS and other activity reports, memos, messages, prepares letters, faxes and other word processing documents, and fills out other information forms.

2410.183 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2410.184 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2410.185 Repetition: Minimal repetitive work.

2410.186 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures.

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2410.188 Social Skills: Ability to relate cooperatively with members of the public, cooperator agencies, Department and District personnel.

2410.189 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.
Ability to communicate all hand signals related to construction operations.

2410.19 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Unlawful Harassment Including Sexual Harassment
POLICY NUMBER: 2420
ADOPTED: May 8, 2017
REVIEWED: April 11, 2017, January 13, 2021
AMENDED: February 8, 2021

2420.10 Policy Statement

2420.11 The District strictly prohibits unlawful harassment. All employees, applicants, and independent contractors (“workers”) working with the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination. This includes harassment on the basis of sex, sexual orientation, race, color, ancestry, religious creed, disability, pregnancy or related medical condition, medical condition, age, genetic characteristic, national origin or ancestry, military or veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law.

2420.20 Application

2420.21 This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

2420.22 This policy applies to all officers and employees of the District, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, un-paid Interns, volunteers and persons working under contract for the District. It prohibits co- workers, third parties, supervisors, and managers from engaging in discrimination, harassment, or retaliatory conduct toward workers.

2420.30 Harassment Defined

2420.31 Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual’s sex and/or membership in one of the above-described protected classifications, and:

2420.311 Submission to the offensive conduct is an explicit or implicit term or condition of employment;

2420.312 Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or

2420.313 The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2420.40 Examples

2420.41 Examples of what may constitute prohibited harassment include, but are not limited to the following:

2420.411 Kidding or joking about sex or membership in one of the protected classifications;

2420.412 Hugs, pats, and similar physical contact;

2420.413 Assault, impeding or blocking movement, or any physical interference with normal work or movement;

2420.414 Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications;

2420.415 Threats intended to induce sexual favors;

2420.416 Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;

2420.417 Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;

2420.418 Prolonged staring or leering at a person;

2420.419 Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity, gender expression, transgender and sexual stereotyping or any other protected classification under applicable law.

2420.50 Procedure

2420.51 Internal Reporting Procedure

2420.511 Any employee who believes that he or she or any co-worker has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others must immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.

2420.512 Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

2420.60 Investigation

2420.61 Upon the filing of a complaint with the District, the complainant will be provided with a copy of this policy. The General Manager is the person designated by the District to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors and the Board will assume the role of the General Manager throughout the process. The District will ensure that a prompt and thorough investigation is undertaken and will track progress to ensure timely closure.

2420.70 Internal Documentation Procedure

2420.71 When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.

2420.711 The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results (i.e., the finding only) shall be given to the complainant, the alleged harasser, and the General Manager. All information obtained in connection with the investigation shall remain confidential to the extent possible.

2420.712 Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager.

2420.80 Remedies

2420.81 Disciplinary Action:

2420.811 If the General Manager determines that the complaint of harassment is founded, the General Manager, in connection with appropriate management, shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment.

2420.812 Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the District's operations.

2420.90 Confidentiality

2170.91 All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

2420.100 Reports to DFEH

2420.110 In addition to this policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at (800) 884-1684. Charges filed with the DFEH are investigated by the DFEH.

2420.110 Retaliation

2420.111 Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the District, DFEH, or FEHC is strictly prohibited by the District and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

2420.120 Employee Obligation

2420.121 Employees are not only encouraged to report instances of harassment; they are obligated to report instances of harassment.

2420.122 Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

2420.123 Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and

2420.124 Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a District investigation of alleged harassment.

2420.125 Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.