



## McCloud Community Services District

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McCloud, California 96057

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### REGULAR MEETING OF THE BOARD OF DIRECTORS SCOUT HALL - 405 E. COLOMBERO DRIVE Monday, May 14, 2018 - 6:00 P.M.

#### AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

#### 1. Pledge of Allegiance

#### 2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meetings of April 9, 2018 and April 23, 2018.

#### 3. Announcement of Events:

#### 4. Communications:

#### 5. Reports:

- A. General Manager
- B. Finance Officer
- C. Fire Chief
- D. Public Works Superintendent
- E. Directors
- F. Committees

#### 6. Consent Agenda:

- A. Approval of Expenses in the amount of \$41,395.08.

#### 7. Old Business:

- A. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2350 – Refuse Operator/Job Description.
- B. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2270 – District Organizational Structure Chart.
- C. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2310 – Public Works Superintendent/Job Description.

**D. Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2335 – Interim Utility Worker/Job Description.

**E. Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2340 – Utility Worker I/Job Description.

**F. Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2320 – Utility Worker II/Job Description.

**G. Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2380 – Park Maintenance Worker/Job Description.

**8. New Business:**

**A. Discussion/possible action** regarding approval of Resolution No. 03, 2018 A Resolution of Appreciation for Kimberly Paul.

**B.** Assignment of committee members.

**C.** Appointment of interview committee for Utility Worker (Interim, I or 11) and Refuse Operator.

**D. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 3080 – Purchasing.

**E. Discussion/possible action** regarding approval of first reading of proposed changes to Policy 1100 – Retaining Services of Consultants and Contractors.

**9. Public Comment:** This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

**10. Public Comment:** This time is provided to receive information from the public regarding issues that **do** appear on the **Closed Session** agenda.

**11. Adjourn** open session.

**12. Convene a Closed Session:**

**A: Pursuant to California Government Code §54957(b)(1),** General Manager – To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

**B: Pursuant to California Government Code §54956.9(b) –** Threatened Litigation.

**13. Reconvene** open session and announce any action taken.

**14. 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, environmental integrity and promoting the economic development of our community.

**MINUTES OF A  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
April 9, 2018**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Four Directors (Ott, Rorke, Young, Zanni) were present, as were General Manager Kimberly Paul, Finance Officer Michael Quinn, Public Works Superintendent Amos McAbier, Fire Chief Steve Boone and District Secretary Teryl Smith. Director Terry Hitchcock was absent.

- 1) **Pledge of Allegiance.**
- 2) **Approval of Minutes:** Mr. Zanni made a motion to approve the minutes of the Special Meeting of March 24, 2018 and the Regular Meeting of March 26, 2018; motion seconded by Mr. Ott. Motion passed with 4 Ayes (Ott, Rorke, Young, Zanni) 1 Absent (Hitchcock). Mr. Zanni made a motion to approve the minutes of the Special Meeting of March 29, 2018; motion seconded by Mr. Ott. Motion passed with 3 Ayes (Ott, Young, Zanni) 1 Abstain (Rorke) 1 Absent (Hitchcock).
- 3) **Announcement of Events:** Ms. Paul announced that the County Board of Supervisors will meet at 10:00 a.m. on April 17, 2018 and the Planning Commission will meet at 9:00 a.m. on April 18, 2018.
- 4) **Communications:** None
- 5) **Reports:**
  - A. General Manager: The General Manager's Report dated April 9, 2018 was reviewed and is appended herein.
  - B. Finance Officer: The Finance Officer's Report dated April 9, 2018 was reviewed and is appended herein.
  - C. Fire Chief: The Fire Chief's report for March 2018 was reviewed and is appended herein.
  - D. Public Works Superintendent: The Public Works Superintendent's Report dated April 9, 2018 was reviewed and is appended herein.
  - E. Directors: None
  - F. Committees: Mrs. Young announced that the Finance & Audit Committee meeting is scheduled to meet Tuesday, April 10, 2018 at 5:00 p.m. at Scout Hall and the Safety Committee meeting will be scheduled sometime next month.
- 6) **Consent Agenda:**
  - A. Approval of Expenses in the amount of \$10,702.14. Mr. Zanni made a motion to approve the expenses in the amount of \$10,702.14; motion seconded by Mr. Ott. Motion passed with 4 Ayes (Ott, Rorke, Young, Zanni) 1 Absent (Hitchcock).
  - B. Approval of Expenses in the amount of \$3,660.34. Mr. Ott made a motion to approve the expenses in the amount of \$3,660.34; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Ott, Rorke, Young, Zanni) 1 Absent (Hitchcock).

C. Approval of Expenses in the amount of \$6,971.84. Mr. Ott made a motion to approve the expenses in the amount of \$6,971.84; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Ott, Rorke, Young, Zanni) 1 Absent (Hitchcock).

7) **Old Business:**

**A. Discussion/possible action** regarding the Water Distribution Project/Waterline Replacement Project, Ordinance 23 and Proposition 218. No action was taken.

8) **Public Comment:** Comments included a statement that public comments should be at the beginning of the agenda, the board minutes are inadequate, the District has spent more on attorney fees in recent years than in the last eight or ten years, an approval of the public comments being at the end of the agenda, a suggestion that the board be more informed regarding the first amendment and a question about the homeless survey that was conducted in nearby cities.

9) **Public Comment:** Comments included an opinion that hiring a consultant would be a great disservice to the District, a statement that the closed session was not regarding hiring a consultant, two statements that General Manager Kimberly Paul has been one of the finest General Managers the McCloud Community Services District has ever had and a opinion that the wording of the closed session agenda item is correct.

10) **Adjourn** open session. The open session was adjourned at 7:15 p.m.

11) **Convene a Closed Session:**

**A: Pursuant to Government Code §54957(b)(1),** General Manager – To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

12) **Reconvene** open session and announce any action taken. The open session reconvened at 8:15 p.m. when it was announced that General Manager Kimberly Paul has changed her resignation date to May 25, 2018 in order to work with the new General Manager and Director Michael Rorke left the closed session meeting. Director Michael Rorke requested that the reason he left the closed session meeting be included in the minutes which was due to illness.

13) **Adjourn.** The meeting adjourned at 8:16 p.m.

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Catherine Young/President of the Board

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Teryl Smith/Secretary of the Board

**MINUTES OF A  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
April 23, 2018**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Four Directors (Hitchcock, Rorke, Young, Zanni) were present, as were General Manager Kimberly Paul, Finance Officer Michael Quinn, Public Works Superintendent Amos McAbier and District Secretary Teryl Smith. Director Chuck Ott and Fire Chief Steve Boone were absent.

- 1) **Pledge of Allegiance.**
- 2) **Approval of Minutes:** Discussion/action regarding approval of the minutes of the Regular Meeting of April 9, 2018. This agenda item was tabled.
- 3) **Announcement of Events:** Ms. Paul announced that the County Board of Supervisors will meet at 10:00 a.m. on May 1 and May 15, 2018 and the Planning Commission will meet at 9:00 a.m. on May 16, 2018. The Regular Meetings of the Board of Directors will be held May 14 and Tuesday, May 29, 2018 because Monday, May 28th is a holiday. The Celtic Festival is Friday, May 4 through Sunday May 6, 2018. The McCloud Cemetery clean-up is May 19 and the Mushroom Festival is scheduled for Friday, May 25, 2018 through Sunday, May 27.
- 4) **Communications:** None
- 5) **Reports:**
  - A. General Manager: None.
  - B. Finance Officer: None.
- 6) **Consent Agenda:**
  - A. Approval of Expenses in the amount of \$2,148.58. Mr. Zanni made a motion to approve the expenses in the amount of \$2,148.58; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).
  - B. Approval of Expenses in the amount of \$3,313.50. Mr. Zanni made a motion to approve the expenses in the amount of \$3,313.50; motion seconded by Mrs. Young. Motion passed with 3 Ayes (Hitchcock, Young, Zanni) 1 No (Rorke) 1 Absent (Ott).
- 7) **New Business:**
  - A. **Discussion/possible action** regarding approval of Resolution No. 01, 2018 Declaring an Election be Held in its Jurisdiction; Requesting the Board of Supervisors to Consolidate this Election with any other Election Conducted on Said Date; and Requesting Election Services by the County Clerk. Mr. Zanni made a motion to approve Resolution No. 01, 2018 and direct the General Manager to file the Resolution with the County prior to July 5, 2018; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**B. Discussion/possible action** regarding first reading of proposed changes to Policy 2350 – Refuse Operator/Job Description. Mr. Zanni made a motion to approve first reading of proposed changes to Policy 2350 – Refuse Operator/Job Description; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**C. Discussion/possible action** regarding first reading of proposed changes to Policy 2270 – District Organizational Structure Chart. Mr. Zanni made a motion to approve the first reading of proposed changes to Policy 2270 – District Organizational Structure Chart; motion seconded by Mr. Hitchcock. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**D. Discussion/possible action** regarding first reading of proposed changes to Policy 2310 – Public Works Superintendent/Job Description. Mr. Zanni made a motion to approve the first reading of proposed changes to Policy 2310 – Public Works Superintendent/Job Description; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**E. Discussion/possible action** regarding first reading of proposed changes to Policy 2335 – Interim Utility Worker/Job Description. Mrs. Young stated she is opposed to removing the second sentence under item 2335.35. Mr. Zanni made a motion to approve the first reading of proposed changes to Policy 2335 – Interim Utility Worker/Job Description; motion seconded by Mr. Rorke. Motion passed with 3 Ayes (Hitchcock, Rorke, Zanni) 1 No (Young) 1 Absent (Ott).

**F. Discussion/possible action** regarding first reading of proposed changes to Policy 2340 – Utility Worker I/Job Description. Mr. Hitchcock made a motion to approve the first reading of proposed changes to Policy 2340 – Utility Worker I/Job Description; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**G. Discussion/possible action** regarding first reading of proposed changes to Policy 2320 – Utility Worker II/Job Description. Mr. Hitchcock made a motion to approve the first reading of proposed changes to Policy 2320 – Utility Worker II/Job Description; motion seconded by Mr. Zanni. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**H. Discussion/possible action** regarding first reading of proposed changes to Policy 2380 – Park Maintenance Worker/Job Description. Mr. Zanni made a motion to approve the first reading of proposed changes to Policy 2380 – Park Maintenance Worker/Job Description; motion seconded by Mr. Hitchcock. Motion passed with 4 Ayes (Hitchcock, Rorke, Young, Zanni) 1 Absent (Ott).

**I. Discussion/possible action** regarding approval of Resolution No. 02, 2018 Approving a Publicly Available Pay Schedule as Required by California Code of Regulations, Title 2, Section 570.5. Mrs. Young stated that she did not agree with the salary schedule showing steps for the General Manager because their salary is negotiated. Mr. Zanni made a motion to approve Resolution No. 02, 2018 Approving a Publicly Available Pay Schedule as Required by California Code of Regulations, Title 2, Section 570.5; motion seconded by Mr. Hitchcock. Motion passed with 3 Ayes (Hitchcock, Rorke, Zanni) 1 No (Young) 1 Absent (Ott).

**J. Discussion/possible action** regarding the Claim processing policies and procedures. No action taken.

**K. Discussion/possible action** regarding the proposed changes to Ordinance 26 Regulating the Collection of Solid Waste. This agenda item was tabled.

8) **Public Comment:** None.

9) **Adjourn.** The meeting adjourned at 7:43 p.m.

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Catherine Young/President of the Board

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Teryl Smith/Secretary of the Board

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**MCSO BOARD OF DIRECTORS**

**May 14, 2018**

**AGENDA SUPPORTING DOCUMENT**

**Agenda Item No. 5. B.**

**Finance Officer's Report**

**DISCUSSION ITEMS:**

- (1) Budget Status
- (2) Trash Truck Financing
- (3) Sale of Assets – Surplus Property
- (4) Transfer to (LAIF) Local Agency Investment Fund





# McCloud Fire Department

## Monthly Report

April 2018

### Membership:

Active firefighters:	25	Inactive:	0	On leave:	0	Total:	25
Active EMT's:	6	Inactive:	0	On leave:	0	Total:	6
Active Paramedics:	2	Inactive:	0	On leave:	0	Total:	2
Active Auxiliary:	0	Inactive:	0	On leave:	0	Total:	0
Explorers:	4						
Members resigned:	0						
Members terminated:	None						
New members:	4						

There were 21 activities for the month of April 10 of which were calls for emergency service. The department responded to 10 calls this month. There were 6 medical aid calls for the month, in which the ambulance responded 2 times, transporting 2 patients. Squad 1740 responded to 10 medical aid calls. There were 1 traffic collisions outside the Service District boundaries during the month. We had 2 vegetation fires

The amount of calls has slowed down which is not uncommon for this time of the year, but with summer here now we expect to see more tourist in town which means more calls. We are actively working on our cost recovery system which will help the department to collect on calls we haven't collected on in the past. The ambulance is running strong but we have had a few problems that I am currently working on fixing at this time. We continue to strive towards bettering ourselves and giving the community the best possible care and protection we can offer. We did get four new members Brandon Staton, Collin Staton, Robert Tracy, and Riley Parnell were welcomed to the McCloud fire department.

Submitted on May 9 2018

Steve Boone, Chief

# Call Type Key

For use with attached call log

AA = Ambulance Assist

AC = Ambulance Call

ALOC = Altered level of consciousness

ISO = Insurance Services Office

PA = Public Assist

TC = Traffic Collision

FS = Structure Fire

FA = Fire Alarm Sounding

FV = Vegetation Fire

Fvehicle = Vehicle Fire

FO = Other type fire

HS = Hazardous Situation

HM = Hazardous Materials

Other = Other non-categorized emergency call

OTD = Training other than regular drill

## Common Abbreviations

UTL = Unable to Locate

CSD = Community Services District

GM = General Manager

**MCSO BOARD OF DIRECTORS**  
**May 14, 2018**

**AGENDA SUPPORTING DOCUMENT**  
**Agenda Item No. 5. D.**  
**Public Works Superintendent's Report**

**OUTSIDE WATERS**

Our crew has turned on the outside water valves for the warmer season. There were a few faucets that were found to be broken or leaking when the outside waters were being turned on and we have been working with the homeowners to let them know what repairs need to be done before they can be put back into service. Overall this operation went smoothly and efficiently.

**HOO HOO PARK**

Our towns park water is also back on and the bathrooms are also back in service and opened for the season. There were a couple of sprinklers that were damaged and fixed. Some of the bigger sprinkles are starting to fail. It seems like two or three a year go bad and need to be replaced.

Some park improvements are in the works as well. In the near future we will be pouring concrete slabs and putting cedar picnic tables on them around the upper areas of the park. There are a couple of free standing BBQ's with no picnic tables or water close by them so we are also wanting to install frost free hydrants in some of these areas to make the upper park area more accommodating and user friendly.

There are a lot of people interested in donating the associated costs and labor of the picnic tables being built. The cedar lumber was recently milled locally with a band saw mill and is stickered and drying. The use of the mill and associated equipment use were donated as were the man hours of milling the lumber. The materials lists and costs for completing these parks improvements will be put together and people will be able to provide donations accordingly. I'm very proud to be part of a community that's so generous and willing to help with improvements like these around our town.

Another item that needs attention at the park is the baseball field light poles and electrical wiring. The poles are getting old and rotten and some are even hollowed out by wood peckers. They need to be replaced. The electrical wiring is getting sun rotted and the protective coating has deteriorated to the point of not being safe. The light fixtures and ballasts although old are all working and can still be used. New poles and wiring need to be installed.

## **GREEN WASTE**

The green waste area is being used quite a bit and people have expressed how much they like it being relocated and how they have more space and easier access to drop off their loads. The security cameras are working great and are helpful when we need them. The time and equipment use needed to manage the green waste is now minimal compared to when we had to take dump truck loads down daily from the MCSD office to the green waste disposal area. Over all its working out great!

## **CONCRETE POND**

Our concrete pond above town that is filled by overflow from our 1.2 MG tank through the old redwood line has been leaking for years and is starting to leak a bit more lately. This concrete pond is used for fire suppression for helicopter dipping and also fire tanker trucks can draft from it. To patch it we would need to drain it and clean it then patch it as necessary. It's not posing an immediate threat but the longer it leaks the worse it will get.

## **MCSD LIGHTING ASSESSMENT**

We were recently contacted by John Wendele. He works with the California Rural Water Association and visited us to give us a lighting assessment. He counted light fixtures in all our buildings and will generate a report that will show us how much money we can save by switching our lights over to low energy consumption LED's. His visit is covered by grant funding and there may also be grant funding available for the lighting replacement process. We also asked if there might be anything that could help with light fixtures for the town's street lights and he is going to look into that as well. We are looking forward to receiving this report.

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 4/18) ****								
8021	E	5 ANTHEM BLUE CROSS	67.80					
Employee Life Insurance April								
		4911621 04/01/18 Employee Life Insurance April	0.62			1040 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	2.24			1050 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	0.07			1060 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	1.42			1070 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	0.27			1080 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	1.49			1090 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	20.20			2000 401300	270	101000
		4911621 04/01/18 Employee Life Insurance April	41.49			3000 401300	270	101000
8056		5 ANTHEM BLUE CROSS	67.80					
May Life Insurance								
		J60403 05/01/18 May employee life insurance	0.62			1040 401300	270	101000
		J60403 05/01/18 May employee life insurance	2.24			1050 401300	270	101000
		J60403 05/01/18 May employee life insurance	0.07			1060 401300	270	101000
		J60403 05/01/18 May employee life insurance	1.42			1070 401300	270	101000
		J60403 05/01/18 May employee life insurance	0.27			1080 401300	270	101000
		J60403 05/01/18 May employee life insurance	1.49			1090 401300	270	101000
		J60403 05/01/18 May employee life insurance	20.20			2000 401300	270	101000
		J60403 05/01/18 May employee life insurance	41.49			3000 401300	270	101000
Total for Vendor:			135.60					
*** Claim from another period ( 4/18) ****								
8063		9 BASIC LABORATORY	301.00					
Water analysis								
		1804295 04/23/18 Water analysis	186.00			3000 402000	392	101000
		1804416 04/26/18 Water Analysis	51.00			3000 402000	392	101000
		1804438 04/26/18 Water analysis	64.00			3000 402000	392	101000
Total for Vendor:			301.00					
*** Claim from another period ( 4/18) ****								
8061		13 BLUE STAR GAS	806.73					
Fire Department Heating								
		1033899 04/17/18 Fire Department Heating	806.73			1040 403000	440	101000
Total for Vendor:			806.73					

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8059		432 CAL-ORE COMMUNICATIONS	89.73					
		May backup services						
	5608	05/01/18 May backup services	89.73*			1010 402000	396	101000
		Total for Vendor:	89.73					
8062		1015 Canon Financial Services	434.33					
		Monthly lease payment						
	18524676	05/01/18 Monthly copier lease payment	434.33*			1010 402000	385	101000
		Total for Vendor:	434.33					
		*** Claim from another period ( 4/18) ****						
8084		32 CITY OF MOUNT SHASTA	25.00					
		Live Scan						
X	125	04/26/18 Live Scan	25.00			1040 402000	392	101000
		Total for Vendor:	25.00					
8050		33 CLEMENS WASTE REMOVAL	14,445.75					
		Monthly Billing						
		05/01/18 Monthly refuse billing	14,445.75*			1090 402000	392	101000
		*** Claim from another period ( 4/18) ****						
8051		33 CLEMENS WASTE REMOVAL	3,161.22					
		April dump fees						
	2321	05/03/18 April dump fees	3,161.22*			1090 402000	392	101000
		Total for Vendor:	17,606.97					
		*** Claim from another period ( 4/18) ****						
8074		447 Clockwork Extrication	500.00					
		Fire equipment repair and maintenance						
	0026-2018	04/08/18 Fire equipment repair and m	500.00			1040 403000	520	101000
		Total for Vendor:	500.00					
		*** Claim from another period ( 3/18) ****						
8076		277 CROSS PETROLEUM	171.28					
		March PW and Fire fuel						
	CL62004	03/31/18 March PW and Fire Fuel	101.17			1010 403000	420	101000
	CL62004	03/31/18 Fire Fuel	70.11			1040 403000	420	101000

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		*** Claim from another period ( 4/18) ****						
8077		277 CROSS PETROLEUM	32.73					
		April PW and Fire fuel						
		CL62769 04/15/18 April PW and Fire fuel	6.58			1010 403000	430	101000
		CL62769 04/15/18 Fire Dept Fuel	26.15*			1070 403000	430	101000
		*** Claim from another period ( 4/18) ****						
8078		277 CROSS PETROLEUM	291.23					
		April PW and Fire fuel						
		CL63142 04/30/18 PW fuel	246.75			1010 403000	430	101000
		CL63142 04/30/18 Fire fuel	44.48			1040 403000	420	101000
		*** Claim from another period ( 4/18) ****						
8079		277 CROSS PETROLEUM	546.92					
		Scout Hall heating fuel						
		0323190 04/19/18 Scout hall heating fuel	546.92*			1070 403000	440	101000
		Total for Vendor:	1,042.16					
8054		42 DON R ERICKSON OIL	200.17					
		149386 05/01/18 Dyed Diesel	200.17			1010 403000	420	101000
		Total for Vendor:	200.17					
		*** Claim from another period ( 4/18) ****						
8069		1054 Envirosight	11,185.10					
		Sewer Camera						
		16589 03/31/18 Sewer Camera	11,185.10			2000 100000		101000
		725682						
		Total for Vendor:	11,185.10					
		*** Claim from another period ( 4/18) ****						
8071		75 FRONTIER - 2017	334.40					
		Admin phone						
		04/20/18 Admin phone	334.40			1010 402000	320	101000
		Total for Vendor:	334.40					
		*** Claim from another period ( 4/18) ****						
8075		1055 Jeff Cornell	875.00					
		repairs to customer sewer line						
		0026-2018 04/26/18 Repairs to customer sewer l	875.00*		724230	2000 402000	392	101000
		Total for Vendor:	875.00					

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
8052	E	379 JOHN DEERE FINANCIAL	1,608.75					
May lease payment								
		1992219 05/03/18 May lease payment	16.08			1040 404000	610	101000
		1992219 05/03/18 May lease payment	201.09			1050 404000	610	101000
		1992219 05/03/18 May lease payment	40.22			1070 404000	610	101000
		1992219 05/03/18 May lease payment	64.35			1090 404000	610	101000
		1992219 05/03/18 May lease payment	482.63			2000 404000	610	101000
		1992219 05/03/18 May lease payment	804.38			3000 404000	610	101000
Total for Vendor:			1,608.75					
*** Claim from another period ( 4/18) ****								
8064		449 KEVIN SHEARER, DDS	250.00					
Employee Dental								
		4341 04/09/18 Employee Dental	2.25			1040 401300	270	101000
		4341 04/09/18 Employee Dental	8.25			1050 401300	270	101000
		4341 04/09/18 Employee Dental	0.25			1060 401300	270	101000
		4341 04/09/18 Employee Dental	5.25			1070 401300	270	101000
		4341 04/09/18 Employee Dental	1.00			1080 401300	270	101000
		4341 04/09/18 Employee Dental	5.50			1090 401300	270	101000
		4341 04/09/18 Employee Dental	74.50			2000 401300	270	101000
		4341 04/09/18 Employee Dental	153.00			3000 401300	270	101000
Total for Vendor:			250.00					
*** Claim from another period ( 4/18) ****								
8055		1053 Motion and Flow Control Products	77.49					
Hydraulic coupler for loader								
		5070366 04/09/18 Hydraulic coupler for loader	77.49		725699	1010 403000	520	101000
Total for Vendor:			77.49					
8058		416 MT SHASTA IT SERVICES	800.00					
May computer maint contract								
		1631 05/01/18 May computer maint contract	800.00*			1010 402000	396	101000
Total for Vendor:			800.00					
*** Claim from another period ( 4/18) ****								
8060		112 MUNNELL & SHERRILL	61.20					
Nitrile Gloves								
		257758 04/23/18 Nitrile Gloves	61.20*		725691	1010 403000	400	101000
Total for Vendor:			61.20					



\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		*** Claim from another period ( 4/18) ****						
8065		116 NORTHLAND CABLE - FIRE	52.82					
		April Cable bill						
	04/18/18	April internet bill	52.82*			1040 402000	320	101000
		Total for Vendor:	52.82					
		*** Claim from another period ( 4/18) ****						
8066		117 NORTHLAND CABLE - MCS D	167.06					
		April internet billing						
	04/18/18	April internet billing	167.06			1010 402000	320	101000
		Total for Vendor:	167.06					
		*** Claim from another period ( 4/18) ****						
8068		120 PACIFIC POWER - 001 7 FIRE	750.48					
		April, Fire and Office power						
	04/17/18	April Fire power	409.05			1040 403000	450	101000
	04/17/18	April Office power	251.06			1010 403000	450	101000
	04/17/18	April Library power	90.37			1080 403000	450	101000
		Total for Vendor:	750.48					
		*** Claim from another period ( 4/18) ****						
8067		123 PACIFIC POWER - 004 1 PARK	190.64					
		Park power bill						
	04/18/18	Park	190.64			1070 403000	450	101000
		Total for Vendor:	190.64					
		*** Claim from another period ( 4/18) ****						
8072		126 PACIFIC POWER - 007 4 STREET	1,576.66					
		May streetlight power						
	05/02/18	May streetlight power	1,576.66			1060 403000	450	101000
		Total for Vendor:	1,576.66					
		*** Claim from another period ( 4/18) ****						
8057		141 SHASTA AUTO SUPPLY	204.24					
		Cutting torch kit						
	738736 04/03/18	Cutting torch kit	204.24		725683	1010 403000	520	101000
		Total for Vendor:	204.24					
		*** Claim from another period ( 4/18) ****						
8070		1048 Silver Rockets	52.50					
		Website maintenance						
	1158 04/10/18	Website maintenance	52.50*			1010 402000	396	101000
		Total for Vendor:	52.50					

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 4/18) ****								
8073		147 SISKIYOU COUNTY FIRE CHIEF'S	550.00					
2018 dues								
	04/20/18	2018 Association dues	550.00*			1040 402000	370	101000
Total for Vendor:			550.00					
*** Claim from another period ( 3/18) ****								
8081		169 SOLANO CONTRACTOR BUILDING	1,063.84					
Reimbursed fire department remodel								
	364490	03/30/18 Reimbursed Fire Dept remodel	1,063.84			1040 403000	400	101000
*** Claim from another period ( 4/18) ****								
8082		169 SOLANO CONTRACTOR BUILDING	231.98					
Water System repair, fire dept bldg repair								
	213147	04/02/18 Water system repair	47.99		725685	3000 403000	400	101000
	632188	04/05/18 Reimburseable fire dept bldg r	123.50		725685	1040 403000	400	101000
	218580	02/23/18 Repair to ambulance door	30.58		725314	1040 403000	400	101000
	667433	03/31/18 Fire bldg repair	29.91		725314	1040 403000	400	101000
Total for Vendor:			1,295.82					
*** Claim from another period ( 4/18) ****								
8053		156 STAPLES	221.23					
Office Supplies								
	2062004701	04/12/18 Office supplies	36.55			1010 403000	410	101000
	2064077851	04/14/18 Office Supplies	23.04			1010 403000	410	101000
	2043395041	04/01/18 Office Supplies	76.32			1010 403000	410	101000
	2043395041	04/01/18 Fire Department Office Sup	85.32			1040 403000	410	101000
Total for Vendor:			221.23					
# of Claims			34	Total:				41,395.08
Total Electronic Claims								1,676.55
Total Non-Electronic Claims								39718.53

MCCLOUD COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 5/18

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Fund/Account	Amount
X 1010 GENERAL	
101000 Operating Cash	\$3,162.59
1040 FIRE	
101000 Operating Cash	\$3,810.91
1050 ALLEYS	
101000 Operating Cash	\$213.82
1060 LIGHTS	
101000 Operating Cash	\$1,577.05
1070 PARKS	
101000 Operating Cash	\$812.02
1080 LIBRARY	
101000 Operating Cash	\$91.91
1090 REFUSE	
101000 Operating Cash	\$17,679.80
2000 SEWER	
101000 Operating Cash	\$12,657.63
3000 WATER	
101000 Operating Cash	\$1,389.35
<b>Total:</b>	<b>\$41,395.08</b>

“The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965.”

Prepared by: 

Reviewed by: 

Claims total: \$41,395.08

\_\_\_\_\_  
Signature #1

\_\_\_\_\_  
Signature #2

\_\_\_\_\_  
Signature #3

\_\_\_\_\_  
Signature #4

\_\_\_\_\_  
Signature #5

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Refuse Equipment Operator – Job Description

**POLICY NUMBER:** 2350

**ADOPTED:**

**REVIEWED:**

**AMENDED:**

**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 and green waste 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 d/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.

### **2350.70** 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.

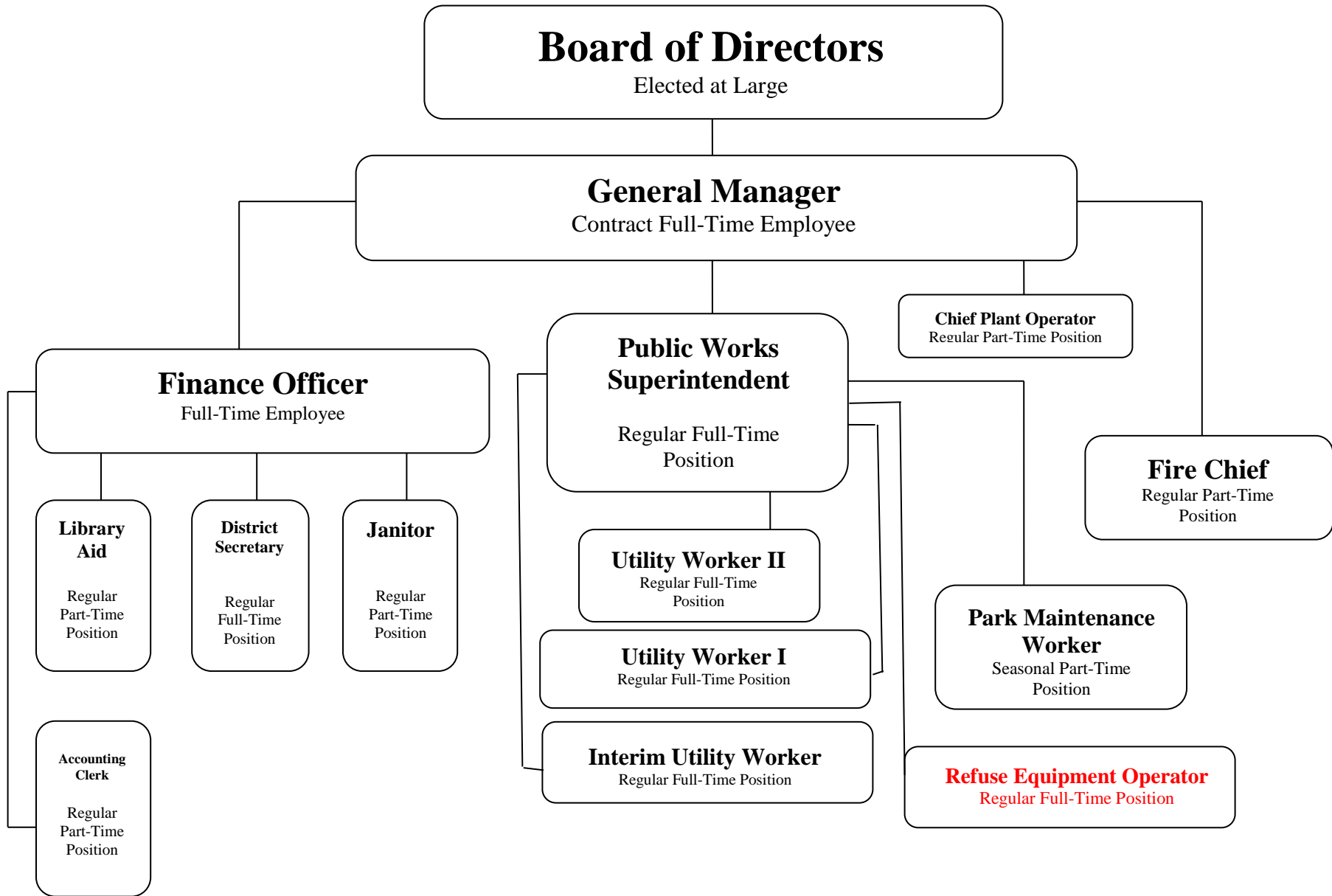
**2350.90** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** District 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  
**AMENDED:** 08/12/13; 01/27/14; 07/13/15; 06/13/16; 02/13/17

**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.



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Public Works Superintendent – Job Description  
**POLICY NUMBER:** 2310  
**REVIEWED:** 02/25/13; 03/11/13; 10/13/15  
**ADOPTED:** November 12, 2002  
**AMENDED:** March 11, 2013; February 22, 2016

**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 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 ~~general~~ 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** 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.

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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.

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**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**  
**Policy and Procedure Manual**

**POLICY TITLE:** Interim Utility Worker – Job Description  
**POLICY NUMBER:** 2335  
**ADOPTED:** November 12, 2002  
**REVIEWED:** July 22, 2013; August 12, 2013; August 17, 2015; February 9, 2016  
**AMENDED:** August 12, 2013; March 14, 2016

**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 ~~the District Park Worker crew~~ 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.

**2335.35** Upon obtaining a Class B driver's license and D-1 Water Distribution System Operation and Maintenance certification, the employee commits to work for the District for two years. ~~If contract is not fulfilled, the employee will be required to reimburse the District for related expenses at a pro-rated rate.~~

**Comment [KP1]:** Union Claimed this was illegal. Confirmed by MCSD District Counsel as Illegal.

**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.

**Comment [KP2]:** Indentation from here down needs corrected but cannot do so cleanly in review mode. If approved, will have cleaned up version for second reading.

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

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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.

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**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.

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#### **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.

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**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**  
**Policy and Procedure Manual**

**POLICY TITLE:** Utility Worker I – Job Description  
**POLICY NUMBER:** 2340  
**ADOPTED:** October 28, 2002  
**REVIEWED:** August 17, 2015  
**AMENDED:** June 23, 2014; February 22, 2016

**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** Supervises employees in the positions of Interim Utility Worker, Park Maintenance Worker, part-time, seasonal and temporary classifications.

**2340.18** Trains or assists in training of subordinates.

**2340.19** Develops and presents to subordinates information relating to safety in conformance with District's safety program.

**2340.20** Under the direction and supervision of the Public Works Superintendent:

**2340.21** Processes records relating to job costs and time expenditures of equipment and District personnel.

**2340.22** 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.

**2340.23** Responsible for developing, implementing and updating as needed the District's inventory control system.

**2340.24** Assists in the preparation of the utility and maintenance department budgets.

**2340.25** Assists the District's Interim Utility Workers as needed to efficiently and productively maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2340.26** Share standby and emergency service responsibilities with other field personnel.

**2340.27** Assist in refuse collection operations and maintenance of related equipment.

**2340.2728** 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 facility.

**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.

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**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:** Utility Worker II – Job Description  
**POLICY NUMBER:** 2320  
**ADOPTED:** October 28, 2002  
**REVIEWED:** August 17, 2015  
**AMENDED:** August 12, 2013; February 22, 2016

**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.

**2320.11** Assists the Public Works Superintendent in the planning and preparation of project and work schedules, and assigning individual employees and crews to specific tasks.

**2320.12** 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.

**2320.13** Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

**2320.14** Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings and appurtenant facilities.

**2320.15** Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

**2320.16** Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

**2320.17** Trains or assists in training of subordinates.

**2320.18** 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 efficiently and productively maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**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.~~27~~-28** And other duties as assigned.

**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.

**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 District's water distribution and sewage collection system and

wastewater treatment facility.

**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.

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.

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### **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.



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Park Maintenance Worker – Job Description  
**POLICY NUMBER:** 2380  
**ADOPTED:** September 11, 2000  
**AMENDED:** August 10, 2015, May 9, 2016, September 12, 2016  
**REVIEWED:** April 8, 2013; July 14, 2015; April 12, 2016; August 15, 2016

**2380.10** The Park Maintenance Worker is hired by the General Manager ~~and Public Works Superintendent~~ 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 ~~acceptable to the District~~ (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.~~ 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., Monday through Friday. The Park Maintenance Worker works three days per week or as required to complete assigned duties, not to exceed 24 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 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**

**RESOLUTION NO. 02, 2018**

**A RESOLUTION OF APPRECIATION FOR KIMBERLY PAUL**

**WHEREAS**, Kimberly Paul started with the District as the Finance Officer and held that position for almost a year. She then became the Interim General Manager and Finance Officer for seven months, the General Manager & Finance Officer for five months and then the General Manager for the remainder of her time with the District. Kimberly was employed with the district for over three years; and

**WHEREAS**, Kimberly resolved the Water and Sewer Improvement Project Assessment District closeout and oversaw rate payer refunds in the amount of \$250,000; and

**WHEREAS**, Kimberly identified \$395,199 in available Sewer Reserve Funds; and

**WHEREAS**, Kimberly oversaw the completion of the restatement of the 2012 Audit and completion of the 2013 Audit; and

**WHEREAS**, Kimberly implemented lowered costs through lean staffing; and

**WHEREAS**, Kimberly oversaw the acquisition of the Old McCloud Courthouse at no cost and received a Ford Foundation Grant for development of a fundraising plan; and

**WHEREAS**, Kimberly researched the chain of title for our water rights to upper and lower Elk Creek and was able to locate and identify the chain of transfer going back to the original holder of the water rights, Henry Nichols, for upper and lower Elk Creek, 1883; and

**WHEREAS**, Kimberly increased Ambulance usage thereby increasing ambulance income; and

**WHEREAS**, Kimberly instituted remote capture banking saving costs of driving over the hill to make deposits; and

**WHEREAS**, Kimberly negotiated lower bank account fees; and

**WHEREAS**, Kimberly successfully negotiated an agreement for the possible sale of District spring water; and

**WHEREAS**, Kimberly oversaw the implementation of Health Vesting Requirements for Future Annuitants; and

**WHEREAS**, Kimberly renewed the District's USDA Forest Service special use permits for portions of our sewer and water lines and the permits were reissued until July 30, 2037; and

**WHEREAS**, Kimberly extended our office hours; and

**WHEREAS**, Kimberly launched a Facebook Page to keep McCloud Community Services District customers informed about District events and notices; and

**WHEREAS**, Kimberly acted as the District's representative for the League of Local Agencies (LOLA) meetings; and

**WHEREAS**, Kimberly implemented the relocation of the green waste facilities to the waste water treatment plant saving the district money; and

**WHEREAS**, Kimberly oversaw bringing household and commercial solid waste collection in house potentially saving the district money, lowering rates and enabling the district to hire an additional employee; and

**WHEREAS**, the McCloud Community Services District extends its sincere appreciation and gratitude for Kimberly's constant commitment, support and assistance to the needs of the town of McCloud; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the McCloud Community Services District hereby publicly expresses respect and gratitude to Kimberly Paul for over three (3) years of dedicated service to this community.

The foregoing resolution was introduced at a regular meeting of the Board of Directors of the McCloud Community Services District held on May 14, 2018 and adopted by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Catherine Young, President of the Board

ATTEST:

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Teryl Smith, District Secretary



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Purchasing  
**POLICY NUMBER:** 3080  
**ADOPTED:** November 25, 2002  
**AMENDED:**  
**REVIEWED BY COMMITTEE:** 11/14/13; 07/12/16; 02/14/18; 05/09/18

**3080.10** To purchase small items such as office supplies, auto parts and other miscellaneous items costing less than \$500, ~~vendors will be asked to submit pricing information~~ District staff will research up to three (3) comparative products from multiple suppliers whenever possible. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms which list instructions to vendors.

**3080.11** Local (McCloud) firms will be allowed a 10% preference margin.

**3080.20** To purchase items costing more than \$500-competitive quotations will be solicited from vendors and received by telephone, email, fax or mail prior to processing a purchase order *unless only one vendor is available.*

**3080.21** For large quantity orders, the District will provide suppliers with a list of items to be purchased. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

**3080.22** Vehicles will be purchased through competitive bidding, unless they can be acquired less expensively otherwise.

**3080.30** Purchase orders shall be prepared for all purchases, and signed by the General Manager and one additional regular full-time staff member prior to placing the order.

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Retaining Services of Consultants and Contractors  
**POLICY NUMBER:** 1100  
**ADOPTED:** March 14, 2005  
**REVIEWED:** December 18, 2013, May 9, 2018  
**AMENDED:** February 24, 2014

**1100.10** California Government Code 61244 authorizes the District Board of Directors to appoint or retain, fix the compensation of and prescribe the authorities and duties of consultants such as, but not limited to, attorneys, engineers and auditors necessary or convenient for the business of the District.

**1100.20** To allow local governments to develop productive and efficient relationships with professional consultants, competitive bidding is not required when hiring consultants such as engineers, accountants and attorneys. Consultants will be required to provide résumés and fee information that will be used to evaluate candidates in the selection process. To ensure that the District receives the highest quality services from professional consultants, the following criteria shall guide the selection process.

**1100.21 Engineers:** District staff may directly interview, or interview following a Request for Proposals process, to secure an engineering firm appropriate for the work to be performed. Staff may then negotiate a scope of work, an hourly rate and/or proposed “not to exceed” fee and shall present the engineer’s proposal for Board of Directors approval.

**1100.211** Criteria for staff selection of engineers include, but is not limited to, familiarity with the District’s infrastructure or facility on which the engineering work is proposed, past performance, fee as compared to the hourly rate of other firms, experience in the proposed engineering work and references.

**1100.22 General Legal Counsel:** Legal Counsel for the District shall be selected by the Board of Directors based on the following criteria, listed in no particular order:

**1100.221** Qualifications. Especially important is the attorney’s experience in the area of public agency law with an emphasis on the importance of experience in community services district law.

**1100.222** Accessibility. District Counsel may be required to attend regular and special meetings or teleconference with the District Board of Directors and must be available to do so without unreasonable delay or extensive costs. -

**1100.223** Cost of Services. Although low cost legal services are important to the District, qualifications and accessibility are equally, if not more important.

**1100.224** *Staff use of Legal Services. The General Manager and in the absence of the General Manager, the representative shall request a brief written summary or confirmation of all legal opinions received.*

**1100.23** Auditor: District staff shall develop a Request for Proposal (RFP) - to be used to review the qualifications and cost proposal from qualified auditing firms. The frequency of publishing RFPs will be determined by the Board of Directors.

**1100.30** Construction Contractors: Construction projects will be advertised for bid in local and regional newspapers, on our web site, with the Contractors Exchange and subject to competitive bidding where applicable in compliance with the Uniform Public Construction Contract Act.

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