

RESOLUTION 26-33

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAR VALLEY COMMUNITY SERVICES DISTRICT APPROVING THE PUBLIC WORKS MANAGER JOB DESCRIPTION AND AMENDING THE EMPLOYEE WAGE SCHEDULE EFFECTIVE MAY 1, 2026

Section IV of the District's Employee Manual & Personnel Policies states that all job descriptions will be approved by the Board of Directors.

As the District's designated Personnel Officer, the General Manager has prepared the Public Works Manager job description for the Board of Directors' approval and adoption.

California Government Code section 570.5 requires that public agencies have a publicly available pay schedule that meets the established requirements and adoption by the Board of Directors.

The Board of Directors of the Bear Valley Community Services District resolves that:

1. The job description for the Public Works Manager is approved; and
2. The Employee Wage Schedule attached to this as Exhibit A replaces the previously adopted Wage Schedule effective as of May 1, 2026.

PASSED, APPROVED AND ADOPTED on May 14, 2026, by the following vote:

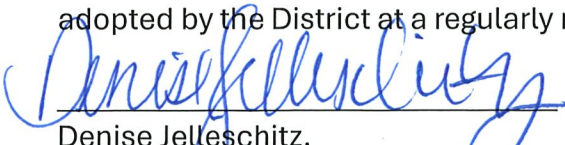
AYES:	Lewis, Frevert, Hernandez, Tabor, Paparella
NOES:	None
ABSENT:	None
ABSTAIN:	None



Paul Paparella, President
Bear Valley Community Services District

ATTEST:

I hereby certify that the above Resolution No. 26-33 was duly introduced, read, and adopted by the District at a regularly noticed meeting held on May 14, 2026.



Denise Jelleschitz,
Secretary of the Board of Directors



Bear Valley Community Services District
Full-Time Bi-Weekly Wage Schedule
Effective May 1, 2026

Classification	Scale	A	B	C	D	E	F
Gate Pass Coordinator	1	1,537.97	1,614.87	1,695.61	1,780.39	1,869.41	1,962.88
Maintenance Worker I	2	1,972.26	2,070.87	2,174.42	2,283.14	2,397.29	2,517.16
Office Assistant	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Reserve Officer	2	1,972.26	2,070.87	2,174.42	2,283.14	2,397.29	2,517.16
Wastewater Operator-in-Training (a)	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Water Operator-in-Training (a)	2	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Accounting Technician I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Administrative Assistant I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Billing Clerk	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Maintenance Worker II	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Police Technician (a)	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Wastewater Operator I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Water Operator I	3	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Accounting Technician II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Administrative Assistant II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Heavy Equipment Operator (a)	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Information Tech Systems Admin	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Maintenance Worker III	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Police Officer I	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Wastewater Operator II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Water Operator II	4	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Accounting Technician III	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Administrative Assistant III	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Police Officer II	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Roads Crew Lead	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Wastewater Operator III	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Water Operator III	5	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Administrative Specialist	6	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Communications Specialist	6	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Police Officer III	6	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Wastewater Operator IV	6	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Water Operator IV	6	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Accountant I	7	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Administrative Specialist II (c)	7	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Wastewater Operator V	7	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Water Operator V	7	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Accountant II	8	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
Administrative Supervisor	8	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
General Services Supervisor	9	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Roads Supervisor	9	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Wastewater Supervisor	9	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Water Supervisor	9	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73

BEAR VALLEY COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS MANAGER
DEPARTMENT: PUBLIC WORKS
REPORTS TO: GENERAL MANAGER

JOB SUMMARY:

Under general direction of the General Manager, manages and directs resources including personnel and equipment required for operating and maintaining water, wastewater, solid waste, roads, general services, and related activities.

DISTINGUISHING CHARACTERISTICS:

Incumbent is the first-level management classification within the Public Works Department and is characterized by the responsibility to manage subordinate-level, first-line supervisors, who have day-to-day responsibility for assigned section activities. Differs from the Projects Manager in that the latter is responsible for capital projects and general procurement of public works

SUPERVISION RECEIVED/EXERCISED:

This classification receives general directions from the General Manager. The position exercises direct and indirect supervision over technical, field personnel, and laborers, in addition to outside contractors and vendors.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different duties from those set forth below to address agency or departmental needs and changing business practices.

- Manages the operation and maintenance of water treatment and distribution systems; water meter reading and customer service; operation and maintenance of water/reclaimed water treatment facilities and collection systems; solid waste transfer station operations and facilities; roads repair and maintenance; general services and fleet operations and maintenance.
- Determines the priority of maintenance activities; manages, assigns, and directs personnel and equipment through subordinate supervisors in the operation, maintenance, and construction of facilities and systems.
- Monitors and inspects maintenance projects during construction and at completion; identifies and directs corrective action as needed.

- Develops and administers operations and maintenance priorities through inspections management of assets within budget constraints.
- Establishes policies for all aspects of water, wastewater, solid waste, roads, and general services operations; plans, coordinates, directs, and reviews process control activities, instrumentation, electrical, and mechanical operation, maintenance, and repair activities to ensure compliance with legally mandated permit requirements.
- Ensures compliance with all federal and state regulatory requirements including, but not limited to, State Department of Health Services, California State Water Resources Control Board, Fish and Game permits, US Army Corps of Engineers requirements, etc.
- Implements and maintains an effective safety program in compliance with OSHA requirements and District safety policies; identifies safety concerns and implements appropriate preventive measures.
- Analyzes staffing, equipment, and materials needs to allocate and monitor budgeted resources; approves budgeted expenditures and makes expenditure adjustments to stay within budget; provides budget recommendations based on analysis of operational and maintenance requirements.
- Develops strategies and work plans for the successful achievement of department project goals, and plans and recommends process/system improvements.
- Interviews and selects staff; supervises, evaluates, and trains staff; recommends and acts on personnel matters; ensures compliance with Memoranda of Agreement and District Personnel Rules and Regulations.
- Responds to and directs operations during emergency situations; prioritizes equipment and material needs; determines need for and requisitions contractors; coordinates response with other agencies and District departments/agencies; maintains records for reimbursement claims.
- Investigates complaints from the public and other public agencies and entities, recommends solutions, and schedules corrective work as appropriate; communicates with community groups and individuals to explain and interpret department/County policies and procedures.
- Uses a variety of computer programs including maintenance/ work management systems, the Supervisory Control and Data Acquisition (SCADA) System, word processing, spreadsheet, and other software necessary to perform job duties.
- Functions as a liaison among District and other agencies, developers, contractors, cities, special districts, etc., represents the department's views and interests.
- Administers contracts including developing specifications, analyzing bids, and monitoring and evaluating work products.
- Identifies the need for and makes recommendations to obtain permits from federal, state, and local agencies; ensures compliance with permit requirements; coordinates projects with local jurisdictions.
- Performs other duties as assigned.

KNOWLEDGE & ABILITIES

To perform this job successfully, individuals in these classifications must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Federal and state rules and regulations and environmental restrictions applicable to work methods;
- Design and construction methods and practices;
- Emergency response procedures in assigned area;
- Regulation and use of chemicals used for water and wastewater treatment, disinfection, and site maintenance;
- Structure of the agency, department, and entities affiliated with the department;
- Memoranda of Agreement and Personnel Rules and Regulations;
- Operation, maintenance, and SCADA monitoring and control of water or reclaimed water/wastewater systems and facilities;
- Personnel, safety practices, equipment, materials, procedures, and methods used in the operation and maintenance of water, wastewater, or solid waste;
- All required department and public works policies, procedures, and guidelines;
- Required state permits and certificates;
- Principles and practices of employee supervision, training, and evaluation;
- Management principles and practices;
- Accounting systems used in the administration of the work and development of budgets;
- Computer software and web-based applications;
- Computerized and manual meter reading methods, techniques, equipment, etc.

Ability to:

- Plan, manage, organize, and prioritize activities relating to the installation, operation, modification, repair, and maintenance of water, reclaimed water/wastewater systems, solid waste, equipment, and facilities, or meter installation, reading, testing, and repair;
- Select, train, supervise, and evaluate staff;
- Review water and wastewater process parameters and results of related process testing sample analysis, and make calculations for required process control orders;
- Interpret and make arithmetic calculations from plans and specifications, maps, sketches, and legal descriptions; estimate project costs;
- Make reasonable decisions within limited time frames or emergency situations;
- Identify and recommend solutions to potential or immediate problems;
- Effectively utilize computer applications, including email, word processing/spreadsheet/database software, web-based applications, SCADA system, etc.;
- Respond effectively to customer complaints;
- Respond to water main breaks and wastewater spills as required;
- Establish and maintain effective working relationships with the public, employees, regulatory agency officials, consultants, contractors and others;
- Communicate clearly and effectively with the public, employees, and representatives of other governmental agencies, both orally and in writing (including records, reports, correspondence, and other written materials).

PHYSICAL DEMANDS:

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

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of normally functioning olfactory sensation; Vision in the normal range, with or without correction, and normal color vision; hearing in the normal range with or without correction; balancing, climbing, ascending and descending ladders; driving; kneeling, crouching, making repetitive hand or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Occasionally lift and carry up to 50 pounds.
- Travel from job site to job site sitting in vehicle; bend, squat, climb, kneel and twist while performing work.
- While performing the duties of this class, employees are regularly required to interact with District staff, the public, and others encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While much of the planning, organizing, and paperwork is done in the office, incumbents often must work outdoors and use proper work safety precautions/procedures, as assignments may involve exposure to various weather and environmental conditions, vibration, confined spaces, chemicals and infectious materials, hazardous gases, mechanical and electrical hazards, raw sewage, and water/wastewater effluents; and travel to different work sites over a rural geographic area.

Work hours are between 6:00 am and 5:00 pm, Monday through Friday. May need to respond on-site to on-call or emergency situations, which may arise at any time, including evenings, weekends, holidays, etc. These hours are subject to change to meet the needs of the District.

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities is qualifying as determined solely by the District. A typical way to obtain the required knowledge and abilities is as follows.

Education:

Equivalent to a bachelor's degree in chemistry, microbiology, environmental science, public administration, or related field of study.

Experience:

Five years of experience in full scope supervision of personnel and the maintenance of public facilities which has led to the acquisition of the required knowledge, skills and abilities, including two years of supervisory experience.

License or Certificate:

Possession of a valid Class C driver's license issued by the California Department of Motor Vehicles. Ability to maintain a clean driving record is required.

Possession of a Water Distribution Operator Grade D3 certificate, Water Treatment Operator Grade T2 certificate, and/or Wastewater Treatment Operator Grade 3 certificate issued by the California State Water Resources Control Board is highly desirable.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act: Exempt

Bargaining Unit: At-Will

Appointment and Removal Authority: General Manager

Approved: __/__/25

I have reviewed and agree to abide by the position requirements.

Employee Signature: _____ Date _____