



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2023-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB DESCRIPTIONS AND CLASSIFICATIONS FOR OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE WORKER

WHEREAS, periodic review of job descriptions and classifications is a recommended best practice of local government; and

WHEREAS, the process of review provides an opportunity to ensure that current job descriptions and classifications match the work being done by employees and that those duties meet the current needs of the organization; and

WHEREAS, District management staff contracted with Municipal Resources Group (MRG) to review several job descriptions for TCSD positions; and

WHEREAS, it is recommended to update the current job descriptions for Wastewater and Facilities Superintendent and Park and Recreation Maintenance Worker and retitling to Operations Superintendent and Senior Parks Maintenance Worker, respectively; and

WHEREAS, the Superintendent is primarily responsible for planning, organizing, and directing maintenance and operations activities associated with TCSD's solid waste and wastewater collection and conveyance system.

WHEREAS, Operations Superintendent is a more accurate title for the classification due to the breadth of areas of responsibility and the revised job description more accurately reflects the duties performed; specifically clarifying the management of the entire TCSD vehicle fleet and supervision of the refuse collection drivers; and

WHEREAS, Operations Superintendent is a management position and is exempt from earning overtime pay yet is expected to be available to respond to an emergency 24/7; and

WHEREAS, government agencies typically provide Administrative Leave as in-lieu compensation and recognition of the 24/7 responsibility; and

WHEREAS, it is recommended to provide forty (40) hours of Administrative Leave to the Operations Superintendent annually which cannot be cashed out and only twenty (20) hours of unused leave will be eligible for carry over to the next year; and

WHEREAS, the Senior Parks Maintenance Worker job description updates the changes to the position from the Park and Recreation Maintenance Worker; and

WHEREAS, the needs of the organization are such that the position focuses on open space, vegetation management and tree assessments, and working with outside contractors/vendors and service providers to ensure tree removal, landscaping and facility maintenance are completed to the satisfaction of District standards; and

WHEREAS, the retitling of the Park and Maintenance Worker position to Senior Park Maintenance Worker reflects a higher level of responsibility and independent work; and

WHEREAS, both positions have a recommended compensation adjustment commensurate with the recognized updated job responsibilities; and

WHEREAS, the compensation changes will be reflected in the District's adopted salary schedule.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves the attached revised job descriptions and classifications for Operations Superintendent (Exhibit A) and Senior Parks Maintenance Worker (Exhibit B), including the provision of forty (40) hours of Administrative Leave to the Operations Superintendent annually which cannot be cashed out and only twenty (20) hours of unused leave will be eligible for carry over to the next year.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 11th day of January 2023 by the following vote:

AYES: *S. Bartschat, J. Brown, J. Jacobs, S. Levine*

NAYS:

ABSENT: *M. Mc Mahon*



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District

EXHIBIT A



Tamalpais Community Services District Operations Superintendent

DEFINITION

Under the general direction of the General Manager, the Operations Superintendent is responsible for planning, organizing, and directing maintenance and operations activities associated with the District's solid waste operations and wastewater collection and conveyance system and, as directed, for administering the safety program for all employees. The Operations Superintendent is also responsible for the maintenance and management of the District's fleet of vehicles, equipment, and facilities.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey and professional level classification that functions with a high degree of independence to provide a broad range of highly responsible operations and maintenance activities to the District requiring the ability to coordinate multiple and concurrent activities independently while exercising discretion for confidential matters.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager and exercises direct supervision over solid waste and wastewater staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- As directed, establishes performance standards, policies, procedures, and methods for the operation and maintenance of the District's wastewater conveyance system and solid waste operations.
- Evaluates operation and maintenance activities; implements improvements and modifications; prepares various reports on operation and maintenance activities including required quarterly and annual wastewater reports to various governmental agencies.
- Directs and supervises safe and effective operations and maintenance of wastewater collection systems and solid waste staff.
- Supervises assigned employees including directing work, conducting performance evaluations,

and coordinating training. Advises and/or assists the General Manager or Assistant General Manager with regard to hiring, discipline, and termination actions.

- Collaborates with staff and consultants on District projects and development and implementation of policies and procedures.
- Manages activities associated with the District's facilities and fleet including building maintenance, contract administration, and fleet maintenance and replacement.
- Works closely with all special district, county, regional, state and federal officials as required.
- Reviews construction plans and programs for compliance with District rules and regulations.
- Coordinates sewer repairs, hydro flushing, smoke testing, and televising and locating lines.
- Ensures compliance with Sanitary Sewer Management Plan (SSMP).
- Issues permits and place holds and releases on all projects requiring District approval, sign-off, or concurrence; ensures inspections of all sewer connections of new construction, remodels, and upgrades and are completed in a timely manner.
- Coordinates and/or conduct inspections of sewer lines for stoppages, leaks, breaks, overflows, inflow, and infiltration.
- Coordinates inspections of grease traps and compliance with District regulations for commercial units.
- Ensures District facilities such as pump stations and generators remain in safe and good operating order and coordinate and/or make improvements and repairs as needed.
- Oversees the work of outside consultants and contractors.
- Supervises emergency response and customer calls for service; responds to emergency calls 24 hours per day, 7 days per week.
- Monitors changes in laws, regulations, and technology that may affect assigned operations and ensure compliance with all applicable federal, state, and local laws and statutes.
- Supports the General Manager to ensure compliance with health and safety codes and OSHA regulations, and collaboratively drive continuous improvement of the District's safety culture and programs.
- Works with senior management to conduct timely accident investigations; initiates appropriate follow-up action, including determining whether policies need to be revised or developed.
- Utilizes computerized maintenance system or other systems to generate, track, monitor, and complete work orders; develops forms, procedures, and documents for recording materials and work.
- Oversees emergency preparedness related to Department functions and participate in the review and maintenance of emergency response plans.
- Demonstrates initiative and effective skills in troubleshooting, problem solving, and team building.
- Communicates status of work to executive management and staff as appropriate.
- Participates in professional organizations; attends professional development training.
- Performs other duties as assigned.

REQUIREMENTS

Knowledge of:

- Principles of wastewater collection and conveyance systems, including best practices, procedures, methods, materials, tools, equipment, and supplies as applicable.
- Understanding and use of heavy equipment, vehicles, power tools, and hand tools utilized in the maintenance of District's wastewater collection system, pump stations, and related appurtenances.
- Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance.
- Principles and practices of facilities and fleet management.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and procedures of emergency response preparedness.
- Proficient knowledge of the English language, both spoken and written.
- Mathematics and calculations used in the construction and wastewater industry.
- Proficient knowledge of modern Computerized Maintenance Management System (CMMS) asset management software and/or other software related to wastewater operations.
- Standard office equipment, computers, and hardware and software.

Ability to:

- Supervise, train, and coordinate personnel.
- Communicate effectively, both orally and in writing.
- Prepare required on-line or written reports such as sanitary sewer overflow (SSO) reports or EPA quarterly reports.
- Understand and carry out written and verbal directions.
- Proficiently use asset management software systems and other software related to wastewater operations, including maintaining work records, analyzing data, and preparing reports.
- Troubleshoot District equipment malfunctions and problems.
- Read and interpret maps, construction drawings, and blueprints.
- Recognize and mitigate hazards encountered in the course of work.
- Perform all tasks related to maintenance, cleaning, and repair of District's wastewater collection system and related appurtenances.
- Manage solid waste collection routes and address collection issues that arise in the field.
- Proficiently use field (e.g., two-way radio) equipment, GPS, and standard office equipment and software.
- Use sound personal judgment and discretion; remain calm in crisis, emergency, and/or other stressful situations, and use discretion when handling and disseminating sensitive information.
- Assist customers by achieving mutual understanding and providing appropriate emergency response.
- Collaboratively identify and solve problems.
- Communicate professionally and tactfully in a manner that maintains productive working

- relationships and facilitates a useful exchange of information.
- Work as a team player.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Equivalent to graduation from high school supplemented by CWEA certification or courses in water/wastewater resources, project management, or a related field. A college degree is desirable.
- Two years of experience as a journey-level plumber, preferably with experience working with wastewater agencies or four years of increasing responsible experience as a wastewater maintenance worker with Tamalpais Community Services District.
- Demonstrated expertise in pump inspections and sewer main and lateral inspections.
- Demonstrated knowledge of truck/vehicle maintenance and repairs.
- Experience as truck/vehicle mechanic or performing repairs is preferred.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must be able to obtain a valid Collection System Maintenance Grade I certification issued by the California Water Environmental Association (CWEA) within 18 months of date of hire or other agreed upon date with General Manager.
- Must be able to obtain a valid Collection System Maintenance Grade II certification issued by the California Water Environmental Association (CWEA) within 36 months of date of hire or other agreed upon date with General Manager¹
- Must possess and maintain a valid California Class C and a Class A or B driver's license and insurability under the District's vehicle liability insurance coverage or ability to obtain a Class A or B license within 24 months of hire or other agreed upon date with General Manager.
- Failure to maintain requirements may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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.

¹ Obtaining and maintaining a Grade II certification is highly encouraged for incumbent, but not required.

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, using tools, working on vehicles, driving trucks and heavy vehicles, and repetitive motions and activities.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Very Heavy Work: Exerting, lifting, and maneuvering object in excess of 75 pounds of force occasionally.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

COMPENSATION AND BENEFITS

Per adopted TCSD salary schedule and benefit resolution(s).



Tamalpais Community Services District

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JOB TITLE: SENIOR PARKS MAINTENANCE WORKER

DIVISION: PARKS & RECREATION	WORK TEAM LEADER: NO	LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA
TYPE: FULL TIME POSITION; NON-EXEMPT; PAID OVERTIME	REPORTS TO: ASSISTANT GENERAL MANAGER	SHIFT: 7:30am-4:00pm, MONDAY-FRIDAY, POSSIBLE WEEKEND EVENT OVERTIME

PURPOSE: The Senior Parks Maintenance Worker is responsible for the maintenance of the parks, open space, and recreational facilities, keeping areas in a safe and useable condition and in compliance with state and federal regulations and District policies.

GENERAL DESCRIPTION: The Senior Parks Maintenance Worker is under the supervision of and reports to the Assistant General Manager. The Senior Parks Maintenance Worker may receive direction and assignments from the Assistant General Manager, the Operations Superintendent, the Executive Assistant/District Clerk, or the General Manager. This position is responsible for maintaining all District parks and open spaces, and keeping equipment in serviceable condition. This is a multi-faceted position combining building maintenance, repairs, gardening and irrigation, open space and vegetation management, grounds keeping, park refuse collection, playground and trails safety inspecting, and providing program support for District events and programs.

The work environment includes District facilities, office, and shop areas in buildings that are not air conditioned. Other work environments are outdoors in streets, right-of-ways, easements, parks, playgrounds, trails, and a fenced corporate yard.

The Senior Parks Maintenance Worker may be exposed to various levels of noise and vibrations associated with trucks, mowers, and other machinery. The position may be exposed to various odors, fumes, sludge, refuse, dust, dirty, and allergens.

The outdoor and indoor facilities maintenance and repair services are provided in a safe, courteous, efficient manner, in compliance with state and federal regulations and District policies. The position is responsible for excellent customer service and customer satisfaction in the areas of parks and park facility maintenance, repairs, grounds keeping, gardening and irrigation support, and playground and trail safety inspections. An understanding of creek and water runoff patterns would be helpful in accomplishing the tasks of open space and landscape maintenance.

The position works with outside contractors/vendors and service providers to ensure tree removal, landscaping, facility maintenance, and other related services are completed to the satisfaction of District standards.

The Senior Parks Maintenance Worker will conduct themselves in a professional, courteous, business-like manner with the public, the District Board of Directors, District Commissioners, fellow employees, contractors, and vendors. The position may also work with other public agencies, such as Southern Marin Fire District, the County of Marin, and Golden Gate National Recreation Area, to maintain District parks and open space, including vegetation management. The position requires behaving in an ethical manner with integrity and honesty. The position will be an example to others as well as supporting its mission, values, and vision.

ESSENTIAL DUTIES:

- Maintain parks, open space, and facilities, including cleaning, sweeping, mowing, trimming, scrubbing, mopping, dusting, cleanup of animal waste, weeding, watering, painting, and repairing items
- Collect refuse from parks and facilities on a daily basis
- Ensure there are sufficient supplies for all facilities, restrooms, and kitchen spaces
- Remove graffiti from all District property
- Complete carpentry and related assignments
- Solicit quotes/bids from contractors and vendors (e.g., landscape, trees) for desired scope of work
- Tree assessments and vegetation management of TCSO open space parcels
- Manage contracts with contractors, vendors, and others (e.g., HOAs) regarding maintenance, repairs, facility improvements, landscape and tree maintenance, and vegetation management
- Work with the Operations Superintendent on projects or assist with evaluating a call-out
- From time to time, provide lead direction to Facilities Attendant to assist with park facility and landscape maintenance
- Assist with TCSO events as needed
- Know and adhere to health and safety standards required by state and federal law
- Report all accidents, injuries, and equipment safety problems and issues in a timely manner to the Assistant General Manager or General Manager
- Respond to public inquiries such as emails regarding parks and open space
- Keep records and logs of activities as required
- Perform and document regular safety inspections of playground equipment
- Ensure playground equipment is maintained in safe and proper operating order and conduct, coordinate, and recommend repairs and improvements as needed
- Recommend purchase of park materials, supplies, and/or equipment
- Order and purchase park materials, supplies, and equipment as directed and needed
- Know and adhere to District Personnel Policies
- As directed, serve as point of contact with other public agencies
- Initiate solutions to problems and resolve issues
- Work independently and as a team player
- Complete assignments in a timely and professional manner
- Interact cordially with fellow employees, Board members, Commissioners, contractors, other public agencies, and the public
- Occasionally respond to park call-outs as needed
- May occasionally assist with sanitation and solid waste functions as needed

MINIMUM REQUIREMENTS:

- 2 years of experience in groundskeeping or landscape maintenance with demonstrated skill in gardening, plumbing, and irrigation. An equivalent combination of the education and experience requirements may suffice to meet or exceed the minimum standard.
- High school diploma or G.E.D.
- Knowledge of methods, tools, equipment, and procedures used in gardening, landscape and grounds maintenance, basic plumbing repair, and basic carpentry work
- Knowledge of procedures and techniques used in the proper maintenance and repair of a variety of grounds, gardening, irrigation, and general maintenance tools and equipment
- Ability to safely and effectively perform a variety of gardening, landscape and grounds maintenance, and basic carpentry work
- Ability to repair, maintain, and safely operate a variety of power tools, hand tools, and specialized equipment used in grounds maintenance and basic carpentry work
- Ability to communicate verbally and in writing with the public and fellow employees
- Ability to interpret maps and follow routes and schedules
- Ability to follow detailed oral and written instructions in an independent manner
- Ability to lift 50-65 pounds repeatedly on a daily basis and occasionally lift up to 100 pounds
- Ability to walk, sit, bend, and stoop and sufficient mobility to access all District facilities
- Ability to use hand tools, power tools, and equipment, including a riding lawnmower, and be involved in park and recreation maintenance and repair
- Ability to perform basic mathematics, which includes calculating averages and percentages
- Ability to think clearly and objectively and to actively problem solve
- Valid Class C California driver's license
- Must be able to obtain a valid Collection System Maintenance Grade I certification issued by the California Water Environmental Association (CWEA) within 36 months of date of hire or other agreed upon date with General Manager.¹
- Obtain a Certified Playground Safety Inspector (CPSI) certification within 24 months of date of hire

Salary range per the adopted salary schedule

¹ Not required for incumbent, but encouraged.