

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924 415 868 1224



MEMORANDUM

TO:	Board of BCPUD Directors
FROM:	Georgia Woods, General Manager
RE:	<i>Item 16: Direct Staff to Advertise for Various Job Postings (1) Chief Plant Operator, (2) Operations & Project Field Manager, and (3) Resource Recovery Site Attendant</i>
DATE:	May 20, 2026

Purpose

To request Board direction to proceed with recruitment for three positions:

1. Chief Plant Operator
2. Operations & Project Field Manager
3. Resource Recovery Site Attendant

Background

Staff has developed **draft job descriptions** for three positions as part of a broader effort to strengthen the District's operational capacity across water, wastewater, and resource recovery functions:

- **Chief Plant Operator**
- **Operations & Project Field Manager (new position)**
- **Resource Recovery Site Attendant**

The **Resource Recovery Site Attendant position** is currently vacant and requires refilling to maintain continuity of operations at the Resource Recovery site.

Staff anticipates conducting **two hiring pools**:

- An **internal recruitment process** to provide advancement opportunities for existing staff

- An **external recruitment process** to ensure a competitive and qualified candidate pool

Depending on the outcome of the internal recruitment process, **promotions of current staff into these positions may result in a subsequent vacancy in a Shift Operator position**, which would then be filled through the external hiring process.

The District intends to:

- **Begin advertising these positions next week**
- **Initiate interviews in approximately three (3) weeks**

These recruitments reflect both **organizational needs and operational sustainability**, including restoring staffing at the Resource Recovery site, adding dedicated field leadership capacity, and improving alignment between field operations and regulatory oversight.

Chief Plant Operator and Operations & Project Field Manager – Role Structure

A key component of this recruitment effort is the **creation of a new Operations & Project Field Manager position**, which represents a structural shift in how operational responsibilities are assigned.

Historically, the District operated with a single **Chief Operator-type role** responsible for a wide range of duties, including:

- Regulatory compliance
- Treatment operations
- Field coordination
- Maintenance oversight
- Capital project involvement

Under the proposed structure, this **single, broad role is being intentionally divided into two separate positions:**

- **Chief Plant Operator**
- **Operations & Project Field Manager (new position)**

This change is designed to **clearly split and define responsibilities**, assigning regulatory compliance, treatment process control, and water and wastewater quality oversight to the Chief Plant Operator, while shifting field operations, maintenance oversight, staff supervision, and Capital Improvement Project execution to the Operations & Project Field Manager.

This restructuring is intended to:

- Reduce the operational burden on a single position
- Improve focus and accountability across regulatory and field functions

- Strengthen project delivery and day-to-day system management
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Action Requested

Direct Staff to proceed with:

- Advertising for the three positions listed above
- Implementing the proposed recruitment timeline
- Consulting with the Personnel Committee, as needed, if additional Board guidance is required

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FIELD OPERATIONS LEADERSHIP – DIVISION OF RESPONSIBILITIES

Overview

The District utilizes a **dual-lead structure** for water and wastewater operations to ensure both:

- **Regulatory compliance, system integrity, and treatment performance**, ensuring that all water and wastewater systems operate in accordance with applicable regulations and meet required operational standards
- **Efficient and well-coordinated day-to-day field operations and maintenance**, including staff scheduling, preventative maintenance, system repairs, and ongoing operational oversight
- **Effective planning, prioritization, and management of capital improvement projects**, including coordination with engineers and contractors and successful implementation of infrastructure improvements

This structure is designed to reflect the needs of a small, hands-on utility system, where collaboration, clear roles, and operational flexibility are essential to maintaining reliable service.

Role Summary

■ Chief Plant Operator

Focus: Compliance, treatment performance, and emergency authority

Ensures the system meets all regulatory requirements and operates reliably and safely.

■ Project & Field Supervisor

Focus: Field operations, maintenance, and project management

Ensures daily work, maintenance, and capital projects are executed effectively in the field.

Division of Responsibilities

Functional Area	Chief Plant Operator	Project & Field Supervisor
Regulatory Compliance	Leads all compliance, reporting, and regulator coordination	Supports by implementing field requirements

Sampling & Water Quality	Designs programs, reviews results, ensures compliance	Coordinates and ensures field sampling is completed
Treatment & Process Control	Leads process decisions and system performance	Supports implementation and field adjustments
Daily Operations	Provides technical guidance	Plans, schedules, and supervises daily work
Preventative Maintenance	Provides input on system needs	Develops and manages maintenance program
Capital Improvement Projects (CIP)	Provides technical and regulatory input; reviews design and performance	Serves as project manager ; leads execution, contractors, and field coordination
Emergency Response	Incident authority; handles regulatory notification and compliance decisions	Field response lead; directs crews, equipment, and on-site actions
Staff Supervision	Technical oversight, training, and guidance	Day-to-day supervision and work assignment
External Coordination	Primary liaison with regulators	Primary contact for contractors and construction
Budget & Resources	Leads operational and compliance input	Provides field and project-related input

Emergency Response Structure

During system emergencies (e.g., sewer spills, water outages):

- **Chief Plant Operator in coordination with the General Manager**
 - Provides **regulatory oversight and incident authority**
 - Ensures compliance and reporting requirements are met
- **Project & Field Supervisor**
 - Serves as **field operations lead**
 - Coordinates crews, equipment, and site activities
- **Shift Operators**
 - Perform **hands-on response, containment, repair, and restoration**

Capital Improvement Projects (CIP)

- **Chief Plant Operator**
 - Ensures projects meet **regulatory, treatment, and system performance requirements**
- **Project & Field Supervisor in coordination with General Manager**
 - Serves as the District's **Project Manager**
 - Leads coordination with contractors and engineers
 - Oversees construction and field execution

Shared Expectations

- Both positions are **supervisory (not managerial)**
- Both participate in **on-call rotation and emergency response**
- Both must **collaborate closely and support one another**
- Given the District's size, **flexibility and teamwork are essential**

Key Principle

The Chief Plant Operator ensures that the District's systems are compliant with regulatory requirements and performing effectively from a treatment and operational standpoint. The Project & Field Supervisor ensures that daily operations, maintenance, and projects are coordinated and executed efficiently in the field. These roles are designed to work collaboratively, providing both technical oversight and practical field leadership in support of reliable utility operations.

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JOB DESCRIPTION – CHIEF PLANT OPERATOR

Position Summary

Under general direction of the General Manager, plans, organizes, and oversees the water treatment, water distribution, wastewater collection, and wastewater treatment systems of the District. This position is responsible for regulatory compliance, system performance, process control, and emergency response, and works closely with the Project & Field Supervisor to ensure coordination between regulatory requirements and field execution.

In addition to the responsibilities described herein, the Chief Plant Operator is expected to perform field and operational duties as necessary and work alongside operations staff in a hands-on capacity.

This is an **FLSA-exempt position** requiring independent judgment and technical expertise.

Supervision Received and Exercised

Receives direction from: General Manager

Exercises supervision: Provides technical and functional supervision and direction to operations staff. Provides input on personnel decisions but does not independently hire, discipline, or set compensation.

Essential Functions

Regulatory Compliance and Reporting

- Assumes responsibility for plant operating logs and required regulatory reports
 - Prepares, reviews, and submits regulatory reporting (monthly, annual, incident-based)
 - Ensures compliance with applicable federal, state, and local laws and permits
 - Maintains regulatory files, records, and documentation
 - Serves as primary liaison with regulatory agencies
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Sampling and Water/Wastewater Quality Oversight

- Develops and maintains sampling programs, schedules, and QA/QC procedures
 - Directs standardized water and wastewater testing
 - Reviews laboratory data and ensures proper documentation
 - Maintains chain-of-custody protocols
 - Directs corrective actions for non-compliance
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Treatment and System Operations

- Inspects treatment facilities and ensures proper operating conditions
 - Evaluates monitoring equipment, SCADA, and data systems
 - Interprets plant performance data and directs operational adjustments
 - Oversees chemical usage, dosing, and process control
 - Ensures proper operation of pumps, valves, and mechanical systems
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Emergency Operations

- Directs emergency response to sewer overflows, spills, system failures, and outages
 - Coordinates emergency repair activities
 - Ensures regulatory notification and reporting during incidents
 - Serves as escalation authority during on-call rotation
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Capital Improvement Projects – Technical & Regulatory Role

- Provides consultation to General Manager and engineers on system improvements
- Reviews project plans, specifications, and construction drawings
- Evaluates compliance and operational performance impacts
- Supports commissioning and startup

This position does not serve as primary project manager for CIPs.

Coordination and Planning

- Assists with budget development and operational planning
 - Maintains inventory of chemicals and supplies
 - Coordinates with Project & Field Supervisor to align regulatory requirements with field operations
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Other Duties

- Provides regular updates to the General Manager
 - Assists in Board presentations and reports
 - Conducts safety meetings and staff training
 - Represents the District with agencies, contractors, and the public
 - Performs related duties as assigned
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Job Standards / Specifications

Knowledge of

- Water and wastewater system operations, equipment, and processes
 - Chemical treatment principles and laboratory testing procedures
 - Applicable laws, regulations, and ordinances
 - Safety practices and procedures
 - Basic supervisory practices
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Ability to

- Plan, organize, and direct operations
- Interpret technical data and adjust system performance
- Read and interpret plans, diagrams, and system schematics
- Prepare reports and maintain records
- Provide guidance and training to staff
- Communicate effectively

Minimum Qualifications

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Typical pathway:

- Bachelor's degree in a related field OR equivalent experience
- Extensive experience in water and wastewater operations with increasing responsibility
- Supervisory or lead experience preferred

Licenses and Certifications

1. Valid California Driver's License
2. Completion of ACWA/JPIA-approved defensive driving training within six (6) months
3. Valid California Water Treatment Operator Certificate (T-2 or higher), or ability to obtain within 12 months
4. Valid California Water Distribution Operator Certificate (D-2 or higher), or ability to obtain within 12 months
5. Wastewater Treatment and Collection certifications, or ability to obtain within required timeframe

Desirable Qualifications and Experience

- Ten (10) years or more of water/wastewater operational experience
- Experience overseeing treatment operations and regulatory compliance
- Knowledge of electrical systems, hydraulics, mechanical systems, and water chemistry
- Experience working with engineers and regulatory agencies

Essential Physical Requirements / Activities

- Operate District vehicles and heavy equipment
 - Lift and carry up to 60 pounds
 - Perform repetitive bending, kneeling, and climbing
 - Enter confined spaces and elevated areas
 - Work with chemicals and biological hazards
 - Use safety equipment (PPE, respirators, harnesses)
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Environmental Factors

- Significant outdoor work exposure
 - Wet, humid, and slippery environments
 - Loud noise and dust
 - Exposure to sewage and chemicals
 - Irregular or extended hours
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Special Requirements

- Participation in on-call rotation (~every 3–4 days)
- District provides on-call and call-out compensation
- Must respond to emergencies within approximately **45 minutes**
- Must maintain residence within reasonable commuting distance

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JOB DESCRIPTION – PROJECT & FIELD SUPERVISOR

Position Summary

Reporting to the General Manager and coordinating closely with the Chief Plant Operator, the Project & Field Supervisor plans, organizes, and supervises the District's day-to-day field operations, preventative maintenance activities, and execution of Capital Improvement Projects (CIPs).

This position is responsible for the proactive management of the District's water distribution and wastewater collection and treatment systems from a field operations perspective. The Project & Field Supervisor serves as the District's primary project manager for Capital Improvement Projects and is responsible for coordinating field work, supervising staff, managing schedules, and ensuring efficient and safe execution of operational and construction activities.

The Bolinas Community Public Utility District is a rural utility district operated by a small staff. As such, this position requires extensive knowledge of utility field operations and the ability to work hands-on alongside staff to ensure completion of work assignments and operational continuity.

This is an FLSA-Non-Exempt position.

Supervision Received and Exercised

Receives direction from: General Manager

Coordinates with: Chief Plant Operator

Exercises supervision: Provides direct, day-to-day supervision and direction to field staff. Provides input to the General Manager regarding staff performance but does not independently administer hiring, discipline, or compensation.

Essential Functions

1. Field Operations and Scheduling

- Plans, organizes, and supervises the work of staff assigned to water distribution, wastewater collection, and treatment system operations, including maintenance and repair work.
- Establishes work schedules for regular operations and emergency response, including weekday, weekend, and standby/on-call scheduling.

- Assigns daily work tasks and priorities based on operational needs, system conditions, and project requirements.
 - Monitors work progress and ensures timely and effective completion of assigned tasks.
 - Adjusts schedules and assignments as necessary to respond to emergencies, equipment failures, or changing operational priorities.
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2. Preventative Maintenance and System Maintenance

- Develops, implements, and oversees preventative maintenance programs for water and wastewater systems.
 - Ensures proper maintenance and repair of pipelines, valves, pumps, reservoirs, treatment facilities, and system infrastructure.
 - Maintains vehicles, tools, buildings, and equipment in safe and operable condition.
 - Tracks maintenance activities and identifies system deficiencies and repair needs.
 - Ensures adequate inventory levels of parts, materials, and equipment necessary for maintenance activities.
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3. Sampling Coordination (Field Execution Role)

- Coordinates and assigns daily water and wastewater sampling activities to field staff.
 - Ensures that sampling is performed in accordance with established procedures and regulatory requirements.
 - Maintains sampling supplies, equipment, and materials.
 - Ensures proper completion of sampling documentation and chain-of-custody procedures.
 - Performs and/or assists in sampling as needed.
 - Coordinates closely with the Chief Plant Operator to ensure field sampling aligns with regulatory programs and compliance requirements.
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4. Capital Improvement Projects – Project Management and Execution (Lead Role)

- Serves as the District's primary point of contact with engineers, contractors, inspectors, and vendors for Capital Improvement Projects.
- Plans, schedules, organizes, and coordinates all field aspects of Capital Improvement Projects.

- Oversees construction activities, including sequencing of work, site coordination, and integration with existing system operations.
 - Ensures project work is completed safely, efficiently, and in accordance with plans and specifications.
 - Coordinates with operations staff to minimize service disruptions during construction activities.
 - Monitors project progress, identifies issues, and implements solutions to maintain schedules and project objectives.
 - Works collaboratively with the Chief Plant Operator to incorporate technical and regulatory feedback into project execution.
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5. Emergency Response and Field Coordination

- Responds to water system failures, sewer spills, overflows, and other system emergencies.
 - Serves as the **field operations lead during emergency response**, coordinating on-site activities and directing staff, equipment, and materials for containment, repair, and system restoration.
 - Conducts initial field assessments of system conditions and implements immediate actions to minimize impacts and stabilize operations.
 - Coordinates and executes field response activities in accordance with established procedures and direction from the Chief Plant Operator.
 - Communicates timely and accurate field conditions, response actions, and operational status to the Chief Plant Operator.
 - Supports the Chief Plant Operator in regulatory reporting and documentation by providing necessary field data, observations, and timelines.
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6. Field Supervision and Safety

- Provides direct, on-site supervision of field staff and ensures work is performed safely and effectively.
 - Enforces safety procedures and ensures compliance with applicable safety standards and regulations.
 - Conducts field inspections to verify quality of work and adherence to standards.
 - Provides training and guidance to staff on proper procedures and safe work practices.
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7. Coordination and Working Relationships

- Establishes and maintains positive, cooperative, and constructive working relationships with co-workers, contractors, engineers, vendors, outside agencies, and the public.
 - Communicates effectively with staff and management regarding work activities, priorities, and issues.
 - Coordinates with the Chief Plant Operator to align field operations with regulatory and operational priorities.
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8. Work Practices and Expectations

- Regular attendance and adherence to prescribed work schedule, including weekday, standby, and weekend shifts.
 - Availability to respond to emergencies and operational needs.
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Other Duties

- Provides regular updates to the General Manager on field operations, maintenance activities, project progress, and operational issues.
 - Coordinates communication between field staff and management.
 - Assists in planning and reporting activities related to operations and projects.
 - Works with vendors and suppliers to procure materials and equipment.
 - Represents the District in field operations and construction-related interactions.
 - Performs related duties as assigned by the General Manager.
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Job Standards / Specifications

Knowledge of:

- Field operations, maintenance practices, and repair techniques for water distribution and wastewater collection systems.
 - Construction practices, project coordination, and infrastructure installation methods.
 - Operation and maintenance of tools, equipment, and vehicles used in utility work.
 - Safety practices, procedures, and regulations applicable to field operations.
 - Basic regulatory requirements related to water and wastewater operations.
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Ability to:

- Plan, organize, and supervise field operations and maintenance activities.
 - Schedule and prioritize multiple work assignments and projects.
 - Supervise, direct, and coordinate staff effectively.
 - Communicate clearly and effectively with staff, contractors, engineers, and the public.
 - Read and interpret plans, drawings, and technical specifications.
 - Identify operational problems and implement practical solutions.
 - Maintain records and prepare reports.
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Essential Physical Requirements / Activities

- Operate District vehicles, including light and heavy equipment, in connection with field operations and maintenance work.
 - Possess sufficient vision, hearing, and coordination to operate equipment and maintain situational awareness.
 - Perform lifting, carrying, pushing, and pulling of tools, equipment, and materials up to 60 lbs.
 - Perform repetitive physical activities including bending, kneeling, stooping, climbing, reaching, and working in confined and elevated spaces.
 - Work in environments involving dirt, dust, chemicals, and varying weather conditions.
 - Utilize personal protective equipment including harnesses, respirators, and safety gear.
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Environmental Factors

- Exposure to sun and outdoor weather conditions for extended periods.
 - Work in wet, humid, and potentially slippery environments.
 - Exposure to noise, dust, oil, and chemicals.
 - Work in proximity to wastewater systems and biological hazards.
 - Work at elevations and in confined spaces.
 - Irregular or extended working hours, including emergency response.
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Desirable Qualifications and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Typical qualifications include experience in water and wastewater field operations, maintenance, or construction activities. Experience in supervisory roles, project coordination, or Capital Improvement Project management is highly desirable. Knowledge of construction practices, infrastructure installation, and utility system maintenance is beneficial.

License Certificate Registration Requirements

1. Valid California Driver's License.
 2. Completion of ACWA/JPIA-approved defensive driving training within six (6) months of employment.
 3. Valid water and/or wastewater operator certifications of the minimum grade required by the State of California, or higher, or the ability to obtain such certifications within a specified timeframe as required by the District.
 4. High School diploma or equivalent.
 5. Any other requirements required by law.
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Special Requirements

- Participation in an on-call rotation (approximately every 3–4 days).
- District provides compensation for on-call availability and additional compensation for call-out work.
- Must be able to respond to system emergencies within approximately 45 minutes while on call.

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JOB DESCRIPTION – RESOURCE RECOVERY SITE SUPERVISOR (PART-TIME)

Position Summary

Under the direction of the Assistant General Manager, the Resource Recovery Site Supervisor is responsible for overseeing the day-to-day operations of the District's Resource Recovery (green waste) facility. This position provides on-site supervision, ensures safe and efficient facility operations, manages customer interactions, oversees fee collection, and maintains site organization and cleanliness.

The Site Supervisor works in a hands-on capacity and directly oversees Facility Operators during operating hours. This is a part-time position working less than 30 hours per week.

Supervision Received and Exercised

Receives direction from: Assistant General Manager

Exercises supervision: Provides on-site supervision and direction to Resource Recovery Facility Operators.

Essential Duties and Responsibilities

1. Site Operations and Access Control

- Opens and closes the facility gate on time in accordance with established schedule and operating hours.
 - Ensures the facility is staffed and properly supervised during all open hours.
 - Remains on site during hours of operation or ensures appropriate coverage.
 - Oversees daily facility operations to ensure efficient and orderly use.
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2. Customer Service and Public Interaction

- Directs customers and users to appropriate locations for disposal of materials.
- Ensures customers follow facility rules and proper disposal procedures.
- Addresses customer questions, concerns, and issues in a professional manner.
- Maintains positive relationships with the public and promotes proper use of the facility.

3. Material Handling and Site Organization

- Oversees identification and proper separation of incoming materials into designated categories, including yard waste, chipping material, and trash.
- Ensures materials are placed in appropriate locations and maintained in organized piles.
- Monitors site use to prevent contamination of material streams.

4. Site Maintenance and Housekeeping

- Ensures site is maintained in a clean, safe, and orderly condition at all times.
- Oversees removal of debris and litter from facility grounds.
- Ensures driveway areas are clear, clean, and vegetation is trimmed as needed.
- Ensures tools and equipment are maintained in clean and working condition.

5. Financial Management and Recordkeeping

- Oversees collection of fees and ensures proper handling of payments in accordance with District procedures.
- Ensures receipts are issued accurately for all transactions.
- Verifies daily reconciliation of receipts and payments.
- Ensures all funds and documentation are properly recorded and submitted daily.

6. Staff Coordination and Oversight

- Assigns and oversees work tasks for Facility Operators.
- Ensures staff follow proper procedures for customer interaction, material handling, and safety.
- Reviews and signs employee timesheets prior to payroll deadlines.
- Provides guidance and direction to staff to ensure efficient operations.

7. Safety and Compliance

- Maintains awareness of site conditions to ensure safe operations for staff and public.
- Enforces safety practices and proper use of equipment.

- Reports safety concerns, incidents, or operational issues to the Assistant General Manager.
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8. Work Practices and Expectations

- Maintains regular attendance and punctuality.
 - Performs duties in a professional and responsible manner.
 - Ensures consistent and reliable facility operations.
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Job Standards / Specifications

Knowledge of:

- Basic facility operations and site management practices
 - Customer service practices
 - Safety procedures and hazard awareness
 - Basic recordkeeping and cash handling
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Ability to:

- Supervise and coordinate staff in a small operational setting
 - Communicate effectively with the public and coworkers
 - Organize and manage facility operations
 - Handle cash transactions and maintain accurate records
 - Identify and resolve operational issues
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Minimum Qualifications

- High school diploma or equivalent
 - Experience in customer service, site operations, or supervisory roles is desirable
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License Requirements

- Valid California Driver's License
 - Any additional requirements as required by law
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Physical Requirements

- Ability to stand and walk for extended periods
 - Ability to lift, carry, and move materials up to 50–60 lbs
 - Ability to work outdoors in varying weather conditions
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Environmental Conditions

- Outdoor work environment with exposure to sun, wind, rain, and temperature variations
 - Exposure to dust, yard debris, and organic material
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Special Requirements

- Part-time position (less than 30 hours per week)
 - Must adhere to assigned work schedule and facility operating hours
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■ JOB DESCRIPTION – RESOURCE RECOVERY FACILITY OPERATOR (PART-TIME)

Position Summary

Under the direction of the Resource Recovery Site Supervisor and Assistant General Manager, the Facility Operator performs day-to-day operational duties at the District’s Resource Recovery (green waste) facility, including customer assistance, material handling, site maintenance, and fee collection.

This is a hands-on, field-based position requiring regular interaction with the public and participation in facility operations. This is a part-time position working less than 30 hours per week.

Supervision Received and Exercised

Receives direction from: Resource Recovery Site Supervisor and Assistant General Manager

Exercises supervision: None

Essential Duties and Responsibilities

1. Site Operations and Access Control

- Assists with opening and closing the facility gate as assigned.
 - Remains on site during assigned work hours to support facility operations.
 - Assists in directing traffic and customer flow within the facility.
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2. Customer Interaction and Material Handling

- Directs customers to appropriate areas for disposal of materials.
 - Identifies incoming materials and assists in separating them into designated categories, including yard waste, chipping material, and trash.
 - Ensures customers follow proper disposal procedures.
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3. Site Maintenance and Housekeeping

- Maintains a clean and orderly site free of debris and litter.
 - Assists in keeping driveway areas clear and trimmed.
 - Cleans and maintains tools, equipment, and work areas.
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4. Material Management

- Organizes material piles and ensures proper separation.
 - Monitors piles and applies water as directed to control dust or fire risk.
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5. Financial Transactions and Recordkeeping

- Receives payments from customers in accordance with District policies.
 - Issues receipts for all transactions accurately.
 - Maintains daily records of transactions.
 - Assists in turning in receipts and payments daily as required.
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6. Safety and Work Practices

- Maintains safe work practices at all times.
- Reports unsafe conditions or issues to the Site Supervisor.

- Follows all District operational procedures.
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7. Work Practices and Expectations

- Maintains regular attendance and punctuality.
 - Performs assigned duties in a professional and cooperative manner.
 - Supports overall facility operations as directed.
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Job Requirements

- Valid California Driver's License
 - High school diploma or equivalent
 - Ability to follow instructions and perform physical work
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Physical Requirements

- Ability to stand and walk for extended periods
 - Ability to lift and move materials up to 50–60 lbs
 - Ability to perform outdoor labor
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Environmental Conditions

- Outdoor working conditions
 - Exposure to dust, debris, and organic materials
 - Weather exposure
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Special Requirements

- Part-time position (less than 30 hours per week)
- Must adhere to assigned schedule
- May be required to work weekends or assigned facility operating days

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JOB DESCRIPTION – SHIFT OPERATOR

Position Summary

Under the direction of the Chief Plant Operator and/or Project & Field Supervisor, the Shift Operator performs a variety of operational, maintenance, and repair duties supporting the District's water treatment, water distribution, wastewater collection, and wastewater treatment systems.

The Shift Operator is a skilled, hands-on position responsible for the day-to-day execution of system operations, maintenance activities, and emergency response. The position requires the ability to work independently and as part of a team under both routine and emergency conditions.

This is an FLSA non-exempt position.

WATER SYSTEM – ESSENTIAL JOB FUNCTIONS

Treatment

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, the Shift Operator's responsibilities shall include, but not be limited to:

- Operating, maintaining, and conducting inspections of water treatment plant facilities.
 - Operating automatic and manually-controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
 - Regulating and controlling the amount of chemicals used to maintain specified water treatment requirements and adjusting where necessary according to results.
 - Assessing water flow, turbidity, pressure, chemical use, residuals, temperatures, and other operational data to maintain proper plant operating conditions.
 - Collecting water samples and performing testing in accordance with established procedures.
 - Maintaining daily logs, reports, and operational records.
 - Identifying and reporting operational issues and abnormal conditions.
 - Performing standby duty and other related tasks as assigned.
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Distribution

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, the Shift Operator's responsibilities shall include, but not be limited to:

- Installing, tapping, re-lining, disinfecting, testing, and connecting water mains and appurtenances.
 - Shutting down, repairing, disinfecting, and testing broken water mains and services.
 - Flushing, cleaning, and maintaining water mains and pipelines, including pigging operations where applicable.
 - Reading and maintaining water meters.
 - Performing standby and emergency response duties for distribution system failures and after-hours emergencies.
 - Draining, cleaning, disinfecting, and maintaining distribution reservoirs.
 - Determining and controlling chemical dosage rates for distribution residual maintenance.
 - Investigating water quality issues and complaints within the distribution system.
 - Operating pumps and related flow, pressure control, and storage facilities.
 - Maintaining and adjusting system flow and pressure requirements to meet demand, including fire flow and minimum pressure requirements.
 - Working with contractors and other personnel on District construction projects.
 - Performing related duties as assigned.
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Maintenance

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, responsibilities shall include, but not be limited to:

- Maintaining vehicles, tools, buildings, and facilities in proper working condition.
 - Implementing assigned preventative maintenance tasks and programs.
 - Maintaining inventory of parts, tools, and equipment.
 - Assisting with organization and procurement of maintenance materials.
 - Establishing and maintaining positive relationships with customers.
 - Delivering notices and communicating with customers as needed.
 - Responding to customer complaints during non-business and non-standby hours as required.
 - Coordinating with vendors and suppliers.
 - Performing related tasks as assigned.
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SEWER SYSTEM – ESSENTIAL JOB FUNCTIONS

Treatment

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, responsibilities shall include, but not be limited to:

- Operating and maintaining wastewater treatment facilities.
 - Operating automatic and manual equipment, motors, and pumps used in wastewater treatment processes.
 - Collecting wastewater samples and performing testing as required.
 - Monitoring treatment processes and identifying operational issues.
 - Inspecting, repairing, and replacing lines, valves, pumps, sprinklers, solenoids, and controls.
 - Evaluating equipment to identify operational problems and maintenance needs.
 - Performing vegetation management, including mowing and maintenance of disposal sprayfields.
 - Maintaining daily records and operational logs.
 - Performing standby duty and related tasks as assigned.
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Collection

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, & the General Manager, responsibilities shall include, but not be limited to:

- Operating and maintaining wastewater collection system facilities.
 - Inspecting, repairing, and replacing sewer lines, valves, pumps, sprinklers, solenoids, and controls.
 - Performing maintenance and cleaning of collection system infrastructure.
 - Conducting work site restoration following repairs and maintenance activities.
 - Working with contractors and District personnel on construction and repair projects.
 - Performing standby and emergency response duties as required.
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Maintenance

At the direction of the Chief Plant Operator and/or Project & Field Supervisor, responsibilities shall include, but not be limited to:

- Maintaining vehicles, tools, buildings, and facilities in good working condition.
 - Implementing preventative maintenance programs.
 - Maintaining inventory of parts and equipment.
 - Maintaining relationships with customers and the public.
 - Delivering notices and supporting customer communications.
 - Responding to customer concerns and issues.
 - Coordinating with vendors and suppliers.
 - Performing related duties as assigned.
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Emergency Response and Field Operations

- Responds to water system failures, sewer spills, overflows, and other system emergencies as assigned or dispatched.
 - Serves as a first responder and/or field crew member during emergency situations, performing hands-on operational and mitigation tasks.
 - Conducts initial on-site observations and reports system conditions, safety concerns, and operational status to the Project & Field Supervisor and/or Chief Plant Operator.
 - Assists in implementing immediate response actions to contain spills, minimize impacts, and protect public health and the environment.
 - Performs field activities including system shutdowns, repairs, pumping, containment, cleanup, and restoration work under supervision.
 - Operates equipment, vehicles, and tools necessary for emergency response and system repair.
 - Supports temporary and emergency system operations as directed.
 - Communicates field conditions, progress, and issues clearly and promptly to supervisory staff.
 - Assists in documenting emergency response activities, including timelines, observations, and actions taken.
 - Performs standby duty and maintains readiness to respond to emergencies within required response times.
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General

- Establishes and maintains positive, cooperative, and constructive working relationships with co-workers, outside agencies, and the public.
 - Maintains regular attendance and adherence to prescribed work schedules.
 - Performs duties in a safe and professional manner.
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Job Requirements

1. Valid California Driver's License.
 2. Completion of an ACWA/JPIA-approved defensive driving training program within six (6) months of employment.
 3. Valid Water Treatment Plant and Water Distribution System Operator Certificates of the minimum grade required by the State of California, or higher, or the ability to obtain said certificates within 12 months of employment, or as required by the District and/or State Water Resources Control Board.
 4. Valid Wastewater Treatment Certification and Wastewater Collection System Certification of the minimum grade required by the State of California, or higher, or the ability to obtain said certification within 24 months of employment, or as required by the District and/or Regional Water Quality Control Board.
 5. High School diploma or equivalent.
 6. Any additional requirements required by law.
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Essential Physical Requirements / Activities

- Operate District vehicles and equipment.
 - Maintain sufficient hearing, vision, and coordination to safely perform duties.
 - Lift, carry, push, and pull equipment up to 60 pounds.
 - Perform repetitive physical tasks including climbing, bending, kneeling, reaching, and crawling.
 - Work in environments with chemicals, dirt, dust, and outdoor weather conditions.
 - Work with biohazards and wastewater materials.
 - Use personal protective equipment, including masks, gloves, and protective clothing.
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Environmental Factors

- Exposure to outdoor conditions for significant portions of work time.

- Work in wet, humid, or slippery environments.
 - Exposure to noise, dust, oil, and chemicals.
 - Irregular or extended working hours, including emergency response situations.
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Special Requirements

- Participation in an on-call rotation (approximately every 3–4 days).
- Eligible for on-call and call-out compensation in accordance with District policy.
- Must be able to respond to emergencies within approximately 45 minutes while on call.
- Must maintain a residence within a reasonable commuting distance to reliably meet response requirements.