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To: Chairman Ken Staton, & MVWD Board Of Directors

From: Joseph Davis, General Manager

Date: June 2, 2015

Subject: Personnel Action

Background:

During discussions at last month's Directors meeting, I expressed the need to fill the Assistant General Manager and Operations Manager positions. The filling of these two positions will be followed with the suspension of the two Distribution / Production Superintendent positions.

The Assistant General Manager will be a salaried position; the proposed action will include approving candidate, salary and updated job description. (\$85,000 year)

The Operations Manager will remain an hourly position; the proposed action will include approving candidate and updated job description. (\$26.10 to \$36.45) (\$75,879.79)

Current wages

Lon Dalley	\$86,692.22 (\$75,879.79 + \$8,612.43 OT + \$2,200 Bonus)
Bryan Mortensen	\$89,599.14 (\$75,879.79 + \$11,519.35 OT + \$2,200 Bonus)

Suggested Motion:

Move to approve the updated job descriptions for the Assistant General Manager and Operations Manager positions, move Lon Dalley to the Assistant General Manager position with a salary of \$85,000 and Bryan Mortensen to the Operations Manager position.

Assistant General Manager

GENERAL PURPOSE

Under administrative direction of the General Manager, the Assistant General Manager plans, organizes, and coordinates operations and services in one or more of the following divisions: Administrative Services, Operations and Maintenance, Cross-connection and control program, Meter Services, Regulatory Compliance, and Inventory Program.

DISTINGUISHING CHARACTERISTICS

The Assistant General Manager's primary duties involve keeping the General Manager appraised in all matters. Assist the General Manager in all things, and shall assume the duties of the General Manager in his/her absence. The incumbent of this class exercises considerable discretion and independent judgement in the coordination and prioritization of duties and responsibilities assigned to subordinate managers.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

Works with the General Manager to implement: Policy, programs, projects and long-term objectives. He/She will assist in the overall planning, organization and management of all aspects of utility operations, general administration, budgeting, and policy development. Compiles information and projections to aid in the preparation of annual budget requests, monitors established budget and utilizes authorized budgetary and purchasing procedures. He/She will oversee the preparation of plans and specifications, engineering studies, cost estimates, and material procurement. Maintains cooperative relations and coordinates activities with Federal, State and Local regulatory agencies. He/she shall assist the financial officer of the District with technical accounting activities, preparing monthly financial, budgetary reports relating to the status of the District.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization policies and procedures, management information systems and software programs used in the assigned area, Terms and acronyms commonly used in the assigned functions, office management principles and practices, laws, statutes, codes, regulations, and standards pertaining to the area of assignment, principles and practices of supervision. Modern office procedures, methods, and equipment, including computer equipment. Techniques of record-keeping and reporting, alphabetical and subject matter filing systems, telephone techniques. Correct English usage including grammar, punctuation, and vocabulary. Billing and other accounting software purposes and functions. District billing, budget and accounting guidelines. Utility operations, maintenance, water resources, distribution system, and production facilities.

Ability to:

Train staff in work methods, procedures, and operations of software programs used in the assigned areas. Recognize work methods and procedures which promote a safe working environment and to train staff in same. Select, supervise, and evaluate the performance of assigned staff. Access and operate District computer equipment and software. Interpret and apply pertinent laws, regulations, and standards, including administrative and departmental policies and procedures. Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing. Plan and organize work to meet schedules and timelines. Compile and tabulate data and information to complete and maintain accurate records. Analyze and interpret financial and accounting records.; Utilize computer equipment and software to produce financial reports, prepare a variety of fiscal reports and analyses. Verify the accuracy and completeness of documents, data, and information. Write concise and accurate narrative reports. Perform accurate mathematical calculations. Maintain confidentiality of data and information. Complete a variety of tasks concurrently; and communicate orally in a clear, concise manner.

Training and Experience:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalent and four years of progressively responsible office experience which frequently entailed the use of a computer to prepare complex narrative and/or statistical or financial documents, two years of which involved supervision or management of staff.

Required Certifications and Licenses:

High school diploma or equivalent, a valid Nevada Class A Commercial Driver License with any necessary endorsements. He/she is required to hold current the level of certifications required by Nevada Administrative Code, Chapter 455 and Nevada Division of Environmental Protection (NDEP) that is equal to or greater than the classification of the District's system as determined by NDEP. He/she shall hold a Backflow Prevention Assembly General Tester and Cross Connection Control Program Specialist Certification.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

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

Employees generally work under typical office conditions and the noise level is usually quiet. However he/she may be required to drive vehicles, operate equipment, walk on uneven surfaces while making site visits and perform temporary assignments in extreme outside weather conditions at remote locations.

OPERATIONS MANAGER

General Purpose

The Operations Manager reports directly to the Assistant Manager and/or General Manager, and is responsible for overseeing the operations of both water distribution and water production divisions. The Operations Manager shall make periodic reports to the General Manager of overall operations, issues/problems pertaining to the distribution system and the water production facilities.

Essential Functions; (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

He/she shall assume supervisory responsibility of all operational personnel, and is responsible for the planning and organizing the work assignments with Superintendents and/or the Crew Leaders. He/she is responsible for organizing and monitoring the standby duty schedule. He/she shall assist in the Districts collection and testing of all state and federal sampling requirements. He/she shall assist in the Districts reporting to governing agencies (i.e. Federal, State, County, etc.). He/she shall assist in the monitoring of inventory programs and supplies. He/she shall oversee the construction of all in house projects and providing input into other capital improvement projects. He/she shall be responsible for the development and monitoring of the department's annual budget. He/she shall be responsible for all scheduled maintenance and upkeep of the distribution system, water production facilities, buildings, yard, vehicles and equipment. He/she shall attend all regularly scheduled Board meetings and provide the Board through the General Manager a monthly report on all facets of the outside operations.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization policies and procedures, software programs used in the assigned area, Terms and acronyms commonly used in the assigned functions, laws, statutes, codes, regulations, and standards pertaining to the area of assignment, principles and practices of supervision. Modern office procedures, methods, and equipment, including computer equipment. Techniques of record-keeping and reporting, alphabetical and subject matter filing systems, telephone techniques. Correct English usage including grammar, punctuation, and vocabulary. Budget guidelines. Utility operations, maintenance, water resources, distribution system, and production facilities.

Ability to:

Train staff in work methods, procedures, and operations of software programs used in the assigned areas. Recognize work methods and procedures which promote a safe working environment and to train staff in same. Select, supervise, and evaluate the performance of assigned staff. Access and operate District computer equipment and software. Interpret and apply pertinent laws, regulations, and standards, including administrative and departmental policies and procedures. Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing. Plan and organize work to meet schedules and timelines. Compile and tabulate data and information to complete and maintain accurate records. prepare a variety of reports and analyses. Verify the accuracy and completeness of documents, data, and information. Write concise and accurate narrative reports. Perform accurate mathematical calculations. Maintain confidentiality of data and information. Complete a variety of tasks concurrently; and communicate orally in a clear, concise manner.

Required Certifications and Licenses:

The Operations Manager is required to hold and maintain: a valid Nevada Class A Commercial Driver License with any necessary endorsements, he/she is required to hold current the level of certifications required by Nevada Administrative Code, Chapter 445 and Nevada Division of Environmental Protection (NDEP) that is equal to or greater than the classification of the District's system as determined by NDEP, and if specified, a Backflow Prevention Assembly General Tester Certification and a Cross Connection Control Program Specialist Certification.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

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

Employees generally will be required to drive vehicles, operate equipment, walk on uneven surfaces while making site visits and perform assignments in extreme outside weather conditions at remote locations.

Physical Demands:

While performing the duties of this class, employees are regularly required to stand and walk; talk or hear in person; sit; climb or balance; stoop, kneel, crouch or crawl; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with